



# Blackburn College

Centre for Business & Communication Technology

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## BTEC National Certificate in IT Practitioners



## Centre for Business & Communication Technology

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## Introduction and Welcome



On behalf of the Centre for Business and Communication Technology, I would like to welcome you to Blackburn College. During your first few weeks with us you may be very apprehensive, as many things will seem strange or unusual. Our aim during this time is to familiarise you with the College as a whole, the Centre and, especially, the course you have chosen. During the first month your progress will be monitored carefully by your Course Tutor to ensure that you are able to cope with the course and that the work and content of the course is as you expected. If you feel, during this time, that you may have made the wrong choice you must talk to your tutor, as obviously it is important for your own progress that you

have chosen the right area in which to study.

The information in the handbook has been designed to give you most of the information you will need to guide you through your course. Please keep it safely for future reference. It is meant to help you both now and in the future, of course, there may be certain queries you have which this booklet does not answer. In that case please talk to your Course Tutor. If you have a personal worry or problem you also have the option of talking to your Personal or Senior Tutor.

Our aim in the Centre of Business and Communication Technology is to give you the skills and qualifications you need to obtain a job or progress to a higher-level course. There are good opportunities for progressing further from every course offered in the Centre.

Our students are well known for doing well - and some of our success stories are given in this handbook. We are here to help you as much as we can - but your progress ultimately depends on you. If you attend all your classes, work hard and submit all your assignments on the dates required you are almost guaranteed success. I obviously hope that you will also enjoy and benefit from your year with us

**Peter Nangle**  
**Centre Head**  
**Centre for Business & Communication Technology**

## Centre Management Team



Mary Furey  
Senior Tutor



Peter Nangle  
Centre Head



Cathy Hale  
Contracts and  
Resources Manager



Sarah Sarginson  
Curriculum Training  
Co-ordinator



Claire Burrows  
Learning Support  
Co-ordinator



Christine Blackham  
Curriculum Training  
Co-ordinator

## Business Support Staff



Sue Bretherton  
Senior  
Administrator



Michelle Pinder  
Administration  
Assistant



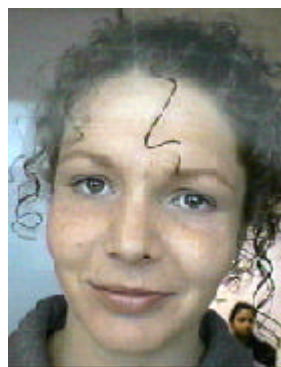
Kathie Kinsella  
Administration  
Assistant



Jenna Berry  
Administration  
Assistant



Susan Pilkington  
Administration  
Assistant



Kirstie Brindle  
Administration  
Assistant



Martin Frost  
Technician

## Centre Facilities



### Administration

The Main Centre Management and Administration Office are located in the Blakey Moor building. The Administrative staff are in the New Technology Reception/Enquiries area. They can deal with any general queries.

There is also a training shop in the entrance hall of the Blakey Moor building where stationery is available at competitive prices and other services are offered.

### Catering and Common Rooms

BMs can be found on the ground floor of the Blakey Moor building. It is open from 8.30am until 3.00pm.

Mr Beans Restaurant can be found in the main catering area of the Fielding Street building.

The Common Room can also be found at the front reception area of New Technology Centre.



**Please Note: Unless you are studying for an additionally in the Sixth Form centre, BTEC students are not permitted to visit or use the facilities of the centre.**

### Health & Safety

If the fire siren sounds, please leave by the nearest fire exit. The assembly point for the New Technology building is on the car park outside the New Technology building on the right hand side. Please stay in your tutor groups until a roll call has been taken.

Blackburn College has a **NO SMOKING POLICY**. Smoking is therefore not permitted in any part of the college, including the front entrance to the New Technology building. However, the College does have a designated area, near Mr Beans, which smokers are welcome to use.



## Student Responsibilities

All students must adhere to the student code of conduct.

Planning work – All students are responsible for planning their work schedule to enable them to achieve their aims throughout the year.

