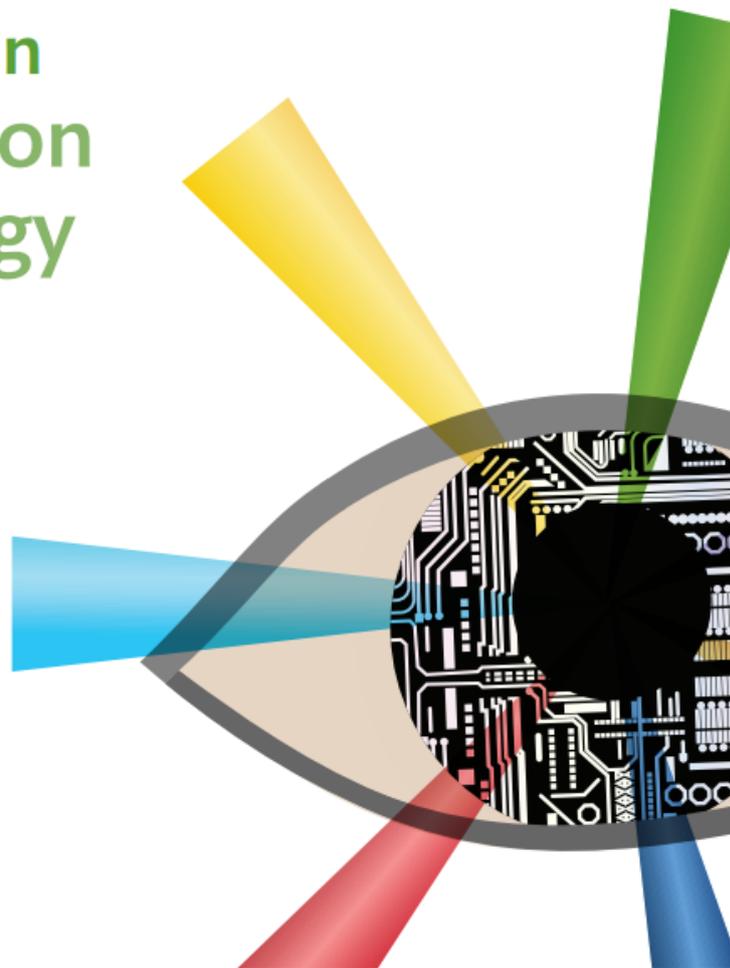




Pearson
BTEC Level 3 National
Certificate in
Information
Technology



Pearson BTEC Level 3 National Extended Certificate in
Information Technology

Student Handbook

Teachers:

Mr Herbert
Ms Eleftheriadi

BTEC Level 3 National Extended Certificate in Information Technology

This qualification is designed for learners who are interested in an introduction to the study of creating IT systems to manage and share information, alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in IT.

Many employers and Higher Education institutions across the globe choose BTEC-qualified candidates for their **practical knowledge** and **employability skills**.

More than a million learners choose BTEC each year!

A BTEC Level 3 National will provide you with:

- **modern, work-related qualifications with clear purpose and defined progression routes** into higher education or employment
- **the help you need to develop high-level skills** employers and universities look for such as teamwork, creative thinking and presentation skills
- **the opportunity to build independent research and study skills** essential for success at university and in the work-place.

Your BTEC Nationals IT qualifications explained

The *BTEC Level 3 National Extended Certificate in Information Technology* can be studied alongside other level 3 qualifications such as A levels or other BTEC Nationals as part of a larger programme of study, or as the main focus of study.

- They are designed for Post-16 Level 3 learners wishing to go on to further or higher level study of the sector or directly to employment.
- They attract **UCAS points** and are widely recognised by universities and employers.

Why BTEC Information Technology?

The *BTEC Level 3 National Extended Certificate in Information Technology* is the same size as one A level.

