

# Joseph Leckie Academy

## BTEC Student Handbook

A useful guide to BTEC Art and Design  
courses for year 9-13 students



Joseph Leckie  
Academy



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## Introduction

This has been produced by Joseph Leckie Academy staff to support all students who are studying towards a BTEC qualification in Years 10-13. It is designed to help you understand what is involved in your BTEC course and provide you with information to help you be successful in completing it effectively. It will also include a number of important links to other documents and websites where you will find further useful information. Therefore, it is a very useful tool for you to refer and use throughout your course.

It is important to remember however that your teachers and course leaders remain the best people to answer any queries you have if you are not able to find the answer within this handbook.

Good luck with your chosen BTEC and we hope you enjoy the course(s) you are studying!

## Who's Who?

Joseph Leckie Quality Nominee (all BTEC courses)- Mr Banbery

Art and Design Lead Internal Verifier- Mr Potter

BTEC Level 3 Art and Design Graphics Diploma Assessors- Miss McKinley, Mrs Patel, Mr Radburn, Mr Potter

BTEC Level 2 First Art and Design Assessors – Mr Potter, Miss McKinley, Mrs Patel, Mr Radburn

## What are BTECS?

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. They will enhance skills you already have and encourage you to think about relating your learning to real-life situations through vocational contexts.

## Structure of BTEC courses

- Each BTEC is made up of a number of units. The number of units is dependent on the level and size of the BTEC being studied.
- For example, a BTEC Level 2 First Award in Art and Design is made up of 4 units.
- Other qualifications have more units; some are mandatory (you must study them) while others are optional to the centre.
- In order to achieve each unit, you must achieve a minimum of a pass in all of the assignments to complete the unit.
- The level 1/2 BTEC course in Art and Design offered in school is primarily a portfolio based qualification with some exam and practical elements.

## Grading

BTEC units are graded individually; At level 2 each unit is graded Level One Pass, Level Two Pass, Merit or Distinction, according to how you perform against a set of criteria.

At level 3; each unit is graded pass, merit or distinction. Again these are awarded based on your responses to set criteria.

Once you have completed all units, Edexcel calculates an overall grade. Level One Pass, Level Two Pass, Merit, Distinction and Distinction\* grade. Based on how well you have achieved at each unit.

For Level 1/2 BTEC courses, a Distinction \* is equivalent to an 8 grade GCSE, a Distinction to an 7, a Merit is a 6, a Level 2 Pass to a 4 and a Level 1 Pass to an 1.

For Level 3 BTEC Courses, a Distinction\* is equivalent to an A\* grade at A Level, a Distinction to an A, a Merit to a C and a Pass to an E.

## KS4 BTEC on Offer in Design Technology

The Pearson BTEC Level 1/Level 2 First Award in Art and Design is taught over 120 guided learning hours (GLH). It has core and optional specialist units.

Learners must complete the two core units, and a choice of optional units to reach a total of 120 GLH.

This BTEC First Award has units that your centre assesses (internal) and a unit that Pearson sets and marks (external).

## 4 Qualification structure

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This BTEC First Award has units that your centre assesses (internal) and a unit that Edexcel sets, you mark and Edexcel moderates (external).

Edexcel BTEC Level 1/Level 2 First Award in Art and Design			
Unit	Core units	Assessment method	GLH
1	Introduction to Specialist Pathways in Art and Design	Internal	30
2	Creative Project in Art and Design	External	30
Optional specialist			
3	Communicating Ideas in 2D	Internal	30
4	Communicating Ideas in 3D	Internal	30
5	Developing an Art and Design Portfolio	Internal	30
6	Investigating Contextual References in Art and Design	Internal	30

## **KS5 BTECs on Offer in Design Technology**

### **Diploma**

The Pearson BTEC Level 3 Diploma in Art and Design Graphics has 720 guided learning hours (GLH). This qualification is broadly equivalent to two A-levels

It consists of four mandatory units and five optional specialist units. Two of the mandatory units are assessed externally (work is submitted to Pearson for Assessment)

The qualification is designed to give learners a technical understanding of graphics. Learners gain knowledge and skills in areas such as typography, illustration and web design to produce vocational projects in graphic design. Learners choose an optional unit in another art and design discipline that complements the subject and gives breadth to their practice. The qualification is for post-16 learners intending to gain employment in graphic design, possibly after further study in higher education. The qualification is usually studied over two years alongside additional qualifications.

### **Target Setting**

The school will set you a target grade (FFT if GCSE course or ALPS/ ALIS for A-level) for the BTEC course you are studying. This will help you to self-assess your progress throughout each unit of work. You may be asked to improve the standard of your work to try to achieve your target grade.

Remember that your final BTEC grade of Pass, Merit, Distinction or Distinction \* is based on different pieces of coursework/ performance/ external assessments, so it is important that you do your best in every assignment as they all count.

As well as getting specific feedback on your coursework after you have handed it in and it has been marked, you will also receive some more general targets when your target grade is set near the start of a Unit.

## What We Expect of You

Your BTEC course will be different in some ways to the rest of your subjects, although it will be the same in other ways.

We expect good attendance at and punctuality to lessons.

We expect you to be able to follow the school behaviour expectations.

