



BTEC Student Handbook

LEVEL 3

“Vocational education programs have made a real difference in the lives of countless young people nationwide; they build self-confidence and leadership skills by allowing students to utilize their unique gifts and talents”

Conrad Burns

2017 - 2018

Learner Name			
Course Start	Sep 2017	Course Finish	June 2018

Welcome Page

Where Success Matters!

The Vocational Team welcomes you and we are pleased to have you as a student in our department. Whether you are a new student, or have been with us for some time, you are going to be our most important and valued assets.

We hope you feel comfortable with your work environment and that you value the support you will be given by your teachers. The BTEC courses do work differently to other subjects and you will be expected to work hard both in and out of your lesson to meet coursework deadlines. You will also be presented with many different opportunities to broaden your vocational learning. If you have any problems please remember to speak to your subject assessors or directly with me.

Good Luck, work hard and remember we are here to support you in your studies and to help you be successful in the sixth form.

A Holland

Assistant Headteacher

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**Vocational Courses BTEC
Staffing Structure 2017/18**

**SLT – AH
(Oversees Vocational) and Quality
Nominee**

**Centre Lead IV
SAM**

**Business
Lead IV
GAC ***

**Health & Social
Care – Lead IV
AH ***

**PArts/Dance
Lead IV
KAW***

**Travel &
Tourism
Lead IV SNS**

**Assessor
SAM**

**Assessor
ANM**

**Assessors
KAW/KJ**

**Assessor
SAM**

***OSCA**

Assessment

Assignment Briefs

Your assessment is carried out through various types of assignments.

Assignment briefs are issued once the content for the unit of work has been delivered. They are your reference point for assessment throughout the unit and therefore should always be at hand; especially when writing coursework.

Each assignment brief will include:

- Date issued; Hand in date and assessment date.
- Qualification being studied
- Unit covered.
- Scenario.
- Description of task
- Description of evidence to be submitted
- Criteria Covered
- Resources list

Submission of Evidence

The rule framework allows for **one** submission of evidence for each assignment.

Your tutor will formally record the assessment result and confirm the achievement of specific assessment criteria.

You must submit an assignment for assessment which consist of evidence towards the targeted assessment criteria

A signed-and-dated declaration of authenticity with each assignment

Always check the brief to ensure you have completed all the necessary tasks. Coursework should be word processed unless otherwise stated. You should always keep an electronic copy of each completed assignment for your reference.

You should regard all assessment marks as provisional until an assessment sheet has been completed. However, this can still be subject to moderation and change until BTEC results day.

All work within the assignments must be your own work. It should not be copied from another student nor cut and pasted from articles on the internet. This is regarded as

plagiarism. This is extremely serious and could jeopardise your obtaining the qualification.

Deadlines

You must meet the deadline stated on your assignment brief; failing to meet the stated deadline will mean you are **NOT** entitled to a resubmission date and the Lead Internal Verifier will not be permitted to authorise a resubmission date.

Feedback to students

Once you are working on the assignments which you will submit for assessment, you must work independently to prepare and produce evidence for assessment.

Before starting the assessment task, your teacher will ensure that you understand the:

- **Assessment requirements**
- **Nature of the evidence you need to produce**
- **Importance of time management and meeting deadlines**

Once you begin the work for your assessment your tutor must not:

- **Provide specific assessment feedback on the evidence you produce before it is submitted for assessment**
- **Confirm achievement of specific assessment criteria until the assessment stage**

Your tutor **can** continue to give general feedback and support, particularly around the development of knowledge, understanding and skills

Once assignments have been submitted your tutor will create an assessment record.

Assessment records for all assignments completed will include the following information:

- Unit title
- Issue date
- Submission deadline
- Date submitted
- First submission/ resubmission
- Authorisation of resubmission (if applicable)
- Target criteria covered
- Criteria achieved (yes/no)
- Assessment comments- this will include comments on how you achieved or did not achieve specific criteria

- General comment from assessor
- Assessor declaration and signature
- Learner comment and signature

Re-submission Policy and Procedures

Please be aware of the importance of **meeting** formal assessment deadlines in order for your tutor to accept evidence for assessment or for re-submission.

Every assignment contributes towards the final qualification grade the rule framework allows for one resubmission of evidence for each assignment.

Re-submissions can only be authorised by a Lead Internal Verifier, however, for them to authorise the re-submission following conditions must be met:

- You have met initial deadlines set in the assignment, or has met an agreed deadline extension
- Your tutor can judge that you will be able to provide improved evidence without further guidance
- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by you

If you do not meet the above conditions you will **NOT** be authorised for a resubmission.