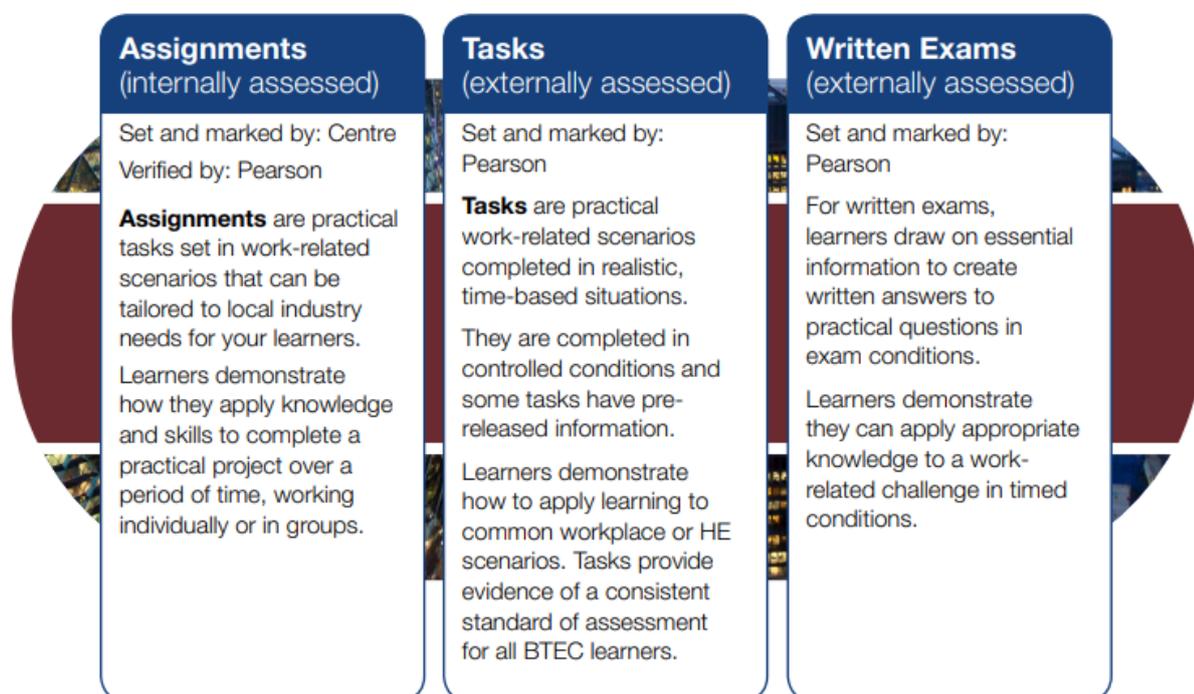
The course is made up of four units (three mandatory, and one optional) and:

- Has been designed for those who are interested in an introduction to the study of creating IT systems to manage and share information
- Can be studied alongside other fields of study
- Offers progression to higher education courses

Assessment and Grading

Types of assessment

Your *BTEC Level 3 Nationals Information Technology* qualification takes a unit-by-unit approach and offers a combination of assessment styles. This gives you the opportunity to showcase your skills and apply your knowledge in an appropriate, work-related context, and provides evidence of what you can do when you apply to enter higher education or employment.



Grading

Your final qualification grade reflects your achievements across units in your BTEC Nationals course. Both internally and externally assessed units are individually graded, and each final unit grade is allocated points.

- Internally assessed units are marked and graded in school, and subject to external verification by Pearson.
- Externally assessed units are marked and graded by Pearson.
- Units are graded *Pass*, *Merit* or *Distinction* with points between grades also recognised for external units. Total points scored across all units are used to calculate the final qualification grade.

In Summary

BTEC Nationals are demanding, as you would expect of the most respected applied learning qualification in the UK. You will have to complete four units over two years, be organised, take assessments that will be set and marked, and keep a portfolio of your work.

You should feel proud to achieve a BTEC because, whatever your plans in life – whether you decide to study further, go on to work or an apprenticeship, or set up your own business – your BTEC National will be your passport to success in the next stage of your life.