Attendance – Good attendance is essential to ensure a pass on the course. All staff will monitor attendance records and inform Personal Tutors, who in turn will contact parents or, in the case of part time students, the Managing Agents or work placement. Full time students are expected to have 90% attendance.

Please note that the Academic Board and the Governors have agreed that any student who is persistently absent without proper cause may be regarded as infringing the Articles of Government and the College, which entitles the Academic Board to exclude a student for an unsatisfactory standard of work. A student so excluded has the right to appeal.

Expected Absence – In the case of doctor's or dentist's appointments a card must be produced in advance and shown to the Personal Tutor. Students are expected to make appointments outside College hours where possible.

NB: Whilst driving tests are accepted in College time, driving lessons must be taken in the student's own time.

Illness and Emergencies – In the case of illness or other emergency, a parent or guardian should telephone **01254 681441** as soon as possible and leave a message for the Personal Tutor:

If you wish to speak to a member of staff, please telephone **01254 292333**.

Name of Personal Tutor: \_\_\_\_\_

Name of Course Tutor: **Mohamed Lorgat**

On return to College students must see their Personal Tutor to report their return and state their reason for absence with documentary proof.

Punctuality – In line with common business practice students are expected to be punctual for all classes. If there is a particular reason why you may be late for a class, please inform the lecturer beforehand, wherever possible. Those who are persistently late for classes will be disciplined.

## Code of Conduct

The College's Code of Conduct exists to support a diverse learning environment based on mutual respect regardless of intellect, talent, cultural background or race. This Code applies to all activities you undertake as a student of Blackburn College, whether they are on or off the College premises, including Student Union activities and outside trips.

### **Therefore, we expect you will:**

1. Carry your I.D. card at all times, produce it for inspection when requested to by staff or security, and never give it to anyone else to use.
2. Attend all classes punctually and explain any absences by telephoning your Tutor/Curriculum Centre as soon as possible.
3. Accept responsibility for your own learning with the support of your tutor/s, and submit assignments/course work within the deadlines given to you.
4. Follow the specific guidelines given to you for your programme of study.
5. Abide by all examination and assessment procedures, e.g. no mobile phones.
6. Switch off your mobile phone in all classrooms, Libraries and Learn Centres.
7. Not use offensive language or behaviour.
8. Access only those Web sites appropriate to your studies, ensure that any posters, pictures, literature of any kind, you print off or display do not cause offence to others.
9. Help to keep a clean, safe, and secure working environment by putting litter and chewing gum in the bins provided.
10. Use all the College facilities and equipment with care.
11. Park your car in a parking bay and drive with due care and attention.
12. Not bring alcohol or illegal substances onto College property, or be under the influence of either while attending your classes.
13. Not bring dangerous weapons and/or laser pointers onto the Campus.
14. Not smoke in any College building or at entrance/exit points to the College.
15. Observe all College Policies, e.g. Health and Safety, Equal Opportunities and Race Equality.

**Any student who chooses to ignore the above will be choosing to have a disciplinary record.**

## Discipline

The College has guidelines for acceptable standards of behaviour and breach of these will lead to the implementation of the disciplinary procedure, which can be found in either the College Diary, which you will have received, or the red Charter file.

The College is an adult environment and it is expected that staff and colleagues will be treated with respect.

For reference, there are four levels in the College Disciplinary Policy. Each level is summarised and listed below:

1. If a student is in breach of the 'Student Code of Conduct' a 'Cause for Concern' form/s, is completed and passed to the Personal Tutor for discussion with the student. A verbal or written warning maybe given. The student could also be referred to the Senior Tutor at this stage. A copy of all correspondence must be placed in student file.
2. Further incidents will result in an appointment with the Senior Tutor who may issue a written warning or a final written warning. For serious incidents, the student maybe suspended while an investigation takes place.
3. Repeated and/or serious offences will result in an appointment with The Director of Learner Services who may:

