

# Btec Subsidiary Diploma Plan

## FACULTY TEAM

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Topic title and unit.	Year	What will students be learning.	Assessments	How you can support learning at home and understanding the rules around submission of work.
<p><b>Unit 1:</b>  <b>Government Policies and the Public Services</b></p>	<p><b>Year 12</b></p>	<p>This unit provides the student with an introduction to the political structure in the UK, including the levels of government and the roles and responsibilities each level has. Students will examine different government departments, especially the departments that have a direct effect on the public services such as the Ministry of Defence and the Ministry of Justice.</p> <p>This unit is essential in providing students with an understanding of the policies and influences that impact on the work of the services every day.</p>	<p>This unit will be internally assessed using a range of assignments to allow students to demonstrate their understanding of the unit.</p>	<p><b><i>Understanding BTEC</i></b></p> <ul style="list-style-type: none"> <li>● Every Btec Level 3 Qualification has a set number of mandatory units that all learners must complete.</li> <li>● All Btec Level 3 National qualifications include optional units that enable you to study particular areas in more depth.</li> <li>● On all Btec courses students are expected to be responsible for their own learning. Obviously the tutor will give them help and guidance when necessary, but the students also need to be 'self-starting' and able to use their own initiative.</li> <li>● Btec Level 3 National grades convert to UCAS points, just like A-Levels.</li> </ul>
<p><b>Unit 2:</b>  <b>Leadership and Teamwork in the Public Services</b></p>	<p><b>Year 12</b></p>	<p>This unit looks at the key principles in effective team leadership skills in a public services context. Students will identify and investigate the different styles of leadership and how and when they may be used. They will gain a clear understanding of team aims and goals and explore the benefits of working in teams. Throughout the unit students will develop their interpersonal skills, helping them to interact and deal</p>	<p>This unit will be internally assessed using a range of written and practical assignments to allow students to demonstrate their understanding of the unit.</p>	<p><b><u>Submitting assignments</u></b></p> <ul style="list-style-type: none"> <li>● When students are set an assignment they will be issued with an Assignment Brief that will have an <i>ISSUE DATE</i> and a <i>HAND IN DATE</i>. The Hand in Date will normally be set for two weeks after you have been issued with your assignment.</li> <li>● They will be required to submit their assignments via 'Google Classroom'.</li> <li>● Through Classroom students will also find the Assignment Briefs / Cover Sheets for each of your units</li> </ul>

		effectively with team members, through feedback, group encouragement and individual support. Students will identify a range of barriers to effective teamwork and look at solutions and techniques in overcoming them.		and course notes / help sheets that will assist them with their work. <ul style="list-style-type: none"> <li>Once they have uploaded their work the teacher will then mark the work and then provide them with feedback usually within a two week turn around. Students will receive their feedback through the classroom attached to the cover sheet.</li> </ul>
<b>Unit 6: Fitness Testing and Training for the Uniformed Public Services</b>	<b>Year 12</b>	The fitness tests vary for each service and some are much harder than others, students will have to adjust their preparation to match the standard that they need to achieve. The unit also allows them to develop a personalised training plan and review how effective it has been in improving their fitness.	This unit will be internally assessed using a range of written and practical assignments to allow students to demonstrate their understanding of the unit.	<b><i>Each learner is allowed one submission of their evidence for each assessment</i></b>  <b><u>Re-submission may be granted if:</u></b> <ul style="list-style-type: none"> <li>If the learner has shown authenticity * No plagiarism</li> <li>Using the predicted grades – knowing the students can improve</li> <li>Met the agreed deadline or agreed extension *cannot grant an extension after the deadline is missed</li> </ul>
<b>Unit 3: Citizenship, Diversity and the Public Services</b>	<b>Year 13</b>	This unit will focus on concepts of diversity and will promote respect for equality throughout. This will be done by examining legislation in place to prevent discrimination and promote human rights, and by exploring strategies used in the field of diversity and understand how the public services enforce equal opportunities legislation. Students will also assess how the media portray the services.	This unit will be internally assessed using a range of written and practical assignments to allow students to demonstrate their understanding of the unit.	<b>If Re-submission has been approved:</b> <ul style="list-style-type: none"> <li>A resubmission deadline will be set within <b>10 working days</b> of the learner receiving the original assessment decision – the deadline will not be set outside of the school term or over the school holidays</li> <li>If the learner goes over the 10 days they can no longer re-submit.</li> </ul>
<b>Unit 15: Planning and Management of Major Incidents</b>	<b>Year 13</b>	After learning what a major incident is, students will be able to investigate the different causes and types, and see what effects they	This unit will be internally assessed using a range of written and practical	<b>Retakes are only available to learners studying Btec on the QCF (level 3 / 6<sup>th</sup> Form). They can only occur if:</b>

		<p>have in terms of loss to the individual and the wider community. Students will be able to look at various agencies that are involved in dealing with major incidents and examine the roles and responsibilities, as well as seeing how the different agencies are legally obliged to cooperate and interact with each other. Students will also be required to take part in an actual emergency planning exercise, namely a tabletop scenario, which is one of several exercises carried out by the emergency services and other agencies when preparing for major incidents.</p>	<p>assignments to allow students to demonstrate their understanding of the unit.</p>	<ul style="list-style-type: none"> <li>• The learner has met all the conditions for re-submission of evidence and the lead verifier believes it is appropriate to do so</li> <li>• A new task needs to be set, it can only be set to pass criteria that has not been achieved in the original assignment. The learner is not allowed to re-take a merit or distinction activity</li> <li>• Same procedures for submission and authentication of evidence</li> <li>• No further submissions or retakes are allowed.</li> </ul> <p><b>Tracking progress</b></p> <ul style="list-style-type: none"> <li>• Students will be able to keep track of their grades through accessing the tracking documents via Google Drive.</li> <li>• They will be sent a link to your course tracking document in September, for this they will use their school Gmail account.</li> </ul>
<p><b>Unit 17: Police Powers in the Public Services</b></p>	<p><b>Year 13</b></p>	<p>This unit focuses on the powers that police officers have regarding issues such as arrest, stop and search, and detention and questioning. It also examines the rights of suspects when being arrested and questioned. After completing this unit students should:          Know the requirements of lawful arrest and detention.          Understand regulations regarding searching people and premises.          Understand the powers of the Police to grant bail.</p>	<p>This unit will be internally assessed using a range of written and practical assignments to allow students to demonstrate their understanding of the unit.</p>	<p><b>Assessment and grading</b></p> <ul style="list-style-type: none"> <li>• All assessments for Btec QCF are internally assessed.</li> <li>• All assessments for Btec Nationals is criterion referenced, based on the achievement of the of specified learning outcomes.</li> <li>• To achieve a 'pass' a learner must have satisfied all of the pass criteria.</li> <li>• To achieve a 'merit' a learner must additionally have satisfied all the merit criteria.</li> <li>• To achieve a 'distinction' a learner must additionally have satisfied all the distinction criteria.</li> <li>• Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'.</li> </ul>