

## **Student handbook for BTEC in Business Courses**

### **Qualification Details & Programme Overview**

The 3 BTEC Courses that QK offers currently are:

- Edexcel BTEC Level 2 Extended Certificate in Business 500/6745/X (year 10 & 11 and Year 12)
- Edexcel BTEC Level 2 Diploma in Business 500/6789/8 (year 12)
- Edexcel BTEC Level 3 Subsidiary Diploma (year 12 -13)

### **Teachers details**

Mr Nathan de Garis	<a href="mailto:nathandegaris@qkschool.org.uk">nathandegaris@qkschool.org.uk</a>
Mr Walter Castro	<a href="mailto:waltercastro@qkschool.org.uk">waltercastro@qkschool.org.uk</a>
Mr Frank Albrecht	<a href="mailto:frankalbrecht@qkschool.org.uk">frankalbrecht@qkschool.org.uk</a>
Miss Abeer Hassan	<a href="mailto:abeerhassan@qkschool.org.uk">abeerhassan@qkschool.org.uk</a>
Miss Michelle Smith	<a href="mailto:michellesmith@qkschool.org.uk">michellesmith@qkschool.org.uk</a>

The following is expected of you and will help you achieve your full potential:

- Respect your teacher, class mates and your working environment
- Attend all your lessons
- Make sure you arrive to class on time
- Submit your work on the deadline date given by your teacher
- Follow the QK code of conduct in class

What you will receive from your teacher:

- Regular feedback on work submitted
- All the help and support you need
- Resources & links
- Assignment sheet & assessment sheet

## **Unit Details & Key Skills Information**

### **Edexcel BTEC Level 2 Extended Certificate in Business**

The Edexcel BTEC Level 2 Extended Certificate in Business is a 30-credit and 180-guided-learning-hour qualification (GLH) that consists of **two** mandatory units **plus** optional units that provide for a combined total of 30 credits.

This is equivalent to 2 GCSE's.

The units are:

- Unit 1 – Business Purpose (5 Credits)
- Unit 2 – Business Organisations (5 credits)
- Unit 11 – Customer relations In Business (10 credits)
- Unit 17 – Starting a Small Business (10 credits)

### **Edexcel BTEC Level 2 Diploma in Business**

The Edexcel BTEC Level 2 Diploma in Business is a 60-credit and 360-guided-learning-hour (GLH) qualification that consists of **four** mandatory units **plus** optional units that provide for a combined total of 60 credits.

This is equivalent to 4 GCSE's.

The units are:

- Unit 1 – Business Purpose (5 Credits)
- Unit 2 – Business Organisations (5 credits)
- Unit 3 - Financial Forecasting for Business (5 credits)
- Unit 4 – People in Organisations (5 credits)
- Unit 11 – Customer relations In Business (10 credits)
- Unit 12 – Business Online ( 10 credits)
- Unit 17 – Starting a Small Business (10 credits)
- Unit 21 – Promoting and Branding in Retail Business (10 credits)

### **Edexcel BTEC Level 3 Subsidiary Diploma – 60 credits**

The Edexcel BTEC Level 3 Subsidiary Diploma in Business is a 60-credit and 360 guided-learning-hour (GLH) qualification that consists of **four** mandatory units **plus** optional units that provide for a combined total of 60 credits.

This is equivalent to 1 A-Level.

The units are:

- Unit 1 - The Business Environment (10 credits)
- Unit 2 - Business Resources (10 credits)
- Unit 3 - Introduction to Marketing (10 credits)
- Unit 4 - Business Communication (10 credits)
- Unit 13- Recruitment and Selection in Business (10 credits)

## Unit 21 - Aspects of Contract and Business Law (10 credits)

### **BTEC Assessment Information Level 2 & 3**

In BTEC all units 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 to be 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.

