

BTec Level 3 Extended Certificate in Business



**BTec Business
course guide**

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What is Btec?

BTEC Nationals

BTEC Nationals are nationally recognised vocational qualifications that are intended to give learners the knowledge, understanding and skills required for employment.

They also provide a route for those seeking to get into higher education.

BTEC students can achieve equivalent UCAS points to those available for traditional A levels

Extended Certificate

The **Extended Certificate** covers 4 units and is completed in Year 12 and Year 13. There are 3 mandatory units which are the same for all centres. There is 1 optional unit* which can be selected by each centre. We will select the optional unit that best suits the students of the school.

Units studied

| <i>Unit</i> | <i>Title</i> | <i>Coursework/Exam</i> |
|-------------|-----------------------------------|--------------------------------|
| 1 | Exploring business | Coursework |
| 2 | Developing a marketing campaign | External controlled assessment |
| 3 | Personal and business finance | External assessment |
| 8 | Recruitment and selection process | Coursework |

Expectations in Business

At Sixth Form, it is expected that students take a more pro-active approach to their studies and develop *independent learning skills*.

In Business, it is important to foster a mature and *professional working environment* that gives students an *opportunity to learn*. Part of this is taking *responsibility* for your progress. Therefore, you will be referred for additional study sessions if it is felt that you require extra time to consolidate your knowledge and exam technique. **If you feel you require any help and/or guidance with your work, please speak to your teacher.**

The following is expected:

Conduct and behaviour in lessons should reflect that of a professional working environment. If your behaviour does not allow learning to occur, you will be reminded of this and you may be asked to leave the lesson and sent to the study centre to continue your work. If this occurs, you will be referred to the Head of Year to explain your conduct.

Folder and textbook are to be brought to every lesson. Failure to do so on 3 occasions will again result in phone call or email home. If there is an issue with you bringing your folder and textbook to each lesson, please speak to your teacher.

Students must turn up **on time** to every lesson. It is very disruptive to have students walking in late and is not fair on the rest of the group. Your teacher will not wait for you to start the lesson. If a pattern emerges of continued **poor punctuality** you will be asked to attend extra study sessions and referred to the Head of Year to explain yourself.

If you are **absent from a lesson**, it is your responsibility to catch up on the missed work. You will be expected to contact your teacher to ask for work and to use ClassCharts for resources and homework. It may well be the topic that comes up in a future assessment, Pre-Public Examinations, or your final exam. Do not rely on your peers, as they are not the subject specialists.

If your **absence is unauthorised** or you do not contact the teacher on your return you will be required to catch up during an extra study session.

Deadlines and Submitting Work

For every taught hour you are expected to be carrying out at least one extra hour of work. This could be finishing class work/activities, creating revision resources, practicing exam questions and/or completing effective revision on previously learnt content. **This means 5 hours a week of working on your Level 3 BTEC Business on top of taught lessons.** This work can either be completed in your timetabled study time or at home.

Deadlines must be met. If you do not meet a deadline expect a letter home and an extra study period.

All homework will be posted on 'Class Charts' (including content and deadlines). **Any issues with homework set should be addressed through contacting your teacher either in person or via email.**

Your teacher will not accept work that is:

- Submitted by e-mail
- Not printed off
- Left on the teacher's desk

All work must **be submitted in the format with which you will be assessed.** In units where you will be examined (unit 3) your work should be handwritten. For coursework and externally controlled units (units 1, 2 and 8) your work should be word processed.

If an extension is required for class-based assessments or homework this should be requested in person to the class teacher at least 24 hours prior to submission. These will be granted on a case by case basis.

Failure to meet any of these expectations to a satisfactory standard will result in consequences including a formal meeting with the Head of Year and parents.

Timescales

Year 12

Autumn

Unit 1 - Exploring Business
Learning aims A and B
Learning Aim E

Spring

Unit 1 - Exploring Business
Learning Aims C and D

Unit 2 - Developing a Marketing Campaign

Summer

Unit 8 – Recruitment & Selection

Year 13

Autumn

Unit 8 – Recruitment & Selection

Spring

Unit 3 – Personal and Business Finance
Unit 2 - Developing a Marketing Campaign (resit)

Summer

Unit 3 – Personal and Business Finance

Tips for Success

Attend all lessons. Poor attendance equals poor grade. At AS missing 2 or 3 hours of lessons can be a lot of work to catch up. If you have to miss a lesson, ensure you get notes from your teacher or other students.