We expect you to contribute positively in lessons.

We expect you at times to work outside of lessons – an independent approach to your studies, being organised and working from your own initiative are vital when primarily portfolio based units are involved in your assessment.

We expect you to ask for help if you are confused or if you are struggling to complete work to a deadline you have been set.

We expect you to hand in work that is organised and neatly presented and can be easily identified as your own work.

## What you can expect from Us

All staff who teach BTEC courses will do their very best to provide you with high quality teaching and learning experiences.

They will also make the experience as relevant to the particular sector you are studying as possible. This will include using links where possible with people and organisations within the relevant industry.

All staff will support your progress in class and where possible will provide additional support outside of lesson time to ensure you realise your potential within the subject.

Any coursework that you submit will be marked and assessed within a two week timescale. Staff will also give you the opportunity to improve and upgrade your work if you are keen to do so or if your work has not yet achieved a Pass grade. You will be given interim and final feedback on your work to understand your grading and also where you can improve (where possible).

All BTEC Students will be registered at Edexcel by the school examination officer.

All BTEC final grades will be released to students on GCSE and GCE results days.

## Assignment Briefs

You will follow assignment briefs for each of your units. These will be issued by your teacher at the start of each unit. They are your point of reference and should always be at hand, especially when writing your assignments.

Each assignment brief is internally verified before distribution and will tell you:

- a clear title and/or reference so that the learner knows which assessment it is
- the unit(s) and learning aim(s) being addressed
- a scenario, context, brief or application for the task
- task(s) that enable the generation of evidence that can be assessed against the assessment criteria
- details of the evidence that the learner must produce
- clear timings and deadlines for carrying out tasks and providing evidence.

## How you will be assessed

After each assignment you will submit your work to your tutor

Each time you submit an assessment you must fill out, sign and date a declaration to confirm that the work produced is your own.

Your assessor will mark the work and, within two working weeks, give you a form showing you which criteria you have met.

You **must meet the deadline** stated on your assignment brief; failing to meet the stated deadline will mean you are NOT entitled to a resubmission date and the Lead Internal Verifier will not be permitted to authorise a resubmission date. **Therefore you will not pass any assignment you submit late.** If there are extenuating circumstances, you must speak to your assessors and they will pass on your concerns to the academy exam secretary.

You should regard all assessment marks as provisional until units have been through the IV process. This is where the standard of what you have produced will be looked at and standardised across all of the different classes to ensure your grade is fair and accurate.

If you have submitted your work on time you may have a two week extension to resubmit your work. Your assessor cannot give you any guidance on how to improve your work, feedback is limited to telling you what assessment grading criteria you have or have not achieved.

## Course Structure and Assessment Plans

All BTEC courses are primarily based on coursework – however with both the NQF 2012 BTEC Level 2 qualification and the NQF 2016 BTEC Level 3 qualification there are externally assessed units. You will complete a number of assignment projects. Each one is part of the overall qualification and you will be required to complete all of them to pass the course.

Each BTEC will be taught by a specialist subject teacher.

Each unit will be based on a different topic related to the course. The detail of each unit can be found in the course specification.

Each course is organised at the start of the year so that there is a clear order to the units that you complete.

Each BTEC course is unique; therefore, your assessor will outline this to you.

Your Assessor will have devised an assessment plan for the units you will work through during the course – either KS4 or KS5

## Key Policies that affect you

Below is a short version of the main documents needed and available within the BTEC system to ensure good standards and to give you, the learner, a voice. All of these policies are available in full on the Pearson BTEC website. <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

1. Quality Assurance – the key parts of this document are to do with how work is assessed and graded, how the marking is completed by teachers, how it is monitored and checked, how student work is stored, and how student progress is monitored throughout the year.
2. Appeals – this document explains what you should do if you feel that you have been treated unfairly at any stage during the course. This policy relates directly to your BTEC work specifically. For example, you would need to refer to this policy if you did not agree with the mark you had been given for a piece of BTEC work (See next section for more information)
3. Equal Opportunities – this document explains how the school and Edexcel make sure that everyone receives the same opportunity on every BTEC course.
4. Malpractice – This document explains what would happen if you are discovered to have cheated or copied work from someone or somewhere else and is passing it off as your own. Clearly this is a very serious issue and will not be tolerated by the school or by the Edexcel examination board.

## Joseph Leckie Academy BTEC Appeals Process and Policy Appeals Process

There are 3 grounds on which you can appeal:

- If a student has substantial evidence that work has been incorrectly marked.
- If there is a material error in the case of reassessment.
- If the student has any personal circumstances which may have affected his / her ability to complete assignments and meet deadlines.

In the event of a student wishing to make an appeal against an assessment decision, the following steps must be followed: -

- Within 3 days the student must contact the assessor to arrange an informal meeting to discuss the assessment decision.
- If the student is still dissatisfied, then he / she may appeal to the Programme Leader.
- This will allow the student to put forward reasons why his / her assignment should be re-assessed. This should be done within 3 days of meeting with the assessor.
- The assignment will be reassessed by an Internal Verifier who will provide the student with feedback within one working week.
- If the student is still dissatisfied, then he / she may appeal to the External Verifier via the Head of Department.