



**ALEC REED
ACADEMY**
PROUD TO LEARN

Student Handbook and Individual Learning Plan Level 3

Name: _____

Subject: _____

Signature: _____ Date: _____

Welcome to BTEC Level 3

This booklet is for you to use throughout the course, it will act as a record and a guide. You will need to bring it with you to every lesson.

It includes information on the structure of the course and assessment, study skills & reading lists. We will be using this booklet throughout the course but especially in the first few weeks, so keep it at the front of your folder.

Best Wishes and every success for your coming year.

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Qualification Breakdown

	BTEC Certificate	BTEC Extended Certificate	BTEC Foundation diploma	BTEC Diploma	BTEC Extended Diploma
	2 Units	4 Units	6 Units	8 Units	13 Units
	1 External (50%)	2 External (58%)	2 External (41%)	3 External (45%)	4 External (42%)
	1 Internal (50%)	2 Internal (42%)	4 Internal (59%)	5 Internal (55%)	9 Internal (58%)
	All Mandatory	One Optional Unit from a range	Two optional units from a range	Two optional Units from a range	7 optional Units from a range
Subject Areas Available	Business, Health & Social Care, ICT, Music, Performing Arts, Sport Science, Applied Science	Business, Health & Social Care, ICT, Music, Performing Arts, Sport Science, Applied Science	Business, Health & Social Care, ICT, Music, Performing Arts, Sport Science, Applied Science	Business, Health & Social Care, ICT, Music, Performing Arts, Sport Science, Applied Science	Business, Health & Social Care, ICT, Music, Performing Arts, Sport Science, Applied Science

Effective Studying

BTECs are subjects that will help you to have good study habits in all areas of your student life – you will spend a lot of time organising and researching, it makes sense that you need to have developed your own good habits to be able to do this.

The BTEC course will enable you to discover different ways of studying and learning. For example:

Teaching and Learning styles

- ❖ Group/Pair work Discussions
- ❖ Class debates
- ❖ Student presentations
- ❖ Research Projects
- ❖ Media – film / music / interactive websites
- ❖ Role play
- ❖ Replication of studies
- ❖ Independent study/reading
- ❖ Extended writing
- ❖ Quizzes and games

As a member of the group you will be expected to participate in ALL activities that the teacher requests you to and demonstrate a professional attitude at all times within the classroom.

Study guidelines

Any BTEC student will need to be dedicated and committed to their course. As a student you will need to be focused and have a good attitude towards study; being committed doesn't just mean turning up to lessons, it means reading and studying outside of class too.

It is recommended that you spend at least 4 hours a week outside lesson time on private study. Clearly the demands will vary according to how much work is set. It is vital that you develop good study habits from the beginning of the course and your behaviour reflects the attitude that is expected of any professional.

Organisation is the Key to Good Study Skills

How to be organised:

- Number and date all your notes and hand-outs to keep them in order. You will be given an exercise book for this.
- Use a folder and file dividers to separate each Unit of coursework.
- Take responsibility for catching up if you miss a lesson due to illness. Find the resources that you missed and also photocopy a friend's written notes.
- Check the relevant section in the textbooks and make extra concise notes if it improves your understanding. If you don't feel confident about a particular area, consult your teacher. Never be afraid to ask for help if you don't understand.
- Always come prepared to class, bringing course handbook, writing equipment, class notes from previous lessons, diaries, folders, etc.
- If at any point you feel overwhelmed by the work – call for help – wave – don't drown!



Malpractice

Authentication of Work

- On each assignment, you must sign that the work submitted is your own and teachers will confirm that the work assessed is solely yours and was conducted under the required conditions.
- If you hand in an assignment and teachers suspect it is not your own work, the matter will be reported to the Lead IV for the Programme, and the Quality Nominee, and the procedure below will be invoked.

Student Misconduct

- Misconduct covers a range of offences, which can be collectively described as cheating. The following is not an exhaustive list, and the Centre reserves the right to include any other type of cheating under the terms of this policy:
 - a) Plagiarism: taking someone else's work, images, or ideas, whether published or not, and with or without their permission and passing them off as your own: thereby not properly acknowledging the original source. This particularly relates to material downloaded from the Internet or copied from books, etc.
 - b) Copying the work of other students with or without their permission and knowingly, allowing another student to copy one's own work
 - c) Colluding with other students to produce work, which is then submitted individually, except where this is specifically required/ allowed by the assessment criteria
 - d) Falsely claiming extenuating circumstances to gain an unfair advantage in assessment outcomes
 - e) Submitting work done by another student as your own.

