

**CHAMBERLAYNE  
COLLEGE FOR  
THE ARTS**



**BTEC  
HANDBOOK**

# **Introduction**

## **Welcome to the BTEC Handbook!**

This has been produced to support all students who are studying towards a BTEC qualification in Year 10/11.

It is designed to help you understand what is involved in your BTEC course and provide you with information to help you be successful in completing it.

It is important to remember however that your teachers and course leaders remain the best people to answer any queries you have if you are not able to find the answer within this handbook.

Good luck with your chosen BTEC and we hope you enjoy the course(s) you are studying!

## **What we expect of you**

Your BTEC course will be different in some ways to the rest of your subjects, although it will be the same in other ways.

- We expect good attendance at and punctuality to lessons.
- We expect you to be able to follow the school behaviour expectations.
- We expect you to contribute positively in lessons.
- We expect you at times to work outside of lessons.
- We expect you to ask for help if you are confused or if you are struggling to complete work to a deadline you have been set.
- We expect you to hand in work that is organised and neatly presented and can be easily identified as your own work.

## **What you can expect from us**

All staff who teach BTEC courses will do their very best to provide you with high quality teaching and learning experiences.

They will also make the experience as relevant to the particular sector you are studying as possible. This will include using links where possible with people and organisations within the relevant industry.

All staff will support your progress in class and where possible will provide additional support outside of lesson time.

Any coursework that you submit will be marked and assessed within a reasonable time. Staff will also give you the opportunity to improve and upgrade your work if you are keen to do so or if your work has not yet achieved a Pass grade.

All BTEC Students will be registered at Pearson by the school's examinations officer.

All BTEC final grades will be released to students on GCSE results day.

## **Course structure and assessment plans**

All BTEC courses are based on coursework and exams. You will complete a number of assignment projects. Each one is part of the overall qualification and you will be required to complete all of them to pass the course.

***For a BTEC Level 2 First Award in either Sport or Engineering, you will study 2 mandatory units followed by a number of additional units totalling 120 hours of learning.***

Each BTEC will usually be taught by a specialist subject teacher.

Each unit will be based on a different topic related to the course. The detail of each unit can be found in the course specification.

Each course is organised at the start of the year so that there is a clear order to the units that you complete. Each BTEC course is unique, therefore Course Leaders will outline this to you

## ASSESSMENT RECORD SHEET

**Programme**

**Assignment title**

**Unit no. & title**

**Issue date**

**First submission /  
resubmission?\***

**Resubmission  
authorisation**

by Lead Internal Verifier\*

\* All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
  - The tutor considers that the learner will be able to provide improved evidence without further guidance.
  - Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.
- \*\*Any resubmission evidence **must** be submitted within 10 working days of receipt of results of assessment.

**Learner name**

**Assessor name**

**Targeted learning aims**

**Submission deadline**

**Date submitted**

**Date**

**Targeted criteria**      **Criteria achieved?**      **Assessment comments**  
(Yes / No)

**General comments**

**Assessor declaration**

I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

**Assessor signature**

**Date**

**Learner comments**

**Learner signature**

**Date**

## **Target Setting**

The school will set you a target grade for the BTEC course you are studying. This will help you to self-assess your progress throughout each unit of work. You may be asked to improve your work to try to achieve your target grade.

Remember that your final BTEC grade is based on different pieces of coursework and an external examination, so it is important that you do your best on every one.

## **Internal Verification**

All the assignment work that you complete is marked by your teachers. However to make sure that it is being marked correctly and consistently across all students, some of the work is then checked by other teachers in the department.

This process is known as Internal Verification. This is the system used to ensure that the correct standards are being met by you and by the teachers assessing it.

During the course of the year some samples of work may also be sent to someone outside of the school who will also check the work and the assessment carried out in school. This is known as External Verification and is again another quality check.

These processes should make no differences to you and your work and you should continue to work hard to meet deadlines and produce the work you have been asked to. If you have any concerns about the decision that your teacher has made when marking and assessing your work then you should refer to the Appeals Policy.

## Grading

At the end of the course you will receive an overall grade based on all the units you have completed. This will take into account the individual scores you achieved for each unit.

### Calculation of the qualification grade

This qualification is a level 2 qualification, and the certification may show a grade of Level 2 Pass, Level 2 Merit, Level 2 Distinction or Level 2 Distinction\*. If these are not achieved a Level 1 or Unclassified grade may be awarded.

Each individual unit will be awarded a grade of Level 2 Pass, Merit or Distinction, Level 1 or Unclassified.

