

Level 3 BTEC Student Handbook

POLICIES & PROCEDURES
2025/26



Contents

Introduction: BTEC Level 3	3
BTEC Grading & Assessment Calculation	4
BTEC Staff Roles & Responsibilities	5
Expectations & Assessment	6
Internal Assessments: Ongoing Feedback and Assessment	6
Internal Assessments: Submitting your work for Assessment	7
Internal Assessments: Summative Assessment	7
Internal Assessments: Deadline Extensions & Resubmissions	8
Internal Assessments: Retake	8
External Assessments: Re-sits	9
Plagiarism & AI	9
Plagiarism Policy	9
Artificial Intelligence	10
Referencing	10
Appeals	11
BTEC Command Verbs	12
Subject Specific Information	
Applied Science (AAQ – Y12)	13
Applied Science (BTEC National – Y13)	14
Art	15
Business	16
Creative Digital Media Production	17
Health & Social Care (AAQ – Y12)	18
Health & Social Care (BTEC National – Y13)	19
Information Technology (AAQ – Y12)	20
Information Technology (BTEC National – Y13)	21
Music Performance	22
Performing Arts	23
Travel & Tourism	24
Frequently Asked Questions	25

Introduction: BTEC Level 3 Extended Certificate

Welcome to your BTEC Level 3 course!

This booklet explains how a BTEC Level 3 qualification is assessed, and the policies and procedures governing its completion. It also covers what staff expect of students in order for you to achieve the best possible qualification, and what you can expect of staff in order for you to achieve your full potential.

The BTEC Level 3 Extended Certificate is equivalent to one A Level. At Bourne Academy, we offer the following BTEC qualifications at Level 3:

- Applied Science
 - BTEC National (Y13)
 - AAQ (Y12)
- Art & Design
- Business
- Creative Digital Media Production
- Health & Social Care
 - BTEC National (Y13)
 - AAQ (Y12)
- Information Technology
 - BTEC National (Y13)
 - AAQ (Y12)
- Music Performance
- Performing Arts
- Travel & Tourism

At the end of this booklet, you will find subject specific pages which outline the course content and specific assessment structure of each BTEC course.

BTEC Grading & Assessment Calculation

Your overall qualification will be graded as either Pass, Merit or Distinction. In order to be awarded a qualification, a “**learner must complete all units, achieve a Near Pass (N) or above in all external units**” and “**achieve a Pass or above in all mandatory units**” unless otherwise specified. To achieve any qualification grade, learners must also achieve the minimum number of points at a grade threshold.

Each unit grade carries a certain amount of points depending on its number of Guided Learning Hours (GLH). You will find the GLH for each of your subject units at the back of this booklet.

Points available for internal units:

	Internal Unit Size		
Grade	60 GLH	90 GLH	120 GLH
U	0	0	0
Pass	6	9	12
Merit	10	15	20
Distinction	16	24	32

Minimum points available for external units:

	External Unit Size		
Grade	60 GLH	90 GLH	120 GLH
U	0	0	0
Near Pass	4	6	8
Pass	6	9	12
Merit	10	15	20
Distinction	16	24	32

NOTE: Raw marks from external units will be awarded points depending on the grade boundaries.

*The table above shows the **minimum** number of points available for each grade.*

Overall Qualification points:

All of the points for each of your units are then combined to calculate your overall qualification grade. The qualification boundaries are stated below:

Grade	Qualification Points
Pass (P)	36
Merit (M)	52
Distinction (D)	74
Distinction* (D*)	90 or above

BTEC Staff Roles & Responsibilities

Outlined below are the key roles and responsibilities of staff that help to deliver your BTEC qualification at Bourne Academy:

Quality Nominee (QN): Mrs Stacey Dyer

- The Quality Nominee is responsible for ensuring the effective management of your BTEC course.

The roles listed below are generic titles that each subject will have in place in order to deliver the qualification.

Lead Internal Verifier (LIV)

- The Lead Internal Verifier is responsible for managing the assessment of units and qualifications as well as signing off on assessment decisions.

Internal Verifiers (IV)

- Internal Verifiers are other subject teaching staff that quality assure assessment decisions, ensuring decisions are consistent across the programme by sampling assessment decisions.

Assessors

- The Assessor on your qualification will be your class teacher, they will teach and assess learners against the learning aims and assessment criteria of the course specification.

Standards Verifier (SV)

- Standards Verifiers are external to the school and employed by Pearson (*the awarding body*) to confirm that learners are assessed in-line with national standards and to ensure processes for internally verifying assessment decisions are effective and assessment records are accurate.

Expectations

To succeed on your BTEC qualification, students are expected to:

- ✓ Attend all lessons
- ✓ Demonstrate hard work and diligence at all times
- ✓ Complete assignments to the best of your ability
- ✓ Ensure you meet ALL deadlines (including when absent from school)
- ✓ Catch up on any learning/coursework missed due to absence
- ✓ Pass ALL mandatory units in order to achieve your qualification

Assessment Entitlement

All Bourne Academy students are entitled to:

- ✓ Fair and transparent assessment practices
- ✓ Assignment briefs that indicate the criteria against which you will be assessed
- ✓ Teachers will provide regular advice, counselling and guidance
- ✓ Internal Assessments carried out in a timely manner, with outcomes reported within 3 weeks with written feedback following formal submission
- ✓ Access to an open and fair appeals procedure

Assessment Procedures

Internal units are assignment-based, completed over a period of time that will be assessed in school, by your teachers. External units are examinations held in a set period of time and will be assessed externally by Pearson examiners.

