



BRIDLINGTON
SCHOOL & SPORTS COLLEGE

EDXCEL BTEC

LEARNER HANDBOOK

FOR ALL LEVEL 2 & 3

COURSES



Pearson

Our expectations

of you

We have the following expectations to help you achieve the best possible grade and to make teaching and learning enjoyable.

We expect you to:

- Be enthusiastic and have an interest in the BTEC course(s) you have chosen;
- Come to a BTEC course with an open-mind, eager to learn and take on challenges that require thought, planning and commitment;
- Work independently to agreed deadlines ensuring the completion of all tasks to the highest standard you are capable of. It is essential that you assess your own work and understanding periodically;
- Seek help in and out of lessons if you are struggling generally with the course or with specific elements of understanding. Likewise, any issues that are likely to prevent you meeting deadlines should be discussed with your BTEC teacher;
- See the BTEC course as a commitment to developing your knowledge and understanding of the subject both in and outside of lesson time. You must be prepared to put in extra work (above and beyond homework tasks) in order to strengthen your understanding;
- Be fully equipped for lessons, particularly in respect of having access to electronic files when needed;
- Behave with maturity; follow all of the BTEC teacher's instructions and guidance.

Qualification details

Award	Level	Year	Duration	Equivalent
Pearson Edexcel BTEC Level 2 Award	2	9, 10 & 11	Approximately 3 years	1 GCSE grade A* - C
Pearson Edexcel BTEC Level 3 Certificate	3	12 & 13	Approximately 1 year	1 AS grade A*- E
Pearson Edexcel BTEC Level 3 Subsidiary Diploma	3	12 & 13	Approximately 1 to 2 years	1 A-level grade A*-E
Pearson Edexcel BTEC Level 3 Diploma	3	12 & 13	Approximately 1 to 2 years	2 A-level grades A*-E
Pearson Edexcel BTEC Level 3 Extended Diploma	3	12 & 13	Approximately 2 years	3 A-level grades A*-E

Vocational programme overview

At Bridlington School the courses we offer at KS4 & 5 and the staff in charge are:

Head of Centre:	Kathy Robson (Deputy Head)	
Quality Nominee:	Richard Grice	
Lead Verifier of BTEC Applied Science:	Matthew Hornby	Forensic Science: Natalie Evans
Lead Verifier of BTEC Art and Design:	Lorraine Walker	
Lead Verifier of BTEC IT:	Steve Willacy	
Lead Verifier of BTEC Performing Arts:	Nina Hardy	
Lead Verifier of BTEC Sport:	Dan Wilbor	
Lead Verifier of Applied Law:	Katie Davidson	
Lead Verifier of Home Cooking Skills:	Denise Clifton	
Lead Verifier of Public Services:	Mark Ollerenshaw	
Lead Verifier of Music:	Todd Johnson	
Lead Verifier of Travel & Tourism:	Sam Caley	
Lead Verifier of Creative Media:	Joel Cash	
Lead Verifier of Health and Social Care:	Kathy Robson	
Exams Officer:	Sarah Smith	

Unit details

The BTEC courses are made up of units; learners will be awarded credits for the successful completion of whole units which are used towards the final grade.

You may be taught by more than one teacher, each teacher will be responsible for teaching different units (or parts of a unit), and so that means you may be working on two or even three different units at the same time. You will have to be well organised and remember to keep information in the right places in your folder(s) – your teacher(s) will show you ways of doing this.

Assignment delivery

You will be taught the background information by doing class activities and research tasks. Then you will be given an assignment to complete. The assignment will be a written or practical task(s) to give you the opportunity to achieve the basic Pass level.

The more complex tasks that require more research and independence will allow you to achieve Merit and Distinction grades. It is very important to meet the deadlines so that you can get feedback from your teacher(s) and understand how to reach the higher grades. Evidence for your coursework may be a written piece of work, an information poster or presentation. Evidence may also be submitted by 'witness/observation statement records' where your teacher(s) writes a short account of a practical activity you have undertaken. You can include videos and photographs that show the skills you have learnt.

