



Longley Park

SIXTH FORM

longleypark.ac.uk

YOUR

# BTEC HANDBOOK

Everything you need to  
know for your BTEC course



# WHAT YOU CAN EXPECT FROM US



## We will work with you so you will have:

- **A clear journey of units across the course you've chosen**
- **The right units to get you closer to your next steps**
- **Quality teaching to develop your skills, knowledge and understanding**
- **The support to help you get there**
- **A fair and consistent assessment process (in line with the exam board policies)**
- **The feedback to help you move forwards**

Diverse and engaging lessons that will give you the opportunity to get involved and develop a wide range of skills to help you meet your future goals. Some of these could include:

- Communication (essential for any future plans you have)
- Research (opens your mind to new knowledge)
- Report writing (develops decision making, organisation and planning skills)
- Presentations (builds your confidence and enhances your communication skills)
- Practical work (helps you to put knowledge into practice)
- Teamwork (prepares you to work with others from all kinds of backgrounds)
- Listening (helps you to understand the importance of others thoughts and ideas)

# WHAT WE EXPECT FROM YOU

- **Study - in AND out of class, at home or in the Sixth Form's ILC - you will be responsible for completing your assignments, next step tasks and revision in your own time**
- **Deadlines (interim and final) - know them and meet them**
- **Aim for the top - never settle for less**
- **Track your own progress - know where you are, where you need to be and how to get there**
- **Be in every lesson, on time and ready to learn**
- **Participate in all lessons, trips and events**
- **Be organised**
- **Prepare for all assessments, using your time wisely**
- **Read ALL feedback and make the suggested improvements- this will help you to improve the standard of your work**
- **Ask questions - if you do not understand, you're probably not alone**
- **Think of your assignments as opportunities to showcase what you know, what you can do and what you are capable of**

**DREAM BIG.  
AIM HIGH.  
REACH FURTHER.**

# NEED TO KNOW

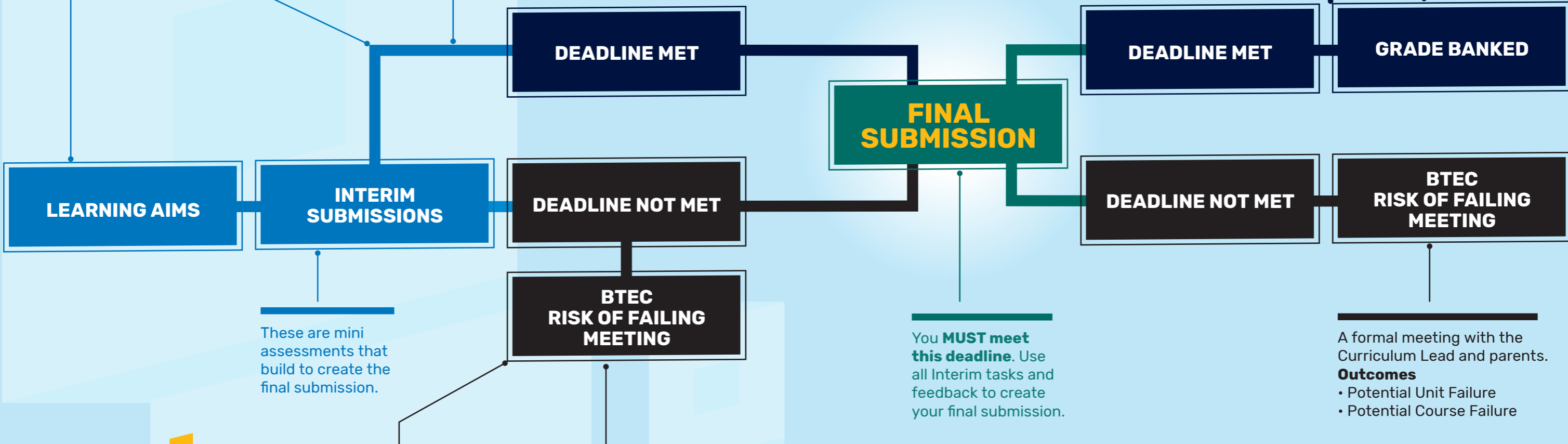
You will be taught all knowledge, skills and understanding for all learning aims.

**Handing In**  
You will be given an Interim Submission Sheet to submit with your work.

Feedback will be provided after every Interim Submission. You need to act on this feedback fully as soon as you get it.

Each assignment mark counts to the overall unit mark – you must get all passes to achieve a Pass, all merits to achieve a Merit and all distinctions to achieve an overall Distinction.

If it's **banked** it counts towards your final grade at the end of your course.



These are mini assessments that build to create the final submission.

You **MUST** meet **this deadline**. Use all Interim tasks and feedback to create your final submission.

A formal meeting with the Curriculum Lead and parents.  
**Outcomes**

- Potential Unit Failure
- Potential Course Failure

A formal meeting with your teacher and parents informed.

