



**BTEC Level 3  
Subsidiary  
Diploma in  
'SPORT'**

**KS5  
STUDENT HANDBOOK**

# **CONTENTS**

<b>1.</b>	<b>INTRODUCTION TO THE COURSE</b>	<b>3</b>
	INTRODUCTION. COURSE STRUCTURE. ENTRY REQUIREMENTS.	
<b>2.</b>	<b>OVERVIEW OF COURSE AIMS</b>	<b>4</b>
<b>3.</b>	<b>ASSESSMENT</b>	<b>5</b>
	METHODS GRADING SUBMISSION OF WORK PROGRESSION PRACTICAL ACTIVITIES ASSIGNMENT TIMETABLE	
<b>4.</b>	<b>COURSE EVALUATION/REVIEW/MODERATION</b>	<b>7</b>
	MODERATION MEETINGS STUDENT APPEALS PROCEDURE PLAGIARISM EVALUATION	
<b>5.</b>	<b>USING THE QUALIFICATION</b>	<b>8</b>
<b>6.</b>	<b>CONCLUSION</b>	<b>9</b>
<b>7.</b>	<b>EQUAL OPPORTUNTIES</b>	<b>9</b>
<b>8.</b>	<b>EXPECTATIONS OF EACH STUDENT &amp; CONTRACT</b>	<b>10</b>
<b>9.</b>	<b>GUIDELINES/ADVICE ON PRESENTING ASSIGNMENTS</b>	<b>12</b>
	GUIDELINES FOR POSTER PRESENTATIONS BASIC RULES FOR POWER POINT PRESENATIONS	

# **INTRODUCTION TO THE COURSE**

## **1.1 INTRODUCTION**

The Physical Education Department run the course. It is co-ordinated & managed by Ms S. Stanley (course leader) who is assisted within the teaching team by PE specialists. There is a diverse range of skills amongst the teaching staff.

The course was introduced to capitalise on a very highly motivated group of students within core Physical Education. It should provide a sound & sufficiently broad educational base to enable each student to progress either to an HND or Degree Level Course in Higher Education or to employment in the Sports & Leisure Industry. The course can be studied alongside, or as an alternative, to 'A' level P.E. There should be a great demand at the start of the 21<sup>st</sup>-century for suitably qualified personnel in this area. It is intended that the Sports course will use each student's skills & enthusiasm in sport to develop an awareness & interest in science technology, which underpins much of the sporting industry and advancements.

## **1.2 COURSE STRUCTURE**

The course is taught in units.

One unit = approximately 60 hours teaching/contact time.

### **Year 12 Level 3**

<b>Title</b>	<b>Learning Hours</b>	<b>Credit Value</b>	<b>Staff</b>
Principles of Anatomy and Physiology	30	5	DGY
Sports Nutrition	60	10	PCR
The Physiology of Fitness	30	5	DGY
Practical Individual Sports	60	10	PCR

### **Year 13 Level 3**

<b>Title</b>	<b>Learning Hours</b>	<b>Credit Value</b>	<b>Staff</b>
Fitness Testing for Sport and Exercise	60	10	PCR
Sports Coaching	60	10	SSY
Assessing Risk in Sport	60	10	SSY
The Physiology of Fitness	30	5	SSY
<b>TOTAL</b>	<b>360</b>	<b>60</b>	

Students will also be entered for the Community Sports Leaders Award in Year 12, and may have the opportunity to progress onto the Higher Sports Leaders Award in Year 13.

### **1.3 ENTRY REQUIREMENTS**

To be considered for entry onto the course the following entry requirements should be fulfilled;

- On or above the average points score from the GCSE examinations that is recommended before studying a level three/advanced course.
- BTEC First Diploma or equivalent qualification

In addition students need to have an interest in more than one sport and sports leadership; Excellent organisation skills for this 100% coursework based subject and; A willingness to succeed and develop themselves into future sports leaders.

Any other qualifications and/or experience which the school's curriculum co-ordinator's regard as equivalent to the above, or to which particularly suits the individual to the course. Final decisions on acceptance will be made after interview and the overriding criterion will be that students are judged capable of completing the programme successfully.