Remember there are no exams (**unless you are taking a Level 2 qualification**) and each unit is entirely coursework based. It is essential that you work to the best of your ability in every lesson so you do not fall behind with your work. You cannot leave it all to the last minute and try to catch up at the end!

BTEC assessment information

All students will have to produce a portfolio of evidence. For each unit of work, you will be given a series of tasks to complete and an assessment grid that will identify what you have to do to achieve a particular grade. Your teacher(s) will check your work against the grid and make comments about the effort you have made and the quality of your work.

Suggestions will be made to help you achieve the minimum Pass standard and then, the Merit and Distinction grades. You will be expected to meet regular deadlines and a referral procedure will operate for students who fail to do this!

- For a Pass (grade C at Level 2/ grade E at Level 3) – all assignments for a Pass grade must be completed;
- For a Merit (grade B at Level 2/ grade C at Level 3) – all assignments for a Pass must be completed and all assignments for a Merit must be completed;

- For a Distinction (grade A at Level 2/ grade A at Level 3) – all assignments for a Pass and Merit must be completed and all assignments for a Distinction must be completed.

Plagiarism/malpractice

In order to achieve a BTEC qualification, you **MUST** produce your own work! You will not be allowed to do the following:

- Copy word for word from textbooks;
- Copy and paste work from the Internet;
- Copy from other students (past and present).

Any work that has been copied from the Internet, books, magazines, including work that has been published or not, **MUST** be clearly identified as such by being placed inside quotation marks and a full reference to the source **MUST** be provided.

The school has a clear policy on how to deal with students who cheat. If you copy the work of another student you will risk having your work cancelled and may achieve nothing! If you lend your work to others, you will also risk having your work cancelled. If you steal another student's work and copy it, we may withdraw you from your BTEC course(s). **DO NOT CHEAT**, remember your teachers are very good at detecting work that has been copied.

Appeals procedure

Stage 1 – Assessor and Candidate

If you disagree with an assessment you must discuss your reasons with your teacher(s) as soon as possible. Normally this will be immediately after you receive the assessment decision. If this is not convenient, you should arrange an appointment with your teacher(s).

Your teacher(s) will consider your reasons and look again at your work. Your teacher(s) will then give you a response as soon as possible which will be:

- a) A clear explanation, backed up in writing, of the assessment decision;
- b) Confirmation of the original decision, or if appropriate, a new grading.

If you agree with your teacher(s) response, then the appeal stops at that point.

You must tell your teacher(s) if you are still unhappy with the decision, then your appeal will then go to stage 2.

Stage 2 – Lead Internal Verifier (LIV)

If you are still dissatisfied after stage 1, you must ask the Lead Internal Verifier (LIV) for the course(s) you are studying for a re-assessment in writing within 10 working days (excluding weekends) of the original assessment.

The Lead Internal Verifier (LIV) will reconsider the assessment decision taking into account the following:

- a) The candidate's reason for appeal;
- b) The candidate's evidence and associated records;
- c) The assessor's reason for the decision;
- d) The opinion of another assessor from the Centre.

The Lead Internal Verifier (LIV) and Quality Nominee will try to seek a solution between the teacher(s) and candidate. You must tell the Lead Internal Verifier (LIV) if you are still unhappy with the reconsidered assessment decision. The appeal will then go to stage 3.

Stage 3 – Internal Verification Appeals Panel

The Internal Verification Appeals Panel will normally meet within 1 week of the receipt of the appeal by the Lead Internal Verifier (LIV), with re-assessment if deemed necessary by the panel, taking place within 10 working days (excluding weekends) of the appeals panel meeting. The Appeals Panel will consist of the following members of staff:

- The teacher(s) involved
- The Lead Internal Verifier (LIV) for the BTEC course
- The Programme leader for the subject
- The Quality Nominee (Mr Grice)
- The Head of Centre (Mrs Robson)

The decision made at stage 3 is final!

Useful Sites/ Resources Regarding Your Course

You can find information regarding your course by:

- **Attending the KS4 and KS5 Options Evening.**
- **Reading through the course content in the school options booklet**
- **Speaking with the Lead IV for the course**

Or

- **For full details of your course please access the site below and click on your course title:**

<http://qualifications.pearson.com/en/subjects.html>