# Ormiston Victory Academy

# Pearson BTEC Level 3 National Extended Certificate in Information Technology

# Sixth Form Student Handbook

# Introduction to IT

The Level 3 BTEC in IT provides students with a solid foundation for understanding and applying this subject in their future working lives. IT enables students to make the leap from passive consumers to active producers of quality digital content. They will develop skills in a range of different types of software and work according to business and real-world related scenarios to produce evidence for coursework. They will also understand the theory behind IT and how IT helps make life easier.

In order to be successful in these course students will need to be organised, motivated and interested in IT. They will need to work independently outside of lessons in order to ensure coursework is completed to the highest standard. They will also need to be reflective and proactive, ensuring they self-assess understanding of theory topics and ask for support when required.

### The IT Department will provide:
- ✓ Teachers with relevant and extensive subject knowledge.
- ✓ Course and assessment details.
- ✓ Extensive advice and support - including additional individual support when necessary.
- ✓ Relevant resources including theory PowerPoint's and examples.
- ✓ Past Papers and Mark Schemes - Saved on the Student Shared Area.

### What to expect from the course:
The BTEC IT course will test your skills and knowledge of IT. It will provide you with the opportunity to show your skill level and what you can do with IT. It will also give you the opportunity to show your knowledge of the theory of IT and how IT helps in the real world.

# Homework

Five hours of homework will be set each week. Homework will consist of practical tasks, research tasks, exam questions and completing coursework. If homework isn't completed, catch up sessions will be arranged in free periods or after school.

# Reading List

| Books: | |
|---|---|
| BTEC Nationals Information Technology Student Book | https://www.amazon.co.uk/Nationals-Information-Technology-Student-Activebook/dp/1292140410/ref=sr_1_1?keywords=BTEC+Nationals+Information+Technology+Student+Book&qid=1561030309&s=gateway&sr=8-1 |
| Revise BTEC National Information Technology Units 1 and 2 Revision Guide | https://www.amazon.co.uk/Revise-National-Information-Technology-Revision/dp/1292299096/ref=sr_1_fkmr0_1?keywords=Revise+BTEC+National+Information+Technology+Units+1+and+2+Revision+Guide&qid=1561030289&s=gateway&sr=8-1-fkmr0 |

| Computers Are Your Future Complete by Cathy LaBerta | https://www.amazon.co.uk/Computers-Complete-Laberta-published-January/dp/B01G0M4EEO/ref=sr_1_1?keywords=Computers+Are+Your+Future+Complete+by+Cathy+LaBerta&qid=1561030255&s=gateway&sr=8-1 |
|---|---|
| Microsoft® Access® 2010 Inside Out | https://www.amazon.co.uk/Microsoft%C2%AE-Access%C2%AE-2010-Inside-Microsoft/dp/0735626855/ref=sr_1_1?crid=3H5UGEG687F1Z&keywords=access+2010+inside+out&qid=1561030235&s=gateway&sprefix=access+2010+inside+%2Caps%2C123&sr=8-1 |
| Excel 2010 In Easy Steps | https://www.amazon.co.uk/Excel-2010-Steps-Michael-Price/dp/1840784040/ref=sr_1_8?keywords=excel+2010+book&qid=1561029944&s=gateway&sr=8-8 |
| | |
| **Websites:** | |
| https://www.youtube.com/results?search_query=Access+2010 | |
| https://www.youtube.com/results?search_query=html | |
| | |
| **Wider Reading:** | |
| Computer Magazine | |
| Technology sections of newspapers | |

# Extra-Curricular Events/Requirements

The following clubs are offered to Year 7 - 10 students, supporting in any of these clubs would be beneficial to you:

- ❖ Robotics and Programming Club with Mr Smith
- ❖ Digital Leaders with Mr Rose and Mr Butcher

Being able to teach IT skills to others is also very useful. Supporting with IT skills in Year 7, 8 and 9 Computing lessons would also be beneficial. Speak to Mr Smith if you are interested.

# Student Expectations

## Students are expected to:
- ✓ Have 100% attendance. Let your teacher know if you are not going to be in a lesson for any reason via e-mail.
- ✓ Arrive promptly to lessons.
- ✓ Show positive behaviour.
- ✓ Complete coursework tasks, ensuring they meet the deadlines.
- ✓ Complete homework tasks, ensuring they meet the deadlines - 5 hours of theory or practical work a week.
- ✓ Proof read their work to check spelling and grammar.
- ✓ Ensure the presentation of all their work is suitable.
- ✓ Carry out independent study, especially with the theory units.
- ✓ Participate in group work tasks.
- ✓ Show responsibility by seeking additional help and support when necessary.
- ✓ Ensure all the relevant equipment is brought to all lessons, including memory sticks.
- ✓ Enjoy the course!

