



**DAVISON**  
CE High School for Girls

**edexcel**   
advancing learning, changing lives



# **BTEC Student Handbook**

**2014-**

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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 'traditional' academic study. 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 school sets its own entrance criteria.

### A straightforward structure

**Next generation BTEC Firsts (NQF)** are assessed through a combination of:

- teacher- or tutor-led **internal assessment** throughout the course using assignments (see 'How you learn' above)
- up to 25% **external assessment** (a test set by the awarding organisation) which can be taken either during or at the end of the course.

The type of external assessment is tailored to the subject, and can be:

- a paper-based test
- a set task
- an onscreen, on-demand test.

[See how different subjects are assessed here.](#)

Together, these styles of assessment provide:

- the opportunity to measure progress on a continuous basis (as you do in the workplace)
- the rigour of external benchmarking expected by employers and higher education institutions.
  - Each BTEC is made up of a number of units, assignments are continually assessed according to deadlines set by BTEC teachers
  - In order to achieve each unit, your projects have to show achievement against a set of outcomes.
  - You will have the option to complete projects either as part of a group or individually, with the option for work placement in many programmes.
  - The projects that you do form the basis of unit results and an overall result combined with your exam. Exams can be resat.

- You are able to spread your learning over a number of years, allowing you to build your skills more gradually.

