

where future begins

MAPS

International High

BTEC

Student Handbook

2017-2018

"Vocational education programs have made a real difference in the lives of countless young people nationwide; they build self-confidence and leadership skills by allowing students to utilize their unique gifts and talents"

Conrad Burns

Table of contents

Welcome Page	3
Introduction.....	4
Our Expectations of You	5
Registration and Certification	6
Assessment and Grading	7
Unit Details	15
BTEC Business.....	16
BTEC Sport.....	17
BTEC Art and Design	18
BTEC Travel and Tourism	18
BTEC Information Technology	20
BTEC Programme Team	21
Plagiarism/Malpractice	22
Health and Safety	22
Appeals procedure	23
Independent Learning.....	24

Welcome Page

Where Success Matters!

MAPS International High staff welcomes you and we are very pleased to have you as a student in our school. We believe that you are going to be our most important and valued asset. We hope you feel comfortable with your study environment and that you value the support you will be given by your tutors. The BTEC courses do work differently to other subjects and you will be expected to work hard both in and out of your lesson to meet coursework deadlines. You will also be presented with many different opportunities to broaden your vocational learning. If you have any problems please remember, to speak to your subject assessors or directly to Program Leader.

Good luck, work hard and remember we are here to support you in your studies and to help you be successful.

If there are any matters arising from reading this handbook, then do not hesitate to contact me.

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Introduction

This handbook is to prepare, support and guide you in your chosen BTEC course at MAPS International High. I hope that it provides you with all the relevant information you require and gives you a helping hand to realising your potential.

The MAPS International High has high expectations of all BTEC students. BTEC tutors have researched and prepared in great depth to ensure that you receive quality teaching of the course you have chosen to study. Please use this handbook to get a feel of what the BTEC's are about and to ensure you are fully aware of what is expected of you.

Our Expectations of You

We have the following expectations to help you achieve the best possible grade and to make teaching and learning enjoyable.

We expect you to:

- Be passionate and have an interest in the BTEC course you have chosen;
- Come to a BTEC course with an open-mind, eager to learn and take on challenges that require thought, planning and commitment;
- Work independently to agree deadlines ensuring the completion of all tasks to the highest standard you are capable of. It is essential that you assess your own work and understanding periodically;
- Seek help in and out of lessons if you are struggling generally with the course or with specific elements of understanding. Likewise, any issues that are likely to prevent you meeting deadlines should be discussed with your BTEC teacher;
- See the BTEC course as a commitment to developing your knowledge and understanding of the subject both in and outside of lesson time. You must be prepared to put in extra work (above and beyond homework tasks) in order to strengthen your understanding;
- Be fully equipped for lessons, particularly in respect of having access to electronic files when needed;
- Behave with maturity; follow all of the BTEC tutor's instructions and guidance.

Registration and Certification

Aim:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

Assessment and Grading

Assessment Information

All students will have to produce a portfolio of evidence. For each unit of work you will be given a series of tasks to complete and an assessment grid that will identify what you have to do to achieve a particular grade. Your tutor(s) will check your work against the grid and make comments about the effort you have made and the quality of your work. Refer to 'Assessment Submission Policy'.

Suggestions will be made to help you achieve the minimum Pass standard and then, the Merit and Distinction grades. You will be expected to meet regular deadlines and a referral procedure will operate for students who fail to do this!

- For a Pass – all assignments for a Pass grade must be completed;
- For a Merit – all assignments for a Pass must be completed and all assignments for a Merit must be completed;
- For a Distinction – all assignments for a Pass and Merit must be completed and all assignments for a Distinction must be completed.

Assignment delivery

You will be taught the background information by doing class activities and research tasks. Then you will be given an assignment to complete. The assignment will be a written or practical task(s) to give you the opportunity to achieve the basic Pass level.

The more complex tasks that require more research and independence will allow you to achieve Merit and Distinction grades. It is very important to meet the deadlines so that you can get feedback from your tutor(s) and understand how to reach the higher grades. Evidence for your coursework may be a written piece of work, an information poster or presentation. Evidence may also be submitted by 'witness/observation statement records' where your tutor(s) writes a short account of a practical activity you have undertaken. You can include videos and photographs that show the skills you have learnt.

