

# HINCKLEY ACADEMY AND JOHN CLEVELAND SIXTH FORM CENTRE

2019 / 2020  
HANDBOOK  
FOR  
VOCATIONAL SUBJECTS  
(BTEC, CAMBRIDGE NATIONALS/TECHNICALS)



A Guide for Parents and Students

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## Overview of Qualifications

All vocational qualifications require a high degree of self-study by you. You will be guided as to what is required but the completion of the units/portfolios is your responsibility.

Pearson BTEC's are assignment, task and exam based qualifications in which you will complete a varying number of assignments based on units relating to the subject.

The task element is set and marked by Pearson. The exam element can either be a written exam or an online exam which are set and marked by Pearson.

BTEC's and Cambridge Nationals/Technical are available at levels 1-2 and 3; the courses we provide are listed below.

Subject	Type	Levels	Qualifications	Structure
Applied Science (Forensic Science) year 13	BTEC	3	Extended Certificate	Assignment and Task
Applied Science year 12	BTEC	3	Certificate	Assignments and Exam
Business Studies year 13	BTEC	3	Extended Certificate	Exam
Business Studies year 12	BTEC	3	Certificate	Assignments and Task
Children's Play Learning & Development years 12 and 13 (This is a 2 year course)	BTEC	3	Extended Certificate Foundation Diploma Diploma	Assignments, Task and Exam
Child Development	BTEC	2	Tech Award	Assignments and Exam
Engineering year 11	BTEC	2	Tech Award	Assignments and Exam
Engineering years 12 and 13 (This is a 2 year course)	BTEC	3	Extended Certificate	Assignments, Task and Exam
Health and Social Care year 13	BTEC	3	Extended Certificate	Assignments and Exam
Health and Social Care year 12	BTEC	3	Certificate	Assignments and Exam
Health and Social Care year 11	BTEC	2	Tech Award	Assignments and Exam
ICT year 11	Cambridge National	2	Certificate	Assignments and Exam
ICT year 13	Cambridge Technical	3	Extended Certificate	Assignments
ICT year 12	Cambridge Technical	3	Certificate	Exams
Public Services year 11	BTEC	1/2	Award	Assignments and Exam
Public Services year 12		3	Certificate Subsidiary Diploma	Assignments only
Public Services year 13			Subsidiary Diploma Diploma	
Sport year 13	BTEC	3	Extended Certificate	Assignments, Task and Exam
Sport year 12	BTEC	3	Certificate	Assignments, Task and Exam

Please note that we register you for your BTEC at the start of year 12, if after 3 months you decide to drop the course we reserve the right to ask for the registration costs which can be as much as £200.

### The Structure of the new BTEC's –

Rather than credits for a unit they work on guided learning hours with the minimum being 120, this mean that you must complete all of the units to gain a grade. They consist of at least one core assignment, a task, a written or online exam which is run under the same rules as those for public exams and a number of optional assignments. For details of the regulations surround public exams please see the Exams Handbook on our website.

The grade you gain for each assignment is based upon the grades for each unit that makes up that task therefore to achieve a merit for the assignment each unit should be of a merit standard. If only one unit is of a pass level then the grade for the assignment will be a pass even if the other units are graded as merit or above. With this in mind students are allowed one opportunity to improve.

Level	Qualification	Equivalent to
Level 1/2 Firsts	Level 1 Pass	1 GCSE at grade F
	Level 2 Pass	1 GCSE at grade C
	Level 2 Merit	1 GCSE at grade B
	Level 2 Distinction	1 GCSE at grade A
	Level 2 Distinction*	1 GCSE at grade A*
Level 3 Nationals	Certificate	1 AS level
	Extended Certificate	1 A level
	Foundation Diploma	1 AS and 1 A level
	Diploma	2 A levels

### The Structure of OCR's Cambridge Nationals and Technical

These follow the same structure as the new BTEC's in that they consists of at least one core unit and a number of optional units including a written exam. Again they work on the 120 minimum guided learning hours therefore you must complete all of the units to gain a grade.