Internal Assessments: Ongoing Feedback and Assessment

There are clear guidelines on the nature of the feedback and assessment you should receive while completing the internal units on your BTEC course and this should be clearly explained to you by your teachers.

Each internally assessed unit has specific criteria that you will be assessed against. Your teacher will explain these to you and design activities to ensure you fully understand what a Pass / Merit / Distinction looks like, this may include showing you exemplar work. They may also set up a series of practice tasks or mock assignments so that you can better understand the level you are working at before the official assignment starts.

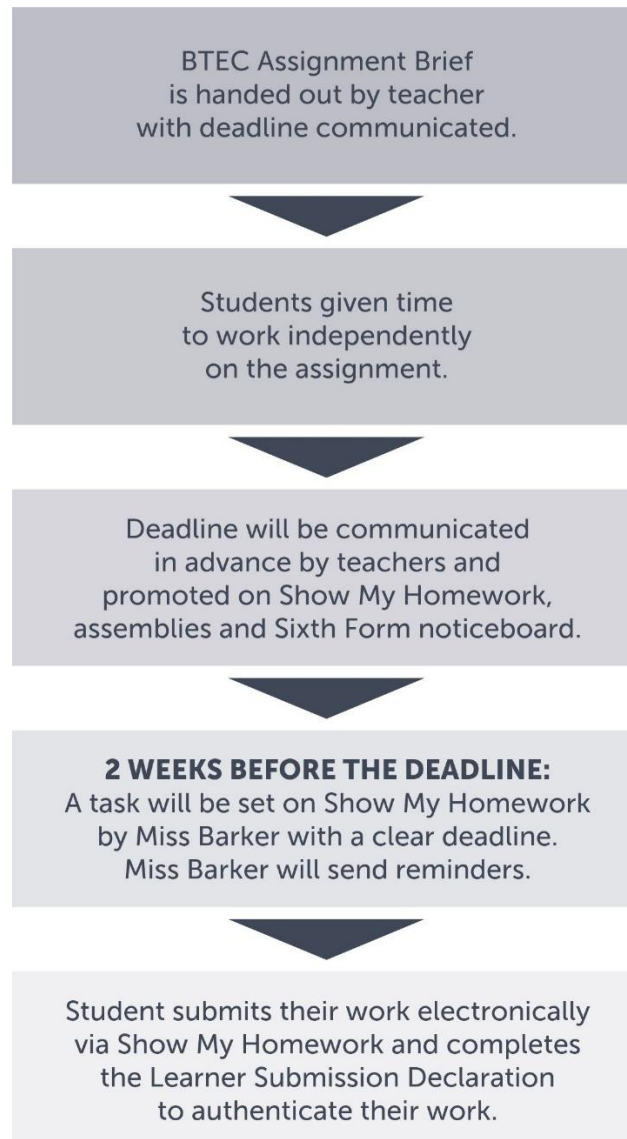
Once you have been set and are working on the official assignment in which you will produce evidence to meet the unit criteria, your teacher will be unable to confirm any grades you are working at until the final deadline has passed, and your submitted assignment is summatively assessed.

Your teacher will however be able to give you general support and guidance to monitor your understanding of the tasks. They will provide you with support and feedback on how to approach the knowledge and skills required.

Internal Assessments: Submitting your work for Assessment

Each assignment is assessed through a series of tasks and you will be given a specific deadline for each assignment. You will submit your work centrally via Satchel One (*Show My Homework*). This is a **formal submission** of your assignment and will be assessed officially, counting towards your final qualification grade. When submitting your work, you must use the learner authentication document provided by your teacher – you need to sign this when submitting in order to authenticate that the work is your own.

The flow diagram below summarises the submissions process:



NOTE: To qualify for assessment, students must meet the deadline.

Internal Assessments: Summative Assessment

Once the assignment deadline has passed and your work has been formally submitted, your teacher will formally assess the work and provide summative feedback, recorded on a Learner Assessment Record sheet within 15 working days. This feedback will include confirmation of the unit criteria you have achieved, the reasoning behind this and the grade you have been awarded for the assignment. Where you have not been awarded certain criteria, you will also be given the reasoning behind this decision. The assessor will not be able to give you feedback on how to achieve a higher grade.

Internal Assessments: Deadline Extensions & Resubmissions

Deadline Extensions

Your teacher may agree a deadline extension of up to two weeks if they feel there is a valid reason for you being unable to meet a deadline. An example of this would be a period of absence from school supported by medical evidence which has affected your ability to complete work.

Resubmission

The Lead Internal Verifier (LIV) of each course may give permission for you to have an opportunity to resubmit evidence or your assignment if your teacher makes the judgement that you would be able to provide improved evidence for assessment without further guidance or support. This should only happen if really necessary and can only happen once for each assignment.

A resubmission can only be agreed by the Lead Internal Verifier (LIV) if all of the following criteria is met:

- ✓ The student has **met the initial deadline** set in the assignment (or the agreed deadline extension)
- ✓ The student has handed in a **signed and dated declaration** of authenticity with their work
- ✓ The assessor has made a judgement that **the student will be able to produce improved evidence without further support or guidance.**

If a resubmission is agreed it must be recorded on the Learner Assessment Record sheet, and a deadline for the resubmission must be within 15 working days of the learner receiving the results of the assessment.

Internal Assessments: Retake

If after summative assessment you have not achieved all of the Pass criteria of an internal unit, the Lead Internal Verifier may authorise an opportunity of a unit retake. They can only do this if you have met the original assignment deadlines and attempted a resubmission without further teacher guidance. This is because you must complete all the Pass criteria on every mandatory unit in order to achieve an overall Pass in the qualification.