Distinction\* is not available at unit level.

### Calculation of qualification grade Award (120 GLH) Grade Minimum points required

<b>Grade</b>	<b>Minimum Points Required</b>	<b>GCSE Equivalent</b>
<b>U</b>	<b>0</b>	<b>U</b>
<b>Level 1</b>	<b>24</b>	<b>F</b>
<b>Level 2 Pass</b>	<b>48</b>	<b>C</b>
<b>Level 2 Merit</b>	<b>66</b>	<b>B</b>
<b>Level 2 Distinction</b>	<b>84</b>	<b>A</b>
<b>Level 2 Distinction*</b>	<b>90</b>	<b>A*</b>

## **Evaluation/Feedback**

Throughout the course you have the opportunity to comment on how the course is going for you. You might want to comment in general or about something more specific. Remember this is about the course and the content of the course not how your teacher has dealt with your behaviour. Any comments you make will help us to improve how we run the course for you.

This can happen in any of three ways

1. You can speak to your teachers during lessons or at any other time outside of lessons about your work and your progress.
2. You can make a written comment on the Assessment Feedback Sheet that your teacher completes when they return marked work to you.
3. You can complete a student questionnaire at the end of the course. Here you can write a more detailed comment about the work you have produced, the learning experiences you have had, or how you have progressed in a particular unit of the course.

# PLAGIARISM AND MALPRACTICE

## Authenticity of your work

You are encouraged to read around the units of work that you study and to use a range of resources. Assignments that are thoroughly researched are of a higher quality. You will need to quote from your sources and be able to site examples that illustrate your ideas. Teachers will explain how to quote and reference work in your units.

This will encourage you to produce balanced arguments and work that is founded on relevant and valid examples.

What will not be acceptable will be any of the following forms of plagiarism:

- Copying from texts or journals
- Copying from other students
- Wholesale downloading from the internet

Assignments will be held by teachers until the unit has been completed by all students.

The teaching team will monitor the progress of assignments as they are being undertaken and will discourage plagiarism.

Assignment grades will be a true reflection of your efforts and attainment. It is important to value your academic research and efforts when producing your evidence for the grading criteria. It is also important during group work to ensure that you are able to produce your own evidence and this must be made clear in the various tasks set for an assignment.

# DEADLINES

## **Late Submission of Assignments**

You need to be clear from the outset that meeting submission deadlines is critical. This will help you to keep up with your course, plan your research and develop good practise. Time management and organisation are good skills for the world of work and higher study. Meeting deadlines also allows your teachers to monitor your progress more readily.

The teaching team at the start of each academic year will devise an assignment calendar. This should prevent both staff and students being overburdened at any one time. The teacher will use a variety of assessment methods and this too should prevent overload. Work submitted must be marked against the grading criteria.

Extension of the submission dates should be allowed for the following reasons: illness, legitimate absence (medical, funeral, etc). These can be negotiated with the teachers of the units concerned. The extension form must be completed and copies kept by student and teacher.

If you hand in work late with an extension, the teacher of the unit will notify your form tutor or the Head of Year and you will be issued with a verbal warning.

## **Non-submission of Assignment Work**

If you do not submit your work by the deadline and you have not received an extension then this will be viewed as very serious. The unit teacher will notify the form tutor and discuss the issue with the Head of Department. This will trigger the first written warning where a letter will be sent home to parents/guardians. The very nature of the course requires that you keep up to date if you are to complete the course. As a

result non-submission of work will be very quickly monitored and responded to.

If you are having genuine difficulties with an assignment due to illness or other special circumstances then you should ask for an extension and extra support.

### **What do I do if I need an extension?**

If you are in desperate need for some extra time on an assignment you are permitted to enquire about getting an extension.

If you wanted to enquire about an extension you would need to request this from your teacher five days prior to the deadline. You will need to have a valid reason and the final decision will be at the discretion of your teacher. You will need to agree a new deadline that cannot be broken. Both student and teacher will then date and sign a copy of the form detailing this agreement.

# **STAFF RESPONSIBLE FOR BTEC COURSES**

**Quality Nominee:  
Ms Floyd**

**Exams Officer:  
Mrs Adams**

	<b>Engineering</b>	<b>Sport</b>
<b>Programme Leader/Lead Internal Verifier</b>	<b>Mr Murrell</b>	<b>Mr Blyth</b>
<b>Internal Verifier</b>	<b>Mr Davies</b>	<b>Miss Adams</b>