Course Content

Unit (number and title)	Unit size (GLH)	Extended Certificate (360 GLH)
1 Information Technology Systems	120	M
2 Creating Systems to Manage Information	90	M
3 Using Social Media in Business	90	M
4 Programming	90	
5 Data Modelling	60	O
6 Website Development	60	O

The course is made up of four units (three mandatory, and one optional – to be chosen by your teacher). During the two-year course, you will study the following topics:

Unit 1: Information Technology Systems Introduction (mandatory)

IT systems support and enable individuals and organisations to achieve their aims and are present in almost everything people do. Being able to effectively select and use appropriate IT systems is a valuable skill in any area, vocational or personal. In this unit, you will be given a sound knowledge of a wide range of IT systems that are used to support the aims of individuals, groups or organisations. You should be able to apply this knowledge to identify needs and plan solutions as well as analyse and evaluate situations and outcomes relating to using IT systems. These transferable skills will equip you for further study or employment in a wide range of vocational areas.

Unit 2: Creating Systems to Manage Information Introduction (mandatory)

This unit is externally assessed, and you will develop practical database design and development skills to the level where you can complete the process confidently, under pressure and without assistance. You will require both practical and exam-technique practice skills when studying.

Unit 3: Using Social Media in Business Introduction (mandatory)

Given the dynamic nature of this topic there are many opportunities for research. You can also draw on your personal experiences as the 'audience' for social media business promotions. It is worth noting that this unit is not about personal use of social media and focus, rather on social media in business. You may not have full access to social media websites from school, so much of the practical work and data gathering will need to be carried out outside the classroom as home-learning tasks/independent study.

Unit 5: Data Modelling Introduction (optional, to be chosen by your teacher)

The aim of this unit is to give you an understanding of the decision-making process and the role that data modelling (in particular, manipulation of complex spreadsheet models) plays in the process.

Unit 6: Website Development Introduction (optional, to be chosen by your teacher)

Developing a website can be crucial to any business or organisation and with so many different technology platforms, websites are now more accessible. This presents the website developer with more challenges as the website must be equally appropriate across different technologies (such as PC, tablet, smartphone etc). It is extremely important for a website developer to be able to produce a website that stands out and meets the needs of the client. The ultimate aim of this unit is for you to understand how websites are developed, and for you to learn how to design and create your own websites.

Additional Information

Microsoft OneNote

It is advisable that you write extensive notes during class in a traditional notebook, and then type these up later using your online *Class Notebook*.

Whenever we discuss a topic in class, you should be going home that same day (whilst the knowledge is still fresh in your head) and reading further around the topic (or researching online) to embed and consolidate this information, and update your notes further where necessary.

You must read through your notes regularly and revisit topics to keep your understanding fresh in your mind. The best students always practise exam questions from past papers and assignments, which will be made available to you on your class' Microsoft Team.

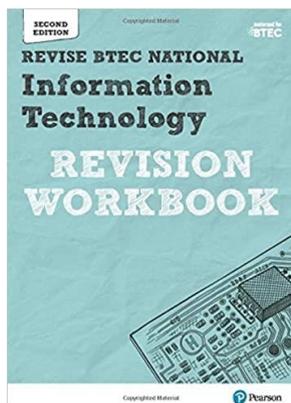


Reading is essential. If you do not read, then you are already putting yourself at a massive disadvantage. Students who read regularly and read around the topics covered in class, are much more likely to achieve higher grades.

All these books can be found on **Amazon**, and occasionally for half the price on **eBay**.

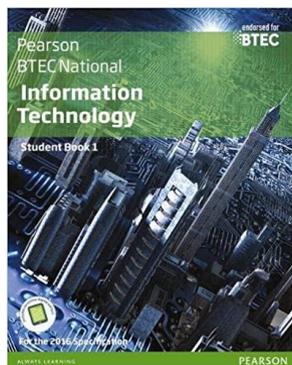
Whilst I respect the environment, it is always recommended to have a hard copy of a textbook (as opposed to an electronic copy or PDF). This way you can always step away from your computer, get comfortable, and **READ**.