- ~~///~~ Endorse or rescind the final warning given by the Senior Tutor
- ~~///~~ Suspend the student while an investigation takes place
- ~~///~~ Suspend the student for a stated period and/or exclude from certain facilities, etc.
- ~~///~~ Exclude for a stated period or
- ~~///~~ Permanent exclusion

4. The Principal may uphold the decision of the Director of Learner Services or allow an appeal.

Note:

- ~~///~~ Action may start at any of the above levels depending upon the seriousness of the incident.
- ~~///~~ The Senior Tutor, Mary Furey, can be consulted at any time for advice and guidance.
- ~~///~~ Professional counsellors are available in Student Services and students can make an appointment, in private at any time.
- ~~///~~ The Centre also has its own Tutor Counsellor, Julie Caton, who is available to give help and guidance to any student who would benefit.

## EMA – Education Maintenance Allowance

The EMA is a National scheme, which can provide up to £30 per week for eligible students aged 16 on full time courses. Bonuses of £100 at New Year and July, with 2<sup>nd</sup> year students receiving a further bonus in October of Year 2, are also payable. However, the payment of any bonus is determined by your record of progress, attendance and good behaviour. EMA entitlement and payments are based on household income. If you require any further information, consult your tutor or check out the website - [www.ema.dfes.gov.uk](http://www.ema.dfes.gov.uk)

The College conditions for the payment of your EMA are set out below:

- ?? In order to receive your **weekly** payments, you must attend **all** classes, on your timetable, including tutorials. **This is a legal requirement of the Department for Education and Skills.**
- ?? You will be given a timecard, which must be submitted weekly. This must be submitted to us by 10am on Monday the following week, so that you get your payment on the Friday. If you are late in submitting your timecard, payment will be delayed. We will also need a copy of your timetable.
- ?? **The timecard must be signed by the teacher at every class on your timetable.**
- ?? All absence from lessons will be considered unauthorised, and you will not receive your EMA payment, unless we receive evidence to show good reason for your absence. This evidence must be submitted along with your timecard.
- ?? **If you are 10 minutes or more late for a lesson, for 4 or more lessons per week, your EMA for that week will be stopped.**
- ?? Regular doctors and dentists appointments are not acceptable as a reason to miss classes. Acceptable evidence includes: a doctor's certificate, a letter from hospital, a driving test appointment (not driving lessons), a letter for a University Open Day. **Letters from parents, family or friends will not be acceptable.** If there are special circumstances, e.g. bereavement or other exceptional situations, you should see your tutor.
- ?? The College does not approve of students taking holidays in term time. If your parents take you on holiday, you should notify us in advance. Holiday absence will affect your payments, and your bonus
- ?? Study leave will be taken into consideration when calculating attendance figures.
- ?? **Bonus payments.** Bonus payments of £100 are made in January, June and September of the following year. These payments will be made in full, on certain conditions:
  1. You need to have attended 85% of all required sessions
  2. You need to have achieved satisfactory progress against your learning goals as set out in the Contract Part 2.
  3. You must have attended for any examinations set
  4. Your behaviour at College must give no cause for concern.

## Committees

The Centre Student Committee and the College Student Forum have been set up to:

1. Foster good working relationships and improve communications between staff and students.
2. Enable students to share experiences and to raise any issues that are important to them.
3. Obtain feedback from students in each Curriculum area via their student committees.

Each Curriculum Centre has its own Student Committee and representatives from these committees attend the College Student Forum.

If you are interested in being a Student Representative and would like further information, please contact your Personal Tutor.

### Meetings Calendar for Centre for Business & Communication Technology

Month	Curriculum Centre Student Committee
September	Monday 27 <sup>th</sup> – Meet in Common Room
October	Tuesday 19 <sup>th</sup> – Meet in Common Room
November	Wednesday 24 <sup>th</sup> - 3pm meet in Common Room.
January	Thursday 13 <sup>th</sup> - 3pm meet in Common Room
February	Friday 4 <sup>th</sup> - 3pm meet in Common Room.
March	Monday 14 <sup>th</sup> - 3pm meet in Common Room.
April	Tuesday 26 <sup>th</sup> - 3pm meet in Common Room

**Note: Student Committee meetings are not held in the Common Room, but you must meet there and then you will be directed to an available classroom for the meeting.**

## Personal Tutor System

### **Who can I see if I have a problem?**

Tutorials will form an important part of your programme. You will be allocated a Personal Tutor who will be your first point of contact should you have any problems.