**Outcomes**  
Specific targets and actions. Remember – if you miss these deadlines you won't receive the vital feedback you need to complete your final submission.



# GET FAMILIAR

To be successful on your BTEC course you need to know the following:

The Command verbs that you will use in your assignments

COMMAND VERB	WHAT DOES THIS MEAN?
DESCRIBE...	Give details of all relevant features
EXPLAIN...	Give details and reasons to support your views – think why?
ANALYSE...	Look in detail at each part, make links and explain the importance of each
COMPARE/CONTRAST	Explain the similarities and differences
DEMONSTRATE...	Put the theory you know into practice and show you can carry out an activity
EVALUATE...	Collate what you know, judge the importance or success and back it with evidence!
JUSTIFY...	Give full reasons or evidence to support your opinion – think why?
RECOMMEND...	Weigh up the evidence, and suggest what would be best with reasons

## TYPES OF ASSESSMENT

<b>INTERNAL</b>	Assignments marked by your teachers	You will have a number of Interim Submission deadlines leading to a Final Submission for each assignment. These will be detailed in your Assessment Calendar at the start of the year
<b>EXTERNAL</b>	Controlled exams that are marked by the exam board, Pearson	Dates for these are set by the exam board - you can only complete the exam on this date

## TYPES OF UNITS

**Core** – these are the units that will deliver powerful knowledge and skills on which the rest of your qualification is based. If you fail these, you fail the qualification.

**Specialist** – these are specifically chosen to expand and broaden your knowledge, skills and understanding within your chosen subject.

You must complete all Core and Specialist units to gain the full qualification.

**DEADLINES** – You must know these and meet these. See “Need to Know” section for further information.



## ASSESSMENT CRITERIA

You will be assessed across the full range of criteria – Pass, Merit and Distinction. Your interim assessment and final assessment tasks will not be criteria specific, instead they will allow you to complete tasks that reflect the full range.

Your interim assessment feedback will tell you if you are on the track to achieve all parts of the task and will give you actions to make improvements needed for your final submission.

## HOW ARE BTEC GRADES EQUIVALENT TO OTHER QUALIFICATIONS?

LEVEL 3		LEVEL 2	
Your BTEC	A Level	Your BTEC	GCSE
Distinction*	A*	Distinction*	9
Distinction	A	Distinction	7/8
Merit	C	Merit	5/6
Pass	E	Pass	4/5

## PLAGIARISM (MALPRACTICE)

You must produce your **own work** – your assignments show us what you know, understand and what skills you have developed.

**You are not allowed to:**

- Copy from textbooks or from the internet – you can use textbooks, journals and the internet to back up what you are saying but you must reference these if used.

- Copy from other students, past or present or share your work with each other

**If there is evidence that you have plagiarised you run the risk of one or more of the following happening:**

- Failing the unit

**If this is a core unit**

- Failing the course and losing your place at the Sixth Form

## ESSENTIAL SKILLS

Throughout your BTEC course you will develop lots of different skills, knowledge and understanding. The great thing about a BTEC vocational course is that you will have the opportunity to apply all of these in "Real Life" scenarios and projects.

You will also need to sit exams so need to remember things you have learnt on your course. Recall and retrieval is therefore essential!

### Some research and retrieval tips:

#### Chunking

Put information into chunks. For example, instead of trying to remember these numbers: 2,7,5,3,8,7,9,3,2,6,5,8,9, & 5, try to remember this instead: 2753, 8793, 2658 and 95. Your brain can retain more information if you group it in this way than if you think of each number as a separate piece of information.

#### Self-Testing

Once you have learnt something, leave it for a week or so and test yourself. If you keep re-testing it will stick!!

#### Weekly Review

Once per week review your learning. Create a mind-map or flow diagram to show what you have learnt that week – you could do one for each unit.

## ENHANCE YOUR BTEC JOURNEY

**Take every opportunity you can, including:**

#### Employer Visits

See different workplaces and get a real insight into your future career by seeing it in action and speaking to people in the industry.

#### Work Experience

Immerse yourself in the workplace and really understand what your future career could look like.

#### Work with Employers who visit the Sixth Form

These could be career insight talks, interview experience days and lots more.

#### ILC

Our Independent Learning Centre is key to enhancing your BTEC journey. It has all the books, journals and texts you will need to access if you want to achieve the best outcome. You can access technology and our online resources in the ILC and use the space to work independently or in a group.

#### Tutorial Programme

You will have an Academic Tutor who you will work with on a weekly basis, including looking at next steps and learning to be safe.

#### Project You

Go beyond your qualification and tutorial programme and explore new interests and talents through our enrichment programme. Participation will ensure you develop a wider range of skills and qualities, as well as enhancing your CV and your personal statement, helping you stand out from the crowd when you apply for your next steps.