



**HILBRE HIGH SCHOOL
HUMANITIES COLLEGE**

**STUDENT HANDBOOK FOR
BTEC COURSES**

Programme Overview

At Hilbre High Humanities College the following BTEC courses are available:

BTEC course level 3 Post-16 courses

BTEC level 2 Post-16 course

BTEC level 1 / 2 Key Stage 4 Year 10 and 11 courses

Each subject area has a Lead Internal Verifier and subject teacher assessors. There is a Lead Internal Verifier. Each subject area has an assessment plan for your chosen course. For Key Stage 4 your BTEC course will consist of 5 periods over the 2 week cycle.

Qualification details:

Vocational (career-based) BTEC qualifications are designed to give learners the skills and knowledge needed to move into employment or progress to higher education. The content of your qualification is, therefore, created and developed with the support and input of employers, industries and Higher Education establishments. These qualifications are written to meet the regulatory expectations of Government and national organisations. The delivery and assessment of your qualification is carefully planned and monitored through clearly identified quality assurance measures to ensure that every BTEC learner's achievement is judged fairly and equally.

Registration and certification information:

BTEC learners are required to be registered with Pearson before November of the year they commence their studies (or within six weeks for roll-on, roll-off programme). If you are on a programme of study being delivered from September to July, it is vitally important that deadlines for assessed work are met to prevent any delays in your certification. If your programme includes examination fees, the cost of your first attempt is included in your registration fee (**paid by you or the centre**); if you are eligible and require a resit for any exams, you may be required to pay this additional charge.

Induction:

An induction period will take place at the start of your course. The purpose of this is to ensure you are clear about the systems and structure of your course and have information that will ensure your success on the qualification.

The induction to your studies will include information on:

- **Specific details about your BTEC qualification; this will be delivered through the subject specialisms.**
All policies are available on the school website.
- **Centre policies**
 - **Discipline**
 - **Malpractice**
 - **Health and Safety**
 - **Safeguarding**
 - **Equality and Diversity**

Health and Safety information (checklist):

The centre Health and Safety policy covered in the induction is general. The specialism subject may require you to follow detailed health and safety requirements, such as to wear PPE, use of equipment, or use of facilities.

Teaching, learning and pastoral support:

Your BTEC qualification will be achieved through the delivery of structured lessons, informal and formal assessments and external assessments **depending on the type and level of qualification**. Active participation in all aspects of your studies will be required to successfully achieve the qualification.

Within BTEC qualifications there is an expectation that learners will undertake **(9 hours per 2 week cycle)** of independent study to support learning.

At the commencement of your studies, your assessors (teachers) will work with you to set a target grade for your overall achievement. This will be monitored throughout your course and targets will be set to help you achieve your goal; use this to focus the effort and time you invest in your assessments.

Assessment and verification:

All BTEC qualifications are regulated by rules regarding the management of the quality of assessment of learning and the awarding of grades. You will not be expected to complete a formal assessment to demonstrate your understanding of a topic, or part of a topic, until all relevant teaching has been completed.

Internal assessment:

The content of the assessment will be outlined on an Assignment Brief; the design of these will be explained during induction. For every assessment there will be a clear deadline by which the work must be submitted to your assessor (teacher). There is a ONE submission policy in place for BTEC assignments. However, it is also understood that under certain conditions it might be appropriate to allow a learner an additional opportunity to achieve more.

You must understand that in order for the Lead Internal Verifier of your course to be able to authorise a resubmission these conditions must be met:

- A learner has handed in their initial submission by the published deadline (or applied for an extension in line with published procedures).
- A learner has confirmed that their submission was their own work and/or appropriately acknowledged another's work.
- The assessor has authenticated the learner's submission and believes that the learner can improve their submission independently with no further teaching.

Your work will be marked within **(2)** weeks following that a sample of the assessments will be checked by another member of the teaching team to ensure the grading is fair and accurate. Once this has been completed you will be given your grade for that assignment and feedback which will help you to improve and develop your skills.

**** For Graded L1-3 BTECs, the submission flowchart at Appendix A can be used:**

External assessment (where applicable):

In order to meet the needs and feedback of employers and Higher Education, there has been an increase in the rigour and robustness to the way BTECs are assessed. This comes through the introduction of external assessment i.e. Pearson formally mark and grade external units. The aim of external assessment is to help prepare learners to fulfil their potential in either the world of work or progress to further study.

The external units on your qualification will be assessed through either; online tests, paper-based exams or pre-set tasks. The type of external assessment and dates of examination windows for your qualification are:

Level 1/2 NQF Firsts

Level 3 Nationals (NQF/RQF)

Level 2 Tech Awards/Technicals

Appendix A

BTEC Assessment Submission Process (Level 1 – 3 excluding NQF Level 1/2 Firsts)

