Template Four: Higher National Certificates and Diplomas

To meet the specific requirements in relation to the design of Higher National Certificates or Diplomas, the following **must** be incorporated:

Requirement	Details	Edu Gain	OfS	SNF
Guided development All students must experience an effective transition, welcome and induction followed by ongoing student support throughout the course. All courses must be designed to provide personalised guided development for students with access to specialist support as needed.	**HNC/Level 4:** There must be explicit guided development throughout the year focusing on supporting entry to the course and NTU; developing the foundations of academic, personal and professional skills; the management of learning and assessments; understanding how to use feedback; and support with preparation beyond completion of the HNC course. Knowledge and practical skills will be developed through vocational related activities. **HND/Level 5**: focus on transitioning from L4 to L5, building academic, personal and vocational skills and support for preparation beyond the completion of the course.	Live	B1 B2 B4	1, 2, 3, 4, 5, 6, 7, 8
Course structure All courses must be designed so they provide a coherent, structured and scaffolded learning experience for students enabling them to develop relevant skills, knowledge, behaviours and personal development.	**Options** A course must contain an extensive core. Each discipline specific Pearson specification will stipulate core and optional units. Course teams can choose which optional units to deliver. These must align to the course aims and learning outcomes, and ensure a cohesive and relevant learning experience. **Unit size** Units will be 15 or 30 credits and chosen from the discipline specific Pearson course specification.	Learn	B1	5
Assessed Work Like Experience There must be 240 hours of embedded assessed work like experience across the course (proportional).	The distribution of the AWLE will be determined by the course design.	Work	B1 B2 B3	3, 4, 5
Major project and Synoptic Assessment All courses will include	The major project will be embedded in an existing unit of 15 or 30 credits in the final year. The synoptic assessment will be embedded the final	Learn	B1 B4	1, 4, 5
Awards and final classification	The Higher National award classification is graded as Pass, Merit or Distinction. Calculation of the overall and final grade is based on performance across all units and the points gained for each credit as stipulated in the discipline specific Pearson course specification. The grade is calculated the same way	Learn	B3 B4	5

	for HNC and HND. For HND, the overall grade is based on student performance in L5 units only.			
Progression route	A clear progression route towards another qualification must be articulated for Higher Nationals. This must be specified in CourseLoop.	Learn	B1	5