Remember there are no exams and each unit is entirely coursework based. It is essential that you work to the best of your ability in every lesson so you do not fall behind with your work. You cannot leave it all to the last minute and try to catch up at the end!

Assignment Briefs

Your assessment is carried out through various types of assignments.

Assignment briefs are issued once the content for the unit of work has been delivered. They are your reference point for assessment throughout the unit and therefore should always be at hand; especially when writing coursework.

Each assignment brief will include:

- Date issued; Hand in date and assessment date.
- Qualification being studied
- Unit covered.
- Scenario.
- Description of task
- Description of evidence to be submitted
- Criteria Covered
- Resources list

Submission of Evidence

The rule framework allows for one submission of evidence for each assignment.

Your tutor will formally record the assessment result and confirm the achievement of specific assessment criteria.

You must submit an assignment for assessment which consist of evidence towards the targeted assessment criteria.

A signed-and-dated declaration of authenticity with each assignment.

Always check the brief to ensure you have completed all the necessary tasks. Coursework should be word processed unless otherwise stated. You should always keep an electronic copy of each completed assignment for your reference.

You should regard all assessment marks as provisional until an assessment sheet has been completed. However, this can still be subject to moderation and change until BTEC results day.

All work within the assignments must be your own work. It should not be copied from another student nor cut and pasted from articles on the internet. This is regarded as plagiarism. This is extremely serious and could jeopardise your obtaining the qualification.

Deadlines

You must meet the deadline stated on your assignment brief; failing to meet the stated deadline will mean you are NOT entitled to a resubmission date and the Lead Internal Verifier will not be permitted to authorise a resubmission date.

Procedures for Authorising Deadline Extensions

If a learner has a legitimate reason for not being able to meet a deadline, then they can apply for a deadline extension. This must be in the form of a written request (*Assessment Extension Form*) which clearly states the reasons with any relevant evidences (eg; MC). This request is given to the Lead Internal Verifier who will decide whether the extension should be authorised. Evidence of the request and decision must be saved.

Feedback to Students

Once you are working on the assignments which you will submit for assessment, you must work independently to prepare and produce evidence for assessment.

Before starting the assessment task, your teacher will ensure that you understand the:

- Assessment requirements
- Nature of the evidence you need to produce
- Importance of time management and meeting deadlines

Once you begin the work for your assessment your tutor must not:

- Provide specific assessment feedback on the evidence you produce before it is submitted for assessment

- Confirm achievement of specific assessment criteria until the assessment stage

Your tutor **can** continue to give general feedback and support, particularly around the development of knowledge, understanding and skills

Once assignments have been submitted your tutor will create an assessment record.

Assessment records for all assignments completed will include the following information:

- Unit title
- Issue date
- Submission deadline
- Date submitted
- First submission/ resubmission
- Authorisation of resubmission (if applicable)
- Target criteria covered
- Criteria achieved (yes/no)
- Assessment comments- this will include comments on how you achieved or did not achieve specific criteria
- General comment from assessor
- Assessor declaration and signature
- Learner comment and signature

Re-submission Policy and Procedures

Please be aware of the importance of meeting formal assessment deadlines in order for your tutor to accept evidence for assessment or for re-submission.

Every assignment contributes towards the final qualification grade the rule framework allows for one resubmission of evidence for each assignment.

Re-submissions can only be authorised by a Lead Internal Verifier, however, for them to authorise the re-submission following conditions must be met:

- You have met initial deadlines set in the assignment, or has met an agreed deadline extension
- Your tutor can judge that you will be able to provide improved evidence without further guidance
- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by you

If you do not meet the above conditions you will NOT be authorised for a resubmission.

You will be given a deadline for resubmission within 10 working days of you receiving the results of the assessment

Retakes

If you have met all of the conditions listed above in opportunities for resubmission, but still **NOT** achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **MAY** authorise one retake opportunity to meet the required pass criteria.

The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

The retake will be a NEW task or assignment targeted only to the pass criteria which you did not achieve in the original assignment.

The assessor will agree and record a clear deadline before you start the retake.

Your tutor will not be able to award a merit or distinction grade for a retake.