Your Personal Tutor will see you on a regular basis and monitor your progress throughout.

Your Personal Tutor will arrange regular one-to-one tutorials/progress reviews where you can discuss your Individual Learning Plan and any issues concerning you.

If you are going to be absent for any reason, you must ring the number below and leave a message for your Personal Tutor. Remember to leave your name, the reason you are absent, when you expect to return to college and the name of your personal tutor.

### **01254 681441 (Answer phone)**

If you have any difficulty with the above, then contact the reception staff on **01254 292333**.

The Senior Tutor for the Centre will meet you during your group tutorials to discuss any concerns you may have about the Centre facilities, your programme of study, etc. The Senior Tutor will also be monitoring attendance, punctuality, behaviour and progress and if you are failing to meet your targets, you will be given an appointment to meet with the senior tutor.

## Assignments

### **Issue of Assignments:**

All assignments are checked before they are issued to students. This check is carried out by an Internal Verifier and ensures that the assignment meets the requirements of the examination body, for example, that the grading criteria is met. Remember, you must make sure your assignment covers all the criteria to get a pass. You should always make an extra copy of an assignment for yourself so that you will have a hard copy for your own files. **All work submitted must be your own work.**

### **Front Cover Sheet:**

Front cover sheets are given out with every assignment. These sheets must accompany your assignment on every submission. Your 'Cover Sheet' will be used to give you feedback on your assignment and show you the points/grade you have been awarded. Grades are provisional and are subject to moderation. **The front cover sheet is an important document – keep it safe.**

### **Deadlines:**

Final deadlines, for submitting assignments, are recorded on the 'Front Cover Sheet' of every assignment. You must hand in your work **BEFORE** this date.

### **Parents:**

If you do not meet the deadlines set by your tutors, your parents will be contacted. Failure to meet assignment deadlines will also result in your receiving a disciplinary record.

### **Handing in of Assignments:**

You **must** give your assignment to a named member of staff – this will usually be the staff name on the 'front cover sheet'. If you are unable to do this, then you may hand your assignment in at Reception between 9:30 and 3:45 Monday to Thursday and 9:30 to 12:00 on Friday. It is your responsibility to make an extra copy of the assignment and front cover sheet so that you will have a hard copy for your own files.



**Cheating and Plagiarism:**

It is not acceptable to copy another student's work – this is cheating. If you do cheat - your parents will be contacted and asked to come into College to discuss your future in the Centre. **Plagiarism** is any situation where a student copies sections from a book, from the web, or other published material and pretends this is their own work. Where you use material from research, you must acknowledge this by referencing.

**Blackburn College views cheating and plagiarism very seriously.** Any student found to be cheating or to be guilty of plagiarising another's work will be disciplined - a written warning will be placed on your file, your parents will be contacted and further breaches of the college rules could result in you being asked to leave College.

**Late submission of assignments**

The Centre recognises that the meeting of deadlines is a basic convention in the business world and students are expected to meet all deadlines issued for the submission of assignments. Failure to meet deadlines in commerce, industry and the Public Service usually means the imposition of some kind of penalty and this is reflected in this policy.

**Our Commitment:**

To give clear instructions on the requirements for handing in all assignments.  
For each assignment to show on the front cover sheet:

- ?? The member of staff responsible for the assignment
- ?? The date the assignment was given out
- ?? The date submitted and
- ?? The final deadline.

**Your Commitment:**

- ?? To meet the deadline for the submission of all assignments.
- ?? To accept the penalty for failing to meet a deadline.