- For BTEC National qualifications, the retake must be a new task or assignment targeted **only to the Pass criteria** which were not achieved in the original assignment.
- For AAQ, the retake will be the Pass criteria from the same PSAB you have completed for your first submission and resubmission.

You will not be able to achieve a Merit or Distinction in the unit. You will need to ensure you meet the new deadline set and that you sign a declaration of authentication for the work.

The Lead Internal Verifier will only authorise a retake in **exceptional circumstances**, where they believe it is necessary, fair and appropriate to do so. If you do not pass the retake, you will not be allowed any further submissions or retakes.

External Assessments: Re-sits

Students can re-sit externally assessed units twice, if assessments are available in another available assessment window. Students will take a new paper or task brief and **the highest mark from their re-sit**,

or first attempt will be counted towards their overall qualification. Your teacher will discuss whether a resit is required.

Plagiarism & AI

Plagiarism Policy

Plagiarism can be defined as **‘the practice of taking someone else’s work or ideas and passing them off as one’s own’** (*According to the Oxford Dictionary*). It is possible to plagiarise by either copying another person’s work or by failing to acknowledge the source used – for example using words, ideas or information from a source without citing it correctly.

Examples of plagiarism could include:

- Copying parts of a text word for word without quotation marks
- Paraphrasing a text by changing a few words or altering the sentence structure, without citing the source
- Giving incorrect information about a source
- Quoting so much from a source that it makes up the majority of your text
- Reusing work previously submitted, without appropriate citation
- Submitting a text entirely written by someone else

In order to correctly acknowledge any sources used, students will need to develop the habit of acknowledging their research and information sources through referencing, footnotes and bibliographies.

All coursework must be authenticated as original by the student and the teacher. The School cannot authenticate work it does not believe to be original. Your teachers will monitor all submissions for plagiarism, they are aware of your ability and have a good idea of your writing style so will be able to spot irregularities quite easily. Teachers can also use plagiarism software to check the authenticity of learner work.

Awarding bodies regulations on academic misconduct and plagiarism will be followed. If an assessor suspects that plagiarism or academic misconduct has taken place, it will be acted upon. The Head of Department and Quality Nominee (Mrs Dyer) will be informed.

- If plagiarism or academic misconduct is discovered prior to the formal assignment deadline and prior to a learner authenticating their work, the Assessor and Head of Department should resolve the matter internally. If plagiarism is detected early enough, it may be possible to submit replacement work, but none of the work which contributed to the misconduct must be submitted.
- If plagiarism is discovered once the student has formally handed the work in for assessment, and the student has submitted a signed authenticity form, then no mark should be given for that work. The exam board will be informed and this may attract severe sanctions.
- A meeting with the student should take place and the student will be informed of the appeals procedure. A letter will go to the student and to their parents with a copy placed on file. The

exam board will investigate and determine the further actions / impact of the suspected plagiarism.

Artificial Intelligence

All work submitted for assessment must be the students' own. Students who misuse Artificial Intelligence (AI) such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations and this may attract severe sanctions.

Students must make sure that the work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

Teachers and Assessors will only accept work for assessment which they consider to be the students' own. Where Assessors have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI, but this has not been acknowledged), they will investigate and take appropriate action following the plagiarism policy.

