

**THE BULWELL
ACADEMY**

*Creative
Education
Trust*

STUDENT GUIDE TO BTEC

September 2018





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September 2018

This short guide highlights some of the important information you may need to know about your new Edexcel/Pearson course. This document contains **general information** and you will be given more specific information about your course during the introductory lessons. That is where you will be given information about the different units you will study and what you need to do to attain specific grades of attainment.

What are vocational qualifications?

Vocational qualifications are nationally recognised qualifications. They are different from traditional GCSE and A Levels because they are linked to a particular area of work

What makes vocational Qualifications different?

- Students develop skills, knowledge and understanding in the vocational area they are studying
- Each vocational course is made up of a number of units, allowing students to build up their qualification in stages
- Students are assessed through coursework.
- Students produce evidence for their key skills qualification through their vocational course.
- Students take responsibility for their own learning by planning their work, doing research and regularly reviewing their progress.

BTEC Programmes at THE BULWELL ACADEMY

Level 1/2

BTEC First Award in Sport

BTEC First Award in Business

BTEC First Award in Performing Arts

BTEC First Award in Health and Social Care

BTEC Technical Award in Enterprise

BTEC Technical Award in Health and Social Care

BTEC Technical Award in Digital Information Technology



Level 3

BTEC National Certificate in Business

BTEC National Extended Certificate in Business

BTEC National Extended Diploma in Business

BTEC National Certificate in Sport

BTEC National Extended Certificate in Sport

BTEC National Extended Diploma in Sport

BTEC National Certificate in Health and Social Care

BTEC National Extended Certificate in Health and Social Care

BTEC National Extended Diploma in Health and Social Care

What will happen in lessons?

The lessons will vary according to the subject and level but all students should experience most of these activities:

- Discussion - one to one or in groups
- Research – group or individual using a variety of methods
- Report writing
- Presentations – in groups or individually
- Practical work
- Display work Visits to organisations/companies
- Work with visitors
- Preparation for external examinations

Outline of the work

Each unit of work has a series of assignments that you will need to complete for the unit. For each assignment you will work with an assignment sheet that lists the tasks you need to complete and will have an assessment grid that outlines the criteria needed to achieve a Pass/Merit/Distinction. You have to meet all of the criteria at Pass level in order to move up to Merit level and meet all merit criteria to move up to the top grade of Distinction. Achieving an overall grade for the module will be determined on achieving all criteria at the highest grade.



Completing your assessments

Each assessment will have a deadline date for completion and it is **essential** that you meet this deadline. If you have a genuine reason for being unable to complete the work for the deadline you will need to discuss this with your teacher. Deadlines are set for the following reasons:

- To ensure that your workload is balanced throughout your course
- To enable you to develop organisational skills and work independently
- To ensure fairness so that each student has the same amount of time to complete the work

You will not be allowed any help once your assessment has started. It must be completely your own work. The assessment is different to the normal teaching and learning that leads up to an assessment

Your work will be marked by your teacher and it is likely that it will also be marked by another member of staff, this is to ensure that internal verification is taking place and that the mark you have been awarded is accurate and fair.

You must sign a declaration to authenticate the submitted work as your own

The assessed work will be stored by your teacher until you have completed Certification for the whole course

Extensions to deadlines

An extension to the deadline may be given in exceptional circumstances. It is not an automatic right. **You cannot have further guidance** on how to improve your work.

In the unlikely case you think you should have achieved a better grade you should:

- Discuss this with the teacher concerned
- You must have the written permission of the Lead Internal Verifier
- You have the right to appeal against your mark if you think that you have been unfairly assessed. The appeals policy sets out how you might do this.

Opportunities for resubmission

In **very exceptional circumstances** you may be allowed **one** opportunity to re-submit a piece of work. However, the highest grade you can then achieve for that piece of work is a **pass**.

- Any such requests must be made within 15 working days of the original assessment
- You must have the permission of the Lead Internal Verifier to have a re-submission



Internal Verification/National Standard Sampling

During your course some of your work will be submitted for internal verification where it will be marked by another member of staff to ensure the correct marking procedure has been applied. In addition to this an external verifier may come into school and sample your work.

