



Hedingham School & Sixth Form

Key Stage 4

BTEC Student Handbook

BTEC Level 1/2 Award in
Information and Creative
Technology

Qualification Number: **600/4789/6**





BTEC Level 1/2 Award in Information & Creative Technology

This course is made up of three units.
 You will study one of them in year 10 and two of them in year 11.

Units

Two of the units are assessed by coursework. One of them is assessed by examination*.

<u>Year 10</u>
Website Production

<u>Year 11</u>
*The Online World – Core Unit
A Digital Portfolio – Core Unit

Points

As you complete each unit your work will be assessed and you will gain a grade for each of the units.

Each grade is worth a certain number of points. These points are added together to determine the final grade.

This means that if you find one of the units more suited to your style of working then you can do well and this may offset a unit that you find more difficult.

Points for **each unit**:

U	Level 1 Pass	Level 2 Pass	Level 2 Merit	Level 2 Distinction
0	6	12	18	24
Equivalent to:	GCSE grades G-D	GCSE grade C	GCSE grade B	GCSE grade A



Final Grade

Overall there are up to 96 points available for the whole course. However you must achieve certain points in the core units.

To achieve level 1 you MUST achieve at least 12 points across the two core units

To achieve level 2 you MUST achieve at least 24 points across the two core units

BTEC First Award		GCSE Equivalent
Final Grade	Minimum Points required	
U	0 - 23	U
Level 1 Pass	24	GCSE Grades G-D
Level 2 Pass	48	GCSE Grade C
Level 2 Merit	66	GCSE Grade B
Level 2 Distinction	84	GCSE Grade A
Level 2 Distinction *	90+	GCSE Grade A*

Hand in dates

You will have set hand in dates for your work which you MUST meet.

Your work will be assessed and if appropriate you may be offered an opportunity to improve your work. This is called a 'Referral'.

Only the Lead teacher for the subject can allow you a referral. In this subject the Lead teacher is Mr. Daniels.

Failure to meet the hand in date for your work will mean that you cannot have a referral for that piece of work. (Exceptions would apply for extenuating circumstances.)

Making your work your own

It is vital that the coursework that you hand in is your own work. However, you may use information from other places or other people to help you present ideas. You may interview someone and include their information or you may find an interesting piece of information in a leaflet or on the internet.

If you use a diagram or a piece of written text as part of your work then you MUST declare where this came from. If you don't, then you are suggesting that this is your work, which would not be true.



If you are including a quotation from a book, magazine, person, internet or other source, you should indent the quotation and italicize the text. Put the link under this text and then explain the quotation in your own words. The quotation alone is not enough!

Here is an example;

One of the ingredients in tobacco is a mood-altering drug called nicotine. Nicotine reaches your brain in mere seconds. It's a central nervous system stimulant, so it makes you feel more energized for a little while. As that effect subsides, you feel tired and crave more. Nicotine is habit forming.

<http://www.healthline.com/health/smoking/effects-on-body>

Nicotine is inhaled when you smoke cigarettes. It makes you feel as if you have a lot of energy, but this feeling only lasts for a short while. Afterwards you feel more tired and crave more nicotine so that you develop a tobacco smoking habit.

If you are including diagrams in your work, these too need to be referenced, showing where you got that diagram from. You would then write about what this diagram shows.

A list of all the references you have used should be included as a list at the end of your work as a bibliography. It is best to make that list as you go.

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.**

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 in question
- 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.

REMEMBER – IT IS YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.



Units

Unit 1 – The Online World (Examined Unit)

How do websites work? How do emails reach your computer? How does the use of computer applications affect your daily life? This unit provides an introduction to the modern online world. Starting with your own experiences, you will extend your knowledge of online services and investigate the technology and software that supports them. You will learn more about a range of services including email, online data storage, collaborative software, search engines and blogging.

This unit will help you understand the main technologies and processes behind the internet and investigate how they come together to let you view websites and send information across the world. The internet and web of tomorrow will be even more powerful, more connected, more intuitive and a more important part of our lives. This will result in an internet of services, objects and infrastructure (ubiquitous computing) which will radically change our lives. For example, smart appliances will be able to talk to each other, clothes will monitor our health and retailers will access social media to gain insight into shoppers' preferences.

You will explore a range of digital devices, such as smart phones and digital music players and consider the technology that enables these devices to share and exchange information.

This technology has created new concerns regarding security and privacy. You will investigate these concerns and consider how users should behave online to safeguard themselves and respect others. This unit is essential if you are considering a career in the IT sector. Online systems and technology have become part of everyday work, so being able to understand and work with this technology is relevant in many roles in the industry.

Unit 3 – A Digital Portfolio

This unit is your chance to show off! A digital portfolio is an exciting onscreen way to showcase your achievements to potential employers or when applying for a course.

It is all about:

- the projects you have created and developed
- your use of communication and presentation skills
- your capabilities and potential.

Digital portfolios can be viewed by anyone with a computer and an internet browser.

You will learn how to create a digital portfolio that includes a series of web pages with links to content that you have created. You will learn how to make use of multimedia assets such as images, sound and video to make your portfolio appealing and engaging.

For this unit, your digital portfolio will have a clear purpose and audience to show them who you are and what you are capable of. It should have a structure that is logical and easy to navigate and must be in a format that can be uploaded and viewed on the web.



You should think of your portfolio as a shop window, carefully selecting a range of content including work done on this BTEC course as well as any other appropriate content. Every item should be clearly introduced, explaining why it is included and what it demonstrates to the viewer. Multimedia assets should be used to enhance the experience for the viewer, not as a substitute for good content.

Unit 13 – Website Production

Have you ever viewed a website and wondered how it was created? Many different elements can be included in the website, such as text, graphics, animation, video and programs (client-side computer scripts). Many websites also contain sophisticated interactive features such as database search facilities, online purchasing and messaging. To be successful, a website must be visually interesting, while remaining easy to use.

With the internet being central to how most organisations and individuals communicate and do business, the creation and maintenance of websites is an important job role. There is a strong demand in the job market for web developers with appropriate technical and creative skills. For instance, a web-developer is a technical role involved with designing and developing websites, a content manager is responsible for keeping a website up to date and a search engine optimization specialist encourages user traffic from internet search engines to specific websites.

In this unit, you will investigate the features and uses of websites by exploring what they are and how their integrated components and applications interact with each other.

You will also learn how to design, develop and test a website for a brief. Once this is completed you will review your website, having obtained feedback from others.

Good Luck! We hope you all do really well.

The BTEC staff at Hedingham School.