



# Preparation for Year 12

ICT



**Kaverian  
College**



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## THE COLLEGE'S MISSION STATEMENT

We are a Catholic College dedicated to the development of the whole person.

To achieve our mission we will:

- Maintain a Christian environment which is purposeful and fulfilling
- Value all members of the College Community equally
- Promote excellence in teaching and learning
- Have the very highest expectations of all our students
- Offer appropriate choices, guidance, support, and facilities
- Help students to develop as people who strive for the highest possible standards in all aspects of their lives as happy, useful, and successful members of society, and who combine success with service to others in both their personal and working lives.

## WELCOME TO THE FACULTY

Hello and welcome to IT – within the Business and Professional Studies Faculty.

This handbook contains a lot of information that you will find useful throughout your course so please remember to keep coming back to it when you have any queries.

Your IT course is delivered by members of the 'Business and Professional Studies Faculty'. You will have up to five different tutors helping you through your work over the two years. All are subject specialists who have taught applied courses for many years.

<b>Mr J Patel</b>	<b>Curriculum Leader: Computer Science &amp; IT</b>
<b>Mr L Mundy</b>	<b>Computer Science &amp; IT Teacher</b>
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<b>Mr C Poke</b>	<b>Head of Division: Business &amp; Professional Studies</b>

# BRITISH VALUES

Xaverian College upholds British values.

By British Values we mean democracy, the rule of law, individual liberty and respect for all others. You will see evidence of this during your time with us. Below are just a few examples of the ways we uphold these values.

## Democracy

- You will frequently be asked for your opinion on college lessons and the pastoral support you receive in something we call a 'Learner Voice Survey'. What you say has an impact on the way the college is run.
- You will frequently be given opportunities to express yourself effectively in lessons and in tutorials.

## The rule of law

- Xaverian College staff will uphold the College's Rules of Conduct. These rules are displayed on posters in every classroom for you to read.

## Individual liberty

- Xaverian College staff will frequently provide you with the opportunity to express your point of view regardless of your beliefs or opinions.

## Respect for all others

- Xaverian College staff will ensure that the opinions and beliefs of everyone in the college are respected by everyone.
- Xaverian College staff will always challenge discrimination and anti-social behaviour without exception.
- Xaverian College staff will generate good relations between all in your lessons.

## THE XAVERIAN MINDSET

These are the habits we want you to form while you are with us.

We believe that everyone is capable of improving themselves and achieving excellence. However, there are no shortcuts. Research has shown that the only difference between those who are 'good' and those who are 'excellent' is the amount of independent practice an individual puts in.

We expect students to work independently for more than 16 hours per week for each teacher they are with. Some students make the mistake of thinking, "that's impossible - my tutor only sets me 2 hours of homework a week". We want to get everyone out of this way of thinking! The homework your teacher sets only contributes to your study time, the rest of the 16 hours or so is made up by you independently. We are here to guide you and help you adopt the Xaverian Mindset on your journey to excellence. It all starts with forming good habits:

Good <b>time</b> management	Using time outside of the class room effectively
<b>Engagement</b> in classes	Taking an active part in learning in the classroom
Using available <b>resources</b>	Using books, the library, intranet and internet etc.
<b>Responsiveness</b> to teacher feedback	Using feedback to improve your next piece of work
<b>Organisation</b> of work	Planning your independent study times

# GREAT EXPECTATIONS

## What we expect of you.

Your course is broken down in to units and the higher the grade you achieve in each unit, the more points you score – a little like a win is worth more points than a draw in sport. Regardless of your predicted grades and your previous performances in GCSEs for example, you are going to aim to achieve “Distinctions” on this course. Distinctions are the equivalent to grade As at A’ level and almost 100% of our students achieve them - so you will too, whatever you think now!

However, as you will know from school, this is only going to happen if you follow certain guidelines. The most important ones are:

- Listen to staff and do as they say, we’ve lots of experience you can benefit from.  
Meet all deadlines - this is essential to success on any BTEC course.
- Do work when you are given it, don’t leave it until “tomorrow”.
- Frequently work in your independent study periods.  
Keep attendance and punctuality at 100%.
- Always attempt high grade work first time.
- Plagiarism is not allowed – that is to say passing someone’s work off as your own
  - COPYING. We know what to look for and your work will be disqualified. Your input must be your own.

