



# BTEC Student Handbook 2016 -2017

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## What is a BTEC Qualification?

BTEC qualifications are suitable for a wide range of students. They encourage and recognise achievement in students, some of whom may not be getting the most out of more 'traditional' qualifications. Those who enjoy hands-on, practical work with plenty of real-life situations tend to find stimulation and success through BTEC qualifications.

There is no fixed entry point for BTEC. For example, you don't have to have achieved a BTEC First before doing a BTEC National. The college sets its own entrance criteria.

### A straightforward structure

- Each BTEC is made up of a number of units. Some units are mandatory and some optional.
- In order to achieve each unit, your assignments have to show achievement against a set of outcomes.
- Each unit has a certain Credit value, for example 5, 10 or 20 Credits or equivalent Guided Learning Hours (GLH)
- As you complete units, the total number of credits or GLH you achieve builds up until you have met the requirements for a particular qualification.
- The new BTEC First Award is 120 GLH.
- QCF BTECs are wholly assignment based; new NOF BTECs have at least one unit which is externally assessed.
- The assignments and external assessments that you complete form the basis of unit results and an overall result.

### Overview of the levels and structure

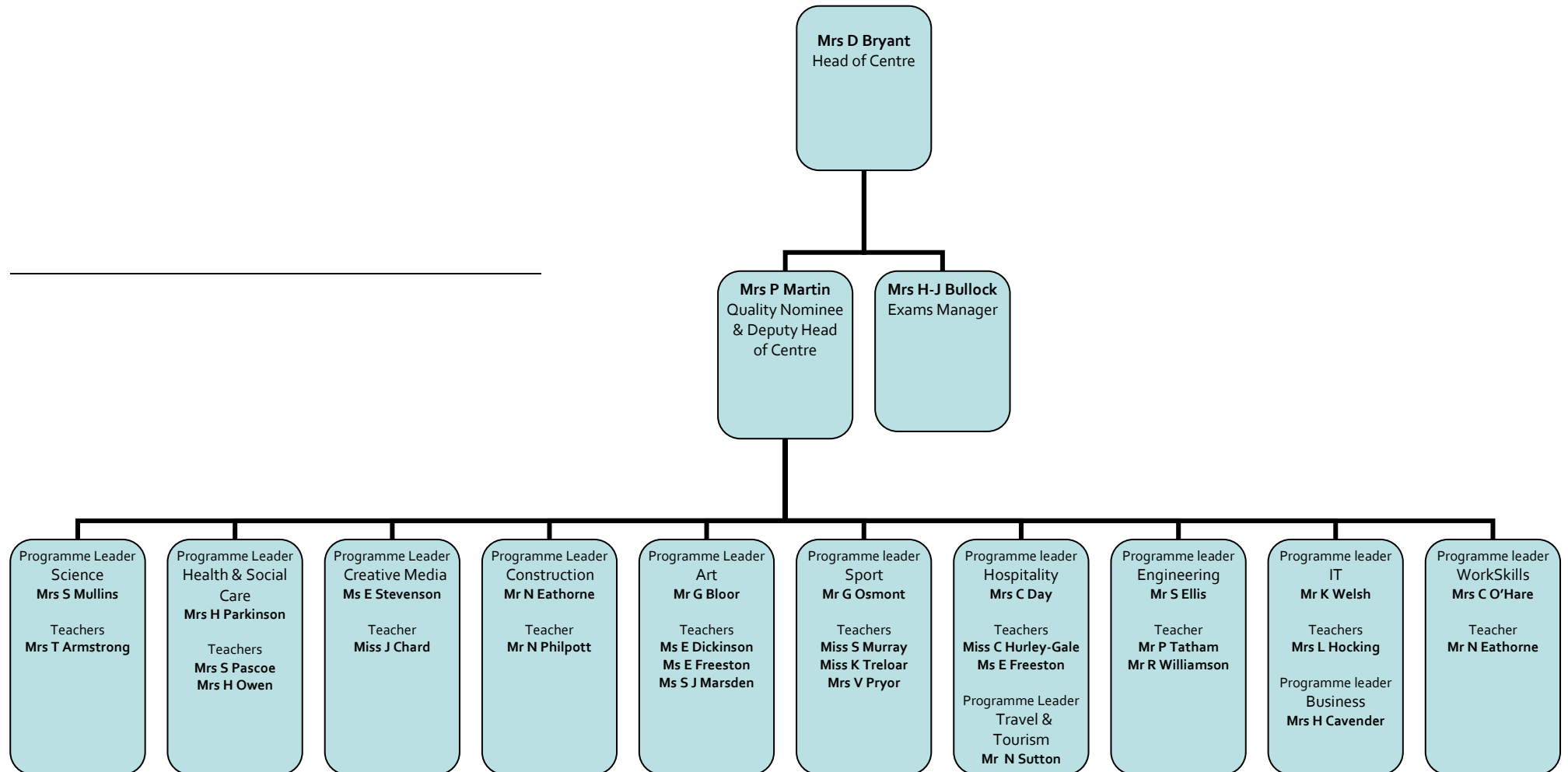
<b>BTEC Qualification (QCF)</b>	Credits	Equivalent to
BTEC Level 1 Certificate	13	1 GCSE E/F
BTEC Level 2 Certificate	15	1 GCSE A* to C
BTEC Level 2 Extended Certificate	30	2 GCSE A* to C
BTEC Level 2 Diploma	60	4 GCSE A* to C
BTEC Nationals Level 3 Certificate	30	1 AS level
BTEC Nationals Level 3 Subsidiary Diploma	60	1 A level
BTEC Nationals Level 3 90 Credit Diploma	90	1.5 A levels
BTEC Nationals Level 3 Diploma	120	2 A levels