## **2**

### **COURSE AIMS**

- To give all students the opportunity to gain a nationally recognised qualification that can be used when applying either for higher education or employment.
- To provide a sound, intellectually demanding vocational learning experience.
- To use the motivating interest in sport to promote academic learning.
- To give the students the opportunity to acquire coaching and leadership awards and to use these to help develop sport within the local community.
- To develop and extend the students practical sporting skills in a wide range of activities.
- The course will provide opportunities for the students to be aware of and to develop personal qualities of leadership, responsibility, appearance, commitment and teamwork in a range of practical and academic situations.
- To build upon the foundation of the National Curriculum in PE and the GCSE course. It will extend the students knowledge in the organisation of sport, in the U.K. and abroad, as well as the main psychological, social and physiological factors that affect a performance of a practical skill.

## **3**

# ASSESSMENT

## 3.1 METHODS

All units consist of a set of formal assessment tasks/assignments.

The range of tasks will include:

- Experimental reports
- Investigative research
- Practical assessments
- Individual and group presentations

## 3.2 GRADING

The level of attainment will be marked individually for each unit of the course, in line with BTEC guidelines. The grades will be:

- Distinction (18 points)
- Merit (12 points)
- Pass (6 points)

An overall grade is awarded for the qualification, based on the performance in each unit.

		<i>A level</i>
		<i>Equivalence</i>
<i>350-459pts</i>	<i>Pass</i>	<i>1 @ E</i>
<i>460-499 pts</i>	<i>Merit</i>	<i>1 @ C</i>
<i>500-519 pts</i>	<i>Distinction</i>	<i>1 @ A</i>
<i>520+</i>	<i>Distinction*</i>	<i>1@ A*</i>

If a pass grade is not achieved a student will be graded as a referral.

The work must then be resubmitted/re-done and if the tutor is not satisfied with the outcome then it may not be possible to pass the unit. Unit accreditation is possible for students who pass some of the units on the course. An appeals procedure is in place for those that believe the grading to have been unfair.

Each unit will consist of one major assignment brief. This will be split up into separate parts. When a part has been submitted an interim feedback sheet will be given to each student, which highlights the grading criteria that has been achieved within the submitted work. *Work may be improved and remarked if handed in within 5 school working days.*

Units can also only be passed upon the completion of a minimum 75% attendance in lessons & a minimum 75% participation in practical activities.

If the assignment does not satisfy the minimum requirements of the "pass" grade then it will be graded on the basis of a referral. The work must be re-submitted by a given date to achieve a pass. If a student fails to hand the work in within 3 school days of the deadline on the final piece of work then one or more of the following sanctions will be applied: withdrawal from practical sessions; detention/extra work session; individual tutorial: no opportunity to improve; The latter sanction may seriously effect the students ability to pass the unit. Parents will be kept informed. Our policy on deadlines rewards those students who can organise their work schedule effectively.

If there is a genuine reason why work cannot be submitted by the final deadline date a written explanation must be handed to the tutor before the deadline, and an extension granted.

The tutor will mark all work, a selection will be verified internally and moderated through Edexcel. An appeals procedure for students (& staff!) is in place.

### **3.3 SUBMISSION OF WORK**

Each assignment will indicate a submission date. The deadline will be when the school office closes on that particular day (normally 4.00). Each student should be given a minimum of four weeks to plan, research and write the assignment. If the member of staff cannot be found, hand in to Ms Stanley. Work is to submitted via the Sixth Form Learning Centre. If work is submitted late then students will not be able to achieve higher than a pass grade for that piece of work.

### **3.4 ATTENDANCE AND PUNCTUALITY**

The grade for the unit is based upon the quality of the assignments. Nevertheless, a positive attitude & approach to work is also very important. Irrespective of the grades a minimum **75% attendance** is expected to pass each unit. In practical areas **75% participation** is the minimum, unless long-term injury prevents a student from completing this. A doctor's note may be required in these circumstances. Driving lessons, holidays & dentist appointments should not interfere with lessons. If a student is off school for 3 days or more through illness you should inform S Stanley at QK (extension number 164 ). Telephone the school and leave a message. This is an important procedure as it could affect whether a student is able to satisfy the attendance criteria. I can then also keep each student informed of any important work dates that has been missed. No entry will be permitted to those who arrive to the lesson more than 5 minutes late. *This is not to be negotiated and the tutors word is final.* It is the students responsibility to show initiative and catch up on work missed, through attending BTEC Catch up Club to ensure that they do not fall behind with their coursework.

### **3.5 PRACTICAL ACTIVITIES**

The assessment for each practical component of the course will be based on:

- personal performance
- knowledge of coaching
- analysis of performance
- knowledge of rules and the role of an official
- attendance, punctuality & personal appearance

Performance in extra curricula fixtures or/and representative games may be used when deciding the mark for the skills and tactics components.