## OUR ASSESSMENT POLICIES

Please read this policy carefully. It may impact on your success on the course.

Your course will be made up of 'units' assessed by Exams and Coursework. Assessment relates to quality of your work and your numeracy and literacy.

### Assessment Tasks

As you practice for these assessments, your tutors will maintain appropriate formative assessment records such as feedback on classwork, homework and tests. Assessment results will also be recorded on CEDAR as another way of helping you monitor your own progress.

### Assessment - Coursework

Coursework units are split into 'assignments'. When classroom teaching and practice is finished, the assignment will be distributed so that you attempt independently using class notes and formative assessment as guidance. Deadlines will be clear and on that day you will submit your work, it will be assessed and the outcome recorded on CEDAR and on the "Summative Assessment Sheet" for you to see. There is an "Appeals Policy" if you wish to appeal against the assessment decisions being made by your tutor. This is in the introduction section of every 'Unit Handbook'.

### Assessment – Exams

Similar to GCSE's these exams will be completed to assess your learning and will be based on the Topic areas specified in the course details. There will be regular assessments to gauge your progress, we will use past-papers so that you are familiar with the type of questions and of course mock exams to fully prepare you for the exam.

### Resubmissions and retakes

When you receive your assessment grade, you may wish to improve it with a second attempt. You only have 15 days to resubmit the second attempt. However, your tutor is not allowed to let you do this; so you must apply to the Lead Internal Verifier for your course. The LIV will verify that these Exam Board Terms and Conditions are met:

Your first attempt was handed in on the deadline day.

Your new piece of work can be completed in a way that it is verifiably your work and yours alone, with no further input from anyone else such as tutors or others on your course.

You have the potential to complete the work successfully without further help or guidance.

If the T&Cs are met the LIV will allow you to resubmit the assignment for a second but final assessment.

If T&Cs are not met, your application will be refused and the original grade will stand. You may retake Pass grade work only if a resubmission fails to achieve a Pass standard.

### Support and Referral

First, always ask if you feel you need support of any kind, there is always someone who can help. However, if we notice that you begin to underachieve, your tutor will support and guide you in the first instance. Your tutor may later refer you to your Curriculum Leader, Head of Faculty, Form Tutor, Pastoral Manager, Senior Pastoral Manager, Head of Pastoral Care or our Learning Support Staff, depending upon the type of support or guidance they consider you require to meet your targets.

# INDUCTION

The list below shows what you should know by the end of your induction period.

During the induction period you will complete several tasks and assessments. Although it may not be obvious, we are assessing you and your performance throughout this period so we get a sense of your strengths and areas that require development.

The aims of the induction period are:

- to help you understand what lies ahead
- to clarify our expectations of you
- to help you adjust from your previous courses to your new one
- to help you learn about what college can do for you

During your induction you should:

- complete induction exercises
- join One Drive, Turnitin and other IT based systems
- be shown where specifications for your subject can be found
- be told how and when you will be assessed and graded
- be told what is expected of you (attitude, behaviour, punctuality)
- be told that you will be expected to achieve 100% attendance
- understand the importance of MEETING YOUR DEADLINES!!

Come back to this page at the end of the induction period. If you remain uncertain about any of the above, please ask any member of staff for help.

# INTRODUCTION TO OCR Cambridge Technical Diplomas

## How do Cambridge Technicals work?

All vocational courses are designed to be work-related qualifications. Each will give you knowledge, understanding and the skills you need to prepare for employment, an apprenticeship or higher education at University and therefore provide you with valuable progression opportunities.

Here are some key points for you to consider:

OCR Cambridge Technicals in IT are offered in different sizes. Be sure to know which size course you are on. At Xaverian College we offer the ones below which will take you 2 years to complete.

Full course name	A' level equivalence
OCR Cambridge Technical L3 Introductory Diploma	1
OCR Cambridge Technical L3 Diploma	2
OCR Cambridge Technical L3 Extended Diploma	3

OCR Cambridge Technical qualifications consist of 'units', some are Mandatory and some Optional. Mandatory units must be studied and passed. Only after the Mandatory units are passed do Optional units (selected by your teacher to best meet your needs) add to the overall result you gain after. Each unit helps you develop a particular area of knowledge or skills in your subject area.