**What happens if you fail to meet a deadline?**

Failure to meet a hand-in deadline will result in a penalty administered under the disciplinary procedure. The following action will be taken:

- i) The 'late hand in of an assignment' form will be completed and attached to the marked copy of the assignment;
- ii) A copy of the above form and a letter from the Senior Tutor will be sent to parents/guardian.
- iii) A formal disciplinary meeting will be held with the student, parents/guardian and Senior Tutor to consider:
  - a. The student's current disciplinary record
  - b. The student's attendance and punctuality record
  - c. The student's overall progress on the programme.
- iv) All meetings held and decisions made will be recorded in the student's personal file.

**Extenuating Circumstances**

The Centre accepts that there maybe circumstances beyond the control of a student for failing to meet a deadline and in exceptional cases the penalty may be waived.

Equally, there maybe circumstances where extensions to assignments can be negotiated with the students personal tutor depending on the student's individual personal circumstances. In this case the appropriate paperwork (overleaf) must be completed by the student's personal tutor who must inform the subject tutor. It is anticipated that extensions will only be granted in special circumstances.

## Assignment Extension

Assignment Title	Unit	Personal Tutor	Unit Tutor	Original Hand In Date	Extention Granted Until	Decision/ Notes

Student: ..... Date: ..... Programme: .....

Student Signature: ..... Unit Tutor Signature: .....

## Late Hand In Of An Assignment

When considering the progression of a student or the completion of a reference for employment or higher education, failure to meet deadlines will impact on the decision.

Name: .....	Personal Tutor: .....
Group: .....	Unit: .....
Course: .....	
Subject Tutor: .....	

Assignment Title: .....

Hand In Date & Time: .....

Date & Time Handed In: .....

Reason for Handing In Late: .....

.....

.....

.....

.....

Subject Tutor Comments: .....

.....

.....

.....

Copy Sent to Personal File.

Copy Sent to Parent/Guardian.

## Appeals & Grievance Procedure

Blackburn College has an **Appeals Procedure** if students wish to challenge the marks or grades awarded to them. Some examining or validating bodies lay down specific rules about how to deal with students' concerns about assessments, others simply require the College to have a procedure to deal with such concerns.

Therefore, if you feel the mark awarded does not fairly represent your actual achievement – you should:

1. Discuss the situation with the person who marked your assignment. Give your reasons for disagreeing with the mark or grade awarded as soon as possible after receiving the assessment decision. The assessor will investigate and either:
  - a. reaffirm the original result, giving you a clear explanation of the reasons (and completing any necessary documentation as required by individual course procedures) or
  - b. Amend your mark/grade/result in all relevant records.

If you now agree with the decision of the original assessor then this is the end of the Appeals Procedure. If you are not satisfied with the outcome, then you must proceed to the next step, which is to:

2. Contact your Senior Tutor who will explain 'Step 2' of the Appeals procedure and help you to complete the necessary paperwork.

If you would like a full copy of the Appeals and Grievance procedure please ask your personal tutor to obtain a copy for you.

### **Note:**

The above are extracts from the Appeals and Grievance procedure in connection with examination and coursework assessments as outlined in the Centre Red Charter File available from Reception. Staff requiring further information should consult this file.

## Overseas Students

### Who do I contact if I need any help?

#### ?? **For general College and course information:**

For general information on College facilities and services and the types of course available contact our Student Services team:

**Email:** [studentservices@blackburn.ac.uk](mailto:studentservices@blackburn.ac.uk) or **Tel:** ++ 44 1254 292929

#### ?? **For advice and guidance on the admissions process:**

Blackburn College has an International Team consisting of an International Officer and an International Administration Assistant. The International Team help to guide you through the admissions process. If you are a visa national they will advise you of the information required in support of your student visa application and if you are transferring from another institute within the UK or you are progressing to a higher level course within the College then they will help you with applications to extend your visa. If you are uncertain whether you qualify as a home student or an overseas student for fee purposes then the International Officer will be able to advise you of your status.

