



Longdendale
HIGH SCHOOL

The BTEC Parents' Handbook

September 2022 – July 2023



Contents

Pg. 3	<u>BTEC Courses at Longdendale</u> (An Overview)
Pg. 4	<u>Working in Partnership</u> To support your student
Pg. 5	<u>BTEC Roles</u> Ensuring quality, consistency and fair procedures for learners
Pg. 6	<u>Supporting the successful BTEC Learner</u> How to help at home
Pg. 7	<u>What grades could my student achieve?</u>
Pg. 8	<u>Methods to collect evidence</u> Working with your student's strengths and preferences
Pg. 9	<u>BTEC Assignments</u>
Pg. 10	<u>Honest Study Practices</u> Edexcel regulations
Pg. 11	<u>Learners Appeals</u> Specific Procedures
Pg. 12	<u>Edexcel Information</u>

BTEC Optional Courses at Longdendale

BTEC stands for Business and Technology Education Council and the BTEC vocational qualifications have been in existence since 1986.

Your student has selected to study one or more BTEC courses in their KS4 at Longdendale.

The courses on offer include the Edexcel BTEC Tech Award in Performing Arts Dance level 1/ 2 Dance, BTEC Music Award Level 1/ 2, Tech Award in sport and Tech Award in Health and Social. Should your student excel in either of these subjects and take part out of school in extra- curricular activities the BTEC assessors believe this will support the learner's studies.

These qualifications require the completion of 180 guided learning hours and they are practical courses but there are sit down examinations for music. Good attendance is crucial, as all work is continually assessed. Each BTEC is an equivalent GCSE award.

Qualification grading and performance table points

Level	Qualification Grade	2019 performance table points (based on 2018)
Level 2	Distinction*	8.5
	Distinction	7
	Merit	5.5
	Pass	4
Level 1	Distinction	3
	Merit	2
	Pass	1.25

Learners who have long term absence issue could fail the BTEC courses, if they are not completed.

The New Generation BTEC will have external examinations these were introduced from 2013 onwards.

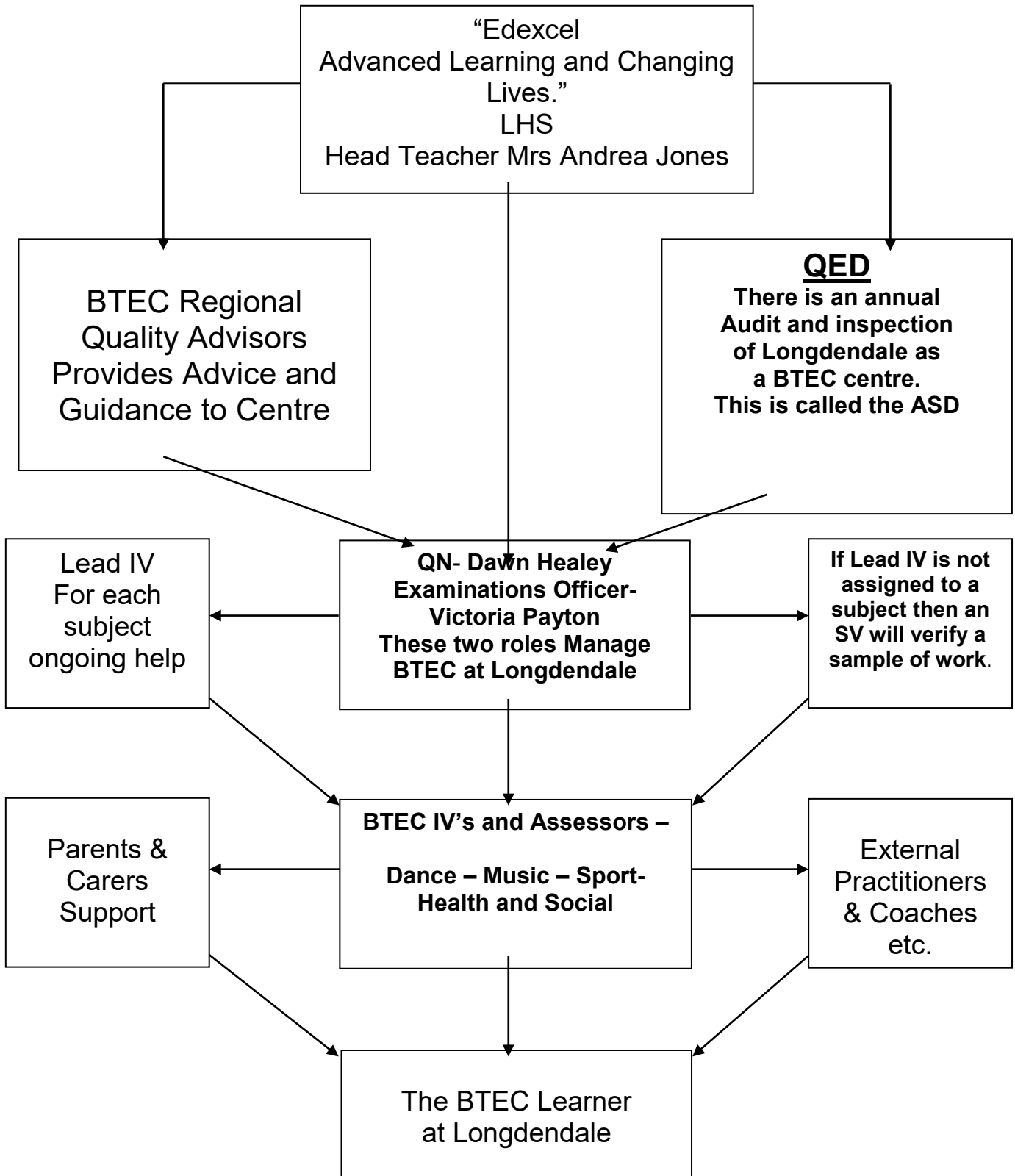
New Tech Award courses have been introduced since Sept 2022.