You will not be allowed any further resubmissions or retakes

Marking and Moderation

All assignments are marked by your teacher in relation to the set criteria appropriate to each unit learning outcome. You will be awarded a pass; merit or distinction grade for each unit completed and evidence produced that meets the grading criteria.

The assessment process is then subject to internal verification from a second marker from within the Vocational faculty. Moderators second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.

Edexcel will also check the grading of randomly selected assignments to make sure marking is correctly done.

Procedure for Learners Missing a Deadline

If a learner misses a deadline, then work can still be handed in at any point up until the end of the final course submission date. The work will be marked and can be awarded a P, M or D if the criteria have been met. There will be no opportunity for resubmission. If there is only one deadline which is at the end of the unit, then work can still be handed in at any point up until the work is returned to the other learners for resubmission which could be about three further weeks past the deadline due to marking and IV. The work will be marked and can be awarded a P, M or D if the criteria have been met. There will be no opportunities for resubmission.

Grading Information

Edexcel will automatically calculate the qualification grade for learners when unit grades are submitted. Each unit is awarded with grade points depending on the result achieved by the student. The table below shows the number of points scored per credit at the units.

Level	Grade	Grade Points
Level 3	Pass	7
	Merit	8
	Distinction	9

Based on the grading points, the overall grade for the subject will be determined as follows;

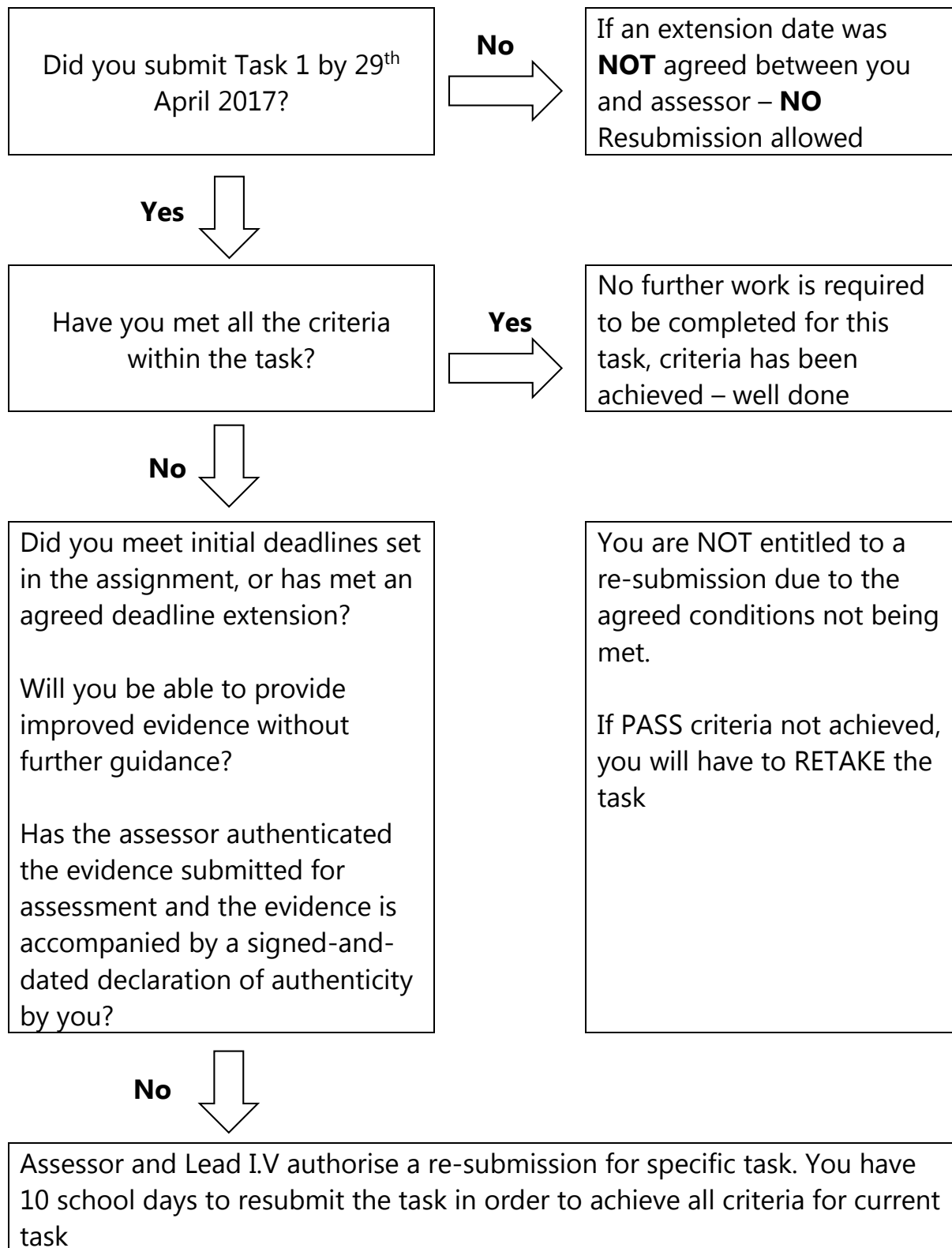
Points range above pass grade	Grade
880 – 919	MP
920 – 959	MM
960 – 999	DM
1000 – 1029	DD
1030 – 1059	D*D
1060 and above	D*D*

