

The BTEC Customised Framework

a tailor-made solution

Guide

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1 BTEC Customised Framework

1.1 Introduction

The BTEC Customised Framework enables providers of education and training to design flexible and customised qualifications. These qualifications can support access to education and employment, lifelong learning or the requirements of particular employers and employees. All new centre-devised qualifications must be developed using this BTEC Customised Framework Guide.

The BTEC Customised Framework consists of centre-devised:

- BTEC Short Course qualifications (see section 2)
- BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications (see section 3).

Table 1 illustrates the qualifications that you can develop within the BTEC Customised Framework. It is important to note that your centre-devised qualification will not be submitted to the National Qualification Framework (NQF) and consequently, where required, you will have to identify a funding source for your qualification – Edexcel can help you identify a possible funding source.

Before you embark on developing a qualification, you are advised to discuss your education and/or training needs with Edexcel (*Appendix 1: Support from Edexcel*) or contact Edexcel's central Customer Services (tel. 0870 240 9800) for assistance.

Table 1: BTEC Customised Framework

	BTEC Customised Framework	
Qualification Level	BTEC Short Courses Qualifications	BTEC Higher Nationals, Nationals, First and Introductory Qualifications
5	BTEC Advanced Professional Award/ Certificate/ Diploma	
4	BTEC Professional Award/ Certificate/ Diploma	BTEC Higher National Certificate/ Diploma
3	BTEC Advanced Award/ Certificate/ Diploma	BTEC National Award/ Certificate/ Diploma
2	BTEC Intermediate Award/ Certificate/ Diploma	BTEC First Diploma
1	BTEC Foundation Award/ Certificate/ Diploma	BTEC Introductory Certificate/ Diploma
Entry	BTEC Entry Award/ Certificate/ Diploma	

1.2 Benefits

Some of the benefits of the BTEC Customised Framework are:

- its flexibility, coherence and relevance across six levels
- certification of small or larger blocks of learning
- the opportunity to customise a qualification for specific employment or industry needs
- the potential for links to existing BTEC qualifications or to others which are recognised by other organisations
- the ability to provide the knowledge, skills and understanding to underpin the National Occupational Standards for a particular sector
- the opportunities for progression to either a higher level qualification or to an extended programme of study at the same level.

1.3 Selecting a qualification

The next two sections of this guidance describe the key aspects of the customised BTEC Short Courses and the BTEC Higher Nationals, Nationals, First and Introductory qualifications. These two sections will help you decide which qualification best suits your needs. Support on selecting the qualification that can meet your requirements is available from your Edexcel contact.

BTEC Short Course qualifications offer flexibility. These qualifications can be designed from a choice of unit sizes and qualification sizes. They are available from Entry level to level 5.

The customised BTEC Introductory, BTEC First, BTEC National and BTEC Higher National qualifications are available from levels 1 to 4 respectively and have stipulated qualification sizes. These pre-defined qualification sizes allow you to develop a qualification that relates to the nationally recognised, standard BTEC qualifications on the NQF.

1.4 Transition arrangements

From 1 September 2003, all new centre-devised qualifications must be developed using the BTEC Customised Framework. This BTEC Customised Framework replaces the BTEC Short Course Framework, details of which were made available to centres in 2000.

Qualifications approved as part of the BTEC Short Course Framework can continue to be offered until the end of their validity (as indicated on the relevant Programme Definition). After the expiry of the validation period, these qualifications on the BTEC Short Course Framework will not be granted an extension but will have to be amended and re-approved on to the BTEC Customised Framework. Current centre-devised BTEC Higher Nationals, Nationals and First qualifications can also continue until the end of their validation period, after which they will have to be amended and re-approved on to the BTEC Customised Framework.

To develop customised qualifications you are required to adhere to the policy in this Guide and follow the information on the design, development and implementation of your centre-devised qualification within the *BTEC Customised Framework Handbook*. Your Edexcel contact is able to advise on and support you with the development of your qualification (see appendix 2 for contact details). Also you will need to follow Edexcel's centre and qualification approval processes, which are detailed in the *BTEC Customised Framework Handbook*. Your Edexcel contact can guide you through the necessary steps.

2 BTEC Customised Framework - Short Courses

2.1 BTEC Short Courses: introduction

BTEC Short Course qualifications are flexible, centre-devised qualifications that offer a choice of levels and qualification sizes and can be packaged to provide blocks of learning at the same level or at different levels.