There are examined units and coursework based units – the combination depends on the size of qualification

Although you will be required to refer to exam board material, units will be presented to you in a friendlier format in an assignment brief, some written by college staff. These are found on the VLE, along with other support resources, and explain in detail what work you are to complete and by when.

All units will be graded as a Pass (E at A level), Merit (C), or Distinction (A). A better unit grade gives you more points towards your final qualification grade

## GRADING

### How do you calculate the grade you are achieving?

Sorry, this is going to be quite a wordy explanation!

In order to be awarded a qualification you must complete all units and achieve a pass or above in all mandatory units unless otherwise stated in your specification.

The result you achieve in each unit is turned in to points or credits – an example is below

	60 GLH	Points per Credit
U	0	
Pass	10	7
Merit	10	8
Distinction	10	9

To achieve any qualification grade, you must:

- complete and have an outcome (D, M P or U) for all units
- achieve the required units (see your specification) at pass or above and for the Extended Diploma achieve a minimum of 900 guided learning hours (GLH) at pass or above
- achieve above the minimum number of points at the Pass grade threshold.

However, beware. If you do not pass all the required units you will not achieve a qualification. For example, if you have not passed the required external units or have not taken enough optional units you will not achieve a qualification even if you seem to have enough points to achieve a grade.

The final grade you achieve represents an aggregation of your performance across the qualification. As the qualification grade is an aggregate of the total performance, there is some element of 'compensation' in that a higher performance in some units may be balanced by a lower outcome in others.

So, on the condition that you have met all of the criteria above, you are eligible to certificate and receive a qualification. The tables below show how your final qualification will be graded.

## OCR/BTEC Level 3 Diplomas in IT - COURSE ASSESSMENT PLAN

You will required to complete the following number of units for each qualification size:

- 5 Units – Introductory Diploma (equivalent to 1 A Level)
- 11 Units – Diploma (equivalent to 2 A Level)
- 17 Units – Extended Diploma (equivalent to 3 A Level)

	Introductory Diploma	Diploma	Extended Diploma
LOWER SIXTH	Unit 1 <b>Fundamentals of IT</b> External Assessment 90 GLH	Unit 3 <b>Cyber Security</b> External Assessment 60 GLH	Unit 13 <b>Social Media &amp; Digital Marketing</b> Internal Assessment 60 GLH
	Unit 2 <b>Global Information</b> External Assessment 90 GLH	Unit 17 <b>Internet of Everything</b> Internal Assessment 60 GLH	Unit 24 <b>Enterprise Computing</b> Internal Assessment 60 GLH
		Unit 18 <b>Computer Systems – Hardware</b> Internal Assessment 60 GLH	Unit 5 <b>Virtual &amp; Augmented Reality</b> Internal Assessment 60 GLH

	Introductory Diploma	Diploma	Extended Diploma
UPPER SIXTH	Unit 4 <b>Computer Networks</b> Internal Assessment 60 GLH	Unit 20 <b>IT Technical Support</b> Internal Assessment 60 GLH	Unit CC <b>Cloud Technology</b> External Assessment 90 GLH
	Unit 12 <b>Mobile Technology</b> Internal Assessment 60 GLH	Unit 9 <b>Product Development</b> Internal Assessment 60 GLH	Unit 22 <b>Big Data Analytics</b> Internal Assessment 60 GLH
	Unit 16 <b>Developing a Smarter Planet</b> Internal Assessment 60 GLH	Unit 11 <b>System Analysis &amp; Design</b> Internal Assessment 60 GLH	Unit 23 <b>Cognitive Computing</b> Internal Assessment 60 GLH

**\*\*This is subject to change\*\***

## EMPLOYABILITY AND TRANSFERABLE SKILLS

Throughout your assignments you have the opportunity to develop extra skills.

All Vocational qualifications offered at Xaverian College offer opportunities, during the teaching and learning phase, to give you practice in developing employability and transferable skills.

### Employability Skills

Self-management	Readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/ reflective learning.
Team working	Respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others.
Business and customer awareness	Basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty.
Problem solving	Analysing facts and situations and applying creative thinking to develop appropriate solutions.
Communication and literacy	Application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning.
Application of numeracy	Manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).
Application of information technology	Basic IT skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines.

### Transferable skills

These skills include the ability to learn independently; the ability to research actively and methodically; to be able to give presentations and be active group members; effective writing; analytical skills; creative development; preparation for assessment methods used in degrees.