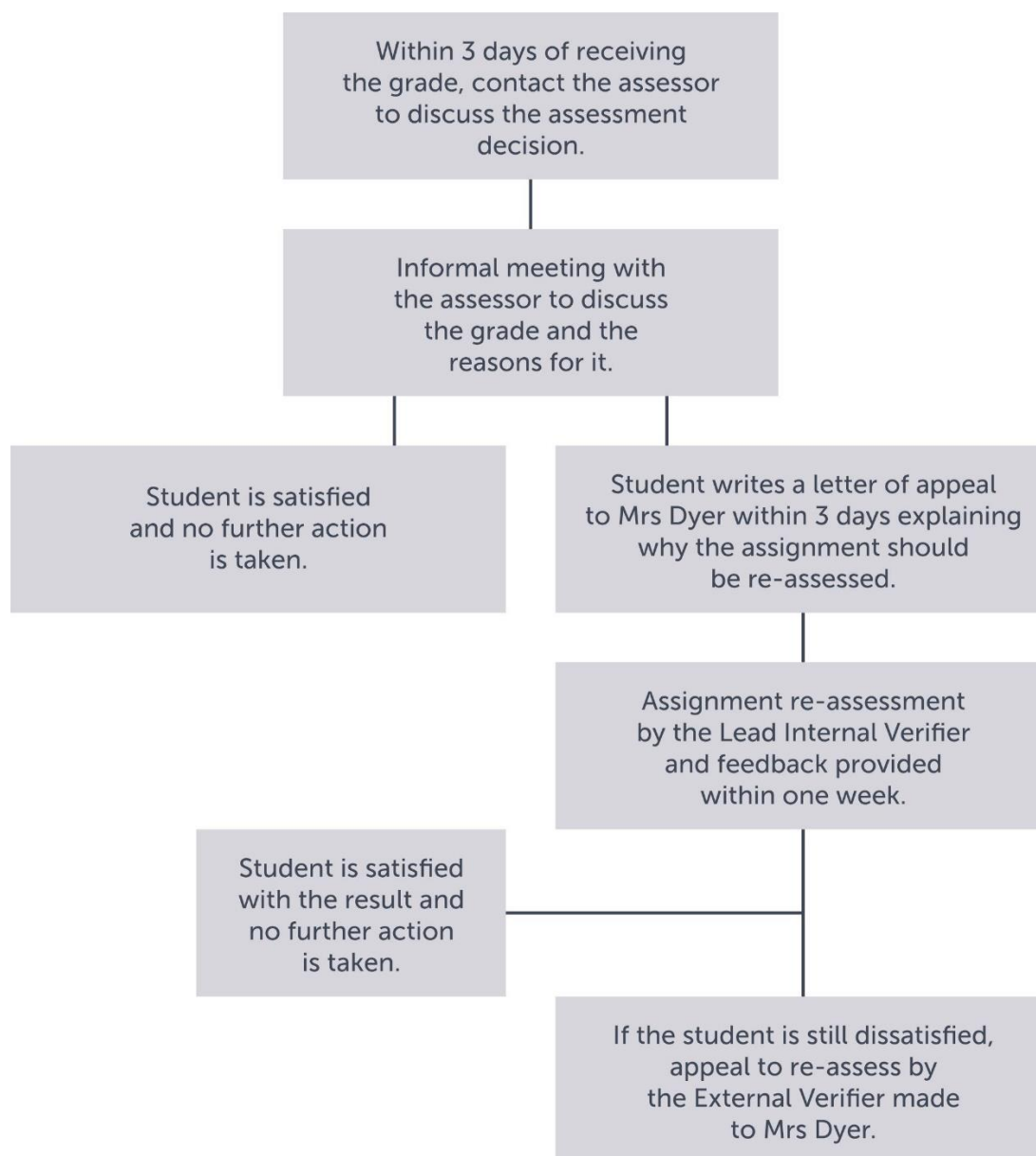
Referencing

Students need to acknowledge the work of others and sources used to support the work they have produced. Teachers will support students in understanding how to effectively reference their work, citing references and sources of information correctly. This includes the use of:

- In-text citations
- Reference Lists
- A Bibliography

Appeals

In the event of a student wishing to make an appeal against an assessment decision, the steps outlined below must be adhered to:



Grounds for Appeal

Appeals may be made under the following circumstances:

- ✓ If the student is dissatisfied with individual assessment outcomes for a unit element or individual performance criteria.
- ✓ If the student is dissatisfied with their assessment outcome at the end of the course.
- ✓ If the student has any personal circumstances which may have affected their ability to complete assignments and meet deadlines and feels these have not been considered through the deadline extension or resubmission procedure.

BTEC Command Verbs

To support you in understanding your assignment briefs, below are an outline of the common command words used in BTEC grading criteria:

Pass Verbs

- **Describe** – give a clear description that includes all the relevant features - think of it as ‘painting a picture with words’
- **Define** – clearly explain what a particular term means and give an example, if appropriate, to show what you mean
- **Design** – create a plan, proposal or outline to illustrate a straightforward concept or idea
- **Explain** – set out in detail the meaning of something, with reasons. More difficult than describe or list, so it can help to give an example to show what you mean. Start by introducing the topic then give the ‘how’ or ‘why’
- **Identify** – point out or choose the right one or give a list of the main features
- **Illustrate** – include examples or a diagram to show what you mean
- **Interpret** – define or explain the meaning of something
- **List** - provide the information in a list, rather than in continuous writing
- **Outline** - write a clear description but not a detailed one
- **Plan** – work out and plan how you would carry out a task or activity
- **State** – write a clear and full account
- **Summarise** – write down or articulate briefly the main points or essential features.

Merit Verbs

- **Analyse** – identify separate factors, say how they are related and how each one contributes to the topic
- **Assess** – consider all the factors or events that apply and identify which are the most important or relevant
- **Compare/contrast** – identify the main factors that apply in two or more situations and explain the similarities and differences or advantages and disadvantages
- **Demonstrate** – provide several relevant examples or related evidence which clearly support the arguments you are making. This may include showing practical skills
- **Design** – create a plan, proposal or outline to illustrate a relatively complex concept or idea
- **Explain in detail** – provide details and give reasons and/or evidence to clearly support the argument you are making
- **Justify** – give reasons or evidence to support your opinion or view to show how you arrived at these conclusions

Distinction Verbs

- **Appraise** – consider the positive and negative points and give a reasoned judgment
- **Assess** – make a judgment on the importance of something – similar to evaluate
- **Comment critically** – give your view after you have considered all the evidence. In particular decide the importance of all the relevant positive and negative aspects
- **Criticise** – review a topic or issue objectively and weigh up both positive and negative points before making a decision
- **Draw conclusions** – use the evidence you have provided to reach a reasoned judgment
- **Evaluate** – review the information then bring it together to form a conclusion. Give evidence for each of your views or statements
- **Evaluate critically** - decide the degree to which a statement is true or the importance or value of something by reviewing the information. Include precise and detailed information and assess possible alternatives, bearing in mind their strengths and weaknesses if they were applied instead.