Table 2 shows the customised BTEC Short Course title that relates to each level and size of qualification.

Table 2: BTEC Customised Framework - Short Courses

	BTEC Customised Framework - Short Courses		
Qualification Level & Associated Titles	Award 30-100 hours	Certificate 120-200 hours	Diploma 220– 300 hours for Entry to Level 3 No upper limit for Levels 4 & 5
Level 5 BTEC Advanced Professional	BTEC Advanced Professional Award	BTEC Advanced Professional Certificate	BTEC Advanced Professional Diploma
Level 4 BTEC Professional	BTEC Professional Award	BTEC Professional Certificate	BTEC Professional Diploma
Level 3 BTEC Advanced	BTEC Advanced Award	BTEC Advanced Certificate	BTEC Advanced Diploma
Level 2 BTEC Intermediate	BTEC Intermediate Award	BTEC Intermediate Certificate	BTEC Intermediate Diploma
Level 1 BTEC Foundation	BTEC Foundation Award	BTEC Foundation Certificate	BTEC Foundation Diploma
Entry Level BTEC Entry	BTEC Entry Award	BTEC Entry Certificate	BTEC Entry Diploma

2.2 BTEC Short Courses: qualification levels

Each qualification must have a designated level, from Entry level to level 5.

At least 75% of the total qualification hours must be at one overall qualification level. This allows 25% of the total qualification hours to be made up of units at different levels to the overall qualification level.

The depth, breadth and complexity of knowledge, understanding and skills within your qualification will define your qualification level. The selected level of your BTEC Short Course qualification will determine the title of Advanced Professional, Professional, Advanced, Intermediate, Foundation or Entry, as shown in the first column of table 2.

At least 75% of the total qualification hours must be composed of units at the same level as the overall qualification. This permits 25% of the total qualification size to be composed of units at different levels to the overall qualification level. For example in a level 3 qualification composed of a total of 120 hours, at least 90 hours of the qualification must be at level 3. The use of different level units may be useful when practical or theoretical skills are required at a different level to the vocational skills.

2.3 BTEC Short Courses: qualification size

The BTEC Short Courses offer the choice to develop an Award, Certificate or Diploma qualification (see table 2 for qualification sizes).

The size of your qualification is determined in hours. Depending on the number of hours, your qualification will be an Award, a Certificate or a Diploma; for instance if the qualification size totals 90 hours then it will be classified as an Award.

2.4 BTEC Short Courses: unit size

The smallest unit size consists of 10 guided learning hours. Other unit sizes can be any multiple of 10 to a maximum unit size of 120 guided learning hours.

The definition of guided learning hours is 'a notional measure of the substance of a qualification'. It includes an estimate of time that might be allocated to direct teaching, instruction, and assessment, together with other structured learning time, such as directed assignments or supported individual study. It excludes learner-initiated private study.

All of the qualifications within the BTEC Customised Framework must be made up of units. The size of a unit is measured in guided learning hours.

Units in a single qualification can all be of the same size or different sizes. A BTEC Short Course qualification can consist of only one unit, if this fits your particular requirements.

2.5 BTEC Short Courses: core and option units

All units must be expressed in outcomes and each unit can be defined as a core or an option unit.

The units in the BTEC Short Course qualification can consist of mandatory core units only or the qualification can be composed of core units and a group of option units. If you are offering an element of choice in your qualification then you must make clear:

- the core units
- the option units
- how many option units must be completed to be awarded the full qualification.

The units in level 4 BTEC Professional Short Course qualifications must be designated at H1 and H2. This is to support the learner to progress on to other level 4 qualifications. For further information on designating H1 and H2 criteria refer to the *BTEC Customised Handbook* and ask your Edexcel contact.

For all the units you write you will own the intellectual property rights.

2.6 BTEC Short Courses: imported units

Units from standard Edexcel qualifications can be incorporated into a customised BTEC Short Course qualification, provided this supports the coherence of your qualification and is subject to the rules set out in Appendix 2: The use of units from standard Edexcel qualifications and Appendix 3: Significant overlap.