Whilst your notes are really important, at A level, you need more! You need to **listen** to your teacher in class, **participate** in tasks and **discuss** topics in small groups and with your teacher, complete your **homework** and **read about/research** the topics by yourself to complement your learning and understanding.

You also need to be aware of what is going on in the business and financial world so... read relevant online magazines and watch business television programmes!

Before a lesson, refresh your knowledge about what you did in the previous lesson. That way, you'll hit the ground running and impress everyone too!

Class Notes

You will be supplied with notes for most of the course – some in electronic format that you will be expected to access from home. You will spend little time in class taking notes but you will be expected to make your own notes from your reading. See the Resources section below for sources of information to supplement your classroom learning.

Homework

You will be set homework once a week and will normally be given a week to complete it. Your homework will probably take 2 hours per week. Homework is set to help you check your understanding of business concepts and to prepare you for your exams as well as prepare you for class activities. Failure to complete homework is not acceptable. You will also be expected to read around the subject in your own time for about 3-5 hours per week to reinforce your learning.

Trips & Visitors

Trips out are a vital part of learning about Business and it is hoped to run a number of trips this year and the next to help capitalise on your learning in class and see it in the workplace.

BTEC assessment and grading

Overview

All assignments issued to students will be marked either:

- **PASS**
- **MERIT or**
- **DISTINCTION**

Any work not achieving the PASS standard will be marked 'Unclassified'

To achieve a **PASS** a learner must have satisfied ALL the pass criteria

To achieve a **MERIT** a learner must have satisfied all the Merit criteria and the Pass criteria

To achieve a **DISTINCTION** a learner must have completed **ALL** of the criteria—Pass, Merit and Distinction.

Deadlines for assignments

The deadline for each assignment will be provided by each teacher when the assignments are issued. There should be clear guidance as to the deadlines set but there may be circumstances where these deadlines need to change due to unforeseen circumstances such as school closure or exams. Students will be notified of any changes to the deadlines set.

Assignments and grading

Most assignments will be broken down into several smaller assignments that together will add up to a whole unit. For example Unit 1 has 3 separate assignments. Together these 3 mini-assignments will cover all of the grading criteria for that unit.

There should be clear signalling throughout each task to show students what is being achieved. For example a task may have (P1) after it. This shows that Pass criteria 1 can be achieved by completing that task.

The requirements for Pass grade are not as stringent as those for a Merit or Distinction.

Calculation of the final course grade

Students will achieve a PASS, MERIT or DISTINCTION grade for each of the units. When the units are added together the final grade can be awarded. The method to calculate the final grade is outlined below.

| *GLH = guided learning hours | 60 GLH* Unit 8 | 90 GLH Units 1 & 2 | 120 GLH Unit 3 |
|-------------------------------------|---------------------------|-----------------------------------|---------------------------|
| Near Pass | n/a | n/a | 8 |
| Pass | 6 | 9 | 12 |
| Merit | 10 | 15 | 20 |
| Distinction | 16 | 24 | 32 |

- Unit 1 Exploring business (90GLH)
- Unit 2 Developing a marketing campaign (90GLH)
- Unit 3 Personal and business finance (120GLH)
- Unit 8 Recruitment and selection process (60GLH)

To calculate the final grade, add up the points achieved from each of the four units. The final grade awarded will be as follows:

| Extended Certificate | |
|-----------------------------|---------------------|
| | Total points |
| Pass | 36 |
| Merit | 52 |
| Distinction | 74 |
| Distinction* | 90 |

Plagiarism and malpractice

Overview

The course is designed to test the abilities of individual students and prepare them for employment or higher education. It is vital therefore that the results achieved by each student are valid and reliable.

Given the technology available to students and access to the internet it is possible for students to access material that is not their own.

Sanctions

Hellesdon Sixth Form takes a very strong stance on the copying of work and any student found to be plagiarising work and passing it off as their own will NOT receive a mark for that work. The student will also be reported to the Head of Year for further sanctions, which could result in removal from the course.

Protection

In order that students avoid having their work questioned for its validity they must make sure that their work is clearly referenced so that sources are shown throughout the work and a bibliography is recorded at the end of a unit.