You will be given a deadline for resubmission within **10 working days** of you receiving the results of the assessment

Retakes

If you have met all of the conditions listed above in opportunities for resubmission, but still **NOT** achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **MAY** authorise one retake opportunity to meet the required pass criteria.

The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

The retake will be a **NEW** task or assignment targeted only to the pass criteria which you did not achieve in the original assignment.

The assessor will agree and record a clear deadline before you start the retake.

Your tutor will not be able to award a merit or distinction grade for a retake.

You will **not** be allowed any further resubmissions or retakes

Marking and moderation

All assignments are marked by your teacher in relation to the set criteria appropriate to each unit learning outcome. You will be awarded a pass; merit or distinction grade for each unit completed and evidence produced that meets the grading criteria.

The assessment process is then subject to internal verification from a second marker from within the Vocational faculty. Moderators second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.

Edexcel will also check the grading of randomly selected assignments to make sure marking is correctly done.

Appeals Procedure

- Any discrepancies that the student feels has taken place are first discussed with the candidate and the assessor.
- If no headway is made at this point, the assessor and IV meet to discuss the appeal. The assessors will then feedback to the candidate the IV's decision.
- The candidate is at liberty to discuss this decision with the IV.
- If this does not clear the situation then the information will be passed onto the QN –Miss Holland, if the candidate is still not happy with outcome the External Verifier for the subject will be asked to make a decision, which can be upheld by the Awarding Body.
- This should give a prompt, fair and accurate feedback to the candidate.

Learner declaration

Please sign the statement below to declare that you understand the importance of meeting deadlines and you understand the procedures for resubmissions and retakes.

I certify that all work submitted is my own. I am aware of the importance of meeting deadlines and the procedures for resubmissions and retake opportunities.

Name:

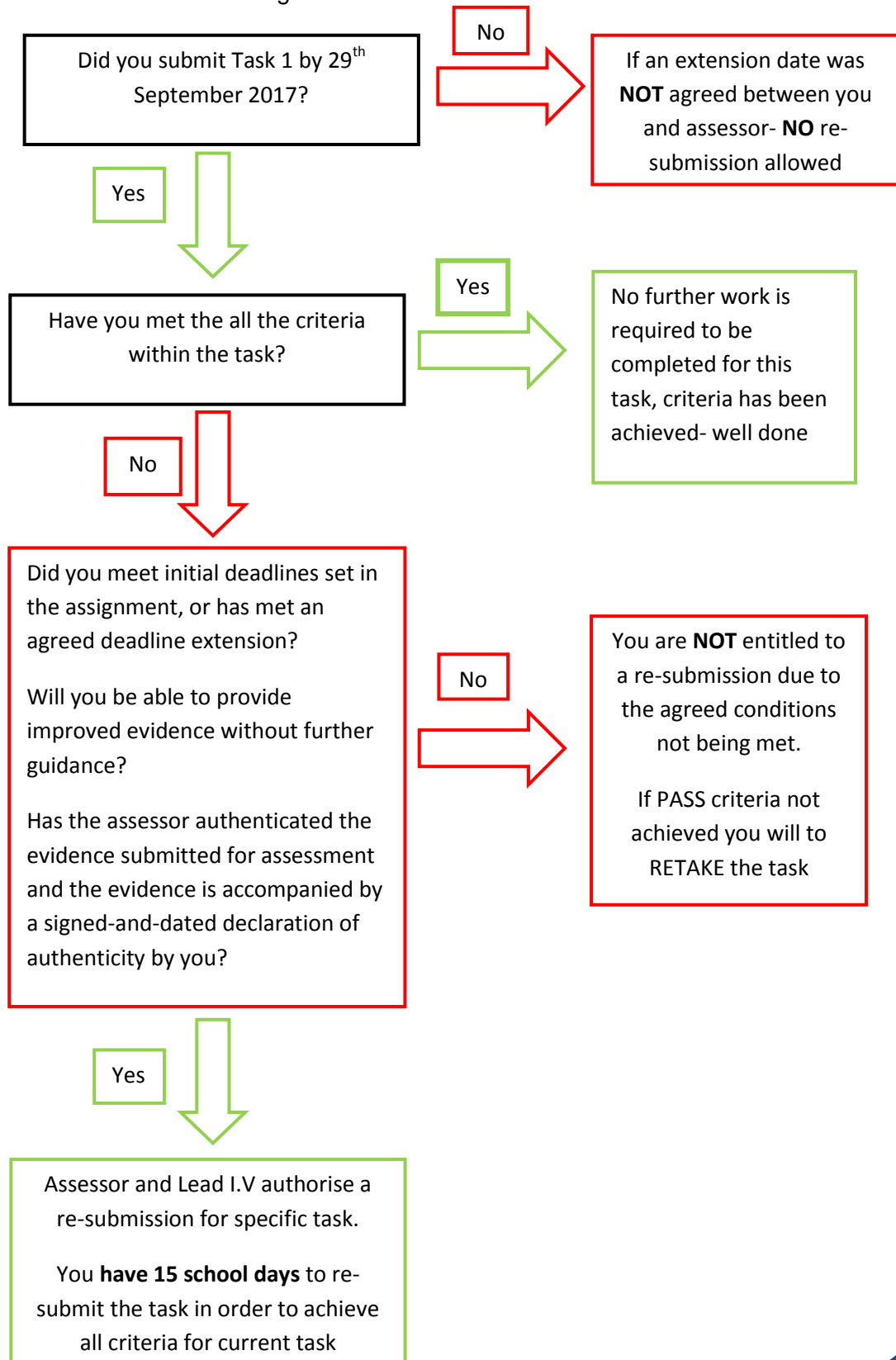
Signature:

Date

Submission Diagram

Example:

You have been set a deadline for the 29th September 2017- the diagram below will outline the submission and resubmission guidelines:



Welcome!



"Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around."

Leo Buscagila

Across the next two years you will be completing the BTEC National Qualification in Health and Social Care.

The health and social care sector is a major employer of almost 4 million people in the UK, many of which are highly skilled. Almost 1.7 million job openings are expected over the period to 2020. It also makes a vital contribution to all other aspects of the economy and society by creating a healthy and productive workforce and by caring for the ageing and the vulnerable.

Services provided by the sector will touch every individual and family in the UK.

As the qualification was designed in close collaboration with industry, it is fully supported by the Sector Skills Council (SSC) for the sector, Skills for Health. A range of professional organisations/employers in the sector has also confirmed their support for this Pearson BTEC Level 3 course in Health and Social Care. This means it is a highly respected route for those who wish to move into employment in the sector, either directly or following further study.

A significant proportion of recruitment in this sector is at graduate level.

The Pearson BTEC Level 3 in Health and Social Care (NQF) also provides a well-established route into a variety of specialist Higher Education (HE) courses in this sector, when taken alongside other qualifications appropriate for the desired course of study. UCAS has reviewed the qualification to assess its value for access to higher education, and has allocated UCAS points

Placement Ideas:

Hospitals- we work closely with Epsom Hospital who have provided a number of our students with a week's placement based in Epsom Hospital- A&E; Neo-Natal; Cardiology; Operation Practitioner

Care Homes- Elderly; Adults with Learning Difficulties

Mental Health Institutions

Hospices

Youth Clubs

Structures of the qualifications at a glance

This table shows all the units and the qualifications to which they contribute. The full structure for this Pearson BTEC Level 3 National in Health and Social Care is shown in *Section 2*. You must refer to the full structure to select units and plan your programme.

Key

Unit assessed externally	M	Mandatory units	O	Optional units	HS	Health Studies
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Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (510 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)	Extended Diploma (1080 GLH)
							HS
1 Human Lifespan Development	90	M	M	M	M	M	M
2 Working in Health and Social Care	120		M	M	M	M	M
3 Anatomy and Physiology for Health and Social Care	120					M	M
4 Enquiries into Current Research in Health and Social Care	120				M	M	M
5 Meeting Individual Care and Support Needs	90	M	M	M	M	M	M
6 Work Experience in Health and Social Care	60			O	O	M	M
7 Principles of Safe Practice in Health and Social Care	90			M	M	M	M
8 Promoting Public Health	90				M	M	M
9 Infection Prevention and Control	60					O	O
10 Sociological Perspectives	60		O	O	O	O	
11 Psychological Perspectives	60		O	O	O	O	O
12 Supporting Individuals with Additional Needs	60		O	O	O	O	
13 Scientific Techniques for Health Science	60						O
14 Physiological Disorders and their Care	60		O	O	O	O	O
15 Microbiology for Health Science	60						O
16 Policy in Health and Social Care	60					O	
17 Caring for Individuals with Dementia	60					O	O
18 Assessing Children's Development Support Needs	60					O	
19 Nutritional Health	60			O	O	O	O

continued overleaf

Qualification and course structure

Introducing new BTEC Nationals in Health and Social Care starting from September 2016

The new BTEC Nationals use a combination of assessment styles to give students confidence so they can apply their knowledge to succeed in the workplace- and have the study skills to continue learning on higher education courses and throughout their careers. Students on the new BTEC National apply learning through a range of practical assessments

- Assignments: Set and marked by teachers; verified by Pearson. Still the main form of assessment for all BTEC Nationals.
- Tasks: provide students with work-based challenges in timed, realistic work conditions.
- Written exams: Students create written answers to practical questions in exam conditions.