An example of a student achieving Distinction Merit (DM) qualification grade is as follows;

Unit	Level	Credit	Grade	Grade Points	Points Per Unit = Credit x Grade
Unit 1	3	10	Merit	8	10 x 8 = 80
Unit 2	3	10	Distinction	9	10 x 9 = 90
Unit 3	3	10	Distinction	9	10 x 9 = 90
Unit 4	3	10	Merit	8	10 x 8 = 80
Unit 5	3	10	Merit	8	10 x 8 = 80
Unit 6	3	10	Distinction	9	10 x 9 = 90
Unit 11	3	10	Distinction	9	10 x 9 = 90
Unit 17	3	10	Merit	8	10 x 8 = 80
Unit 18	3	10	Pass	7	10 x 7 = 70
Unit 25	3	10	Pass	7	10 x 7 = 70
Unit 30	3	10	Merit	8	10 x 8 = 80
Unit 34	3	10	Distinction	9	10 x 9 = 90
Grade		120	Distinction Merit		990

Submission Diagram

Example: You have been set a deadline for the 29th April 2017. The diagram below will outline the submission and resubmission guidelines.



Unit Details

The BTEC courses are made up of units; students will be awarded credits for the successful completion of whole units which are used towards the final grade.

You may be taught by more than one teacher, each teacher will be responsible for teaching different units (or parts of a unit), and so that means you may be working on two or even three different units at the same time. You will have to be well organised and remember to keep information in the right places in your folder(s) – your tutor(s) will show you ways of doing this. Students also need to meet the guided learning hours (GLH) for each subject.

Some of the key skills that will be developed under each of the BTEC programme includes;

- 1) Independent enquiring:** planning and carrying out activities and research in relation to various concepts and construct to apply them to organizations.
- 2) Creative thinking:** looking at different perspective to identify creative and innovative way of thinking and problem solving.
- 3) Reflective learning:** setting goals and targets for activities and being able to evaluate and give own feedbacks on the works to deal positively with praise, setbacks and criticisms.
- 4) Team-working:** working in groups and teams in order to build interpersonal skills and manage activities to reach agreements and achieve results in a diversified group.
- 5) Self-management:** seeking out challenges or new responsibilities and showing flexibility when priorities changes and being able to manage activities by oneself to adjust them to changing needs and requirements
- 6) Effective participators:** taking part in various activities in groups, working well with colleagues, supervisors, managers and be able to contribute significant input to the requirements of the group and their work.

BTEC Business

Why choose BTEC Business?

Not only it is a leading field of education, it has various practical applications in the work environment. Studying BTEC Business can enhance students' knowledge about the theories and practice in relation to the work they you do. University degree courses such as Business Management, Business Administration is well known courses that you can compete in by gaining the qualification of Pearson BTEC Level 3 Diploma in Business.