If your student falls behind with their work, they will have the chance to catch-up and make sure they have completed the required tasks in order to complete the BTEC courses successfully. This takes place in the BTEC Catch-up sessions which may be held after school. Any new learner who has joined the school should liaise with their teacher (assessor) and complete additional supervised learning hours to catch up and complete the required tasks.

**Learners who fall behind in their BTEC tasks, will be supported and they will be tracked by the Inclusion Team who meet on a fortnightly basis.
(SENCO Mrs Gill/ Mrs Parker)**

Good attendance is vital for the BTEC learner to succeed.

Working in Partnership



BTEC Roles

SLT – Senior Leadership Team led by Mrs Melanie Wicks Executive Headteacher and A+ Trust CEO: Headteacher at Longdendale is Mrs Andrea Jones.

BTEC – Quality Regional Advisors – Give advice to Centres who offer BTEC. The regional positions ensure Quality and consistency. This is a team of specialists, who work for Edexcel Pearson

BTEC – QRA – Quality Risk Assessor – Inspects and checks the centre for all aspects of BTEC – Procedures – Documentation – Staffing and equipment. Etc... Action Plans provided for progression.

Quality Nominee (QN) – Dawn Healey- Assisted by Gemma Lowe Assistant Head Teacher. BTEC Manager at LHS Oversees quality of provision of BTEC within the centre and manages the BTEC Quality Review and Development of vocational courses at Longdendale.

Examinations officer/ Data Manager–admin-Victoria Payton – enrolment and certification

BTEC Lead IV's – Manages each BTEC course e.g. DANCE, and MUSIC, H&S and Sport marking and quality within subject area.

Lead IV – (Internal Verifiers) – Specialist who support and advice regarding assignment writings. The IV is sometimes from another centre which also run BTEC and they assess samples of work.

SV – (Subject Verifier) – Subject specific. The SV will check consistency of marking, fair practice and examine quality. Since September 2010 and SV may request a sample of work.

Supporting the Successful BTEC Learner

The New and more rigorous BTEC First Awards and Tech Awards are continually assessed and there are core external examinations in addition to internally assessed work. There are many different methods of providing evidence of learning. This is to tailor the tasks to suit the learner; please see page 8. This qualification is the equivalent of one GCSE Grade.

