

## GUIDANCE ON APPLYING FOR UNIT(S) FOR MEETING LOCAL NEEDS BTEC LEVEL 2 FIRST DIPLOMAS, LEVEL 3 NATIONAL AWARDS, CERTIFICATES AND DIPLOMAS

### Introduction

The Meeting Local Needs (MLN) process allows a maximum of ten additional NOF accredited BTEC standard units to be imported into NOF accredited BTEC First Diplomas, National Awards, Certificates and Diplomas. It is subject to strict rules in order to conform to QCA's requirements for the National Qualification Framework (NQF).

For schools and Colleges of Further Education, applications for MLN should be made using the Edexcel Online facility. For available unit(s), the approval is instantly completed and the approval letter emailed to your Edexcel Online mailbox. Where the unit is not covered Online, or for centres that do not fall within one of the sectors above, the MLN1 form will need to be completed and sent electronically to the BTEC RACS team for processing.

This guidance is designed to clarify the rules governing the use of MLN units.

### Rules

1. The centre **MUST** have the resources necessary to deliver any additional units that it wishes to import. Unit information can be found within the relevant qualification specification, which will state the resources required.
2. The minimum size of qualification for which units can be imported is 360 Guided Learning Hours (GLH)
3. Core and Compulsory Specialist units cannot be replaced with MLN units.
4. The flexibility to import units is limited to a total of:
  - 240 GLH out of 1080 GLH (e.g. four 60 GLH units or 2/9 of the total qualification in a BTEC National Diploma)
  - 120 GLH out of 720 GLH (e.g. two 60 GLH units or 1/6 of the total qualification in a BTEC National Certificate)
  - 60 GLH out of 360 GLH (e.g. one 60 GLH units or 1/6 of the total qualification in a BTEC National Award or First Diploma)
5. Where the MLN units are an inherent part of the qualification structure and count towards the overall achievement of the qualification, certification will not be allowed for any learner who undertakes **more** than the specified number of MLN units (see above).
6. The centre must ensure that each learner takes a permitted combination of units. If the learners fail eligibility for a full certificate there will be no basis for redress.
7. Where MLN units are done in addition to the requirements for a qualification, then these can be certificated as additional units.

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8. Where a centre has added the maximum of 10 units to a qualification the programme cannot be amended any further.
9. Centres should only add MLN units where there is evidence of the additional units being needed to meet a real and identifiable local need and to support local employment. This may be checked by your External Verifier.
10. The importation of MLN units must NOT lead to the dilution of the purpose/title of the overall qualification. If you are unsure if this will be the case please consult your Regional Office
11. Units with externally-set assessment cannot be imported.