BTEC AAQ in Applied Science (Extended Certificate)

Lead Internal Verifier: Mrs Burley

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Principles & Applications of Biology	60	Mandatory	External
2	Principles & Applications of Chemistry	60	Mandatory	External
3	Principles & Applications of Physics	60	Mandatory	External
4	Practical Scientific Procedures and Techniques	90	Mandatory & Synoptic	Internal
6	Contemporary Issues in Science	90	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Principles & Applications of Biology (<i>External</i>) Exam: May					Unit 3
	Unit 2 Principles & Applications of Chemistry (<i>External</i>) Exam: May					
	Unit 4 Practical Scientific Procedures and Techniques (<i>Internal*</i>)					
Year 13	Unit 6 Contemporary Issues in Science (<i>Internal*</i>)					
	Unit 3 Principles & Applications of Physics (<i>External</i>) Exam: Jan		Unit 6 Cont'd			

**Internal assignment deadlines will be confirmed by your subject teachers.*

Unit Overview:

- Unit 1 Principles & Applications of Biology** – You'll learn about cells, tissues, and biological molecules like proteins and DNA. You'll explore how cells work, how diseases affect the body, and how this knowledge helps scientists in healthcare and food industries.
- Unit 2 Principles & Applications of Chemistry** – You'll study atoms, bonding, molecules, and chemical processes like kinetics and equilibrium. You'll also learn organic chemistry and how chemistry affects industries and the environment. It builds your knowledge for further study or careers in science and chemical-related fields.
- Unit 3 Principles & Applications of Physics** – You'll learn about waves, motion, and electricity, including how mobile phones and seat belts work. You'll also study energy use and sustainability. These skills support careers in healthcare, engineering, and science-related fields like nursing and lab work.
- Unit 4 Practical Scientific Procedures and Techniques** – This unit teaches you how to safely use lab equipment and techniques like titration, colorimetry, and chromatography. You'll learn to measure, calculate, and analyse results while working with others. These skills prepare you for science-related careers or further study in labs, healthcare, or industries needing accurate testing and procedures.
- Unit 6 Contemporary Issues in Science** – This unit explores current science issues and their impact on society. You'll learn to analyse scientific information, evaluate media reporting, and understand how misinformation spreads. You'll also write articles for different audiences and develop critical thinking skills—preparing you for further study or careers in science and communication.

BTEC National Extended Certificate in Applied Science

Lead Internal Verifier: Mrs Burley

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Principles & Applications of Science	90	Mandatory	External
2	Practical Scientific Procedures and Techniques	90	Mandatory	Internal
3	Science Investigation Skills	120	Mandatory & Synoptic	External
9	Human Regulation and Reproduction	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Principles & Applications of Science (<i>External</i>) Exam: May					Unit 3
	Unit 2 Practical Scientific Procedures and Techniques (<i>Internal*</i>)					
Year 13	Unit 3 Science Investigation Skills (<i>External</i>) Exam: Jan		Unit 9 Human Regulation and Reproduction (<i>Internal*</i>)			
	Unit 9					

**Internal assignment deadlines will be confirmed by your subject teachers.*

Unit Overview:

- Unit 1 Principles & Applications of Science** – In this externally assessed unit, you will study all 3 science subjects; Chemistry - concentrating on periodicity and properties of elements, Biology - concentrating on the structure and function of cells and tissues and Physics - concentrating on waves in communication.
- Unit 2 Practical Scientific Procedures and Techniques** – In this internally assessed unit you will gain practical skills, learn how to write a report and write a review of personal development of scientific skills for laboratory work.
- Unit 3 Science Investigation Skills** – In this externally assessed unit you will learn how to plan a scientific investigation, collect data and draw conclusions you will do this while studying: Enzymes in action, Diffusion of molecules, Plants and their environment, Energy content of fuels and Electrical circuits.
- Unit 9 Human Regulation and Reproduction** – In this internally assessed unit, you will study the human body in relation to the interrelationship and nervous control of the cardiovascular and respiratory systems, the homeostatic mechanisms used by the human body and the role of hormones in the regulation and control of the reproductive system.

BTEC National Extended Certificate in Art & Design

Lead Internal Verifier: Mrs Proctor

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Visual Recording and Communication	120	Mandatory	External
2	Critical and Contextual Studies in Art & Design	90	Mandatory	External
3	The Creative Process	90	Mandatory & Synoptic	Internal
12	Fine Art Materials, Techniques and Processes	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 12 Fine Art Materials, Techniques and Processes (<i>Internal*</i>)			Unit 3 The Creative Process (<i>Internal*</i>)		Unit 2
Year 13	Unit 2 Critical and Contextual Studies (<i>External</i>) Exam: Jan		Unit 1 Visual Recording and Communication (<i>External</i>) Exam: Apr			
	Unit 3 Cont'd					

**Internal assignment deadlines will be confirmed by your subject teachers.*

Unit Overview:

- **Unit 1 Visual Recording and Communication** – Students produce a body of art and design work to a given theme and submit a portfolio of evidence in year 13. It is presented and assessed externally.
- **Unit 2 Critical & Contextual studies** – Students are provided with a research brief and given four weeks to prepare a response. Learners are given three hours of monitored sessions to compile notes from their research. Part B is a supervised assessment in a single three-and-a-half-hour session timetabled by Pearson.
- **Unit 3 The Creative Process** – In this internally set and assessed assignment titled the 'Human Condition', you will produce a body of artwork that showcases a journey through each stage of the creative process from start to finish.
- **Unit 12 Fine Art Materials, Techniques and Processes** – In this internally set and assessed unit, titled 'Beneath the Surface', you will explore 2D, 3D and digital art making processes. You will research the theme, explore relevant artists working in the above mediums and produce a piece of artwork for a given brief.