If you plan to use standard Edexcel units in your customised BTEC Short Courses please note that:

- the adopted unit's learning outcomes and assessment requirements must not be altered
- a customised BTEC Short Course qualification can be composed entirely of standard Edexcel units provided the resultant qualification is meaningful, fulfils your aims and does not duplicate or significantly overlap any standard qualification
- standard Edexcel externally assessed units cannot be used in a customised BTEC Short Course qualification.

Further qualification specific rules are listed in appendices 2 and 3. For the successful approval of your qualification it is important that you follow these rules. Your Edexcel contact can offer you guidance on the standard Edexcel units, which you can include into your customised qualification.

2.7 BTEC Short Courses: assessment and grading

The BTEC Short Course qualifications are internally assessed by you. Edexcel provides quality assurance through external verification.

The assessment of the BTEC Short Course qualifications is at unit level. The notification of performance, which is issued with the qualification certificate, will record all the units achieved by the learner and if the units are graded will include the unit grade. There is no overall qualification grade.

For all the units you write, you can select to assess and grade BTEC Short Course qualification units as pass, merit or distinction. Alternatively you can choose not to grade your units but assess each unit as pass or not achieved. It is your decision to grade or not to grade your units.

The simple approach is unit assessment at pass or not achieved. A pass is awarded for the achievement of all the learning outcomes against the specified pass assessment criteria. Learners need to achieve all the pass assessment criteria to pass the unit. All learners, regardless of how well they achieve the pass assessment criteria, will only have pass recorded on their notification of performance. Some units are best assessed using this approach, for example a qualification:

- containing units that are competence based
- containing units that are based on personal skills development (confidence, assertiveness, etc.)
- at Entry Level, where pass/not achieved is the most suitable method to assess and grade the learner's achievement.

The second approach is to assess and grade each unit at pass, merit or distinction, thus differentiating the learner's performance. A pass is awarded for a unit, based on the achievement of all the pass assessment criteria for that unit. Merit and distinction grades are awarded for higher level achievement. The assessment and grading of evidence at merit and distinction level is based on the application of generic grade descriptors. Merit and distinction generic grade descriptors for level 1 to 4 are defined by Edexcel and are on the Edexcel website. For level 5 qualifications, because of the specific requirements of this level, you can devise your own grading criteria for merit and distinction grades that are relevant to your sector/area.

If you are importing units from other qualifications, you must use the learning outcomes and assessment and grading requirements of the adopted unit (see section 2.6 and appendix 2).

A single qualification may have more than one approach to unit assessment and grading and this is allowed. That is provided each unit's assessment and grading method:

- is appropriate to the unit
- is appropriate to the overall qualification aims
- does not undermine the coherence of the qualification.

Your Edexcel contact can offer guidance on assessment.

2.8 BTEC Short Courses: qualification titles

The qualification title must:

- **reflect the content of your qualification**
- **be distinctive**
- **not duplicate or emulate (eg e-Business and e-Businesses) standard Edexcel qualification titles.**

Edexcel will own the BTEC qualification title but you will own the intellectual property rights for all the units you write.

A qualification title can be defined once the qualification level and size have been decided. The qualification title must relate to the nature, aims and content of your qualification. It is advisable that you obtain Edexcel approval for your qualification title before you produce marketing material that uses an unapproved qualification title. Your Edexcel contact can offer you guidance on qualification title approval.

Within certain parameters Higher Education Centres can create their own qualification titles, if they have a Licence Agreement with Edexcel. If your centre does not have such an Agreement with Edexcel, you must follow the information in the *BTEC Customised Handbook* on the construction of qualification titles. Your Edexcel contact will also be able to guide you on qualification title construction.

3 BTEC Customised Framework - Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications

3.1 BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications: introduction

Each qualification structure of the centre-devised BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications, is the same as the corresponding standard NQF BTEC qualification. An important difference is that the customised qualifications are not externally assessed.

You can design your BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications from:

- centre devised units
- standard, NQF BTEC units
- a unique mix of both (see appendix 2).

For clarity, centre-devised BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications in this Guide will be known collectively as the customised BTEC HNNFI.

Edexcel Higher Education Licenced Centres can follow the policy in the Licence Agreement and are also required to follow higher education validation and quality assurance processes.