**International Officer:** Susan Kearvell

**Email:** [s.kearvell@blackburn.ac.uk](mailto:s.kearvell@blackburn.ac.uk) or **Tel:** ++ 44 1254 292287

**International Administration Assistant:** Shazia Kasim

**Email:** [s.kasim@blackburn.ac.uk](mailto:s.kasim@blackburn.ac.uk) or **Tel:** ++ 44 1254 292102

#### ?? **For help finding local accommodation:**

The Accommodation Officer based in Student Services will help you to find appropriate accommodation locally. The College has its own accommodation, College House, which is located close to the College and within walking distance of the Town Centre.

**Accommodation Officer:** Dianne Barnard

**Email:** [d.barnard@blackburn.ac.uk](mailto:d.barnard@blackburn.ac.uk) or **Tel:** ++ 44 1254 292928

**?? For help with welfare issues on arrival at College:**

Blackburn College has an Overseas Pastoral Care Tutor who can be contacted via Student Services. On your arrival to Blackburn College as part of your induction he will give you a guided tour of the College and familiarize you with facilities that the College has to offer e.g. Library, Learn centres, refectory, sport facilities and the prayers rooms etc.

You will also be introduced to other key staff members such as the Accommodation Officer, College Security Officers, Religious Chaplains, the International Officer and some Management staff.

Your Pastoral Care Tutor will also help you to open a bank account, register with a doctor and help familiarize you with some essential shops and show you various places of worship. Blackburn is a multicultural town and therefore has places of worship for most religions.

**Overseas Pastoral Tutor: Nisar Patel**

**Email: [n.patel@blackburn.ac.uk](mailto:n.patel@blackburn.ac.uk) or Tel: ++ 44 1254 292926**

**?? For help with academic / course related issues**

On your arrival at College you will be assigned a Personal Tutor and he/she will be able to help you with any course related issues. You will have scheduled Tutorial sessions as part of your course programme. Each Curriculum Centre in the College also has a Senior Tutor whom you can talk to about issues relating to your course.

You will be provided with details of your Personal Tutor and the Senior Tutor for your Curriculum Centre during your Induction Week.

**?? For help with English**

All overseas students are entitled to 27 hours of learning support as part of their tuition programme. On arrival at College you will be required to undertake an English Language Assessment so that the College can assess your learning support needs. This will be arranged via your Personal Tutor.



## Student Feedback

We encourage feedback, both positive and negative, to highlight good practice and to inform further improvements of our provision.

### **Therefore:**

1. You can feedback to your Personal Tutor, Team Leader, or Senior Tutor on any issue. We will endeavour to rectify any problem as soon as possible.
2. You can feedback to your Student Representatives who will attend monthly meetings with the Senior Tutor.
3. You will also have an opportunity to complete a range of questionnaires during the year.
4. You can also give feedback through the Students Union and Student Services.

**There are formal complaints and grievance procedures available to all. Further information and forms available from your Senior Tutor or from Blakey Moor Reception.**

## **INTRODUCTION AND WELCOME – COMPUTING SECTION**

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Welcome to the Centre for Business & Communication Technology at Blackburn College. This booklet has been produced to give you some information about the BTEC National Certificate in IT.

Obviously, from time to time, questions will occur which aren't answered here, in which case you must not hesitate to ask your course/personal tutor for help.

Likewise, your parents are welcome to discuss anything related to the course with the course tutor or the personal tutor.

We hope that you enjoy your time with us, and that you do well in your studies.

**Mohamed Lorgat**  
**BTEC NC IT Course Leader**

### **INFORMATION ABOUT YOUR COURSE:**

**Your course title is :** *BTEC National Certificate in IT*

**Your centre is:** *Centre for Business & Communication Technology*

**Your course tutor is :** *Mohamed Lorgat*

**Your personal tutor is :** \_\_\_\_\_

**Your head of centre is :** *Peter Nangle*

**Your Senior Tutor is :** *Mary Furey*

**Your Team leader is :** *Sue Bradley*

**Your Student Identification (SIN) is:** *GGGGGGGG*

### **Other Useful Information:**

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## **BTEC NATIONAL CERTIFICATE IN IT**