#### **IMPORTANT!**

**All students will be expected to attend all practical sessions. Injury is not an acceptable excuse to be absent from lessons. Punctuality and appropriate kit is an essential attribute of any student who wishes to pursue a long term interest in sports coaching, as is a positive attitude towards representing, and assisting in running, school clubs and activities.**

## **4**

### **COURSE EVALUATION/REVIEW/MODERATION**

#### **4.1 MODERATION**

The tutor who has set the assignment marks each piece of work. Assignments will be given back with a standard marking sheet. The teaching team internally moderates a selection of work in each unit. Those that have been moderated are indicated on the marking sheet. The External Verifier also checks the work for marking consistency. All students will keep a file containing all assignments and other relevant information.

#### **4.2 STUDENT APPEALS PROCEDURE**

Student representatives, who meet with the course leader once a term, deal with the interests and concerns of students. Representatives should be informed directly of any issues that need clarifying. A copy of the minutes of each meeting is available from them and the course leader.

**If students have any concerns as regards their individual assignments then the following procedure should be followed:**

- **Stage One.** Speak to the tutor who has set and marked the assignment, explaining the reason for your concerns. The tutor, after considering the student's explanation, will provide an immediate response with a clear explanation of the decision taken. If the student still remains unhappy with the outcome then they proceed to the next stage.

- **Stage Two-REVIEW.** Speak to the course leader (Ms Stanley) who will address the issue. She will consider the reason for the appeal and the response of the tutor. A decision will be given to the student within 5 working days of the concern being received. If the student is still unhappy and wishes to proceed to the next stage then both the student and the course leader must record the appeal.
- **Stage Three-APPEAL HEARING.** The course leader must forward relevant details to the Post 16 Curriculum Co-ordinator at the school. The Co-ordinator must convene, within 10 working days, a panel comprising him/her self, the course leader, the Student, the Tutor and a Parent or a Friend of the student (if requested). The Co-ordinator must make a decision and inform all parties within five working days of the Appeals Panel meeting. This decision is final.
- **Stage Four-EXTERNAL HEARING.** If at this stage the situation is still unresolved then work will be sent to edexcel to be examined further, to which the decision made will be final
- If at stage two the Tutor disagrees with the decision then he/she has the right to appeal and stage three occurs.

### **4.3 PLAGIARISM**

In the event of a student copying and submitting the work of another student the following procedure will take place.

- The assignment will be classified as a referral, and have to be resubmitted by a given deadline.
- A written warning will be handed to the student
- If the offence is committed again then the student will be withdrawn from the course.

### **4.5 EVALUATION**

This is a continuous process. At each meeting ways to improve the course are put forward. Nevertheless, at the final meeting of the year a course evaluation item will be put on the agenda. Students can have their own input in this through their own meeting.

## **5**

### **HOW CAN I USE THE QUALIFICATION?**

Sport & Recreation is a growing business. Many opportunities exist for suitably qualified students. The school can give career advice, and the course leader has a lot of information from a selection of universities as to the level of qualification that would have to achieve to get on one of their courses. The National (or similar level) course would need to be completed first. There are some opportunities locally to get involved directly in the Sports & Leisure Industry or maybe-other career paths. See S Stanley or a member of the PE department if you are interested.

## CONCLUSION

A National Award is equivalent to an one 'A' level. Remember that all of the units have to be passed to get the Award. Students must work hard in both theory & practical lessons and be responsible for organising their own work. The continuous assignments mean that the work (and the pressure!) is spread evenly throughout the year. Make sure advice is sought if there are difficulties or something needs clarifying. It would be to each students advantage if, throughout the year, they achieve a few "extra" qualifications along the way so as to assist their own future professional development (e.g. Leadership Awards). On behalf of all of the teaching team I wish all students all the best over the next one/two years and hope each one fulfils their potential.

**MISS S STANLEY  
COURSE LEADER,  
BTEC SPORT**

## EQUAL OPPORTUNITIS

We are committed to ensuring that every student receives adequate support required to reach their full potential within this course. Retrospectively of students abilities we strive to ensure that all students feel secure and confident in a positive teaching and learning environment that we aim to create. We work closely with the students support faculty to provide support for students whether these are learning-related, physical, behavioural or emotional. The Student Support Faculty's vision is based around the school aim; to develop the best in every student through the excellent teaching of a broad and challenging curriculum in a supportive and technologically advanced environment. Student support agreement between staff and other supporting adults ensures that students receive the support which they require. Staff in a supporting role knows what their responsibilities are within the classroom and work collaboratively with the subject teacher to facilitate a learning environment for all to achieve. BTEC Catch up Club runs weekly after school, where students can freely attend to catch up on work they have missed or feel they need extra support with. On some occasions students are required to attend this as a compulsory session to ensure that they students are able to make progress and achieve their targeted grade. Students have the benefit of being supported by specialist BTEC/PE teachers who are up to date with current course content and the expectations enlisted within the BTEC specifications.