Malpractice

It is important that you credit all your research materials you may have used in your assignments. This could be internet sites you have visited; quotes you have used in your essays and books you have referred to. Your teacher will advise you on how to do this both at the beginning of the course and at regular intervals throughout.

You must also make sure that you do not lend your work to anyone else or borrow someone else's work. Copying someone else's work or not referencing sources is known as plagiarism and is taken very seriously by the School and by the exam board.

There are a range of options that could happen if you plagiarise someone else's work; these range from discussions with parents to informing the exam board in more serious cases, where you could lose all of the marks for a unit

You must sign your assignments to indicate that the work is your own work. You have signed a student charter on entry into the school which refer to this aspect. You will also be given a copy of the JCQ's guidance on plagiarism

Appeal

If you are concerned that you have not been awarded a fair grade for your work you do have the right to appeal and you should do this in the first instance by discussing this with your personal tutor who will advise you and seek clarification on your behalf. If necessary your work will be re-marked by another member of staff.

You need to read the Internal Appeals Policy for further guidance on this.

Key documents you will be given during your course

Assessment grid

This tells you what criteria the assignment is designed to assess. The grid will include three levels of criteria: Pass, Merit, Distinction. You will be told what you need to do to attain each of the three levels. You must ensure that you do fulfil all of the criteria in each category to achieve that level at the end of an assignment



Assignment brief

This sets out the task you are being asked to complete. It might include a scenario which provides you with any background information you need to know. The assignment will then be broken down into a number of tasks which you will need to complete. At the end of each task there will be an indication of which of the assessment criteria is being met by that piece of work. The assignment brief will also include details of the deadline date for each piece of work.

Front sheet

This is a sheet which must be attached to every piece of work you submit. It explains to your teacher which task you have attempted and has a section which you **must sign** to say that all of the work being submitted is your own. Without this front sheet your teacher **will not** be able to mark your work.

Feedback sheet

This is the sheet that will be attached to your work once it has been marked by your teacher. They will highlight which of the assessment criteria you have fulfilled.

Once you start the assessment your teacher **will not give specific feedback** on the evidence produced before it is submitted for assessment

Confirmation of specific assessment criteria will not be given until the assessment stage

School Policy on Malpractice

This will outline to you exactly what malpractice is and the likely outcomes if malpractice is discovered. As well as outlining what malpractice is the policy sets out the procedures that may be followed.

School Policy on Appeals

This outlines what you need to do if you think that your work has been assessed unfairly. It also explains the procedures that will be followed to respond to such appeals.



What will be expected of you?

You will be expected to do all of the following as part of your day-to-day work

- Read and research
- Keep a record of the information you find and the sources
- Plan your work in a logical order and keep a record of your progress
- Talk to your teachers about your ideas and how to achieve the best results
- Produce drafts and final copies of your work
- Produce good quality work with high standards of grammar and spelling
- Present your work in a suitable format according to the purpose and the audience
- Evaluate your work and make suggestions for improvement
- Meet deadlines as outlined in the assessment calendars which your teachers will provide
- Keep a record of the work you have completed, including the grades and points you have been awarded

Who will be involved with the course?

Subject teachers (assessors)

They are responsible for planning lessons, preparing resources, assessing work and making sure that the units are completed on time.

Programme manager

This is the teacher in charge of the course. S/he must make sure that the units are being taught correctly and that sufficient resources are available.

Internal Verifier

S/he will check (IV) the assessment of all teachers on the course; they sample the work of all students on the course and provide written feedback. The IV works with the external verifier.

Quality Nominee

This person oversees all of the vocational courses to make sure that standards are being met. This will be done by:

- Visiting lessons
- Looking at students' work
- Collecting information on student achievement
- Surveying teacher/student views



External Verifier

This person has knowledge of the subject and the course and will visit to sample the work from one unit.

Exam Officer

The examinations officer is responsible for registering students for the course and for claiming qualifications with the Quality Nominee.

Obtaining a Pass Grade

To achieve this grade you will have to work independently to identify information. You will also be expected to describe in your own words the information you have found and show that you and select the appropriate information for the scenario you are working on.