Investigating Student Misconduct

- There will be an investigation if student misconduct is suspected which may lead to disciplinary action
- Students who attempt to gain an award by deceitful means will automatically have their result(s) suspended (held) pending a thorough investigation by a member of senior staff. The student will be informed at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences.
- The outcome of the investigation will determine the appropriate course of action to be taken by the Centre. Malpractice is a breach of Centre rules and may invoke the Student Disciplinary Policy and Procedure. Any case where student malpractice is found to be substantiated will be reported to the Awarding Body.
- If no evidence is found that the student cheated, then the benefit of the doubt should be given to the student and the grade achieved should be awarded.

Appeals

Grounds for Appeal

- A student/candidate would have grounds for appeal against an assessment decision in the following situations. This list is selective and not exhaustive:
 - a) The work is not assessed according to the set criteria, or the criteria are ambiguous.
 - b) The final grade of the work does not match the criteria set for grade boundaries or the grade boundaries are not sufficiently defined.
 - c) The internal verification procedure contradicts the assessment grades awarded.
 - d) There is evidence of preferential treatment towards other students/candidates.
 - e) The conduct of the assessment did not conform to the published requirements of the Awarding Body.
 - f) Valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the Centre was aware of prior to the submission deadline.
 - g) Agreed deadlines were not observed by staff.
 - h) The current Assessment Plan was not adhered to.
 - i) The decision to reject coursework on the grounds of malpractice.

Formal Appeal Procedures

- a) If, after informal discussion with the Lead Internal Verifier for the Programme, the candidate wishes to make a formal appeal, the candidate must ask the Lead Internal Verifier, in writing, for a re-assessment. This must be done within 10 working days of receiving the original assessment result.
- b) The Quality Nominee, with the Lead Internal Verifier, on receipt of the formal appeal from the candidate, will try to seek a solution negotiated between the relevant assessor and the candidate. If it is not possible to reach an agreement, the Associate Principal and the Quality Nominee will set a date for the Internal Verification Appeals Panel to meet.
- c) The Internal Verification Appeals Panel will normally meet within 2 weeks of the receipt of the appeal by the LIV, with re-assessment, if deemed necessary by the panel, taking place within 15 working days of the appeals panel meeting.
- d) The outcome of the appeal may be:
 - i. Confirmation of original decision.
 - ii. A re-assessment by an independent assessor.
 - iii. An opportunity to resubmit for assessment within a revised agreed timescale.

Assignment Action Plan Proforma

Before starting each new assignment, it is important that you think carefully about how you will complete your work to the highest standard you can, whilst always meeting the given deadlines. Answer the following questions – use the answers as a guide.

In summary what do I need to do for each task – talk about each individual task	
When do you plan to start the tasks for this assignment?	
When do you plan to finish each of the tasks?	
Are there any words you do not understand from your assignment brief or from the lessons?	
How often will you review your work with your tutor?	
What is your final deadline?	
How will you check your work is written well and accurate?	

How to be successful in BTEC

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*
- *Keep a record of the work you have completed, including the grades and points you have been awarded*

How to achieve the grades:

The tasks at each level are graded according to how difficult they are to achieve. The key words used in the tasks will help you to understand what you have to do. These are all highlighted in the unit task sheets.

Obtaining a Pass Grade

In order to achieve a pass grade you will have to identify information. You can do this in different ways:

- **Make a list**
- Produce a mind map
- Produce a poster
- Produce a table
- Produce a labelled diagram or drawing
- Design a game or puzzle
- Produce a plan
- Produce a flow chart
- Etc.

Obtaining a Pass Grade

For pass grade you will also be expected to describe in your own words the information you have found. This can be done in the following formats:

A formal report

A power point presentation

A leaflet

A hand out or information sheet

A web page

Literacy guide for a pass grade:

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 that relate to a certain topic.
List	Write a list of the main items (not sentences).
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.

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.

Literacy guide for Obtaining a Merit:

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
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.
Assess	Give careful consideration to all the factors or events that apply and identify which are the most important or relevant
Discuss	Write in detail about a particular topic taking into account the different issues or ideas.

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.