Recommended Reading (only one book necessary)

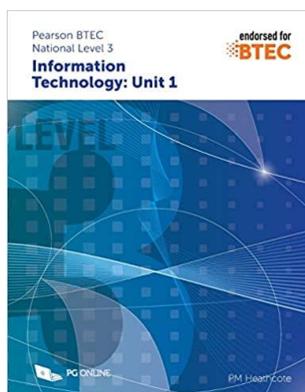


FIRST CHOICE Recommendation!

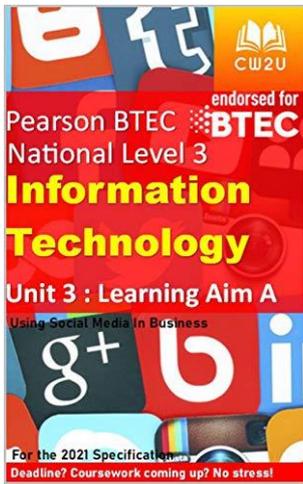
*BTEC Nationals Information Technology Student Book + Activebook:
For the 2016 specifications (BTEC Nationals IT 2016), Jenny Phillips*



REVISE BTEC NATIONAL Information Technology: REVISION WORKBOOK: Edition 2, Daniel Richardson



*Pearson BTEC National Level 3 Information Technology Component
Unit 1 External Assessment Examination IT Learning Aims A to F
Endorsed Course Textbook KS5 Revision, PM Heathcote*



2021 BTEC IT Level 3 - DISTINCTION* Unit 3 Learning aim A:
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Documentaries

There is a lot of stuff on information technology out there, and this list is constantly growing. I have really enjoyed many of these.

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)

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)

Imitation Game (film drama about the great Alan Turing)

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. Bookmark this page:

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

Online Resources

BTEC IT Level 3 Unit 1 **YouTube Playlist**

<https://www.youtube.com/playlist?list=PLd8uNPGNmEMe8YPOdZJLFr-Wuwark7Qaz>

BTEC IT Level 3 Unit 2 **YouTube**

<https://www.youtube.com/watch?v=VTUGLNqI52g&list=PLEGkpvuUVyHNjIGKCCpLLIdTG4zEkN4aP>

Websites (for *Unit 6* if chosen by your teacher):

- www.w3schools.com The w3schools.com website is a useful starting point for anyone who wishes to learn how to use HTML, CSS and Javascript to produce websites.
- www.codecademy.com Anyone can register on the Codecademy website. It includes free videos and training tutorials on how to develop websites.
- <https://validator.w3.org> Markup Validation Service (W3C) allows you to validate website content for free. This enables you to check for errors and ensure that your website is W3C compliant.
- www.webpagethatsuck.com This website analyses good and poorly designed websites. You may find it useful for showing learners examples when explaining how to design clean, intuitive websites.
- www.csszengarden.com The CSS Zen Garden website allows anyone to explore different CSS templates which can be applied to a website design. You could show learners different styles of website layouts and how those layouts can be achieved using CSS.

Our Expectations

Full attendance *

Be an active participant in class, group projects, and any set challenges

Listen attentively in lessons

Take detailed notes in lessons as instructed

Use a text book to reinforce and embed understanding

Use online resources to research topics

Ask when unsure of anything

Practice practical applications regularly and experiment with software tools outside of the classroom

Complete all home-learning tasks

Meet coursework deadlines

** If a lesson is missed a student must email the class teacher to find out what was missed.*

Students must then study the missed content before asking the teacher to clarify anything not understood.

What you can expect

Well-prepared lessons

Interesting and exciting activities

Resources for each topic

Help with areas not understood

Verbal and written feedback

Access to past exam papers

Model answers

Project and group work

Relevant experience for a tech jobs or university degree