

BTEC
Learner Induction
Handbook
Academic Year 2020/21

Welcome to this BTEC course. This booklet will outline the documents you will see a lot in your files and it is important you understand them. Below are the contents of your handbook.

Contents

1	Evidence for Learning – What is it?
2	How will my BTEC Work?
3	BTEC Evidence Sheets (Entry 3 and Level One)
4	COVID 19 (Booo!!!)
5	Fair play and cheating
6	What if I do not agree with my teachers

1. Evidence for Learning



Evidence for Learning is where your assessors (teachers) will store most of your evidence that you complete over the course.

Along with your evidence you will see the following:

- The BTEC course you are doing
- The statement the evidence is for
- The assessment outcome number – (i.e. 1.1/2.1)
- A comment from your teacher and some next steps for the course
- Level of independence you have completed

Your teacher will support you through this document and help you review the progress you have made.

You will need to sign this learning journey to say that the work you have completed is yours.

2. How does BTEC work?

BTEC is a coursework based qualification, this means no exams (Hooray!!). This means that generally your teacher will be getting evidence by:

Taking Pictures

Taking Videos

Giving you worksheets to complete

Asking you questions and recording your answers

Completing a witness statement

Computer based work

In order to achieve a qualification you will need to collect credits. You will get credits for completing units. Each course requires different amount of credits. Your teacher will tell you of how many credits you will need.

BTEC courses progress by the following:

Award

Certificate

Diploma

For example in Sport and Active Leisure you will need to achieve the following credits:

Award (7 credits)

Certificate (13 credits)

Diploma (37 credits)

As you are here for a maximum of 3 years you will achieve an award or a certificate.

In BTEC you may work at two levels, these are Entry 3 or Level 1. These equate to the following:

Entry 3 – Below GCSE

Level 1 – 1-4 GCSE (it is now numbers and not letters)

If you are in **post 16** your work will now be graded either

- A Pass
- A Merit
- A distinction

3. How will I know what to do and how will I be assessed?

There are **two** very important documents that you need to be aware of in BTEC.

These are:

Assignment Brief

Assessment Decisions

Assignment Brief (Before you start your work)

The assignment brief will be given to you by the teacher at the start of a new task or unit. This document will tell you:

- When your work is set
- When your work is due
- The level of the task (Entry 3/Level 1)
- The achievement criteria
- What you will do to achieve this (at level one your teacher will tell you what you need to do to achieve a Pass, Merit or Distinction)
- What evidence you will need to collect and how

If there is anything you don't understand on the brief you must ask.

Assessment Decisions (After you have finished your work)

This is a really important document as it will tell you if you have passed your unit and in some cases what grade you have achieved.

On this document you will receive feedback from your teacher and in the case where you may need to complete more work you will be told what you need to do.

You will be required to sign and date this document.

You will also see an example of an evidence for learning document showing you what it all means.

4. COVID 19

This year is a very difficult year as we all know and there maybe occasions where you are required to complete your work from home. This is called remote learning. As a school we know this maybe very difficult to complete at home so please do not worry as your teacher will help you catch up when you are back in school. If you do want to complete your BTEC work this can be found on your class page on the website.

Your teacher may also upload a challenge to Evidence for Learning for you to complete on your BTEC course so look out for these.

There may also be live lessons that you can get involved with, some of the content may be related to your BTEC lessons but it is more about the teacher saying hello. If you do give some answers that help you show your understanding of BTEC then your teacher may use a recording to use as evidence.

5. Fair Play and Cheating

- Like in any course cheating is **very** serious.
- Examples of cheating are:

Copying a friends work

Copying and pasting from the internet

Having someone else do the work for you and you take the credit for it (including homework)

If a teacher suspects that you may have been cheating they will inform Mr Taylor who will then investigate further and you may be required to repeat the work. Continued cheating may result in being expelled from the course. (This means you wont be able to get a qualification)

6. What if I don't agree?

There may be occasions where you do not agree with the grade or judgement your teacher has given you. You do have the right to appeal this decision.

If you wanted to appeal and try and get this changed you will need to:

Complete an appeals form. If you ask for one from your teacher they will give one to you.

Speak to your parents or carer and they can help you complete it.

This form must then be given to a senior leader in the school. This will be Mr Taylor

Mr Taylor will then organise an investigation into this. This may include looking at your work and speaking to the teacher.

Mr Taylor will regularly keep Mr Flowers (Head teacher) informed and when a decision has been made about your appeal you and your parents will be notified.

May I wish you all the best in your studies on your BTEC Course

Good Luck!!!