Key Words	Description
Complete	Complete a form, diagram or drawing
Demonstrate	Show that you can do a particular activity
Describe	Give a clear, straightforward description which includes all the main points
Identify	Give all the basic facts which relate to a certain topic
List	Write a list of the main items
Name	State the proper terms related to a drawing or diagram
Outline	Give all the main points, but without going into too much detail
State	Point out or list the main features

Examples:

- List the main features on your mobile phone.
- Describe the best way to greet a customer
- Outline the procedures you follow to keep your computer system secure

Obtaining a Merit Grade

To achieve this grade you will have to work independently and find information using different methods. You will have to write in detail and give examples to show that you have understood the information well. You will have to explain in details using your own words and give reasons for the points that you make. You will have to review what you have done and give reasons for the choices you made.



Key Words	Description
Analyse	Identify the factors that apply, and state how these are linked and how each of them relates to the topic
Comment on	Give your own opinions or views
Compare/contrast	Identify the main factors relating to two or more items and point out the similarities and differences
Competently use	Take full account of information and feedback you have obtained to review or improve an activity
Demonstrate	Prove you can carry out a more complex activity
Describe	Give a full description including details of all the relevant features
Explain	Give logical reasons to support your views
Justify	Give reasons for the points you are making so that the reader knows what you are thinking
Suggest	Give you own ideas or thoughts

Examples:

- Explain why mobile phones are so popular.
- Describe the needs of four different types of customers.
- Suggest the type of procedures a business would need to introduce to keep its IT system secure.

Obtaining a Distinction Grade

To achieve this grade you will have to be completely independent, using your own ideas, giving your opinion and justifying the points that you make. You will be expected to link ideas together and evaluate your work by identifying the strengths and weaknesses and giving ideas for improvement. You will use your teachers mainly for support and guidance, as the ideas will be yours.

Key Words	Description
Analyse	Identify several factors, show how they are linked, and explain the importance of each
Compare/contrast	Identify the main factors in two or more situations, then explain the similarities and differences, and in some cases adapt your original ideas
Demonstrate	Prove that you can carry out a complex activity taking into account information you have obtained or received to adapt your original ideas
Describe	Give a comprehensive description which tells a story to the reader and shows that you can apply your knowledge and information correctly
Evaluate	Bring together all your information and make a judgement on the importance or success of something
Explain	Provide full details and reasons to support the arguments you are making
Justify	Give full reasons or evidence to support your opinion
Recommend	Weigh up all the evidence to come to a conclusion, with reasons, about what would be best



Examples:

- Evaluate the features and performance of your mobile phone.
- Analyse the role of customer service in contributing to an organisation's success.
- Justify the main features on the website of a large successful organisation of your choice.

Key things to remember

Be organised

Sort out your files and make that all of your notes and assignment details are stored safely at all times. Keep back-up copies of electronically stored work

Make use of the resources available to you

Resources are everywhere: the internet, library, newspapers, textbooks, teachers, family and friends. Different resources will give you different perspectives on what you are studying and will add detail and perspective to your analysis.

Be smart about your time

Make sure that you record the deadline dates for any tasks or assignments. You may be taught by more than one teacher at a time. **Make sure that you meet your deadlines! The consequences of not doing so can be very severe.**

Prioritise your work

You will need to work out what is the most important element of your work and do this first. Until the key pieces of work are complete it is difficult to make progress on anything else.

Review your progress

During the teaching and learning part of the work it may be returned to you with comments. These comments could be ways to improve your work, or highlight corrections which need to be made. This can be part of your teacher judging when you are ready to take the assessment. You must ensure that you act upon these comments as they are there to help you. Also use your Module Report to read and follow up the progress you are making prior to starting the assessment.

Ask for help when you need it

Don't be afraid to ask for help. The chances are that if you don't understand something then someone else won't either. Highlight any areas which need clarifying and your teacher will do his/her best to improve your understanding

Your teachers are there to help

Teachers want you to attain the highest grade you can for the course and we are happy to help you whenever we can, however, we cannot write or undertake your work for you! If you act upon advice given and comply with all of the deadline dates there are no reasons why you cannot achieve success on your course.

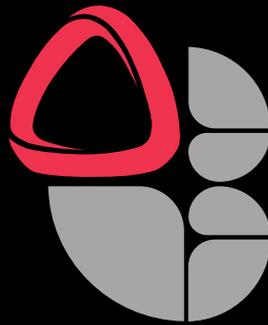
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