<b>BTEC Qualification (NOF)</b>	GLH	Equivalent to
BTEC Level 2 First Award	120	1 GCSE A* to C
BTEC Level 3 Certificate	180	1 AS level
BTEC Level 3 Extended Certificate	360	1 A level
BTEC Level 3 Foundation Diploma	540	1.5 A levels
BTEC Level 3 National Diploma	720	2 A levels
BTEC Level 3 Extended Diploma	1080	3 A levels

### Grading that's easy to understand

- BTEC units are graded individually; each unit is graded Pass, Merit or Distinction, according to how you perform against a set of criteria. Once you have completed all units, Pearson calculates an overall Pass, Merit or Distinction or Distinction\* grade.
- For Level 2 BTEC Firsts - a Distinction\* is equivalent to an A\* grade GCSE, a Distinction is an A, a Merit is a B and a pass is equivalent to a C grade GCSE
- For Level 3 BTEC Nationals - a Distinction\* is equivalent to an A\* grade, a Distinction is an A, a Merit is a C and a pass is equivalent to an E grade

## BTEC Personnel at Helston Community College



## Qualifications currently on offer at Helston Community College

### **Business**

- Level 3 Certificate, Subsidiary Diploma and the new Extended Certificate in Business

### **Sport**

- Level 1/2 First Award in Sport
- Level 3 Certificate, Subsidiary Diploma, Diploma and Extended Diploma in Sport

### **Science**

- Level 3 Certificate and Subsidiary Diploma in Forensic Science

### **Art**

- Level 3 Subsidiary Diploma, Diploma & the new Extended Diploma in Art and Design

### **Creative Media**

- Level 1/2 First Award in Creative Digital Media

### **Health and Social Care**

- Level 3 Subsidiary Diploma, Diploma & the new Extended Certificate & National Diploma in Health and Social Care

### **Hospitality**

- Level 3 Certificate and Subsidiary Diploma in Hospitality

### **Construction**

- Level 1 Certificate in Construction
- Level 2 Diploma in Construction (Maintenance Ops) & Award in Construction & the Built Environment

### **Engineering**

- Level 1/2 First Award in Engineering
- Level 3 Certificate and Subsidiary Diploma in Engineering

### **IT**

- Level 1/2 First Award in ICT
- Level 3 Certificate, Subsidiary Diploma & the new National Extended Certificate

### **Travel & Tourism**

- Level 3 Certificate, Subsidiary Diploma, 90 credit Diploma & Diploma in Travel & Tourism

### **Music Technology**

Level 3 Subsidiary Diploma and 90 credit Diploma in Music Technology

### **Workskills**

- Level 2 Certificate in Workskills

A full copy of the specification and requirements for any of the above courses can be viewed at <http://qualifications.pearson.com/en/home.html>, alternatively speak to the relevant subject teacher who will be able to help.

# Internal assessment and feedback for BTEC Firsts and Nationals

## 1. Taking an assessment

Once the learner is ready to take an assessment, they must work independently.

**What feedback can I give at this stage?**

- ✓ Give feedback and support around knowledge, understanding and skills
- ✓ Supervise learners if they are undertaking any assignment work in class.
- ❗ Before the learner submits their evidence for assessment, submission, your feedback must stop short of:
  - providing specific feedback on the quality of the evidence
  - confirming achievement of specific assessment criteria or grades.