Working in pairs/groups

We will give students regular opportunities to work in small groups. This is important to develop team skills and engender a 'group' ethos. These group activities will normally take place in the 'pre-assignment' activities or the collection of information stage of a task.

Students who have collected notes with other students should make sure that they write up their work separately to other students so that the finished work is unique to that student.

Appeals procedure

Stage 1

You are unhappy with the grade/outcome of assessed work

Stage 2

You must discuss the outcome with your teacher that marked that work. If you are still unhappy with the outcome then go to stage three

Stage 3

Your work will be re-assessed by the Head of Department. If you are still unhappy with the outcome move to stage four.

Stage 4

The lead Internal Verifier will review your work and make a judgement in favour of the student or in favour of the assessor. If you are still unhappy with the outcome of the appeal then they move to stage five

Stage 5

The Sixth Form will refer the appeal to Edexcel. The appropriate documentation will be completed by the exams officer.

Key skills and independent learning

Key skills

There are various key skills that you should gain and/or improve during the two years of the course. They are:

- Numeracy
- Literacy
- Team work
- Group work
- ICT skills
- Communication skills

As a vocational course we will try to provide as many opportunities as possible to improve a range of your key skills.

Presentations

One of the main key skills we will focus upon are your presentation skills. In the business world it is vital that you can communicate effectively to an audience. Therefore, many of your research tasks will require you to present your findings to the group.

Independent learning

One of the goals of the Sixth Form is to enable students to work independently. Throughout the course we will encourage students to plan, organise and present their work independently. This does not mean that students cannot seek guidance, that is part of the process, but that students should use their own initiative wherever possible.

Production of work

There are some strict guidelines as to what students need to produce and these are clearly shown in the assignment sheets. However, it is possible for students to meet these criteria in different ways. We would encourage students to be as creative as possible and to seek guidance if you are unsure about the style of the work.

Referencing work

Referencing sources online

Referencing systems for electronic sources are becoming standardised. The in-text reference should follow the same format as for printed sources; however, the bibliographic information on your references page will be different and generally requires you to include the type of resource plus when it was accessed, as well as the URL for on-line sources.

For example:

Tutor2U - <http://www.tutor2u.net/business/topics/ratio-analysis> (downloaded 7 July 2016)

General quotations

Using a quotation reproduces in your work the actual words a writer uses. You should, therefore, take care to copy accurately. If you copy the actual words a writer uses you should put the words in quotation marks " " and give a reference.

In this example: Jack Frost wrote "Summer is not coming in" (Frost, A. 2001 p.9) would appear in the text.

Note: "Summer is not coming in" is the quotation. (Frost, A. 2001 p.9) is the reference.

At the end of your work you should include a **Bibliography**. For example:

Frost, A. 2001 A Diary of Seasonal Meltdown Seasonal Publishers

Grading sheet

| Unit number | Assessment type | Grade achieved First seating | Grade achieved Resit | Points |
|---|---------------------------------|---------------------------------|-------------------------|--------|
| 1 – Exploring Business (90GLH) | Internally assessed coursework | | | |
| 2 – Marketing campaign (90GLH) | Externally assessed coursework | | | |
| 3 – Personal and Business Finance (120GLH) | Externally assessed examination | | | |
| 8 – Recruitment and Selection (60GLH) | Internally assessed coursework | | | |
| Final outcome | | | | |

***GLH = guided learning hours**

**60 GLH*
Unit 8**

**90 GLH
Units 1 & 2**

**120 GLH
Unit 3**

| | | | |
|-------------|-----|-----|----|
| Near Pass | n/a | n/a | 8 |
| Pass | 6 | 9 | 12 |
| Merit | 10 | 15 | 20 |
| Distinction | 16 | 24 | 32 |

To calculate the final grade, add up the points achieved from each of the four units. The final grade awarded will be as follows:

Extended Certificate

| | |
|--------------|--------------|
| | Total points |
| Pass | 36 |
| Merit | 52 |
| Distinction | 74 |
| Distinction* | 90 |

Additional information

Contacts

If you have any problems on the course please do not hesitate to contact one of your teachers in room C2 or room C4:

Health and safety

Students will normally work in the ICT room C4. As we are using ICT equipment it is not suitable to eat or drink whilst using the computers.