



CARR HILL HIGH SCHOOL

BTEC Student Handbook

Name: _____ Mentor Group: _____

STUDENT HANDBOOK

Welcome to the study of a BTEC subject. We hope you will enjoy your time on the course and try your best to achieve the highest grade of which you are capable.

1. BTEC

BTEC stands for the Business and Technician Education Council. The Council's aim is to enable students to develop skills which will benefit students in the future and relate to the world of work.

Students who are following a BTEC course:

- **take more responsibility for their own learning**
- **work on their own or as part of a team**
- **undertake short projects and longer assignments**
- **produce a portfolio of evidence – a collection of information i.e. plans, reports, drawings, presentation material, videos, visits, etc.**
- **have their work assessed against the criteria**
- **complete assignments linked to the world of work**

2. ATTENDANCE

Attendance is a very important part of these courses. Some assignments may involve group work. If you are absent you let down the members of your group. You will also miss important information. **There is a clear link between absence and achievement.**

3. PUNCTUALITY

Punctuality is equally important; lateness has a negative effect and you must attend classes on time and be prepared.

4. DEADLINES

Deadlines must be adhered to. All work must be handed in on the deadline of the assignment.

5. ASSIGNMENTS

All assignments are structured clearly from the start. You are given all the information that you will need. If at any time you are not clear about a particular point it is your responsibility to ask for guidance.

At the start of each new unit/assignment/project you will be given an assignment sheet. This assignment sheet will clearly state:

- The unit of work.
- The date the assignment sheet is issued.
- An overall outline of work that you need to cover.

- The specific tasks you must complete.
- The assessment criteria by which each task is graded, these will be targeted against each task.
- The final deadline date for the work.

In addition, you may be provided with the interim dates for submission of practical and written work.

As you complete the assignment, you must ensure that you have covered all of the criteria that you are aiming for: i.e. all the 'Merit' criteria covered if you wish to claim a 'Merit' and all the 'Distinction' criteria covered if you are aiming for a 'Distinction'.

6. GRADING

When your work is returned there will be marks and clear constructive comments on each assignment. If you do not understand the comments and/or are not clear about what you should have included in your work please ask your teacher who will discuss your work and progress in more detail.

On the completion of an assignment your work and achievement are graded. The grading levels are

- Distinction
- Merit
- Pass
- Not Achieved

For each assignment the criteria for each level will be specific to that assignment and a standard for each level is ensured through internal and external verification of the work.

If the assignment sheet does not provide an opportunity for all of the grading criteria for a Unit to be covered, then your achievement for that assignment will only be a record of the grading criteria that have been met. In this case you will not be given an overall grade for the assignment. In order to be awarded a grade for the Unit, you **must** provide evidence that meets all of the grading criteria for that grade.

Therefore:

- To gain a Pass grade, all of the Pass criteria must be met.
- To gain a Merit grade, all of the Pass and all of the Merit criteria must be met.
- To gain a Distinction grade, all of the Pass, all of the Merit and all of the Distinction grading criteria must be met.

If you hand in work which is not a Pass standard or work which does not meet all of the criteria then you will receive a Not Achieved grading. This may mean you will not receive a full award at the end of the course.

This would indicate a problem in either understanding or organisation. If you need clarification at any point during the course you must approach the appropriate teacher immediately: **do not leave it until the assignment deadline.**

It is our aim that as a result of monitoring students, assignment reviews, maintaining contact with parents/carers that this situation will not arise.

7. HOMEWORK GUIDELINES

The nature of homework assignments will vary widely. You will be given clear instructions for each homework assignment set and a deadline for completion of the work. You will need to plan your time and to pace yourself. Do not leave the completion of assignments until the last minute. Work at this level needs careful planning and preparation; it is not usually something, which can be achieved in one evening.

You should ensure you hand your work on time. If you feel you need extra time or help discuss this with your teacher early in the set period. Problems with handing in homework or not completing assignments will be dealt with by your teacher and appropriate action taken.

All written work should be proof read and corrected. All homework and assignments can be word-processed.

8. FINAL GRADING OF YOUR ACHIEVEMENT ON THE COURSE

When you have completed all the units of the course you will receive an overall grade for your qualification – Pass, Merit or Distinction. This is the grade that will be shown on your certificate and that you should give when you apply for further education or employment. To be awarded an overall qualification grade, you must complete all of the units, which comprise each qualification.

STUDENT COPY

YOU MUST READ AND SIGN THIS NOTICE ABOUT PLAGIARISM. IF THERE IS ANYTHING THAT YOU DO NOT UNDERSTAND YOU MUST ASK YOUR TEACHER. GUIDELINES ON MALPRACTICE PLAGIARISM AND COPYING PRODUCING COURSEWORK/ASSIGNMENTS IN YEARS 10 & 11.

Students are encouraged to use books, magazines and the internet to get information and to develop research skills. These are important sources for helping them to learn.

Students may also use friends' and parents' guidance to improve understanding or widen knowledge, **but the following guidelines must be observed:**

WHAT YOU MUST NOT DO

Students must be aware that there are things that they should be very careful about when using the library, the internet or friends. You **must not** do any of the following:

- Plagiarism. This means directly copying from any printed source (such as books, periodicals and magazines) or downloading material from the internet. It also refers to using material from printed sources or from the internet without referring to the source and then offering that work as your own.
- Copying when you copy from another student and then pretend it is your own work.
- Allow another person to complete work for you.
- Allow another student to copy your work.

These are all forms of cheating.

WHAT HAPPENS IF STUDENTS CHEAT?

Be aware that work which is plagiarised or which is copied will not be marked and will be given zero. In cases of blatant copying of another student's work, the student(s) involved may face further sanctions.

Teachers reserve the right to ask for electronically stored evidence and draft evidence in order to authenticate its originality. There are web sites for teachers to use, which check the use of research material.

When you hand in your coursework for assessment, you are required to sign that you have understood and followed the coursework requirements for the subject.

CHEATING AND THE EXAM BOARDS

There are clear rules laid down by the examination boards on plagiarism and copying because this is exactly the same as cheating in a timed examination. You should be aware that this is called 'unfair practice'. The statement below is found in the Examination Board Regulations.

‘Candidates are forbidden to indulge in unfair practice in the preparation of coursework or project work. Any candidate who uses, or is suspected of using unfair means, should be reported to the examination board. Candidates who breach these regulations will be disqualified from the paper being taken, and maybe disqualified from the subject for which they have been entered.’

STUDENTS NEED TO UNDERSTAND THE SERIOUSNESS OF INDULGING IN UNFAIR PRACTICES OF PLAGIARISM AND COPYING AND THE IMPACT IT WILL HAVE ON FINAL RESULTS.

- Malpractice will always be reported by the subject teacher to the head of department, who will carry out a preliminary investigation. Where it is believed that there is a case to answer, the head of department will collect all the relevant evidence, interview the student involved and inform the parents.
- Where coursework malpractice is proven, but has been detected **before** a pupil has signed a coursework declaration, the School will normally deal with the issue as an internal disciplinary matter.
- If malpractice is detected **after** the candidate declaration has been signed, the School is required to report the matter to the relevant exam board, which will decide what disciplinary action (including possible disqualification) is appropriate.

The school is required to report to the exam board any malpractice which it has detected after the candidate declaration form has been signed.

This is the agreement that students have signed.

I have read and understand the above statements:

Name : _____ Mentor Group: _____

Signature : _____ Date: _____