There are usually three components of work in each BTEC examination and learners are given assignments with clear deadlines. Learners are given homework tasks. Learners need to complete the BTEC assignments independently and plagiarism of any type is not permitted. Quality assignments and good preparation for the examination(s) are crucial to the successful completion of the course.

We hope that Parent/Carers and Longdendale will work in partnership to encourage our learners/students to ensure they complete work to the best of their ability and hand it into the teachers before the deadline.

Please be aware that Learners will have the opportunity to complete their work in ICT rooms, subject specific catch-up clubs or accept the help from the learning support team should this be deemed necessary.

Assignments are sometimes given more than adequate time for completion to prevent stress. We thank you for helping us to enable your student to surpass their targets in this equivalent GCSE award. One resubmission is permitted, if it is deemed necessary.

What Grades could my Student Achieve?

The New Generation offers a Level 1 which is a D Grade or Grade 3

Level 2 - PASS, MERIT, DISTINCTION and DISTINCTION STAR

This qualification is equivalent to GCSE passes and the lowest grade is C. This means that any learner has the chance to achieve the following:-

Qualification grading and performance table points

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Level 2	Distinction*	8.5
	Distinction	7
	Merit	5.5
	Pass	4
Level 1	Distinction	3
	Merit	2
	Pass	1.25

Methods to Collect Evidence

<p><u>Witness Statements</u> See – sheets Collect throughout the course</p>	<p><u>Video</u> Dance, Drama, Music & Sport</p>	<p><u>Audio</u> Recording Learners & their work</p>	<p><u>Power Point</u> Created by Learners Use ICT</p>
<p><u>Observations</u> Teachers (Assessors) Complete checklists Dated/Explained</p>	<p><u>Diary of Progress</u> Notes and advice – target setting</p>	<p><u>Blog on Face book</u> Use any method of ICT</p>	<p><u>Games</u> To secure knowledge and understanding</p>
<p><u>Log Book</u> Unique to learner great evidence for future interviews. Shows dedication.</p>	<p><u>Debates</u> Meetings for planning etc. minutes</p>	<p><u>Programmes</u> Highlighting learners achievements. CAST LIST – Printed evidence</p>	<p><u>Radio Show</u> Produced by learners e.g. PE Sports commentary.</p>
<p><u>Written Work</u> Not the best option for every learner. Type into “Word”</p>	<p><u>Photos</u> Snaps of work in progress</p>	<p><u>Visits</u> With tasks and evaluations</p>	<p><u>Learners to create:-</u> POSTER, BOOKLET, ADVERT etc.</p>
<p><u>Practical Experiences</u> BTEC is a doing course</p>	<p><u>“Chat”</u> Teacher to record and date e.g. News, sport, X-factor etc.</p>	<p><u>Interviews</u> With subject teacher (BTEC Assessor)</p>	<p><u>Display Book Folio</u> Collation of evidence and tasks.</p>
<p><u>Performances</u> Shows/gigs In and out of school</p>	<p><u>Interviews</u> With subject teacher (assessor)</p>	<p><u>Student Lectures</u> Or presentations A.F.L. Peer/staff assessment</p>	<p><u>Reports</u> Self, peer, coach, teacher</p>

BTEC Assignments

Your student will be set assignments for each of the 3 components of work. It is crucial that the assignments are completed before the set deadline and that the work is not rushed or poorly presented.

New Tech Award for Sept 2022 now have PSA's (Pearson set assignments) these have specific windows of 12 week assessment dates before submission twice a year and it is essential students submit work in the given deadline within the assessment window set by Pearson.

The Assignments provide evidence instead of a sit down examination and they are carefully marked, cross marked, moderated and verified. (Please see the diagram of "Working in Partnership" pg 4).