COURSE STRUCTURE

Pearson Level 3 National Extended Certificate in Health and Social Care

Unit	Mandatory units	Assessment method
1	Human Lifespan Development	External
2	Working In Health and Social Care	Internal
5	Meeting individual care and support needs	Internal
Optional specialist units		
14	Physiological disorders and their care	Internal

Welcome!

To be successful, you have to have your heart in your business, and your business in your heart. – *Sr. Thomas Watson*



Why choose BTEC Business Studies?

Not only is it the greatest subject in the world, but it is a practical too! The course is designed to appeal to both full-time learners interested in a career in business and to those who already have experience of working in the sector. The four core units give learners an introduction to and understanding of the business environment, management of resources, marketing and communication – all fundamental to the success of business organisations.

The flexibility of the specification gives our department opportunities for imaginative, innovative and creative lessons and assignments to be planned. The specification also addresses sector needs and skills gaps such as in the finance, administration and management areas.

Where possible we will plan visits and ask speakers to attend, so that students can gain a real feel for the subject and the world of work. Business Studies qualifications are in demand from employers, as they like to see that their employees have the skills and knowledge to progress in their careers.

What could this qualification lead to?

University degree courses such as Business Management, or specialist degrees such as Business and Marketing, management roles in well known businesses and it could allow you to complete work experience in organisations in your chosen industry.

Pearson Level 3 National Extended Certificate in Business Studies (360 GLH)

Unit	Mandatory units	Assessment method
1	Exploring Business	Internal
2	Developing a Marketing Campaign	External
3	Personal and Business Finance	External
Optional units		
8	Recruitment and Selection Process	Internal

Welcome!



Dance is your pulse, your heartbeat, your breathing. It's the rhythm of your life. It's the expression in time and movement, in happiness, joy, sadness and envy.

Jaques D'Amboise

WHY DANCE?

If you enjoy the thrill of performing to an audience, are passionate about choreography, can work independently and as part of a team then dance is for you!

The Level 3 National Extended Certificate in Performing Arts is part of the Carshalton High School for Girls DNA Elite 6th Form Dance Programme. The BTEC course was selected as part of the programme due to the variety of units it offers and the opportunity to personalise learning to suit the needs of the dancers on the course. The course is two years in duration and the units have been selected to provide learners with a variety of skills that will enable dancers to progress to further areas of study within dance.

The performance industry is highly competitive and dancers wishing to pursue this line of work need to be hard working and committed. However, this is not the only the career prospect if you study dance. Choreography, teaching, notating, journalism, company manager, rehearsal director and dance therapist are just a few of a wide range of careers that you can access through completing the BTEC course.

For those students who love dance but have their heart set on a different career, dance gives you the opportunities to develop key transferable skills. Problem solving, team work, meeting deadlines and developing confidence are just a few of the skills that you will develop on this course.

The course is assessed through a variety of practical and theory tasks. For internally assessed tasks practical work will be recorded and theory work will be collated in a portfolio of work. For externally assessed units you be required to complete practical

work and a theory exam. It is vital that both elements are completed in detail and that deadlines are met.

As well as performing on a regular basis you will also be responsible for organising and running the two main school dance performances. From front of house to lighting this opportunity will give you the experience of dance life both on and off the stage.

To help enrich your dance experience workshops and visits to performances are essential.

The Level 3 National Extended Certificate in Performing Arts is taught over 360 guided learning hours (GLH). It has core and optional specialist units. Learners must complete the three core units, and one optional specialist unit.

The Level 3 National Extended Certificate in Performing Arts is a combination of internally and externally assessed assignments.

COURSE STRUCTURE

Pearson Level 3 National Extended Certificate in Performing Arts

Unit	Mandatory units	Assessment method
1	Performing to An Audience	External
2	Developing Skills and Techniques for Live Performance	Internal
3	Group Performance	External
Optional specialist units		
12	Contemporary Dance Technique	Internal

**PUSH YOURSELF
BECAUSE, NO ONE
ELSE IS GOING
TO DO IT FOR YOU.**

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