

Joseph Leckie Academy

BTEC Student Handbook

A useful guide to BTEC Health and Social Care
courses for Year 12-13 students



Name of Student.....

How will the course be taught? How will I learn?

All units on Level 3 BTEC Health & Social Care courses require students to submit coursework in the form of assignments, assignments set by the exam board or an exam. To become an effective learner and achieve the best from your course, you will need to become an independent thinker and develop strategies to manage your time effectively ensuring that you are able to meet assignment deadlines.

Much of the information that you will need to be successful will be obtained in class, but a great deal of it must be researched by you, sometimes individually and sometimes as part of a group.

As you progress you will receive less assistance and be expected to research information more effectively yourself. This will be an excellent way of preparing you for further studies, University and the world of work.

Sources of information

Books and Journals will have an extensive source of information. The internet is an excellence source of information, (research, quotations to back up work, pictures) however be careful how you use this. Do not print off material and hand it in as part of your assignment. All work already produced must be referenced. You must not pass off another person's work as your own this is plagiarism.

How will I be Assessed?

It is important that all your work is produced in a format that is of the highest standard as possible. Use ICT where possible, this will help with your key skills.

You may have a variety of assessment opportunities.

Assignment	Presentations
Leaflets	Interview
Posters	log book's



You will also have at least 1 **exam** which is 1 hour 30 minutes long.

Assessment Procedures

You will receive a hand in date from your teacher. The work should be handed in for the given date, in its finished format. It will be marked and if criteria have not been achieved you are then expected to go away and develop your assignment based on the feedback you have received. This should then be resubmitted for grading on the date stated on your assignment assessor's feedback sheet. Any work coming in after that date will be graded. A new task will be set for you to complete.

15 days for resubmission on assignments



Extensions to Assignments

If you have planned your work and made good use of time management then work will be handed in on time.

A student may have exceptional circumstances whereby they may have an extension. This will be on an individual basis if they feel they are unable to meet a final deadline. If a student wishes to have an extension they must bring the work they have already done and have a justifiable reason. You must complete an 'Extension Form' from your teacher.

- **Do not ask for an extension on the date of submission.**
- **Poor planning is not a reason to gain an extension.**

Please note: Evidence may be requested to support your extension appeal.

Cause for Concern

Students may be treated as a cause for concern if

- Assignments deadlines are missed
- Homework not handed in.
- Consistent lateness
- Poor attendance to lessons



In all these situations the students name will be passed to Head of 6th Form and parents may be contacted.

Plagiarism means taking someone else's work or ideas and passing them off as your own. This will result in failing the unit and course and will be reported to HOY and BTEC Pearson. This could affect **all** qualifications not just Health and Social Care.

Copying / plagiarism includes copying from the internet, books and other students etc



Code of Conduct

A student is required to.....

- Arrive to all lessons on time
- Be prepared for all lessons
- Bring the correct equipment to the lesson – pens, paper, files, kit etc.
- Not to use mobiles during timetabled lessons/ activities.
- Not to use personal music devices during timetable lessons/activities unless permission is given by the teacher.
- Undertake appropriate behaviour to the teaching environment.
- Submit coursework and homework on time.
- Respect all other students and staff

Organisation

It is essential that students have the following with them for lessons....

Pen /pencil

School Diary

Folder



(Your folder should have sub sections for each unit. You should keep worksheet and personal notes organised and in order)

Paper/Note pad

Memory Stick

(At times the laptops/computer can have issues. Assignments should be saved in a student's document area and also a personal memory stick. There have been several cases of students 'losing' all their work when a memory stick fails. This is not an acceptable excuse and students should email work to themselves as a backup. Furthermore work should be printed off as you go along and not left to the end of the assignment.)

Course Text Books

Highlighters (these can be useful when note taking or reading information)



Structure

Qualification structure

Pearson BTEC Level 3 National Extended Certificate in Health and Social Care

Mandatory units

There are 3 mandatory units, 1 internal and 2 external. Learners must complete and achieve at pass grade or above for all these units.

Optional units

Learners must complete at least 1 optional unit.

Pearson BTEC Level 3 National Extended Certificate in Health and Social Care				
Unit number	Unit title	GLH	Type	How assessed
Mandatory units – learners complete and achieve all units				
1	Human Lifespan Development	90	Mandatory	External
2	Working in Health and Social Care	120	Mandatory	External
5	Meeting Individual Care and Support Needs	90	Mandatory Synoptic	Internal
Optional units – learners complete 1 unit				
11	Psychological Perspectives	60	Optional	Internal

Qualification structure

Pearson BTEC Level 3 National Diploma in Health and Social Care

Mandatory units

There are 6 mandatory units. Learners must complete and achieve at pass grade or above for all the 3 mandatory external units. Learners must complete all 3 mandatory internal units and achieve a pass or above in 2 of these units.

Optional units

Learners must complete at least 2 optional units.

Pearson BTEC Level 3 National Diploma in Health and Social Care				
Unit number	Unit title	GLH	Type	How assessed
Mandatory units – learners complete and achieve all units				
1	Human Lifespan Development	90	Mandatory	External
2	Working in Health and Social Care	120	Mandatory	External
4	Enquiries into Current Research in Health and Social Care	120	Mandatory Synoptic	External
Mandatory internal units – learners complete all units and achieve at least 2				
5	Meeting Individual Care and Support Needs	90	Mandatory	Internal
7	Principles of Safe Practice in Health and Social Care	90	Mandatory	Internal
8	Promoting Public Health	90	Mandatory	Internal
Optional units – learners complete 2 units				
6	Work Experience in Health and Social Care	60	Optional	Internal
11	Psychological Perspectives	60	Optional	Internal

Course

Points available for internal units

The table below shows the number of **points** available for internal units. For each internal unit, points are allocated depending on the grade awarded.