Assessment and grading criteria		
To achieve a pass grade the evidence must show that the learner is able to:	To achieve a merit grade the evidence must show that, in addition to the pass criteria, the learner is able to:	To achieve a distinction grade the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
P1 identify the purpose of four different business organisations [E]	M1 contrast the ownership and purposes of two different business organisations	D1 evaluate how a business organisation has responded to changes in the business environment.
P2 describe the different types of business ownership, linking this to the size and scale of four different organisations		
P3 explain how businesses are classified using local and national examples	M2 compare areas of growth or decline in the primary, secondary and tertiary classifications of business activities.	
P4 outline the role of government in creating the business climate [E]		
P5 explain the characteristics of the local business environment. [E, RL]		

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#### **Qualification grades above pass grade**

Learners will be awarded a merit or distinction or distinction\* qualification grade by the aggregation of points gained through the successful achievement of individual units. The number of points available is dependent on the unit level and grade achieved, and the credit size of the unit (as shown in the 'points available for credits achieved at different QCF Levels and unit grades' below).

#### **Points available for credits achieved at different QCF Levels and unit grades**

The table below shows the number of points scored per credit at the unit level and grade.

Unit QCF level	Points per credit		
	Pass	Merit	Distinction
Level 1	3	4	5
Level 2	5	6	7
Level 3	7	8	9

Learners who achieve the correct number of points within the ranges shown in the 'qualification grade' table below will achieve the qualification merit or distinction or distinction\* grade.

#### **Qualification grade**

Qualification	Points range above pass grade		
	Merit	Distinction	Distinction*
BTEC Level 2 Certificate	85-94	95-99	100 and above
BTEC Level 2 Extended Certificate	170-189	190-199	200 and above
BTEC Level 2 Diploma	340-379	380-399	400 and above

### **Assessment and grading BTEC Level 2**

## Assessment and grading BTEC Level 3

### Pass qualification grade

Learners who achieve the minimum eligible credit value specified by the rule of combination will achieve the qualification at pass grade (see *Rules of combination for Edexcel BTEC Level 3 National qualifications*).

### Qualification grades above pass grade

Learners will be awarded a merit or distinction or distinction\* qualification grade (or combination of these grades appropriate to the qualification) by the aggregation of points gained through the successful achievement of individual units. The number of points available is dependent on the unit level and grade achieved, and the credit size of the unit (as shown in the 'points available for credits achieved at different QCF Levels and unit grades' below).

### Points available for credits achieved at different QCF Levels and unit grades

The table below shows the number of points scored per credit at the unit level and grade.

Unit QCF level	Points per credit		
	Pass	Merit	Distinction
Level 2	5	6	7
<b>Level 3</b>	<b>7</b>	<b>8</b>	<b>9</b>
Level 4	9	10	11

### BTEC Level 3 Subsidiary Diploma

Points range above pass grade	Grade	
460-499	Merit	M
500-519	Distinction	D
520 and above	Distinction *	D *

You will be made aware of your progress through the traffic light assessment system which is used in the Business department. Each lesson your teacher will show you this traffic light and will ensure you are aware of what you have successfully completed and what you still need to complete and submit.

### Plagiarism Policy

Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, 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 and homework will be submitted to the 6<sup>th</sup> form learning center's Coursework/ Homework Submission system. Students who have not submitted work by the given deadline will have a letter automatically generated and sent to their parents. The student will be placed onto the cause for concern register and will be expected to attend the Monday morning catch-up sessions coordinated by the pastoral team until the outstanding piece of work is completed.

### **Causes for Concern**

All causes for concern will be tracked by the department this will provide evidence of interventions and allow tracking to be carried out with students across class boundaries between teachers. 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, books, stationary or other equipment.

The five stages of the departmental cause for concern policy are as follows:

- In the first instance (stage one) one letter will be sent home to inform parents of our concern.
- At stage two, another formal letter is issued of more severity to parents.
- At stage three, a parent or guardian must be spoken to directly by the teacher involved, usually by telephone or at a progress review.
- At stage four, a formal meeting will be set up with Mr Albrecht(Head of Faculty), the parent, the student, the classroom teacher and the DoL in attendance.
- At stage five, the progress of the student will be passed through from the department to the Director of Learning or SLT. Given the severity of this point it will most likely be our recommendation that the student should be removed from the course.

**Student Order Form**

Student Name ..... Tutor Group.....

Course .....

**Folder/ Dividers**

Please order me ..... folder/ divider set(s) at £2:00 each, for a total of £.....

**Book Order**

Please order me the following course texts:

<b>Text Name</b>	<b>ISBN No.</b>	<b>Price</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
	<b>Book Total</b>	.....

**Received by** ..... (Teacher name)

**Signed** ..... (Teacher)