Qualification and Course Structure

Unit #	Unit	Credit	GLH
1	The Business Environment	10	60
2	Business Resources	10	60
3	Introduction to Marketing	10	60
4	Business Communication	10	60
5	Business Accounting	10	60
36	Start a Small Business	10	60
10	Market Research in Business	10	60
7	Management Accounting	10	60
16	Human Resource Management in Business	10	60
41	Business Markets and the Economy	10	60
28	Business Project Management	10	60
39	International Business	10	60
Total		120	720

Some of the key developments from BTEC Business programme include;

- 1) **Business problem solving:** having taken BTEC Business programme, students will be able to solve various problems that arise while working in business organizations.
- 2) **Communication:** BTEC Business programme enables students to develop various communication skills including written, spoken and reading skills.
- 3) **Marketing:** marketing approaches and techniques will acquired by students and hence, develop the skills of marketing and sales in the organization.
- 4) **Managing resource:** students taking BTEC Business programme will be developing management of various resources, importantly human resource to ensure a competitive organizational environment.
- 5) **Record keeping, maintaining and analysing:** accounting is a significant part of business organizations and students taking BTEC Business programme will develop skills to acquire, record, maintain and analyse these information both local and international contexts.

BTEC Sport

Why choose BTEC Sport?

Sports exercise and sports psychology is increasingly growing sector in various countries. It is aimed at students who want academic experience and who wants to apply them in the practical world. Also, having a BTEC Level 3 Diploma in Sport opens more opportunities for students to get placement for higher studies in universities. There is a good balance between coursework and practical work in the qualification, which enables students to develop themselves.

Qualification and Course Structure

Unit #	Unit	Credit	GLH
1	Principles of Anatomy and Physiology in Sport	5	30
3	Assessing Risk in Sport	10	60
14	Exercise, Health and Lifestyle	10	60
2	The Physiology of Fitness	5	30
5	Sports Coaching	10	60
12	Current Issues in Sport	10	60
17	Psychology for Sports Performance	10	60
6	Sports Development	10	60
8	Practical Team Sports	10	60
11	Sports Nutrition	10	60
4	Fitness Training and Programming	10	60
7	Fitness Testing for Sports and Exercise	10	60
9	Practical Individual Sports	10	60
Total		120	720

Some of the key developments from BTEC Sports programme include;

- 1) Anatomical structures and functions:** having studied BTEC Sports programme, students will be able to understand various anatomical structure and functions and use them in activities.
- 2) Developing training programmes:** students will learn how to develop and conduct effective training programme and coach others in relation to the sport activities.
- 3) Lifestyle assessment:** students studying BTEC Sports programme will acquire various knowledge and skill developments to assess lifestyle and relation them to fitness.
- 4) Sports performance:** students will be able to enhance their own performance in the sports field with the help of the concepts and practicality of these concepts at various sports activities.

BTEC Art and Design

Why choose BTEC Art and Design?

Pearson BTEC Level 3 Diploma in Art and Design is an introduction to the art and design sector alongside other fields of study. Having a thorough knowledge in the field can give added advantage in various other fields such as marketing, management or administration. This qualification supports progression to a wide range of higher education courses in various other fields.

Qualification and Course Structure

Unit #	Unit	Credit	GLH
1	Visual Recording in Art and Design	10	60
2	Materials, Techniques, and Processes in Art and Design	10	60
3	Ideas and Concepts in Art and Design	10	60
4	Communication Through Art and Design	10	60
5	Contextual Influences in Art and Design	10	60
10	Personal and Professional Development in Art and Design	10	60
17	Management of Art and Design Projects	10	60
23	Photographic Media, Techniques and Technology	10	60
37	Graphics Media, Techniques and Technology	10	60
54	Film and Video Editing Techniques	10	60
77	Fine Art Principles	10	60
80	Painting in Fine Art	10	60
Total		120	720

Some of the key developments from BTEC Art and Design programme include;

- 1) **Photography:** students will develop an understanding of a range of media and techniques associated with digital and traditional black and white photography
- 2) **Textiles:** students will explore the possibilities of printed, constructed and embroidered textiles and 3D textiles whilst experimenting with a range of methods and materials.
- 3) **3D design:** students will develop skills and knowledge exploring sculptural processes in depth by working from specialists brief to improve research and ideas and explore various materials towards the production of 3D sculptural pieces.
- 4) **Graphic illustration and print making:** using various techniques and applications students will learn how computers are used in art and design and different techniques to explore print making processes.
- 5) **Painting:** students will explore physical properties of different painting media and materials towards completing finished piece of work.