Table 3: Qualification structures of the BTEC Higher Nationals, Nationals, First and Introductory qualifications

Qualification Level & Associated BTEC Titles	Qualification structure		
	Award	Certificate	Diploma
Level 4 BTEC Higher National (HE Intermediate Level)		<ul style="list-style-type: none"> • Qualification size 600 hours • 10 units of 60 hours each 	<ul style="list-style-type: none"> • Qualification size 960 hours • 16 units of 60 hours each
Level 3 BTEC National	<ul style="list-style-type: none"> • Qualification size 360 hours • 6 units of 60 hours each 	<ul style="list-style-type: none"> • Qualification size 720 hours • 12 units of 60 hours each 	<ul style="list-style-type: none"> • Qualification size 1080 hours • 18 units of 60 hours each
Level 2 BTEC First			<ul style="list-style-type: none"> • Qualification size 360 hours • 6 units of 60 hours each
Level 1 BTEC Introductory		<ul style="list-style-type: none"> • Qualification size 180 hours • 2 units 30 hours, 2 units 60 hours 	<ul style="list-style-type: none"> • Qualification size 360 hours • 4 units 30 hours, 4 units 60 hours

3.2 BTEC Higher Nationals, Nationals, First and Introductory qualifications: qualification levels and sizes

The qualification levels and sizes of BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications are summarised in table 3.

The customised BTEC HNNFI are available at four different levels and have defined qualification sizes¹. Establishing the level of a qualification can be achieved in a number of ways, for example, by comparing to National Occupational Standards and/or standard NQF BTEC qualifications. Edexcel qualifications at different levels can be found on the Edexcel website (www.edexcel.org.uk/qualifications).

Selecting the size of your qualification will depend on:

- the needs of your learners
- assessment and feedback time
- guided study time
- delivery time

3.3 BTEC Higher Nationals, Nationals, First, and Introductory qualifications: level, size and number of units

The size and number of units that comprise the customised BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications are summarised in table 3.

The customised BTEC HNNFI are in line with the nationally recognised, standard NQF BTEC Higher Nationals, Nationals, First and Introductory qualifications. Hence, each customised BTEC HNNFI has a pre-determined qualification size and number of units.

For customised BTEC HNNFI qualifications all the units must be at the level of the qualification.

The units in the customised BTEC Higher Nationals must be designated at H1 and H2. This is to support the learner to progress on to other level 4 qualifications. The customised BTEC Higher National Certificate must have a minimum of 5 units at H2 and the customised BTEC Higher National Diploma must have a minimum of 8 units at H2. For further information on designating H1 and H2 criteria refer to the *BTEC Customised Handbook* and ask your Edexcel contact.

To develop a customised BTEC Introductory qualification you must keep to the conditions in table 4.

Table 4: Prerequisite to developing a BTEC Introductory qualification

Customised BTEC Introductory	
Certificate	Diploma
The core must comprise one 30-hour unit and one 60-hour unit	The core must comprise two 30-hour units and one 60-hour unit
Must contain one 30-hour personal skills unit	Must contain two 30-hour personal skills units
Must contain one 60-hour option unit	Must contain three 60-hour option units

¹ Edexcel Licenced Centres should also refer to the Licence Agreement regarding qualification design

In customised BTEC Introductory qualifications the core units must not duplicate the core units of the standard, NQF BTEC Introductory qualifications, see appendix 3 for rules on significant overlap with standard, NQF qualifications. You may make use of the standard, NQF personal skills units and the option units, if these units are relevant to your learners.

3.4 BTEC Higher Nationals, Nationals, First and Introductory qualifications: core and option units

All units must be outcome based and each unit can be defined as a core or an option unit.

The units in your customised BTEC HNNFI can all be mandatory core units, if this fulfils your qualification's aims or you may have a number of core units and a group of option units. The ratio of core units to option units will depend on the aims of your qualification and the requirements of your learner.

If you are offering a degree of choice in your qualification then you must make clear:

- the core units
- the option units
- how many option units must be completed to be awarded the full qualification.

Customised BTEC Higher Nationals do **not** contain BTEC Common Skills units.

For all the units you write, you will own the intellectual property rights.

3.5 BTEC Higher Nationals, Nationals, First and Introductory qualifications: imported units

Units from standard BTEC qualifications can be incorporated into a customised BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications, provided this does not undermine your qualification's coherence and is subject to the policy set out in *Appendix 2: The use of units from standard Edexcel qualifications* and *Appendix 3: Significant overlap*.