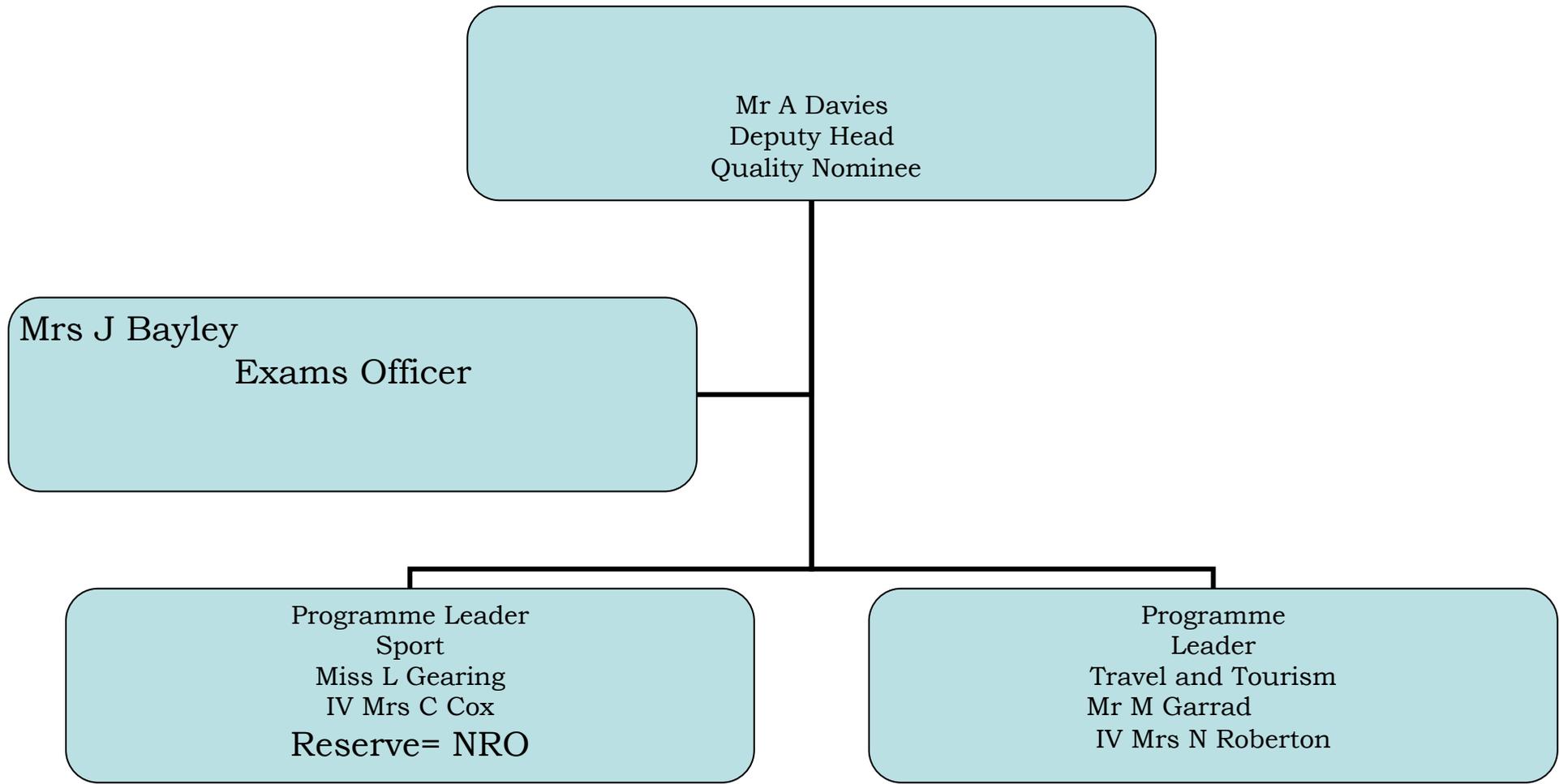
## Grading that's easy to understand

- 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, Edexcel calculates an overall Pass, Merit or Distinction grade. A distinction is equivalent to an A grade GCSE a Merit is a B and a pass is equivalent to a C grade GCSE

For more information and case studies please use the link below

<http://qualifications.pearson.com/en/qualifications/btec-firsts/progress-with-btec-firsts.html>

Who's who for BTEC at Davison (Programme Leaders are also Lead IVs)



## A guide to BTEC levels

### What are Levels 1, 2 and 3?

Level	Course	Equivalent to
Entry Level 1		
Entry Level 2		
Entry Level 3		
Level 1	Introductory Diploma	GCSE D-G
Level 2	First Diploma First Certificate ( called the Extended Certificate from 2010) First Certificate ( N/A for year 11)	4 GCSE A-C 2 GCSE A-C  1 GCSE A-C
Level 3	BTEC Nationals	There are different sizes relating to different numbers of A levels – see link:  <a href="http://qualifications.pearson.com/en/qualifications/btec-nationals/about.html">http://qualifications.pearson.com/en/qualifications/btec-nationals/about.html</a>

**There is progression for the Btec Firsts to Level 3 ( Btec National) in all areas studied at Davison. Details of which courses can be found by visiting College websites or by looking at the Sussex Area Prospectus.**

### Malpractice within BTEC Courses

Davison and all BTEC teachers follow the Edexcel policy which is set out below. They also follow the guidelines as set out by the JCQ and the QCDA.

The Edexcel **Policy on Assessment Malpractice** (06-13) 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. Edexcel reserves the right to impose sanctions and/or penalties on candidates or centres where incidents or attempted incidents of malpractice have been proven.