Obtaining a Distinction: The understanding of key words – Literacy guide
(These command words will lead you towards securing the top grades)

Analyse	Identify several factors, show how they are linked, and explain the Importance of each.
Evaluate	Bring together all your information and make a judgement on the Importance or success of something.
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.
Draw conclusions	Use the evidence you have provided to reach a reasoned judgement

Numeracy in BTEC

Just as you thought it was safe and Maths/Numeracy was over at GCSE – it is not. However embedding numeracy within your BTEC learning is a natural occurrence and you will find it relatively easy. Numeracy need not be boring or difficult and you will see how you can improve your skills as you move along in your course.

Work Experience in BTEC

You may be given the opportunity during your studies to undertake some vocational experience in your field of study. This is a vital part of your studies; please complete the table below if that were to happen -

Date Started	Date Ended	Placement	Unit links

Assessment Policy

Assignments will clearly identify dates for summative assessment of each assignment.

Formative feedback is important to help develop understanding during teaching and learning. It **must not confirm achievement of assessment criteria**, as this is only done when formal assessment takes place following submission of evidence. This should be understood by all assessors and learners.

One opportunity only will be provided for summative assessment of finished work, at which point the assessor confirms the specific assessment criteria achieved.

One further resubmission **may be authorised by the lead internal verifier** where required, but you must work independently with no further guidance from the assessor. All resubmissions must be clearly documented with rationale / reasoning. It is the Lead IV's responsibility to ensure fairness, and to consult with the Quality Nominee prior to final approval being communicated to the Learner.

Individual Tracking Sheet

In order to stay on track with your learning and coursework, you must track where you are. This will guide you on what you need to do to complete your course and reach your target grade. You will have an electronic copy of this stored with your teacher. (Below is just an example!)

1 Check your name, class, tutor and target grade is correct

2 These boxes will display your Units- check that they are the ones you are undertaking, and check the qualification title!

3 Enter the dates for any external units- these are HARD deadlines!!

4 Enter the dates for any internal Units Assignments as you receive them

5 When you have reached the submission date change the completed box to either Yes/No or if you have been approved by the IV-Resub

6 As you complete Units enter your grades in here- the boxes below will tell you what grade you are currently at- you can use this part to 'Predict' your grade by putting in estimated grades for Units to be assessed in the future

Surname	Forename	Class	Tutor Group	Target Grade	Externally Assessed Units		Internally Assessed Units						Total GLH	Size of Qualification	Total Number of Unit Points	Current Grade	Distance from P	Distance from M	Distance from D	Distance from D*
					GLH	GLH	GLH	GLH	GLH	GLH	GLH	GLH								
					90	120	90	90	60	60		510	Foundation Diploma	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
Date of Examination					submission date	submission date	submission date	Completed	submission date	Completed	submission date	Completed	submission date	Completed	submission date	Completed				
					Title															
					Assignment 1															
					Assignment 2															
					Assignment 3															
					Assignment 4															
					Assignment 5															
					Assignment 6															

BTEC Points

Your BTEC Grades are divided the following bands

BTEC UNIT Points	BTEC Certificate	BTEC Extended Certificate	BTEC Foundation diploma	BTEC Diploma	BTEC Extended Diploma
270					D*D*D*
252					D*D*D
234					D*DD
216					DDD
196					DDM
180				D*D*	
176					DMM
162				D*D	
156					MMM
144				DD	
140					MMP
130			D*		
124				DM	MPP
108					PPP
104			D	MM	
90		D*			
88				MP	
74		D			
73			M		
72				PP	
52		M			
51			P		
48	D*				
42	D				
36		P			
26	M				
18	P				

These are the points you need to secure your target. At the end of each term add up the points to see what you have to complete to secure your target grade. This will provide you with an indicator of your progress to date. More importantly, you can use those essential numeracy skills to work out how many UCAS points you have and need.

Important information - UCAS Points for BTEC

New Points	BTEC Certificate	BTEC Extended Certificate	BTEC Foundation diploma	BTEC Diploma	BTEC Extended Diploma
168					D*D*D*
160					D*D*D
152					D*DD
128					DDM
112				D*D*	DMM
104				D*D	
96				DD	MMM
84			D*D*		
80			D*D	DM	MMP
72			DD		
64			DM	MM	MPP
56		D*			
48		D	MM	MP	PPP
36			MP		
32		M		PP	
28	D*				
24	D		PP		
16	M	P			
8	P				