BTEC Travel and Tourism

Why choose BTEC Travel and Tourism?

Travel broadens the mind! This is one of the fastest growing sectors in most of the countries including UK and Maldives. Having a Pearson BTEC Level 3 Diploma in Travel and Tourism can help you to be part of the industry with competitive knowledge and skills. It is a dynamic industry that is constantly changing and is affected by both internal and external pressures. Through this qualification, it enhances students' knowledge to demonstrate varieties of skills.

Qualification and Course Structure

Unit #	Unit	Credit	GLH
1	Investigating the Travel and Tourism Sector	5	30
2	The Business of Travel and Tourism	5	30
3	The UK as a Destination	10	60
4	Customer Service in Travel and Tourism	10	60
5	Marketing Travel and Tourism Products and Services	10	60
6	Preparing for Employment in Travel Tourism	10	60
10	Business Travel Operations	10	60
12	Responsible Tourism	10	60
14	Specialist Tourism	10	60
17	Events, Conferences and Exhibitions	10	60
20	Hospitality Operations in Travel and Tourism	10	60
25	Working as a Children's Representative in Travel and Tourism	10	60
26	Researching Current Issues in Travel and Tourism	10	60
Total		120	720

Some of the key developments from BTEC Travel and Tourism programme include;

- 1) Customer service:** students studying BTEC Travel and Tourism will be able to develop customer service skills and learn how to handle customer complaints and their needs.
- 2) Confidence:** students will develop confidence in dealing with people and develop interpersonal skills to deal with diversified group of customers.
- 3) Marketing:** students will learn various marketing techniques and tactics along with its applications in the tourism field. These techniques and tactics give students an advantage when entering into job market.
- 4) Communication:** BTEC Travel and Tourism programme enables students to develop various communication skills including written, spoken and reading skills which are essential in the tourism industry.

BTEC Information Technology

Why choose BTEC Information Technology?

Information Technology is a fast growing industry with various other sub-fields such as networking, programming, graphics designing etc. Pearson BTEC Level 3 Diploma in Information Technology gives you a great opportunities to enhance your knowledge in the field of technology. This qualification also enables students to get placement for jobs and other higher education qualifications from universities. Students will not only be able to understand the concepts and theories, but also apply them and develop practical applications and systems which are highly valued by organizations.

Qualification and Course Structure

Unit #	Unit	Credit	GLH
1	Communication and Employability Skills for IT	10	60
2	Computer Systems	10	60
3	Information Systems	10	60
5	Managing Networks	10	60
18	Database Design	10	60
21	Data Analysis and Design	10	60
28	Website Production	10	60
31	Computer Animation	10	60
32	Network System Security	10	60
37	2D Animation	10	60
42	Spread Sheet Modelling	10	60
43	Multimedia Design	10	60
Total		120	720

Some of the key skill developments from BTEC Information Technology programme include;

- 1) Data analysis:** students studying BTEC IT will be able to analyse data using various analysis methods and software.
- 2) Website designing and production:** students will learn how to design and produce website in relation to the organizational context.
- 3) Animation:** students will be able to enhance their skills in animations using various applications.
- 4) Multimedia design and networking:** students studying BTEC IT will learn different design techniques and networking practices.
- 5) Spreadsheet Modelling:** students will be able to use spreadsheet to design various application and use them in business contexts.

BTEC Programme Team




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Plagiarism/Malpractice

In order to achieve a BTEC qualification, you **MUST** produce your own work! You will **NOT** be allowed to do the following:

- Copy word for word from textbooks;
- Copy and paste work from the Internet;
- Copy from other students (past and present).

Any work that has been copied from the Internet, books, magazines, including work that has been published or not, **MUST** be clearly identified as such by being placed inside quotation marks and a full reference to the source **MUST** be provided.

MAPS International High has a clear policy on how to deal with students who cheat. If you copy the work of another student you will risk having your work cancelled and may achieve nothing! If you lend your work to others, you will also risk having your work cancelled. If you steal another student's work and copy it, we may withdraw you from your BTEC course. **DO NOT CHEAT**, remember your tutors are very good at detecting work that has been copied.