BTEC National Extended Certificate in Business

Lead Internal Verifier: Mr Thornburn

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Exploring Business	90	Mandatory	Internal
2	Developing a Marketing Campaign	90	Mandatory & Synoptic	External
3	Personal and Business Finance	120	Mandatory	External
8	Recruitment and Selection Process	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Exploring Business (Internal*)			Unit 2 Marketing (External) Exam: May		Unit 3
Year 13	Unit 3 Personal & Business Finance (External) Exam: Jan		Unit 8 Recruitment & Selection (Internal*)			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- **Unit 1 Exploring Business** – In this introductory, internally assessed unit, you will study the purposes of different businesses, their structure, the effect of the external environment, and how they need to be dynamic and innovative to survive.
- **Unit 2 Developing a Marketing Campaign** – In this externally assessed unit you will gain skills relating to, and an understanding of, how a marketing campaign is developed. You will explore different stages of the process that a business goes through when developing its campaign and will then develop your own campaign for a given product/service.
- **Unit 3 Personal and Business Finance** – In this externally assessed unit you will study the purpose and importance of personal and business finance. You will develop the skills and knowledge needed to understand, analyse and prepare financial information.
- **Unit 8 Recruitment and Selection Process** – In this internally assessed unit, you will explore how the recruitment process is carried out in a business. The unit gives you the opportunity to participate in selection interviews and review your performance.

Creative Digital Media Production

BTEC National Extended Certificate in Creative Digital Media Production

Lead Internal Verifier: Mrs Smith

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Media Representations	90	Mandatory & Synoptic	External
4	Pre Production Portfolio	90	Mandatory	Internal
8	Responding to a Commission	120	Mandatory	External
10	Film Production - Fiction	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 4 Pre Production Portfolio (<i>Internal*</i>)					Unit 8
	Unit 1 Media Representations (<i>External</i>) Exam: May					
Year 13	Unit 8 Responding to a Commission (<i>External</i>) Exam: Jan		Unit 10 Film Production – Fiction (<i>Internal*</i>)			

**Internal assignment deadlines will be confirmed by your subject teachers.*

Unit Overview:

- **Unit 1 Media Representations** – In this unit, you will study a range of media from different sectors to explore how meaning, messages and values are constructed through formal and stylistic elements. This unit will provide a foundation for understanding semiotic analysis and the ‘reading’ of media texts, which is important when consuming messages and producing representations of your own.
- **Unit 4 Pre-Production Portfolio** – This unit will enable you to develop your understanding of the essential pre-production work that takes place as part of a creative media production. You will gain an understanding of the requirements of pre-production before you apply this to your own work.
- **Unit 8 Responding to a Commission** – This unit will develop your ability to respond to briefs and understand the commissioning process. The development of communication and problem-solving skills involved in responding to a commission are an essential part of all media study and will support the generation of creative and commercial ideas for progression to employment and higher education.
- **Unit 10 Film Production** – In this unit, you will investigate how conventions of narrative storytelling are used by filmmakers. You will then prepare for a film production by creating and gathering the materials and preparing the cast and crew. You will need to bring together a range of elements to successfully produce your product: camera, lighting, acting, direction and sound during the production phase, and successfully use post-production techniques to deliver a final moving image outcome.

BTEC AAQ in Health and Social Care (Extended Certificate)

Lead Internal Verifier: Ms Gray

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Human Lifespan Development	90	Mandatory	External
2	Human Biology and Health	90	Mandatory	External
3	Principles of Health and Social Care Practice	90	Mandatory & Synoptic	Internal
5	Promoting Health Education	90	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 5 Promoting Health Education (Internal*)		Unit 1 Human Lifespan Development (External) Exam: May		Unit 2	
Year 13	Unit 2 Human Biology and Health (External) Exam: Jan		Unit 3 Principles of Health and Social Care Practice (Internal*)			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- Unit 1 Human Lifespan Development** – This unit helps you understand how people grow and develop physically, emotionally, socially, and intellectually throughout life. You'll explore how health is affected by things like genetics, lifestyle, and environment. You'll also learn how health and social care professionals support people through different life stages and health conditions, preparing you for a future career in health and social care.
- Unit 2 Human Biology and Health** - This unit helps you understand how the human body works and what happens when things go wrong. You'll learn about cells, tissues, organs, and body systems like the heart and lungs. You'll also explore common health problems like diabetes and heart disease, and how they affect the body. It's great preparation for careers in health and social care.
- Unit 3 Principles of Health and Social Care Practice** – This unit teaches you how to support people's care needs in health and social care. You'll learn about the values, skills, and principles professionals use to give personalised, effective care. You'll explore challenges, laws, and social factors that affect health, and how professionals respond. It's ideal preparation for careers like nursing, social work, or care management.
- Unit 5 Promoting Health Education** – This unit teaches you how health education helps people stay healthy and avoid illness. You'll learn how organisations promote health, encourage behaviour change, and support public wellbeing. You'll explore different ways to educate people, plan a small health event, and see how health education affects the nation's health. It's great preparation for health and social care careers.

BTEC National Extended Certificate in Health and Social Care

Lead Internal Verifier: Ms Gray

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
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
11	Psychological Perspectives	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Human Lifespan Development (External) Exam: Jan		Unit 5 Meeting Individual Care & Support Needs (Internal*)		Unit 2	
Year 13	Unit 2 Working in Health and Social Care (External) Exam: Jan		Unit 11 Psychological Perspectives (Internal*)			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- Unit 1 Human Lifespan Development** – This unit will develop your knowledge and understanding of patterns of human growth and development. You will explore the key aspects of growth and development, and the experience of health and wellbeing. You will learn about a number of theories and models to explain and interpret behaviour through the human lifespan.
- Unit 2 Working in Health and Social Care** - This unit will help you to understand that when working for an organisation in this sector, you will have important responsibilities that you need to understand and carry out, including maintaining the safety of and safeguarding individuals with health and social care needs, making sure that you properly handle their personal information and preventing discrimination towards them.
- Unit 5 Meeting Individual Care and Support Needs** – This unit introduces you to the values and issues that need to be considered when planning care and support that meet the needs of an individual in a health and social care environment. You will learn about the values and principles of meeting care and support needs and look at some of the ethical issues that arise when personalising care. This unit will be useful if you are intending to pursue a career in social care or healthcare.
- Unit 11 Psychological Perspectives** – In this unit, you will learn about the different psychological perspectives that have been put forward and how these approaches have influenced thinking and practices in meeting and supporting service user needs. You will explore some key ideas that will give you a good understanding of how the mind develops, and the factors that influence development and behaviours.