## EXPECTATIONS

- IMPLEMENT THE QK WAY:

<b>LEARN</b>	<b>SHOW RESPECT</b>	<b>BE SAFE</b>
<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Work quietly and listen to instructions</li> <li>• Help each other, don't disrupt the lesson</li> <li>• Record homework in your diary</li> </ul>	<ul style="list-style-type: none"> <li>• No racist or sexist comment or behaviour</li> <li>• Care about each others' belongings &amp; feelings</li> <li>• No swearing or cussing</li> <li>• No bullying or fighting</li> </ul>	<ul style="list-style-type: none"> <li>• No litter or spitting</li> <li>• No chewing in class</li> <li>• No vandalism or graffiti</li> <li>• No running, pushing or acting dangerously</li> </ul>

- AN INTEREST IN A WIDE RANGE OF PRACTICAL & THEORETICAL FORMS OF SPORT
- TO DEVELOP PERSONAL QUALITIES:
 

<i>LEADERSHIP</i>	<i>RESPONSIBILITY</i>
<i>SELF DISCIPLINE</i>	<i>HIGH STANDARDS</i>
<i>COMMITMENT</i>	<i>TEAMWORK</i>
- MANAGE YOUR TIME EFFECTIVELY TO ACHIEVE OBJECTIVES AND TO GAIN A VARIETY OF SKILLS
- WORK WELL WITH OTHERS
- HAND ASSIGNMENTS IN ON TIME
- MINIMUM 75% ATTENDANCE IN ALL UNITS
- ASK FOR ADVICE & HELP WHERE NEEDED
- BE ORGANISED, CONFIDENT & CLEAR WHEN LEADING GROUPS – BOTH IN THE CLASSROOM & ON THE FIELD.
- BE RESPONSIBLE FOR A WELL ORGANISED AND REGULARLY UPDATED PERSONAL RECORD OF ACHIEVEMENT
- WILL ALWAYS BRING THE CORRECT EQUIPMENT TO CLASS
- NO PHONES OR IPODS TO BE USED DURING CLASS TIME

## **KS5 NATIONAL AWARD CONTRACT**

**The following is expected of every student on the BTEC Sports Course:**

- Arrive on time to each class. If you are 5 mins late you will be marked L. If you arrive after 5 mins you will be not allowed to attend the class.
- Bring correct equipment to every class (diary, pens & paper).
- No use of phones or IPODS during class time.
- All students will be expected to attend all practical sessions. Injury is not acceptable to be absent from lessons. Punctuality and appropriate kit is an essential attribute of any student who wishes to pursue a long term interest in sport coaching, as is a positive attitude towards representing, and assisting in running, school clubs and activities.
- Hand in assignments and coursework on time.
- Manage your time effectively to achieve objectives and to gain a variety of skills.
- Work well with others.
- Ask for advice and help where needed.
- Be organised, confident and clear when leading groups.
- No hats, visible wires, IPODs or phones should be visible, otherwise they will be confiscated from the student.

**Pupil**

**I will abide by the above rules and follow teachers' instructions without question, or else risk the consequences.**

Name of Student: .....  
Signature of Student.....  
Date: .....

Teacher:.....  
Signature:.....  
Date:.....

## **GUIDELINES / ADVICE ON PRESENTING ASSIGNMENTS**

- You should be given at least 4 weeks to do each assignment. Work through it gradually – **try not to leave the work to the last minute.**
- Each assignment will have a deadline date – **keep to it**, otherwise you will struggle to survive the course.
- You will have throughout the year more tHAN one assignment on the go at the same time – **organise your work schedule.**
- The assignments are your work. You may well use some lesson notes – but mainly the work will come through your own research. If you are unsure where to do this – **ask.**
- If you have a good reason why your work cannot be submitted on the deadline date you need to see the teacher concerned and **ask for an extension.**
- Make sure you read the task sheet carefully and check that you have **completed all of the work.**
- Your work should, wherever possible, be word-processed and include computer aided design and presentation methods.

**Any problems or concerns see the teacher concerned or me!**

S Stanley