Health and Safety

MAPS gives the security and well-being of MAPS International High Students and Staff the highest priority.

The new MAPS International High Campus building is in a secure and safe location in Male'. Access is fully controlled at all times with Security Guards on campus.

CCTV is installed in all areas of the college and monitored and recorded 24/7.

Fire and other hazard safety systems are installed throughout the buildings with clear instructions for evacuation procedures visible in all areas. These systems are serviced at regular intervals. Fire and evacuation drills are performed frequently.

Data and digital security is ensured through the latest data backup and virus protection systems.

Appeals procedure

Stage 1 – Assessor and Candidate

If you disagree with an assessment you must discuss your reasons with your tutor(s) within 10 working days (excluding weekends) period. Normally this will be immediately after you receive the assessment decision. If this is not convenient, you should arrange an appointment with your tutor(s). Your tutor(s) will consider your reasons and look again at your work. Your tutor(s) will then give you a response as soon as possible which will be:

- a) A clear explanation, backed up in writing, of the assessment decision;
- b) Confirmation of the original decision, or if appropriate, a new grading.

If you agree with your tutor(s) response then the appeal stops at that point. You must tell your tutor(s) if you are still unhappy with the decision, then your appeal will then go to stage 2.

Stage 2 – Lead Internal Verifier (LIV)

If you are still dissatisfied after stage 1, you must ask the Lead Internal Verifier (LIV) for the course you are studying for a re-assessment **in writing** (*Assessment Appeals Form*) within 10 working days (excluding weekends) of the original assessment. The Lead Internal Verifier (LIV) will reconsider the assessment decision taking into account the following:

- a) The candidate's reason for appeal;
- b) The candidate's evidence and associated records;
- c) The assessor's reason for the decision;
- d) The opinion of another assessor from the Centre.

The Lead Internal Verifier (LIV) and Quality Nominee will try to seek a solution between the tutor(s) and candidate. You must tell the Lead Internal Verifier (LIV) if you are still unhappy with the reconsidered assessment decision. The appeal will then go to stage 3.

Stage 3 – Internal Verification Appeals Panel

The Internal Verification Appeals Panel will normally meet within 1 week of the receipt of the appeal by the Lead Internal Verifier (LIV), with re-assessment if deemed necessary by the panel, taking place within 10 working days (excluding weekends) of the appeals panel meeting. The Appeals Panel will consist of the following members of staff:

- The tutor(s) involved
- The Lead Internal Verifier (LIV) for the BTEC course
- The Programme leader for the subject
- The Deputy Vice Principal
- Principal

The decision made at stage 3 is final!

Independent Learning

Listed below are ten top tips that students can follow!

- 1. Get yourself organised** – keep your planner up to date, listing work set, work completed and work outstanding.
- 2. Try and stick to a regular work rota:** do a little bit of study often, rather than leaving huge amounts of work to the eleventh hour before a deadline. Late work is invariably rushed, often incomplete, and of inferior quality, and by starting an assignment well in advance of a deadline you will get the chance to ask staff for help if you need it.
- 3. Work in a studious environment,** not somewhere where you will be distracted. At home, work somewhere where you will not be disturbed (and where you can leave books and folders safely). If you do need to work on a computer, make sure you are not signed into any social networking sites.
- 4. Define your work tasks.** Make sure you understand what is expected of you. Seek clarification if you are uncertain about essay titles, the parameters of note taking, etc.
- 5. Don't be afraid to ask for help** when you need it!. Don't suffer in silence and don't pretend you understand something when you DO NOT.
- 6. Use all the available resources:** teachers; textbooks; libraries; periodicals; the Internet; newspapers; television and radio; fellow students.
- 7. Motivate yourself.** Have a goal to aim for ... on a micro scale a favourite TV programme in half an hour after some revision; on a longer scale a university grade offer.
- 8. Work in attention span units.** Few students can work effectively for more than one hour before their concentration starts to ebb (this is particularly so with revision). Divide your working time up into attention span units (40-60 minutes) punctuated by short breaks.
- 9. Get a dictionary!** Many exam boards now penalise poor spelling and grammar at 'A' level.
- 10. The more you put in, the more you get out,** both in terms of results and enjoyment