Your student must always be encouraged to research, plan and complete their assignments to the best of their abilities. Edexcel is pro-active in preventing plagiarism and unfair practice is dealt with severely. Please remind your student to acknowledge and reference any quotes they may use in their BTEC Tasks

The learner is encouraged to use ICT and technology whenever possible. The assignments should be typed into "Word" and all work needs to be clearly named and labelled. Several methods of evidence are available for the learner to access in the BTEC courses. We are concerned that the strengths of the Individual and the learner's preferences of evidencing work should be encouraged.

If your student would prefer to carry out an audio interview or present a power point to the class etc instead of completing

a written document, for example, then they can ask their teacher-(assessor) that they do this as an alternative. (please see page 8 which displays more examples of different forms of evidence.)

Honest Study Practices

It is crucial that all Longdendale BTEC learners complete their own work and that all work is valid.

This centre has clear policies and procedures in line with Edexcel to limit the opportunity for malpractice and for checking the validity of the learner's work.

The Quality Nominee at Longdendale will inform Edexcel of any acts of malpractice.

	DEFINITIONS OF MALPRACTICE
LEARNER MALPRACTICE	Any action such as PLAGIARISM, COLLUSION or CHEATING – has the potential to prevent honest completion of tasks/assignments.
ASSESSOR MALPRACTICE	Any deliberate action, which has the potential to undermine the fair procedures of BTEC Qualification provided by Edexcel.
PLAGIARISM (Copy)	Taking and using another person's thoughts, writings (words) inventions and submitting it as your own work.
MINOR ACTS OF LEARNER MALPRACTICE	The assessor handles this and the BTEC Teacher refuses to accept work for marking should work be invalid- Resubmission required.
MAJOR ACTS OF LEARNER MALPRACTICE	Extensive copying (or cause for concern)/plagiarism – the second or subsequent offence will be considered a major act of malpractice.

Longdendale will deal with any issues in an open, fair and effective manner.

All quotes and references should be acknowledged and your work must be YOUR OWN. Please encourage your child to follow this.

Many thanks for your support.

Quality Nominee

Ms Healey

BTEC QN

Head of PE/ Dance



Learner Appeals

The Learner appeal procedure is a stage procedure to determine whether the assessor or BTEC teacher has:

- a) Used procedures that are consistent with Edexcel's requirements.
- b) Applied the procedure properly and fairly when arriving at judgements.
- c) made a correct judgement about a learner's work.

APPEALS STAGES

STAGE 1 – INFORMAL – The learner must consult with the assessor within 10 days following the assessment decision. This meeting will be to discuss the assessment decision. The issues raised will be documented before moving to stage 2.

STAGE 2 - REVIEW – The assessment decisions will be reviewed by the Quality Nominee – Mrs Waters and/or the IV. The learner will be notified in writing of findings whether the appeal is agreed or disagreed. If the matter is unresolved then move to stage 3.

STAGE 3 – APPEAL HEARING – A Senior Leadership Panel hear the appeal. The procedure will be in line with Edexcel's learner appeal procedure. This is the last stage completed by the centre if it is still unresolved, move to stage 4.

STAGE 4 – EXTERNAL APPEAL - The grounds for appeal and supporting documentation must be submitted by the centre (LHS) to Edexcel within 14 days of stage 3 – a fee is required.

This process ensures that procedures are fair and just. The learner should always be in the grading process throughout the BTEC courses.

Good communication between the teacher and learner will enable fair and just procedures to take place. Teachers will endeavour to explain their judgements and provide guidance to improve throughout the course.

“PROGRESS IS TRACKED – FAIR PRACTICE IS PARAMOUNT”



BTEC

The Business and Technology
Education Council (Since 1986)

“Edexcel, a Pearson company, is the UK’s largest awarding body offering academic and vocational qualifications and testing to more than 25,000 schools, colleges, employers and other places of learning here and in over 100 countries worldwide..... Our qualifications include GCSE, AS and A Level, GNVQ, NVQ and the BTEC suite of vocational qualifications from entry level to BTEC Higher National Diplomas and Foundation Degrees.”

www.edexcel.org.uk

“BTEC is an enjoyable practical course which is designed to focus on the learners strengths.”

Julie Gibson

Education Consultant for “Consultancy Works”

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