## 2. Submission of evidence and assessment

Each learner is allowed one submission of their evidence for each assessment – see also resubmission.

**What feedback can I give at this stage?**

- ✓ Formally record the assessment result and confirm achievement against specific assessment criteria (each criterion is assessed once only).
- ✓ Confirm the evidence submitted is authentically the learner's own work (they need to sign and date a declaration to this effect when they submit).
- ✓ Confirm the assessment criteria the learner has and has not achieved (explaining the reasons for the assessor's decision).
- ❗ Your feedback must stop short of:
  - providing feedback or guidance on how to improve the evidence to achieve higher grades, e.g. you cannot provide a list of specific action the learner needs to take to achieve a higher grade if they are allowed an opportunity to resubmit.

## 3. Resubmission of evidence

The Lead Internal Verifier may authorise one opportunity to resubmit evidence for each assignment.

**When can the Lead Internal Verifier authorise a resubmission?**

- ✓ If the learner has met all the initial deadlines or agreed extensions.
  - ✓ The teacher or tutor judges the learner will be able to provide improved evidence without further specific guidance.
  - ✓ The assessor has confirmed the evidence originally submitted was authentically the learner's own work.
- How does a resubmission work?**
- ✓ Record evidence of the Lead Internal Verifier's decision on the assessment form
  - ✓ Set a resubmission deadline within 10 working days of the learner receiving the original assessment decision (within the same academic year, within term time).
  - ❗ Stop short of giving the learner any further specific guidance or coaching on how to improve their grade
  - ❗ Your Standards Verifier will need to see evidence of the resubmission decision and that the resubmitted evidence is authentically the learner's own work.

## 4. Retakes

✓ Retakes are available to learners studying BTEC on the QCF.

❗ Retakes are not available to learners studying BTEC on the NQF.

**When can the Lead Internal Verifier authorise a retake?**

- ✓ If the learner has met all the conditions for **Resubmission of evidence**.
- How does a retake work?**
  - ✓ Set a new task or assignment targeted only at the pass criteria not achieved in the original assignment. The assessor cannot award a merit or distinction grade for a retake.
  - ✓ Same procedures for submission and authentication of evidence.
  - ✓ Standards Verifiers will need to see evidence of retakes in sampling.
  - ✓ No further submissions or retakes are allowed.

## BTEC STUDENT APPEALS PROCEDURE

Any student, or parent, who is unhappy with the grade of an assessed assignment has the right to appeal.

You must lodge an appeal within a fortnight of receiving a grade and feedback from your class teacher. If you wish to launch an appeal you must follow the following procedure :-

1. Start by speaking to your class teacher. Ask them for further feedback. In most cases your class teacher should be able to explain to you why a certain level was awarded and what additional information or level of response was required for a higher level.
2. Should you still be unhappy, you must COLLECT and complete the appeals form from the Examinations Manager. Include as much information as you can as to why you feel your work deserves a higher grade. The completed form should be handed to the Examinations Manager.
3. The Deputy Headteacher will consider your views and pass your work to an Internal Verifier for reassessment. The outcomes of this moderation process will be fed back to both the student and the class teacher. If a change of grade is required, this will be acknowledged on your record sheet.
4. If at this stage you remain unsatisfied, you will need to make a formal remark request to Pearson following their BTEC appeals procedure. The Examinations Manager will help you with this.

### Statement for Students

*"If at any stage during your BTEC course you have concerns about the procedures used in assessing your internally marked work you should see the Examinations Manager as soon as possible. Accurate marking is essential if you are to achieve. Please don't hesitate if you have concerns, your appeal will be taken seriously and you will not be looked down upon for registering a concern".*

## Malpractice within BTEC Courses

Helston Community College and all BTEC teachers follow the Pearson guideline document which is mentioned below. They also follow the guidelines as set out by the Joint Council for Qualifications (JCQ).

The **Pearson Centre Guidance dealing with malpractice document** applies to all BTEC and NVQ programmes. The policy provides a definition of malpractice, examples of what constitutes malpractice by both candidates and centre staff and positive steps that can be taken to prevent or reduce candidate malpractice.

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. Pearson reserves the right to impose sanctions and/or penalties on candidates or centres where incidents or attempted incidents of malpractice have been proven.

## Student Malpractice

If a learner has conducted malpractice then the following actions will occur:

