

# **BTEC Tech Award in Digital Information Technology**

## **Learner Handbook**



## 1. Programme Overview

Pearson BTEC Level 1/Level 2 Tech Award in Digital Information Technology				
Component number	Component title	GLH	Level	How assessed
1	Exploring User Interface Design Principles and Project Planning Techniques	36	1/2	Internal
2	Collecting, Presenting and Interpreting Data	36	1/2	Internal
3	Effective Digital Working Practices	48	1/2	External Synoptic

- 1.1. DIT is a two year course that is carried out by the CCM Department. Your first contact will be your tutor or Mr Valiant Learning Leader Creative Computing and Media.

## 2. Qualification Details

- 2.1. Vocational (career-based) BTEC qualifications are designed to give learners the skills and knowledge needed to move into employment or progress to higher education. The content of your qualification is therefore created and developed with the support and input of employers, industries and Higher Education establishments. These qualifications are written to meet the regulatory expectations of Government and national organisations. The delivery and assessment of your qualification is carefully planned and monitored through clearly identified quality assurance measures to ensure that every BTEC learner's achievement is judged fairly and equally.
- 2.2. Learners who generally achieve at Level 2 across their Key Stage 4 learning might consider progression to:
- 2.2.1. A Levels as preparation for entry into higher education in a range of subjects.
  - 2.2.2. Study of a vocational qualification at Level 3, a T Level or a BTEC National, either on its own or in combination with A levels, which prepares learners to enter employment or apprenticeships, or to move onto higher education by studying a degree in the media sector.
- 2.3. Learners who generally achieve at Level 1 across their Key Stage 4 learning might consider progression to:
- 2.3.1. Study at Level 2 post-16 in a range of technical routes designed to lead to work, to progression to employment, to apprenticeships or to further study at Level 3. For these learners, the attitudes and the reflective and communication skills covered in the qualification will help them to achieve.
  - 2.3.2. Study of IT post-16 through the study of a Technical Certificate. Learners who perform strongly in this qualification compared to their overall performance should strongly consider this progression route that can lead ultimately to employment in the IT sector.

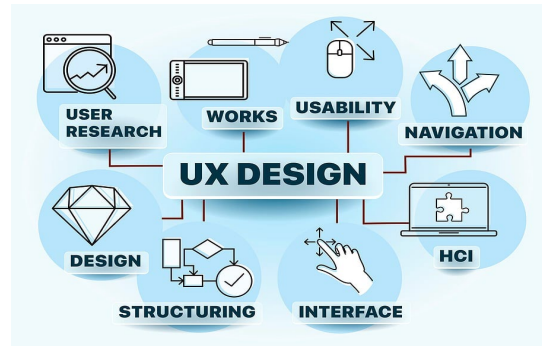
## 3. Registration & Certification Information

- 3.1. BTEC learners are required to be registered with Pearson before November of the year they start their studies (or within six weeks for roll-on, roll-off programme).
- 3.2. If you are on a programme of study being delivered from September to July it is vitally important that deadlines for assessed work are met to prevent any delays in your certification.

- 3.3. If your programme includes examination fees the cost of your first attempt is included in your registration fee paid by the centre, if you are eligible and require a resit for any exams you may be required to pay this additional charge.

## 4. Induction

- 4.1. An induction period will take place at the start of your course. The purpose of this is to ensure you are clear about the systems and structure of your course and have information that will ensure your success on the qualification.



## 5. How will I be assessed?

- 5.1. BTECs are made up of a number of units, which are usually assessed through assignments that are both set and marked by your teacher. There is a practical exam in the BTEC further details below.
- 5.2. Assignments can include tests, research, essays, projects, investigations, artwork, fieldwork, experiments and often link theory with practical exercises.
- 5.3. The course specification will provide more information on how your course is assessed. This can be found in the BTEC Section of the Lesson Resources area on the public drive. You can also find many useful resources relating to the course.

## 6. Health & Safety Information

- 6.1. When working in IT you may be working in a variety of different areas, it is important that your teacher knows where you are at all times when working around the school. You may be out taking pictures or filming and are expected to follow the schools code of conduct and treat all your equipment with respect.

## 7. Teaching, Learning and Pastoral Support

- 7.1. Your BTEC qualification will be achieved through the delivery of structured lessons, informal and formal assessments and external assessments. Active participation in all aspects of your studies will be required to successfully achieve the qualification.
- 7.2. Within BTEC qualifications there is an expectation that learners will undertake at least 1 hour of independent study to support learning per week.
- 7.3. At the commencement of your studies your assessors (teachers) will work with you to set a target grade for your overall achievement. This will be monitored throughout your course and targets will be set to help you achieve your goal; use this to focus the effort and time you invest in your assessments.

## 8. Assessment and Verification

8.1. All BTEC qualifications are regulated by rules regarding the management of the quality of assessment of learning and the awarding of grades. You will not be expected to complete a formal assessment to demonstrate your understanding of a topic, or part of a topic, until all relevant teaching has been completed.

### 8.2. Internal Assessment

The content of the assessment will be outlined on an Assignment Brief; the design of these will be explained during induction. For every assessment there will be a clear deadline by which the work must be submitted to your assessor (teacher). There is a ONE submission policy in place for BTEC assignments. However, it is also understood that under certain conditions it might be appropriate to allow a learner an additional opportunity to achieve more.

8.2.1. You must understand that in order for the Lead Internal Verifier of your course to be able to authorise a resubmission these conditions must be met:

8.2.1.1. A learner has handed in their initial submission by the published deadline (or applied for an extension in line with published procedures)

8.2.1.2. A learner has confirmed that their submission was their own work and/or appropriately acknowledged another's work

8.2.1.3. The assessor has authenticated the learner's submission and believes that the learner can improve their submission independently with no further teaching

8.2.2. Your work will be marked within 3 weeks following that a sample of the assessments will be checked by another member of the teaching team to ensure the grading is fair and accurate. Once this has been completed you will be given your grade for that assignment and feedback which will help you to improve and develop your skills.

### 8.3. External Assessment

8.3.1. In order to meet the needs and feedback of employers and Higher Education there has been an increase in the rigour and robustness to the way BTECs are assessed. This comes through the introduction of external assessment i.e. Pearson formally mark and grade external units. The aim of external assessment is to help prepare learners to fulfil their potential in either the world of work or progress to further study.

8.3.2. The external units on your qualification will be assessed through either; online tests, paper-based exams or pre-set tasks. The type of external assessment and dates of examination windows for your qualification are: A set task completed in 9 hours of supervised sessions in a period between February and May.

### 8.4. Synoptic Assessments

8.4.1. If you are studying RQF Nationals, Firsts and Technical and / or BTEC Tech Awards your programme of study will include synoptic assessments which draw together your understanding and skills from the other internally assessed components in a task-based or written assessment. These components / units will be externally assessed (marked).

### 8.5. Plagiarism

8.5.1. Plagiarism is taking credit for work which you didn't complete yourself, it is very serious and could result in you not being awarded your qualification. To be sure this doesn't happen to you avoid copying and pasting large amounts of text, instead read it and try and put your understanding of the text in your own words. Also always reference where any work that isn't your own has come from; with the web address for the internet, or author of a book, names of designers or photographers.

8.5.2. If you aren't sure about the best way to do this or need further advice speak to the teacher about it.

#### 8.6. Submission of evidence

8.6.1. Only one submission is allowed for each assignment.

8.6.2. You should submit: Evidence towards the targeted assessment criteria. A signed and dated declaration of authenticity with each assignment which confirms they have produced the evidence themselves.

8.6.3. You should be responsible for your own achievement and thus be prepared for the world of work or Higher Education.

#### 8.7. Resubmission of evidence

##### Opportunities for resubmission of evidence

8.7.1. Because every assignment contributes towards the final qualification grade, learners are allowed one resubmission of evidence for each assignment.

8.7.2. Your Lead Internal Verifier can authorise a resubmission which ensures any resubmissions are fairly and consistently implemented for all learners.



#### 8.8. Procedure for resubmission of evidence

8.8.1. The Lead Internal Verifier must authorize the resubmission of work. It will be recorded on your assessment record and you will have 15 working days to complete any work with no further guidance given on the assessment.

8.8.2. The Lead Internal Verifier can only authorise a resubmission if all of the following conditions are met:

8.8.2.1. The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.

8.8.2.2. The Assessor judges that the learner will be able to provide improved evidence without further guidance.

8.8.2.3. The Assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by the learner.

#### 8.9. Appeals

**Stage 1 – informal discussion** with member of staff assessing. If a resolution is found, the member of staff should record the discussion for reference only, as part of best practice. If a resolution is not achieved, the discussion should be formally recorded and passed on to the programme leader, unless the decision under review is that of the programme leader. If this is the case, the QN or the Senior Management Line Manager for the subject area should be approached.

**Stage 2 – formal review.** Programme leader and IV/Lead IV review the assessment decision. A written reply will be given to the learner within 2 school week.

**Stage 3 – Appeal hearing.** The learner must apply to the Headmaster in writing within 4 school weeks of the initiation of the stage 2 formal review. An appeal panel, appointed by the Headmaster, will meet and review the evidence. A formal response will be given to the learner.

**Stage 4 – External appeal:** The grounds for appeal and any supporting documentation must be submitted by the center to Pearson within 14 days of the completion of Stage 4: a fee is levied.

# Appendix A

BTEC Assessment Submission Process (Level 1 – 3 excluding NQF Level 1/2 Firsts)