BTEC AAQ in Information Technology (Extended Certificate)

Lead Internal Verifier: Dr Chrysostomou / Mrs Mellor

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Information Technology Systems	120	Mandatory	External
2	Cyber Security and Incident Management	120	Mandatory	External
3	Website Development	60	Mandatory & Synoptic	Internal
4	Relational Database Development	60	Mandatory	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 3 Website Development (Internal*)		Unit 1 Information Technology Systems (External) Exam: May			Unit 2
Year 13	Unit 2 Cyber Security and Incident Management (External) Exam: Jan		Unit 4 Relational Database Development (Internal*)			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- Unit 1 Information Technology Systems** – In this unit, you'll learn how Information Technology (IT) systems work and how they affect our everyday lives—both at home and at work. You'll explore how different parts of an IT system (like hardware and software) connect and work together, and how people interact with these systems. You'll also look at the good and bad sides of using IT—like how it helps us work faster and stay connected, but also how it can raise issues around privacy and security.
- Unit 2 Cyber Security and Incident Management** - This unit teaches you how to spot cyber security threats and protect computer systems. You'll learn about different types of attacks, how systems can be vulnerable, and ways to defend them. You'll also explore how to investigate security incidents and respond effectively. It's great preparation for future IT studies and careers in cyber security.
- Unit 3 Website Development** – This unit teaches you how to design and build websites. You'll explore what makes websites work well for different audiences, then create your own based on a client's needs. You'll use tools and techniques to make it look good and function properly, and test it to make sure it works. It's great preparation for future IT or web development courses.
- Unit 4 Relational Database Development** – This unit teaches you how databases work and why they're important. You'll learn how to design and build a database that stores information efficiently and meets a client's needs. You'll explore how data is organised, how database software works, and practise using it. These skills are useful for future IT studies and careers in data management.

BTEC National Extended Certificate in Information Technology

Lead Internal Verifier: Dr Chrysostomou / Mrs Mellor

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Information Technology Systems	120	Mandatory & Synoptic	External
2	Creating Systems to Manage Information	90	Mandatory	External
3	Using Social Media in Business	90	Mandatory	Internal
6	Website Development	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 2 Creating Systems to Manage Information (<i>External</i>) Exam: Jan		Unit 3 Using Social Media in Business (<i>Internal*</i>)			
Year 13	Unit 1 Information Technology Systems (<i>External</i>) Exam: Jan		Unit 6 Website Development (<i>Internal*</i>)			

**Internal assignment deadlines will be confirmed by your subject teachers.*

Unit Overview:

- **Unit 1 Information Technology Systems** – In this unit you will explore the relationships between the hardware and software that form an IT system, and the way that systems work individually and together, as well as the relationship between the user and the system. You will examine issues related to the use of IT systems and the impact that they have on organisations.
- **Unit 2 Creating Systems to Manage Information** – In this unit you will examine the structure of data and its origins, and how an efficient data design follows through to an effective and useful database. You will examine a given scenario and develop an effective design solution to produce a database system. You will evaluate each stage of the development process and the effectiveness of your database solution.
- **Unit 3 Using Social Media in Business** – In this unit you will explore different social media websites, the ways in which they can be used and the potential pitfalls when using them for business purposes. You will develop a plan to use social media strategies for business purposes to achieve specific aims and objectives. You will then implement the plan, developing and posting content and interacting with others and review the effectiveness of your efforts.
- **Unit 6 Website Development** – In this unit you will review existing websites, commenting on their overall design and effectiveness. You will use scripting languages such as Hypertext Mark-up Language (HTML), Cascading Style Sheets (CSS) and JavaScript and a simple text editor.

BTEC National Extended Certificate in Music Performance

Lead Internal Verifier: Mr Brindley

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Practical Music Theory and Harmony	90	Mandatory	Internal
2	Professional Practice in the Music Industry	90	Mandatory	External
3	Ensemble Music Performance	120	Mandatory & Synoptic	External
5	Music Performance Session Styles	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Practical Music Theory and Harmony (Internal*)		Unit 2 Professional Practice in the Music Industry (External) Exam: May			Unit 5
Year 13	Unit 5 Music Performance Session Styles (Internal*)		Unit 3 Ensemble Music Performance (External) Exam: May			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- **Unit 1 Practical Music Theory and Harmony** – You will develop your knowledge and understanding of fundamental musical theory and its application in practical musical activities. You will examine the signs and symbols used in musical notation, explore the application of melodic composition based on musical elements, explore the application of chords and cadences for composition or arrangement and produce correct musical notation for performance.
- **Unit 2 Professional Practice in the Music Industry** – Behind the bright lights, costumes, gigs, sessions and festivals, the music industry is run by people who are measured by how professional they are in their behaviour. This unit considers the importance of professional practice in the music industry, enabling you to develop the relevant skills, knowledge and understanding needed.
- **Unit 3 Ensemble Music Performance** – You will become part of a musical group and develop your ensemble skills by taking part in rehearsals. You will learn, rehearse and perform three songs (from a given list) to an audience. You will also provide a presentation on how you used different techniques, stylistic and musical elements in the musical parts you performed.
- **Unit 5 Music Performance Session Styles** – In this unit, you will explore a range of genres and styles, investigating their scales, tonality, rhythms, riffs and groove. It will give you greater insight into the skills and knowledge needed to be a working session musician. You will develop your own musical skills as well as the skills of collaboration for performance in different settings, such as the recording studio and the stage.

