



# TRANSITION WORK

## ICT BTEC

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The Pearson BTEC Level 3 National Extended Certificate in **Information Technology** is equivalent in size to one A Level.

It is designed for learners who are interested in an introduction to the study of creating IT systems to manage and share information. You will develop a common core of IT knowledge and study areas such as the relationship between hardware and software that form an IT system, managing and processing data to support business and using IT to communicate and share information.

The objective of this qualification is to give you the opportunity to develop your knowledge and skills in IT systems, systems management and social media in business. This will enable you to progress to further study in the IT sector or other sectors.

You will study three mandatory units and a choice of one optional unit (see spec) which your teacher will discuss with you. The three mandatory units are:

- Unit 1: Information Technology Systems (synoptic)
- Unit 2: Creating Systems to Manage Information
- Unit 3: Using Social Media in Business.

The course covered is **Pearson BTEC Level 3 National Extended Certificate in Information Technology**, and the link to the full specification can be found below.

### **Reading list (books / academic articles / journals etc.)**

Reading is essential. If you do not read, then you are already putting yourself at a massive disadvantage. Students who read regularly and read around the topics covered in class, are much more likely to achieve higher grades.

All these books can be found on Amazon, and occasionally on eBay.

Whilst I respect the environment, it is always recommended to have a hard copy of a textbook (as opposed to an electronic copy or PDF). This way you can always step away from your computer, get comfortable, and **READ**.

#### **Essential Reading**

*Pearson REVISE BTEC National Information Technology Revision Guide 3rd edition: (with free online Revision Guide) for home learning, 2021 assessments and 2022 exams (REVISE BTEC Nationals in IT) Paperback – 19 April 2019*

**Amazon £10.77**

*REVISE BTEC NATIONAL Information Technology: REVISION WORKBOOK: Edition 2 Paperback – 15 Sept. 2017*

**Amazon £10.66**

#### **Desired Reading**

*BTEC Nationals Information Technology Student Book + Activebook: For the 2016 specifications (BTEC Nationals IT 2016) Paperback – 26 July 2016*

**Amazon £30.64**

#### **Above and Beyond Reading**

*2021 BTEC IT Level 3 - DISTINCTION\* Unit 3 Learning aim A: Pearson BTEC Level 3 National Certificate in Information Technology*

**Amazon £35.49**

## Documentaries

### On Netflix:

*The Great Hack* (documentary about the Cambridge Analytica scandal)  
*Inside Bill's Brain* (documentary on Bill Gates)  
*The Social Network* (drama on how Facebook was created)  
*Social Dilemma* (documentary about Social Media and smartphone usage)  
*Imitation Game* (drama about Alan Turing's computer during WWII)

### Elsewhere:

*Lo and Behold* (documentary on how the Internet has changed the world)  
*Silicon Cowboys* (documentary about Compaq vs IBM)  
*Brexit: the Uncivil War* (drama about Cambridge Analytica)

For the Unit 1 section F *Issues (The concepts, impacts and implications of issues resulting from the use of IT systems)* you must have a good grasp of the ethical, legal, cultural, and environmental impact of technology (both positive and negative), and all the issues that surround it.

Watching documentaries and the news to keep up with the constant changes in technology, the influence technology has on our lives and society, as well as the laws that govern and control how technology is used responsibly is crucial.

Use the *BBC Technology* section as a good starting point for this:

<https://www.bbc.co.uk/news/technology>

## Podcasts and Online Resources

### BBC Bitesize

<https://www.bbc.co.uk/bitesize/subjects/z8mtsbk>

### BBC Technology

<https://www.bbc.co.uk/news/technology>

### Pearson BTEC Level 3 National Extended Certificate in Information Technology Spec

<https://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Information-Technology/2016/specification-and-sample-assessments/specification-pearson-btec-level-3-national-extended-certificate-in-information-technology.pdf>

## Written Work Required

In order to prepare yourself and to be ready for an excellent start in September, you must be aware of the specification for this course, the unit structure, and the required and optional topics.

The tasks below require you to do your own research and reading, and you must do this between now and September. Ideally, you would plan to start this now, and so therefore do little and often, as opposed to doing this all in the last week of August.

Please complete the two tasks before September, and emailed them to [rherbert@guildfordcounty.co.uk](mailto:rherbert@guildfordcounty.co.uk) and [meleftheriadi@guildfordcounty.co.uk](mailto:meleftheriadi@guildfordcounty.co.uk).

*The two tasks will take you a minimum of 3 hours. **Remember:** the best students study consistently, over a long period of time, and consistently put the effort in! *The sooner you start, the better.**

### Task 1

Think carefully about why you have chosen to study *Information Technology* BTEC, and answer the following questions (create a Word document).

Why have you chosen to study Information Technology?

What do you think you will get out of this course?

What do you think you will do when you leave school, and how will *Information Technology* help you to achieve this?

What part of the course are you looking forward to study most of all?

Why do you think you will do well in this subject?

**Task 2**

Become familiar with the course specification (link in the section above). Read the following pages (PDF pages):

p16 – 25 (Unit 1)

p29 – 33 (Unit 2)

p37 – 42 (Unit 3)

p47 – 52 (Unit 5)

p57 – 61 (Unit 6)

Units 1 – 3 are mandatory, which means you must complete these over the two years. For the fourth unit, you must choose either Unit 4 or Unit 5.

Having read through Units 1 – 3, make notes (use Word) of which topics you think will find the most interesting. Why did you choose these areas?

Now highlight (in your Word document), the areas you do not understand, or that you do not think you will find particularly interesting, and give your reasons as to why not.

Finally, go through Unit 5 and Unit 6, and write out which of these two optional units you would prefer to study (not guaranteed), and give your reasons.

Email your two Word documents (and any questions you may have) to [rherbert@guildfordcounty.co.uk](mailto:rherbert@guildfordcounty.co.uk) and [meleftheriadi@guildfordcounty.co.uk](mailto:meleftheriadi@guildfordcounty.co.uk)

**Enjoy your summer!**