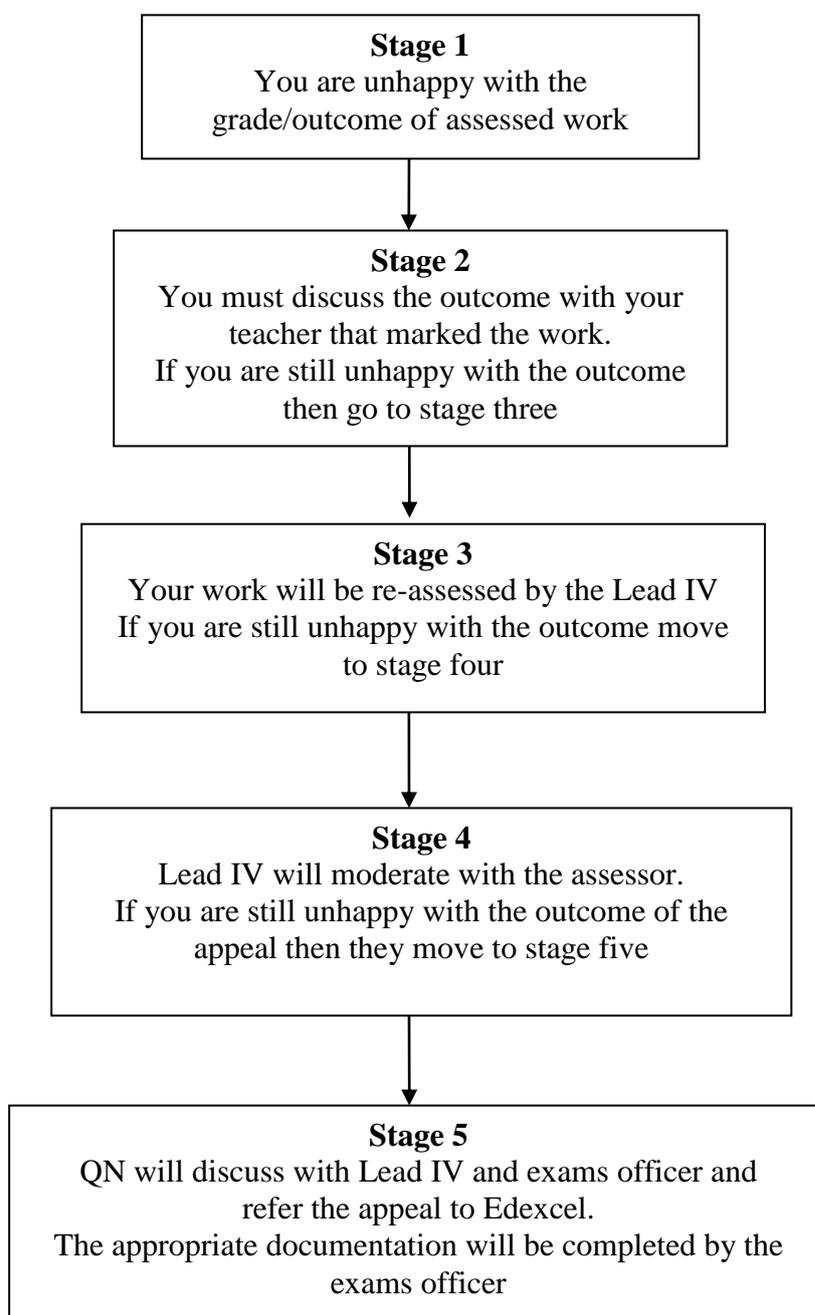
## Student Malpractice

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

### Davison Appeals Process and Policy

#### Appeals Process

At Davison we will follow Edexcel's policy regarding your right to appeal. Edexcel will also not intervene until we have carried out an extensive internal enquiry which involves these four stages:



## Key Dates for Assessment and Moderation

**Action:**

1. Register courses details and names of students with Exams Officer

**Deadline:** September 30th

**Action:**

QRD Programs files etc must be available for inspection.

**Deadline:** November 29th

**Action:**

1. Edexcel will assign your subject a Standards Verifier (SV) Your teacher will contact the SV to agree the unit of work you intend to submit.
2. A copy of the agreed assignment brief will be sent to the SV either via post or e-mail

**Deadline:** December 19<sup>th</sup>

**Action:**

1. From December window opens for Standards Sampling your Teacher will now submit your sample of students work demonstrating pass, merit and distinction if applicable, your work will have been internally verified, evidence of this is also submitted .

**Deadline:** April 30th

**Action:**

1. All postal sampling and visits should have taken place. The SV will upload their report onto [www.edexcelonline.co.uk](http://www.edexcelonline.co.uk)
2. Your subject will now be awarded a 'release' status unless there are any concerns then it will be 'Blocked' and your teacher will be required to submit a 2<sup>nd</sup> sample.

**Deadline:** May 31st

**Action:**

1. You will have completed all of your units of work, and final grading outcomes will be agreed

**Deadline:** June 21st

**Action:**

Certificates will be issued by Edexcel to be distributed to the students as appropriate

**Deadline:** June - August