If you are interested in using standard units in your customised BTEC HNNFI you will need to be mindful of the following requirements:

- the adopted unit's learning outcomes and assessment requirements must not be altered
- a customised BTEC HNNFI can be composed entirely of standard BTEC units, provided that the resultant qualification is meaningful, fulfils your aims and does not duplicate or significantly overlap any standard qualification
- standard BTEC externally assessed units cannot be included in a customised BTEC HNNFI
- NVQ units cannot be included in customised BTEC HNNFI.

Further qualification specific rules are listed in appendices 2 and 3. For the successful approval of your qualification, it is important that these rules are followed. Your Edexcel contact can advise on relevant, standard BTEC units and how to use them in your qualification.

3.6 BTEC Nationals, First and Introductory: assessment and grading

The customised BTEC Nationals, BTEC First and BTEC Introductory qualifications are internally assessed by you. Edexcel provides quality assurance through external verification.

The assessment of these qualifications is at unit level. Each unit (except for the personal skills units in the BTEC Introductory qualifications) is awarded a grade of pass, merit or distinction. Contextualised grading grids define the pass, merit and distinction criteria. The personal skills units in the BTEC Introductory qualifications are assessed as pass or not achieved.

The notification of performance, which is issued with the qualification certificate, records all the unit grades achieved by the learner. There is no overall qualification grade.

Units from the customised BTEC Nationals, BTEC First and BTEC Introductory qualifications (apart from the personal skills units) are assessed and graded at pass, merit and distinction. The assessment and grading criteria for pass, merit and distinction are contextualised for each unit; as with the grading grids for the standard BTEC Nationals, BTEC First and the BTEC Introductory qualifications on the NQF. Examples of these contextualised grading grids can be found on the Edexcel website (www.edexcel.org.uk/qualifications). The personal skills units in the BTEC Introductory qualifications are assessed as pass or not achieved only, examples of these can be found on the Edexcel website.

Each unit contains the assessment and grading criteria for the unit. To demonstrate achievement, your learners must meet the requirements of the criteria in the grading grid and assessors must use these criteria to assess the learner's work.

3.7 BTEC Higher Nationals: assessment and grading

The BTEC Higher Nationals qualifications are internally assessed by you. Edexcel provides an external examiner for quality assurance purposes.

The assessment of these qualifications is at unit level. Each unit is awarded a pass, merit or distinction grade. Generic grade descriptors define the achievement of merit and distinction.

The notification of performance, which is issued with the qualification certificate², will record all the unit grades achieved by the learner. There is no overall qualification grade.

For the customised BTEC Higher Nationals, each unit is graded at pass, merit and distinction. A pass is awarded, for each unit, on the achievement of all the pass assessment criteria for that unit. Merit and distinction grades are awarded for higher level achievement. The assessment and grading of evidence at merit and distinction level is based on the application of generic grade descriptors. Edexcel has defined the level 4 merit and distinction generic grade descriptors and these can be found on the Edexcel website.

² Higher Education centres produce their own certificates when offering these programmes under licence; the Edexcel logo will also appear on the these certificates

3.8 BTEC Higher Nationals, Nationals, First and Introductory qualifications: qualification titles

The qualification title must:

- reflect the content of your qualification
- be distinct
- not duplicate or emulate (eg e-Business and e-Businesses) standard Edexcel qualification titles.

Edexcel will own the BTEC qualification title but you will own the intellectual property rights for all the units you write.

A qualification title can be defined once the qualification level and size has been decided. The qualification title must relate to the nature, aims and content of your qualification. It is advisable that you obtain Edexcel approval for your qualification title before you produce marketing material that uses an unapproved qualification title. Your Edexcel contact can offer you guidance on qualification title approval.

Within certain parameters Higher Education Centres can create their own qualification titles, if they have a Licence Agreement with Edexcel. If your centre does not have such an Agreement with Edexcel, you must follow the information in the *BTEC Customised Handbook* on the construction of qualification titles. Your Edexcel contact will also be able to guide you on qualification title construction.

Appendix 1: Support from Edexcel

In developing a BTEC Customised framework qualification, you have the full support of your regional Development Adviser/Manager. These local contacts provide a comprehensive and effective service, which includes:

- initial advice on the BTEC Customised Framework
- curriculum development advice relating to your proposals
- support relating to the qualification rationale, approval documentation and guidance
- assistance with the development of your BTEC customised qualification
- liaison between you and teams in London.