### **COURSE/PROGRAMME AIMS/OBJECTIVES**

The course aims are as follows: -

- 1) To provide knowledge to all areas of Information and Communication Technology.
- 2) To develop existing skills in Information and Communication Technology and to introduce new skills.
- 3) To improve communication, numeracy and information technology skills.
- 4) To provide an understanding of career opportunities in Information and Communication Technology.
- 5) To improve personal development, particularly self-confidence.
- 6) To provide an opportunity to gain extra A Level qualifications.
- 7) To provide a qualification for entry to Higher Education/ Employment.

### **What is BTEC National Certificate?**

The 12-unit BTEC National Certificate provides a specialist work-related programme of study that covers the key knowledge and practical skills required in the sector and also offers different emphasis through the choice of specialist units. It is broadly equivalent to two GCEs (A Levels) or the full award AVCE.

The qualification offers an engaging programme for 16 to 19 year olds who are clear about the area of employment that they wish to enter. Such learners may wish to extend their programme through the study of a related GCE or other qualification. Alternatively their access to suitable work situations may allow learners to achieve an NVQ qualification in the vocational sector or individual NVQ units.

For adult learners the BTEC National Certificate offers a specialist work-related qualification to confirm and extend their work experience if they are or have been employed in the sector. It also provides a suitable qualification for those wishing to change career or move into a particular area of employment following a career break.

The BTEC National Certificate for IT Practitioners provides the underpinning knowledge, understanding and skills for IT practitioners. It also provides a progression route to Higher Education vocational qualifications such as BTEC Higher National Certificates/Diplomas in Computing or IT Practitioners or an NVQ at level 4.

## STAFF AND THEIR LOCATIONS

The Programme leader is Mohamed Lorgat based in T32. If, at any time, you have a problem, which cannot be solved by your immediate teacher or tutor, you should go first to your Personal Tutor and then to the Team Leader, Sue Bradley in room T32.

Telephone numbers within the College are:

Mohamed Lorgat    01254 292360 (T32 Staffroom)  
Sue Bradley        01254 292360 (T32 Staffroom)

The staff who teach on your course are :

Mohamed Lorgat	Course Leader Personal tutor, Yellow group Website Development	Room T32
Peter Couch	Language and Communications, Keyskills: Communications	Room T32
Tony Fort	Business Information Systems	Room T32
Tony Arkwright/ Paul Bolger	Business Calculations Keyskills: Application of Numbers	Room T32
Michael Gosling	Introduction to Software Development	Room T32
Phil Forshaw	Personal tutor: Blue group Computer Systems	Room T32
Susan Bradley	Team Leader Personal tutor: Orange group	Room T32

All **messages** only should be telephoned through to the T32 staff room on 01254 292360 or the reception on 01254 292348.

## METHOD OF TEACHING AND LEARNING

An assignment is given out, or the majority can be downloaded from the Internet/Intranet or. The assignment is a standard format and will contain all the information you require:- elements to be covered, deadline, assessment criteria, requirements etc.

The assignment is talked through and clarified by the tutor when it is distributed.

It is important that you keep the assignments safe and refer to them throughout the designated time.

At the start of the assignment you will work out a plan of action, which should be added to and amended throughout the duration of this task.

All assignments will be classroom based and will be supervised by the tutor who set the assignment.

Work will be collected and assessed on the deadline date - it is very important that these deadlines are met. **Failure to meet the deadline date could result in a FAIL.**

Feedback on your assessment will be given verbally to each individual and will be recorded on your Unit record sheet.

Each week you will have a tutorial with your own group tutor at which you can discuss careers, Degree opportunities, and other things of interest to you. Your tutor will monitor your progress through the course and discuss your assessment grades with you.

## INTEGRATION OF SUPPORTED STUDY TIME INTO COURSE/PROGRAMME

As well as classes when a lecturer is timetabled to work with you, success in Information Communication Technology requires you to put in a lot more work on your own but can be guided by the staff. This additional work takes several forms:

Reading, and study: You will be encouraged to use the library, to aid with your studies.