Level	Qualification	Equivalent to
Level 1/2 National Certificate	Level 1 Pass	3 GCSE at grade G
	Level 1 Merit	3 GCSE at grade E
	Level 1 Distinction	3 GCSE at grade D
	Level 2 Pass	3 GCSE at grade C
	Level 2 Merit	3 GCSE at grade B
	Level 2 Distinction	3 GCSE at grade A
	Level 2 Distinction*	3 GCSE at grade A*
Level 3 Technical Certificate	Certificate	1 AS level
	Extended Certificate	1 A level
	Foundation Diploma	1 AS and 1 A level
	Diploma	2 A levels

## Examination Documents (what information will I receive?)

You will receive the following paperwork.

- a personal entry statement listing your entries
- an entry statement relating to your BTEC/National/Technical exam
- feedback on how to improve your assignments
- results statements

Entry deadlines are as follows:

BTEC's	1 <sup>st</sup> November
Cambridge Nationals/Technical	21 <sup>st</sup> February

## Examination Fees

The Hinckley Academy and John Cleveland Sixth Form Centre will fund your initial examination entries however if you fail to complete the units the Academy reserves the right to recover the entry fees. Similarly if you decide to drop a BTEC course you must notify the Exams Officer before the 15<sup>th</sup> January. After the 31<sup>st</sup> January you may be required to pay the entry fees.

## Assessment & Appeals

For those on a BTEC course you will be provided with all the information needed to complete your assignments but once you start the assignment further help cannot be given. Once each unit is complete it will be marked by your teacher using the relevant marking criteria; resubmissions are not allowed. At this point you will be advised of the potential grade for that unit. If you are following a Cambridge Nationals course the marks will be submitted to the OCR moderator who will either confirm or decline the marks awarded. If you are following a BTEC course the marks will be forwarded to the Exams Officer who will register them with Edexcel.

If you wish to appeal the grade you must in writing notify the Subject Leader that you have query within two days of receiving the grade. You will then be provided with a written record of where the marks have been awarded and lost. If after receiving this response you are still not satisfied your concerns will be passed to members of the Senior Leadership team who will review the marks awarded and your comments. An appeal must be concluded before the marks are submitted to the awarding bodies.

Externally set assessments are run under the same rules that govern your GCSE exams.

All BTEC unit results will be submitted to Edexcel by the 1<sup>st</sup> July therefore any appeals must be concluded before the 30<sup>th</sup> June. All Cambridge National grades will be submitted by the 31<sup>st</sup> March therefore any appeals must be concluded before the 26<sup>th</sup> March.

## Special Arrangements

If you meet the relevant Joint Qualification Council regulations access arrangements will be put in place for you. If you are in doubt if you qualify please speak to Mrs Leeson.

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

### Information for candidates

This document tells you about some things that you must and must not do when you are completing work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

Assignments provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your work is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 5 February 2019.

You may be required to include a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

## Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your work with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusion you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

**You must not write inappropriate, offensive or obscene material.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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## Malpractice

You will be asked to sign an authentication form confirming that the work is all your own. If you do use material from the internet or books you must declare it. If you fail to declare sourced material, pass it off as your own or get assistance completing your assignments you will have committed plagiarism or malpractice and you will be deemed as failing that unit. **The Academy will not submit the marks for work that breaches the malpractice rules or has been plagiarised.**

## Re-sits

It is possible to re-sit the exams and tasks but we may ask you to pay the entry fee.

## Results

Results will be issued on the following dates

BTEC's	13 <sup>th</sup> August & 20 <sup>th</sup> August
Cambridge National/Technical	13 <sup>th</sup> August & 20 <sup>th</sup> August

In the summer you can collect your results statements from the Academy from 9am on the day of release. If you cannot collect them before 1pm they will be posted to your home address. If you would like them posting to an alternative address we will require written confirmation.

Examination certificates arrive at the Academy by the beginning of November. We will notify you when they are ready for collect either by postcard or via the Academy's website. We advise all students to collect their certificates in person however if this is not possible a representative such as a mother can collect your certificates on your behalf. They will require proof of identity and a letter of authorisation from you. Former students will also require proof of identity when collecting their certificates.

## Enquires about results

If you have a query about the grades you been awarded you must follow the appeals procedure at the time you are advised of the grade.

If on results day you find an error you must contact the Exams Officer straight away, we will then check to ensure that Edexcel have a correct record of your grades.

If you have further questions regarding the examinations processes and procedures at the Hinckley Academy and John Cleveland Sixth Form Centre please contact the Exams Officer.