Employers/Training providers please contact:

The Sales Support Team
Employers Unit
Edexcel
Stewart House
32 Russell Square
London
WC1B 5DN

Telephone: 0870 240 9800 (General Enquiries)
Fax: 020 7758 6960 (General Enquiries)
Email: salesupport@edexcel.org.uk

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Fax: 0121 616 2576
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Bristol Office (includes Ireland)
Cribbs Business Centre
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If you are unsure which department to contact, call Edexcel's central Customer Services

Telephone: 0870 240 9800

Fax: 020 7758 6960

Email: enquiries@edexcel.org.uk

You can make use of Edexcel's *Providing Solutions* service

Email: providingsolutions@edexcel.org.uk

Appendix 2: The use of units from standard Edexcel qualifications

Standard qualifications	Requirement
<p>General rules which apply to:</p> <ul style="list-style-type: none"> • NVQ • NQF BTEC Higher Nationals, Nationals, First, Introductory and Short Course qualifications 	<ul style="list-style-type: none"> • The adopted unit must not be altered • A customised qualification can be composed entirely of standard units, provided the resultant qualification is meaningful, fulfils your aims and does not duplicate or significantly overlap (see appendix 3) any standard Edexcel qualification • Any unit that is externally assessed cannot be inserted into a BTEC Customised Framework qualification • NVQ units cannot be included in customised BTEC Higher Nationals, BTEC Nationals, BTEC First and BTEC Introductory qualifications.
<p>BTEC qualifications:</p> <ul style="list-style-type: none"> • NQF BTEC Higher Nationals, Nationals, First and Introductory qualifications • NQF BTEC Short Course qualifications • BTEC Customised Framework qualifications • BTEC language units 	<ul style="list-style-type: none"> • Units from any NQF BTEC Higher Nationals, Nationals, First and Introductory qualifications can be included, provided the units are not externally assessed • Units from any NQF BTEC Short Course qualifications can be included provided they are not externally assessed • BTEC customised qualifications must not significantly overlap standard, NQF BTEC qualifications, see appendix 3 for significant overlap. • Units from the BTEC Customised Framework qualifications can be included, provided authorisation has been granted by the units' owners • BTEC language units can be included • The accreditation period of the customised qualification will be dependent on the accreditation of the oldest transferred BTEC unit
<p>NVQ</p>	<ul style="list-style-type: none"> • Only NVQ units for which Edexcel has been accredited can be used • Units from NVQs can be considered provided they do not require external assessment. If the assessment strategy for a NVQ requires additional independent assessment for certain units, these units cannot be used in customised qualifications • Normally, there should not be units from more than two different NVQs within one customised qualification • The accreditation period of the customised qualification will be dependent on the accreditation of the oldest NVQ unit • Normally, a qualification cannot be composed entirely of NVQ units from a single NVQ qualification, as this would constitute duplication.
<p>Other NQF qualifications</p>	<ul style="list-style-type: none"> • Units from general qualifications, VCE, GNVQ, Adult Literacy, Adult Numeracy or Key Skills cannot be used in a BTEC Customised Framework qualification.

Appendix 3: Significant overlap

BTEC customised qualifications must not significantly overlap standard, NQF BTEC qualifications. Significant overlap relates to the number of mandatory units from the standard, NQF BTEC qualification that can be used in the BTEC customised qualification. The grid below defines the number of mandatory units that can be imported from a single standard, NQF BTEC qualification. If a NQF BTEC qualification has only 2 mandatory units, these units cannot be included in a customised qualification.

Number of mandatory units (including externally assessed units) in the standard, NQF BTEC qualification *	Number of mandatory, NQF BTEC units that can be used in a BTEC customised qualification
3	2
4	2
5	3
6	3
7	4
8	4
Above 8	If you want to develop a qualification in an area that has a standard NQF BTEC qualification with more than 8 mandatory units, you must discuss this with your Edexcel contact.

* For customised BTEC Introductory qualifications, you must follow the structure of the standard NQF qualification **but** you cannot use any of the core units. You may make use of the personal skills units and the option units, if these units are relevant to your learners.

Further copies of this publication are available from
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Telephone: 01623 467467

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Email: publications@linneydirect.com

Order Code B014292

For more information on Edexcel and BTEC qualifications please contact:

Customer Services on 0870 240 9800

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