Resource-based learning: The College has several facilities for you to use. Apart from the Library, there is a LEARN centre in T33 where you can develop your computer skills further. You will need take the opportunity to use this facility on your 'Learn' slots on your timetable.

## VISITS

Visits are organised throughout the course and unfortunately are not subsidised, so it may be necessary to ask for coach money if a suitable exhibition arises, as they are a valuable experience on the course.

## ASSESSMENT

In order to achieve the BTEC National Certificate at a pass level you must: -

- 1) Complete and pass all the requirements of the 12 units.
- 2) Complete all the elements within each of the Key Skills

Each unit can stand-alone and you will receive accreditation for each one that you pass, even if you do not achieve an overall pass on the course.

Any candidate who consistently shows evidence of above average effort in planning, information seeking and handling and high quality of work, may be considered for an overall Merit or Distinction grade.

You will be assessed and given feedback after every task.

Assessment will be marked internally by teaching staff working to instructions laid down by the Board and externally by an EDEXCEL verifier. \*

Reports are sent home (if under 19) or given out (if over 19) at Christmas and final grades at the end of the academic year.

**\*The final grades awarded are subject to change by EDEXCEL after the final External Verification.**

## PROGRESSION

**If you have successfully completed your course**, the BTEC National Certificate prepares you for direct entry into employment or for progression to Higher Education.

You will be given advise during the year to help you find the right course. There will be visits to Universities and guidance will be available from Student Services and your Personal tutor to ensure that you receive information to support your Higher Education choices.

In the second year of the course you will complete you UCAS applications to secure a place in the chosen subject at a reputable University.

## Careers Information

You will be given the opportunity to have an individual interview with the Careers Officer at some time during the summer term. If you wish for an interview at any other time during the year, then Student Services will organise this for you.

## UNIT STRUCTURE

### Year 1 Programme of study

Unit 1: Language and Communications  
Unit 2: Computer Systems  
Unit 3: Business Information Systems  
Unit 4: Introduction to Software Development  
Unit 18: Business Calculations  
Unit 31: Website Development

### Year 2 Programme of study

Unit 5: Communications Technology  
Unit 6: Systems Analysis and Design  
Unit 9: Business IT Project (IVA)  
Unit 10: Applications Software Development  
Unit 13: Database Management Systems (IVA)  
Unit 19: Multimedia Technologies

## KEY SKILLS AND HOW THEY AFFECT YOUR COURSE/PROGRAMME

Learners need the chance to show current and future employers that they can:

- communicate effectively, in a variety of situations, using a wide range of techniques
- work well with others - individuals or teams - so that work can be properly planned and targets met
- manage their own development, so that they are always ready to take on the challenges of change and diversification
- use number, not just within routine tasks and functions but to help them be more effective and efficient in all they do
- use ICT in a range of applications to support all aspects of their role
- solve problems in a variety of circumstances.



## COLLEGE CORE CALENDAR 2004/2005

Classes begin	:	Monday 6 September 2004
Classes finish for half term	:	Thursday 21 October 2004
Curriculum Review Day	:	Friday 24 October 2004
Classes resume	:	Monday 3 November 2004
Classes close for Christmas	:	Friday 19 December 2004
Staff Development Days	:	Mon/Tues 5/6 January 2005
Classes resume after Christmas	:	Wednesday 7 January 2005
Spring Half Term Closures	:	Friday 13 February 2005
Classes resume	:	Monday 23 February 2005
Classes finish (Easter)	:	Thursday 1 April 2005
Team Development Day	:	Friday 2 April 2005
Classes resume	:	Monday 19 April 2005
May Day Holiday	:	Monday 3 May 2005
Classes finish (Spring Bank Holiday)	:	Thursday 27 May 2005
Staff Development Day	:	Friday 28 May 2005
Classes resume	:	Monday 7 June 2005
Classes end	:	Wednesday 7 July 2005