## Work and folders that need to be produced:
- ✓ Theory notes that they can revise form. You will be expected to make your own notes in theory lessons. You will be provided with PowerPoint notes, but it helps with revision if you have your own notes too.
- ✓ Coursework, submitted electronically, with the correct layout.

## Independent Study:
It is not possible to achieve a Distinction* in the BTEC IT course, unless you complete work outside of the timetabled lessons. You have five timetabled lessons a week and you also need to spend five hours outside lessons revising for external units or completing coursework for internal units.

In order to revise, you could make revision cards, rewrite notes from lessons or create mind maps. While doing this, you must ensure you identify the gaps in your knowledge. Once the gaps are identified, you need to address them. This could be using notes, revision guides or asking your teacher for support.

When completing coursework, ensure you refer to the assessment criteria. Always complete all pass, merit and distinction criteria. Remember to stick to the deadlines, so you could fail the course.


**Failure to meet the expectations may result in you being removed from the course.**

# Plagiarism Policy

Plagiarism, as defined in the 1995 Random House Compact Unabridged DITionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." The use of referenced material is encouraged by the department to add weight of argument to a piece of work or particular point. Any quotations within a piece of work are expected to be noted. Additional care must be observed given that all Edexcel moderated work is electronically scanned.

Teachers will take every reasonable care to monitor work which is copied between students' assignments. Submitted work which is copied will be dealt with on a case by case basis. No work which is suspected will be submitted to Edexcel meaning that plagiarised submissions will not be counted towards a final grade. Student's overall grade will therefore suffer directly as a result of any plagiarism.

# Appeals Procedure

The assessor will forward your case to the Lead Internal Verifier. Your case will be discussed and your work will be moderated and feedback is given to you. The case will also be discussed with the Head of Department but the decision of the appeals Panel is final. The Lead Internal Verifier will inform the candidate as soon as a decision has been made and this will take no longer than two weeks. The appeal is logged and kept in the programme file for the External Verifier and as evidence.

# Coursework Hand-In

All coursework will be saved into your My Documents and uploaded to our Class Charts. Students who have not submitted work by the given deadline could fail the course. The student will be expected to attend after school sessions to catch up on outstanding work, if time allows for this.

# Causes for Concern

All causes for concern will be tracked by the department. This will provide evidence of interventions. Students will be classified a cause for concern under the following headings:

- Behaviour - A student's behaviour has meant they have impacted upon their or other students learning. Coursework/homework – a student has not submitted a piece of coursework.
- Attendance - A student's lack of attendance is having a direct effect upon their performance.
- Equipment - A student has attended class without their required notes, memory stick or other equipment.

# Presentation of IT Coursework - PowerPoint

Your coursework presentation for PowerPoint presentations needs to be suitable. Background colours, fonts, font size and font colours need to be consistent throughout your work. Each slide must contain your name, your registration number and the slide number.

## Unit 3: Using Social Media in Business

### Learning Aim and Description

Candidate Name: Melissa Youngman
Registration Number: R017176

1

## Title

• Text

Candidate Name: Melissa Youngman
Registration Number: R017176

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# Presentation of IT Coursework - Word

Your coursework presentation for Word documents needs to be suitable. Fonts, font size and font colours need to be consistent throughout your work. There should be no background colour. Each page must contain your name, your registration number, the centre name, centre number, the course name and unit number and name. A page number must also be included.

Candidate Name: Melissa Youngman
Registration Number: R017176

Centre Name: Ormiston Victory Academy
Centre Number: 18103

## Unit 3: Using Social Media in Business

### Learning Aim and Description

### Subtitle

Text

## Qualification

Pearson BTEC Level 3 National Extended Certificate in Information Technology

## Specification

https://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Information-Technology/2016/specification-and-sample-assessments/9781446938058_BTEC_NAT_ExtCert_IT_Spec_Iss2CUpd.pdf

## Teachers Details

Miss M. Youngman      m.youngman@ormistonvicoryacademy.co.uk
Mr M. Smith           m.smith@ormistonvictoryacademy.co.uk

# Pearson BTEC Level 3 National Extended Certificate in Information Technology

The Pearson BTEC Level 3 National Extended Certificate in Information Technology is a 360 guided-learning-hour (GLH) qualification that consists of three mandatory units plus one optional unit.

This is equivalent to one A Level.