	Unit size	
	60 GLH	90 GLH
U	0	0
Pass	6	9
Merit	10	15
Distinction	16	24

Points available for external units

Raw marks from the external units will be awarded **points** based on performance in the assessment. The points scores available for each external unit at grade boundaries are as follows.

	Unit size	
	90 GLH	120 GLH
U	0	0
Pass	9	12
Merit	15	20
Distinction	24	32

Calculating your grade

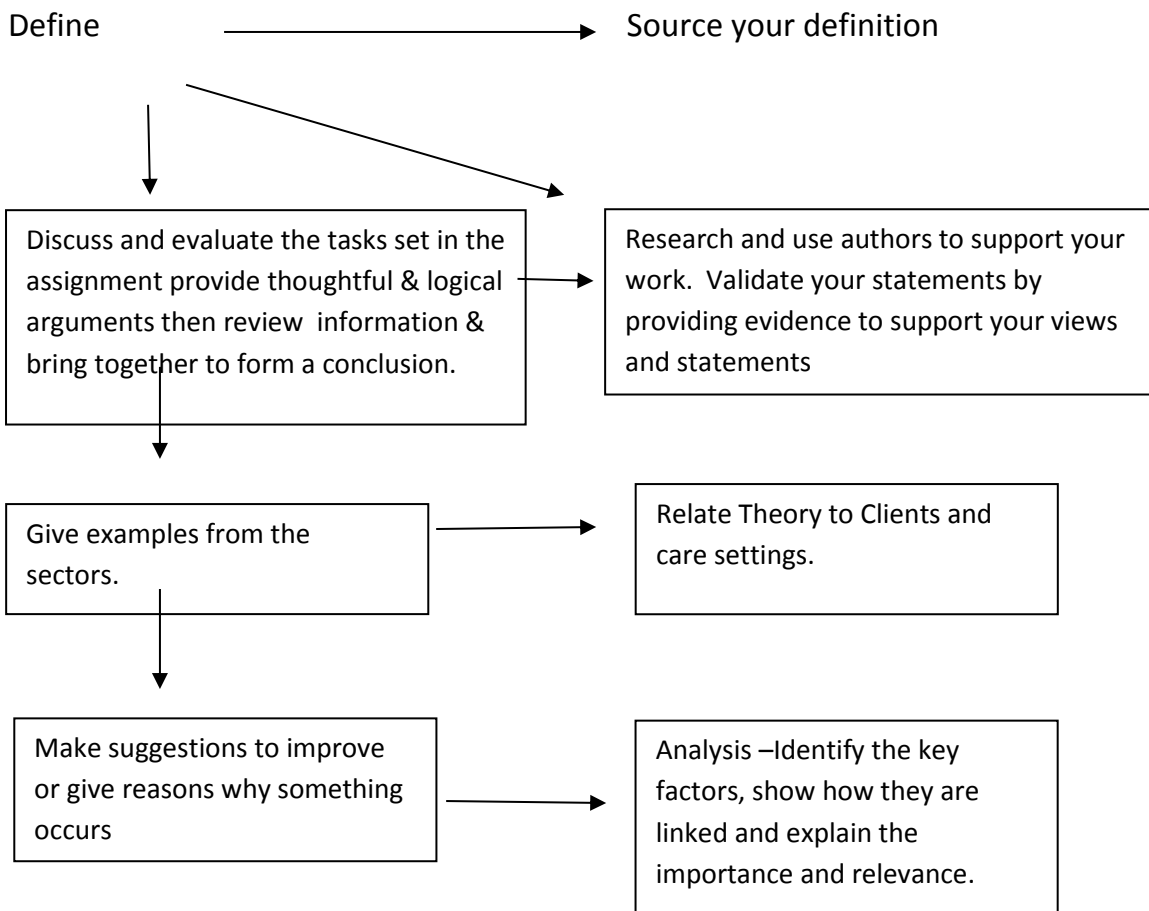
Extended Certificate		Diploma	
360 GLH		720 GLH	
Grade	Points threshold	Grade	Points threshold
U	0	U	0
P	36	PP	72
		MP	88
M	52	MM	104
		DM	124
D	74	DD	144
		D*D	162
D*	90	D*D*	180

Calculation of qualification grade

Applicable for registration from 1 September 2016



How to Get Higher Grades



- ✓ Use the Command Words definitions to help you understand what is required in a task.
- ✓ Make sure you proof read the work before you submit it. Or ask someone else to read through it.
- ✓ Your teachers are happy to review work prior to submission date.
- ✓ Check you have answered all questions.



We hope that you will find the programme interesting and enjoyable and that you are prepared to work consistently hard to ensure good grades in all the programme units.



Who's Who?

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

Health and Social Care Lead Internal Verifier- Mrs Matthews

BTEC Level 3 Health and Social Care Assessors- Mrs Matthews, Mrs Shipley and Mrs Jones.

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.

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Declaration

I confirm that I have read and understand the BTEC handbook

[illegible]