Achievement of employability and transferrable skills is NOT a requirement of this qualification but you may use copies of work you generate on this course for assessment should you wish to.

## THE WORKING PROCESS

As is often the case, there are tried and tested routes to success.

1. In classes, your tutor will help you through the learning process and to prepare for each Exam, Task or Assignment. You must fully engage with this process.

Exams and Tasks	Coursework
<p><u>Teaching and Learning Phase</u></p> <p>Your tutors will help you prepare for each exam or task in a similar way to how you may have prepared for your GCSE assessments. This will involve lots of practise exercises, tests and mock exams leading to formative assessment and advice from your tutor so you know what you do well and what you need to develop further.</p>	<p><u>Teaching and Learning Phase</u></p> <p>Your tutor will help you to prepare for coursework in the weeks leading up to their publication. This will involve you doing lots of practise exercises and receiving formative assessment along the way so you know what you do well and what you need to develop further.</p>
<p><u>Assessment Phase</u></p> <p>The dates for Exams and Tasks are set by the exam board. On those dates you will either sit a written exam or perform a task to show what you have learned. You will receive no further help during the assessment phase so you must prepare thoroughly.</p>	<p><u>Assessment Phase</u></p> <p>Assignment Briefs will be published on your ILP on specific dates. The coursework will show the deadline date for submission and tell you what you have to do achieve. You independently follow instructions in these Assignment Briefs using your tutor's formative assessment from your practise work, but receive no further help during the assessment phase so you must prepare thoroughly.</p>

2. You must plan your workload by using any given deadlines. These tell you when each piece of assessment work has to be completed by so you have enough time to finish every required task. If you miss an assignment deadline, you have failed that unit!

**ASSIGNMENT DEADLINES ARE NOT NEGOTIABLE**

3. You must be organised and respond to the feedback from your teacher in a constructive way otherwise you may not improve to the required standard before an assessment.
4. You must complete at least 16 hours per week of independent study to prepare for these assessment tasks well enough.

While completing your OCR Cambridge Technical , if you find you have any issues that you feel unhappy about or simply do not understand and feel more explanation is required, please feel free to go and see the Curriculum Leader for your course or the Head of Applied Studies. There are well established policies and procedures in place to help.

## SUBJECT SUPPORT

There is support for you every step of the way!

Please remember that at Xaverian College we provide the opportunity for lots of support throughout the year, to ensure that you reach and achieve at your highest potential.

This is what we offer:

- A 'Drop-in' class where you can just stop by for help from your tutors.
- Each tutor provides another timetabled lesson of subject support. Ask your tutors where and when their subject support lessons are.
- Directed support for when you are underachieving and your tutor believes that further support will help. This may be on Wednesday afternoon or another agreed time.
- Your Curriculum Leader will help you with any issues you have.
- The Learning Support centre offers a wide range of assistance from helping you develop essential study skills and improve time management, to help with spelling, punctuation and grammar.
- Pastoral care. Your Progress Tutor, Pastoral Manager and Senior Pastoral Manager are all there to help and support you. Talk to them.
- A library full of IT subject books and other resources, all there to help you with subject knowledge.
- All Assignment Briefs and learning resources used in class are available on your ILP. They are available at all times, from anywhere in the world!
- CEDAR is there to keep you and your teachers informed about your progress. Information available here may automatically trigger support you need to succeed.

## PROGRESSION INFORMATION

This section explains what you can do with your new qualification when you pass.

### Progression and Career Possibilities

Knowing the value of your qualification is important so here it is again!

Full course name	A' level equivalence
OCR Cambridge Technical L3 Introductory Diploma	1
OCR Cambridge Technical L3 Diploma	2
OCR Cambridge Technical L3 Extended Diploma	3

When you finish your course you can choose between:

- progression to HNDs (may require you to have other AS/A2s)
- progression to Degrees (may require you to have other AS/A2s)
- progression to other courses
- progression to employment
- progression to apprenticeships

### UCAS POINT TARIFF

OCR Extended Diploma	OCR Diploma	OCR Extended Certificate	New Tariff points
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
	D*D		104
MMM	DD		96
MMP	DM		80
MPP	MM		64
		D*	56
PPP	MP	D	48
			40
	PP	M	32
			28
			24
			20
		P	16