The units are:
- ✓ Unit 1: Information Technology Systems
- ✓ Unit 2: Creating Systems to Manage Information
- ✓ Unit 3: Using Social Media in Business
- ✓ Unit 5: Data Modelling

# BTEC Assessment Information

Units 3 and 5 are internally assessed.

All assessment for BTEC qualifications is criterion referenced, based on the achievement of all the specified learning outcomes.

Each unit within the qualification has specified assessment and grading criteria, which are used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

- To achieve a 'pass' a learner must have satisfied all the pass assessment criteria.
- To achieve a 'merit' a learner must additionally have satisfied all the merit grading criteria.
- To achieve a 'distinction' a learner must additionally have satisfied all the distinction grading criteria.

Units 1 and 2 are externally assessed.

For Unit 1 this takes the form of a two hour written paper. For Unit 2 this takes the form of a 10-hour practical task. Edexcel sets and marks these units. Each assessment is taken under examination conditions.

# BTEC Level 3 Course Structure

**See individual documents for topic outline.**

## Unit 1: Information Technology Systems - 120 Guided Learning Hours

**Content Summary:**

- ➢ Topic A - Digital device in IT systems
- ➢ Topic B - Transmitting data
- ➢ Topic C - Operating online
- ➢ Topic D - Protecting data and information
- ➢ Topic E - Impact of IT systems
- ➢ Topic F - Issues

**Assessment:**

- ➢ Type of assessment: Written paper
- ➢ Length: 2 Hours in January/May
- ➢ Must achieve at least a Pass grade in this unit to pass the course
- ➢ Two assessment opportunities

### Unit 5: Data Modelling - 60 Guided Learning Hours

**Content summary:**

- ➢ A - Investigate data modelling and how it can be used in the decision-making process.
- ➢ B - Design a data model to meet client requirements.
- ➢ C - Develop a data model to meet client requirements.

**Assessment:**

- ➢ Type of assessment: Internal coursework assessment that is moderated externally
- ➢ Length: 60 Guided Learning Hours
- ➢ Must achieve at least a Pass grade in this unit to pass the course
- ➢ One resubmission opportunity


### Unit 2: Creating Systems to Manage Information - 90 Guided Learning Hours

**Content Summary:**

- ➢ AO1 - Demonstrate knowledge of database development terminology, standards, concepts and processes.
- ➢ AO2 - Apply knowledge and understanding of database development terminology, standards, concepts and processes to create a software product to meet a client brief.
- ➢ AO3 - Analyse information about database problems and data from test results to optimise the performance of a database solution.
- ➢ AO4 - Evaluate evidence to make informed judgements about the success of a database's design and performance.
- ➢ AO5 - Be able to develop a database solution to meet a client brief with appropriate justification.

**Assessment:**

- ➢ Type of assessment: Practical Exam
- ➢ Length: 10 Hours over 1 Week in January/May
- ➢ Must achieve at least a Pass grade in this unit to pass the course
- ➢ Two assessment opportunities

**Unit 3: Using Social Media in Business - 90 Guided Learning Hours**

**Content summary:**

➢ A - Explore the impact of social media on the ways in which businesses promote their products and services.
➢ B - Develop a plan to use social media in a business to meet requirements.
➢ C - Implement the use of social media in a business.

**Assessment:**

➢ Type of assessment: Internal coursework assessment that is moderated externally
➢ Length: 90 Guided Learning Hours
➢ Must achieve at least a Pass grade in this unit to pass the course
➢ One resubmission opportunity

# Points for Unit Size and Grades

The table below shows the number of points for a 60 GLH or 90 GLH internal unit.

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

The table below shows the number of points for a 90 GLH or 120 GLH external unit.

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

## Calculation of Qualification Grade

| Certificate | | Extended Certificate | | Foundation Diploma | |
|---|---|---|---|---|---|
| 180 GLH | | 360 GLH | | 510 GLH | |
| Grade | Points threshold | Grade | Points threshold | Grade | Points threshold |
| U | 0 | U | 0 | U | 0 |
| Pass | 18 | P | 36 | P | 51 |
| Merit | 26 | M | 52 | M | 73 |
| Distinction | 42 | D | 74 | D | 104 |
| Distinction* | 48 | D* | 90 | D* | 130 |

## Deadlines and Exams

**Deadlines**

- ✓ Unit 3 - Using Social Media in Business:  17th April 2023 - 3PM

**Exam Dates**

- ✓ Unit 2 - Creating Systems to Manage Information: January 2023
- ✓ Unit 2 Retake - Creating Systems to Manage Information: May 2023

## It is YOUR A Level - YOU have to work for it.