BTEC National Extended Certificate Level 3 in Performing Arts

Lead Internal Verifier: Mrs Parker

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	Investigating Practitioners' Work	90	Mandatory & Synoptic	External
2	Developing Skills and Techniques for a Live Performance	90	Mandatory	Internal
3	Group Performance Workshop	120	Mandatory	External
19	Acting Styles	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 Investigating Practitioners' Work (External) Exam: Jan			Unit 2 Developing Skills and Techniques for a Live Performance (Internal*)		Unit 19
Year 13	Unit 19 Acting Styles (Internal*)		Unit 3 Group Performance Workshop (External) Exam: May			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- **Unit 1 Investigating Practitioners' Work** – You will study two contrasting theatrical practitioners. You will look at their work in detail and the social, historical, cultural and political elements that have inspired their work. With the information gained you will sit a 3-hour examination showing your understanding of theatre.
- **Unit 2 Develop Skills and Techniques for a live performance** – You will gain skills relating to 3 different theatrical styles. The unit will require students to participate in workshops, to develop and explore their understanding. Students will need to record their process in the form of rehearsal logs and portfolios, concluding with a student performance of a chosen style.
- **Unit 3 Group Performance Workshop** – You will be given a stimulus from the exam board. You will be asked to create an original performance that will be externally assessed. You will also be asked to create four milestone logs to assess your progress.
- **Unit 19 Acting Styles** – You will gain skills relating to 3 different theatrical styles and their practitioners. The unit will require you to participate in workshops, to develop and explore their understanding. Students will need to record their process in the form of rehearsal logs and portfolios, concluding in a student performance of a chosen style.

BTEC National Extended Certificate in Travel and Tourism

Lead Internal Verifier: Mrs Maddison

Course Overview:

Unit Number	Unit Title	GLH	Type	Assessment
1	The World of Travel and Tourism	90	Mandatory	External
2	Global Destinations	120	Mandatory	External
3	Principles of Marketing in Travel and Tourism	90	Mandatory & Synoptic	Internal
9	Visitor Attractions	60	Optional	Internal

Assessment Plan:

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 12	Unit 1 The World of Travel and Tourism (External) Exam: Jan		Unit 3 Principles of Marketing in Travel and Tourism (Internal*)			Unit 2
Year 13	Unit 2 Global Destinations (External) Exam: Jan		Unit 9 Visitor Attractions (Internal*)			

*Internal assignment deadlines will be confirmed by your subject teachers.

Unit Overview:

- **Unit 1 The World of Travel and Tourism** – In this introductory, externally assessed unit, you will gain an understanding of the key components and scale of the industry. You will also use data to analyse key trends and their impact.
- **Unit 2 Global Destinations** – In this externally assessed unit you will investigate features and appeal of global destinations. You will also explore the factors and trends that impact the popularity of destinations.
- **Unit 3 Principles of Marketing** – In this internally assessed unit you learn how travel and tourism organisations use marketing to meet customer expectations. You will conduct your own primary and secondary research and produce a promotional campaign to sell a new tourism product.
- **Unit 9 Visitor Attractions** – In this internally assessed unit, you will explore the role of visitor attractions, their commercial success, appeal and response to visitor needs, as well as the importance of delivering a memorable visitor experience.

Internal Units

“What happens if I miss my first submission deadline?”

You will fail your unit. If this is a mandatory unit, you will not be able to pass the qualification.

“What happens if I miss my resubmission deadline?”

Your first submission will be accepted. If you did not achieve the Pass criteria, then this will be a fail. If the Lead Internal Verifier gives permission, you could be offered a retake assignment. The retake assignment will be limited to the Pass criteria you have not already achieved.

“What happens if I am absent from school on the day of my submission / resubmission?”

You are still expected to hand your work in via SMHWK – if you are too ill to do this, you must provide medical evidence to support your absence. If medical evidence is provided, your teacher may be able to extend your deadline.

“Who do I speak to if I am struggling to meet my deadline?”

If you are struggling to meet your deadlines, speak with your subject teachers and the Sixth Form team – they will help you devise a plan for you to follow in order to manage your time effectively to meet the deadline.

External Units

“What happens if I fail an external unit?”

You have to achieve a grade (Near Pass, Pass, Merit or Distinction) in all of your external units. If you fail the first attempt, you will need to re-sit the exam.

“Can I re-sit an external unit?”

Yes! You can re-sit an external unit twice. Your teacher will determine whether a resit is required. If you resit an externally assessed unit, the best grade achieved will count towards your overall qualification grade, not necessarily the most recent sitting.

Qualification

“Will my BTEC course be recognised by Universities?”

Yes! BTECs are recognised nationally by universities and are a great option for gaining UCAS points – research your specific course to find out the exact qualification requirements.

A-levels	A*	56 pts	BTEC National Extended Certificate	Distinction*	56 pts
	A	48 pts		Distinction	48 pts
	B	40 pts			
	C	32 pts		Merit	32 pts
	D	24 pts			
	E	16 pts		Pass	16 pts