



BTEC

STUDENT HANDBOOK

Level 3 Courses:

Sport (Development, Coaching & Fitness) Extended Diploma	2017/2019
Sport National Extended Diploma	2018/2020
Public Services (Uniformed) Extended Diploma	2017/2019
Public Services (Uniformed) Extended Diploma	2018/2020
Music (Performing) Subsidiary Diploma	2017/2019
Health & Social Care – National Extended Certificate	2017/2019
Health & Social Care- National Extended Certificate	2018/2020
Performing Arts Diploma	2017/2019
Performing Arts National Extended Certificate	2017/2019
Performing Arts National Extended Certificate	2018/2020

Name:

Tutor:

Registration No:

Unique Learner No:

BTEC courses are student centred. Where appropriate, traditional teaching methods are used, but in general you will be learning through investigation and active involvement. You will have a great deal of responsibility for your own learning. Units are taught through 'learning outcomes' and each assignment will concentrate on testing and extending your knowledge and understanding in one or more of these outcomes. Your teachers will act as learning resources, offering advice and guidance as to how to approach the work.

How will my learning be assessed?

Each BTEC is made up of units. The number of units is dependent on the level and size of BTEC being studied. You will be studying real life, work-based case studies and will complete projects and assessments, which contribute to achieving each unit studied.

Assessment can be through anything that reflects what you have achieved during the course (diary notes, photographs, presentations, reports, video footage, etc).

This will be set by your teacher through set assignments. You will build a portfolio of work that will be assessed by your teacher and checked by other staff and Pearson. This includes coursework you produce, such as items, photographs, video footage, assignments, computer print-outs, questionnaires, check lists, or projects, etc. Your portfolio shows you and your teacher what you have learnt and will be looked at during moderation.

Some BTEC now include an exam based unit which will be taken either during or at the end of your course

The projects that you undertake will form the basis of your unit results which may be graded as a Pass, a Merit or a Distinction.

Expectations of BTEC Students

BTEC courses are demanding. To succeed, you need to:

1. Have high standards and expectations of yourself. Targets are there to be reached and then broken.
2. Have excellent attendance.
3. Listen to your teacher.
4. Be prepared to work on your own to complete your assignments.
5. Manage your time in and out of class effectively.
6. Hand your assignments in on time.
7. Be prepared to re-draft work where appropriate.
8. Ask for advice and help.

Assessment malpractice by learners

All assessments should be completed by you. To copy someone else's work is known as plagiarism and will not be accepted in any part of your assessment.

Any work which is downloaded and used as evidence of research should be referenced to acknowledge the author.

On completion of each assignment you will sign a front cover sheet which declares all work submitted is your own work.

Instances of malpractice include:

- Copying some or all of another persons' written work with or without their consent.
- Getting someone else to help you complete the assignment.
- Deliberate failure to reference work properly.

Procedure in dealing with plagiarism and malpractice

Learner Malpractice Stage One

- Programme Leader is informed of the malpractice.
- Learner is given the opportunity remove the plagiarized material from the assignment and produce their own work.

Learner Malpractice Stage Two

- If the learner fails to remove plagiarized material, parents will be contacted and a meeting will be arranged between the student, parents, assessor and Programme Leader to discuss the situation.
- A learner can only be assessed and graded for the assignment if the assessor is confident that the work is wholly that of the learner.

Learner Malpractice Stage Three

- Should the situation remain unresolved the Quality Nominee will be informed. An investigation of the alleged malpractice will follow. Consequences will depend on the outcome of the investigation but may include the learner's malpractice being reported to Pearson. This may result in the learner being withdrawn from the course and/or being prevented from taking a qualification with this board for one year.

Learner Appeal Procedure

If you are unhappy with the assessment decision you should speak to your teacher/assessor of the assignment. Your assessor will give you a more detailed explanation of your result and where the work can be improved.

If you still feel the work has been unfairly assessed, you can complete a formal **Learner Appeals Form** which is available on the College website – contained in Internal Appeals Procedure Policy.

Appeals Procedure Stage One

- Fill in the Learner Appeals Form and forward it to the assessor.
- The assessor will reply within 5 days, having re-checked the work, and provide additional written explanation of the decision.
- If you agree with the assessor, the appeal ends at this stage.

Appeals Procedure Stage Two

- If you are still not satisfied with the decision, the assessor must speak to the Internal Verifier for the assignment within 5 days.
- The IV will examine the assessment evidence and assessment feedback from the assessor.
- The IV will fill in stage 2 of the Learner Appeal Form within 10 days and forward a copy to you and the assessor.
- Agreement at this stage ends the appeals procedure.

Appeals Procedure Stage Three

- If you are still not satisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and the work.
- The panel will consist of Head of Department, the Assessor, the Internal Verifier, the Programme Leader and the Quality Nominee.
- The decision of the panel will be final and should be logged on the Learner Appeal Form and you will be informed within 5 days.

Student Agreement

All BTEC qualifications are practical, work related courses. Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands. To be successful in the BTEC courses, it is essential that you attend all lessons and meet deadlines set by your teachers in order to benefit from the feedback given on each of the assignments.

I have read the student handbook and understand the malpractice and appeals procedures. I agree to follow the course and meet set deadlines in each of the units of the programme.

Signature: Date: