

The Sir John Colfox Academy



BTEC L3 Diploma in Sport

Student Handbook

Learner name

Course Start	Course Finish
September 2023	July 2025

BTEC Level 3 National Extended Diploma in Sport

Welcome to BTEC PE

The PE department welcomes you to BTEC Sport National Extended diploma in sport and we are pleased to have you as a student in our department. Whether you are a new student, or have been with us for some time, you are going to be our most important and valued assets.

We hope you feel comfortable with your work environment and that you value the support you will be given by your teachers.

The BTEC courses do work differently to other subjects and you will be expected to work hard both in and out of your lesson to meet coursework deadlines. You will also be presented with many different opportunities to broaden your vocational learning. If you have any problems please remember to speak to your subject assessors or directly with me. Good Luck, work hard and remember we are here to support you in your studies and to help you be successful in the sixth form.

Good luck with the course and we hope you enjoy it and are successful at the end of the two years!

BTEC Level 3 National Extended Diploma in Sport

Staffing structure

Lead IV and Teacher – Mrs J.May

Teacher – Mr S.Morse

Teacher – Mr J. Wagstaff

What we expect of you

Your BTEC course will be different in some ways to the rest of your subjects, although it will be the same in other ways.

- We expect good attendance at and punctuality to lessons.
- We expect you to be able to follow the school behaviour expectations.
- We expect you to contribute positively in lessons.
- We expect you at times to work outside of lessons.
- We expect you to ask for help if you are confused or if you are struggling to complete work to a deadline you have been set.
- We expect you to hand in work that is organised and neatly presented and can be easily identified as your own work.

What you can expect from us

All staff who teach BTEC courses will do their very best to provide you with high quality teaching and learning experiences.

They will also make the experience as relevant to the particular sector you are studying as possible. This will include using links where possible with people and organisations within the relevant industry.

All staff will support your progress in class and where possible will provide additional support outside of lesson time.

Any coursework that you submit will be marked and assessed within a reasonable time. Staff will also give you the opportunity to improve and upgrade your work if you are keen to do so or if your work has not yet achieved a Pass grade.

All BTEC Students will be registered at Edexcel by the school examination officer Mrs Davies.

All BTEC final grades will be released to students on GCE results days.

Assessment and Grading

Types of assessment

Your BTEC Level 3 Nationals Sport and Sport and Exercise Science qualifications take a unit-by-unit approach and offer a combination of assessment styles.

This gives your learners the opportunity to showcase their skills and apply their knowledge in an appropriate, work-related context, and provides evidence of what they can do when they apply to enter higher education or employment.

Assignments (internally assessed)

Set and marked by: Centre
Verified by: Pearson

Assignments are practical tasks set in work-related scenarios that can be tailored to local industry needs for your learners. Learners demonstrate how they apply knowledge and skills to complete a practical project over a period of time, working individually or in groups.

Tasks (externally assessed)

Set and marked by:
Pearson

Tasks are practical work-related scenarios completed in realistic, time-based situations.

They are completed in controlled conditions and some tasks have pre-released information.

Learners demonstrate how to apply learning to common workplace or HE scenarios. Tasks provide evidence of a consistent standard of assessment for all BTEC learners.

Written Exams (externally assessed)

Set and marked by:
Pearson

For written exams, learners draw on essential information to create written answers to practical questions in exam conditions.

Learners demonstrate they can apply appropriate knowledge to a work-related challenge in timed conditions.

Grading

A learner's final qualification grade reflects their achievements across units in their 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 the Centre (school, college or training provider) and subject to external verification by Pearson.
- Externally assessed units are marked and graded by Pearson.
- Units are graded Pass, Merit or Distinction, with external units also having a N grade in most Level 3 sectors. Total points scored across all units are used to calculate the final qualification grade.

Achievement of a Certificate with a D grade:

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	90	Int	Distinction	24
Unit 2	90	Ext	Merit	22
Totals	180		D	46

Assessment

Assignment Briefs

Your assessment is carried out through various types of assignments.

Assignment briefs are issued once the content for the unit of work has been delivered. They are your reference point for assessment throughout the unit and therefore should always be at hand; especially when writing coursework.

Each assignment brief will include:

- Date issued; Hand in date and assessment date.
- Qualification being studied
- Unit covered.
- Scenario.
- Description of task
- Description of evidence to be submitted
- Criteria Covered
- Resources list

Submission of Evidence

The rule framework allows for one submission of evidence for each assignment.

Your tutor will formally record the assessment result and confirm the achievement of specific assessment criteria.

You must submit an assignment for assessment which consist of evidence towards the targeted assessment criteria

A signed-and-dated declaration of authenticity with each assignment

Always check the brief to ensure you have completed all the necessary tasks. Coursework should be word processed unless otherwise stated. You should always keep an electronic copy of each completed assignment for your reference.

You should regard all assessment marks as provisional until an assessment sheet has been completed. However, this can still be subject to moderation and change until BTEC results day.

All work within the assignments must be your own work. It should not be copied from another student nor cut and pasted from articles on the internet. This is regarded as plagiarism.

This is extremely serious and could jeopardise your obtaining the qualification.

Deadlines

You must meet the deadline stated on your assignment brief; failing to meet the stated deadline will mean you are **NOT** entitled to a resubmission date and the Lead Internal Verifier will not be permitted to authorise a resubmission date.

Feedback to students

Once you are working on the assignments which you will submit for assessment, you must work independently to prepare and produce evidence for assessment.

Before starting the assessment task, your teacher will ensure that you understand the:

- Assessment requirements
- Nature of the evidence you need to produce
- Importance of time management and meeting deadlines

Once you begin the work for your assessment your tutor must not:

- Provide specific assessment feedback on the evidence you produce before it is submitted for assessment
- Confirm achievement of specific assessment criteria until the assessment stage

Your tutor **can** continue to give general feedback and support, particularly around the development of knowledge, understanding and skills

Once assignments have been submitted your tutor will create an assessment record.

Assessment records for all assignments completed will include the following information:

- Unit title
- Issue date
- Submission deadline
- Date submitted
- First submission/ resubmission
- Authorisation of resubmission (if applicable)
- Target criteria covered
- Criteria achieved (yes/no)
- Assessment comments- this will include comments on how you achieved or did not achieve specific criteria 6
- General comment from assessor
- Assessor declaration and signature
- Learner comment and signature

Re-submission Policy and Procedures

Please be aware of the importance of **meeting** formal assessment deadlines in order for your tutor to accept evidence for assessment or for re-submission.

Every assignment contributes towards the final qualification grade the rule framework allows for one resubmission of evidence for each assignment.

Re-submissions can only be authorised by a Lead Internal Verifier, however, for them to authorise the re-submission following conditions must be met:

- You have met initial deadlines set in the assignment, or has met an agreed deadline extension
- Your tutor can judge that you will be able to provide improved evidence without further guidance
- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by you

If you do not meet the above conditions you will **NOT** be authorised for a resubmission.

You will be given a deadline for resubmission within **10 working days** of you receiving the results of the assessment

Retakes

If you have met all of the conditions listed above in opportunities for resubmission, but still **NOT** achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **MAY** authorise one retake opportunity to meet the required pass criteria.

The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

The retake will be a **NEW** task or assignment targeted only to the pass criteria which you did not achieve in the original assignment.

The assessor will agree and record a clear deadline before you start the retake.

Your tutor will not be able to award a merit or distinction grade for a retake.

You will **not** be allowed any further resubmissions or retakes

Marking and moderation

All assignments are marked by your teacher in relation to the set criteria appropriate to each unit learning outcome. You will be awarded a pass; merit or distinction grade for each unit completed and evidence produced that meets the grading criteria.

The assessment process is then subject to internal verification from a second marker from within the Vocational faculty. Moderators second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.

Edexcel will also check the grading of randomly selected assignments to make sure marking is correctly done.

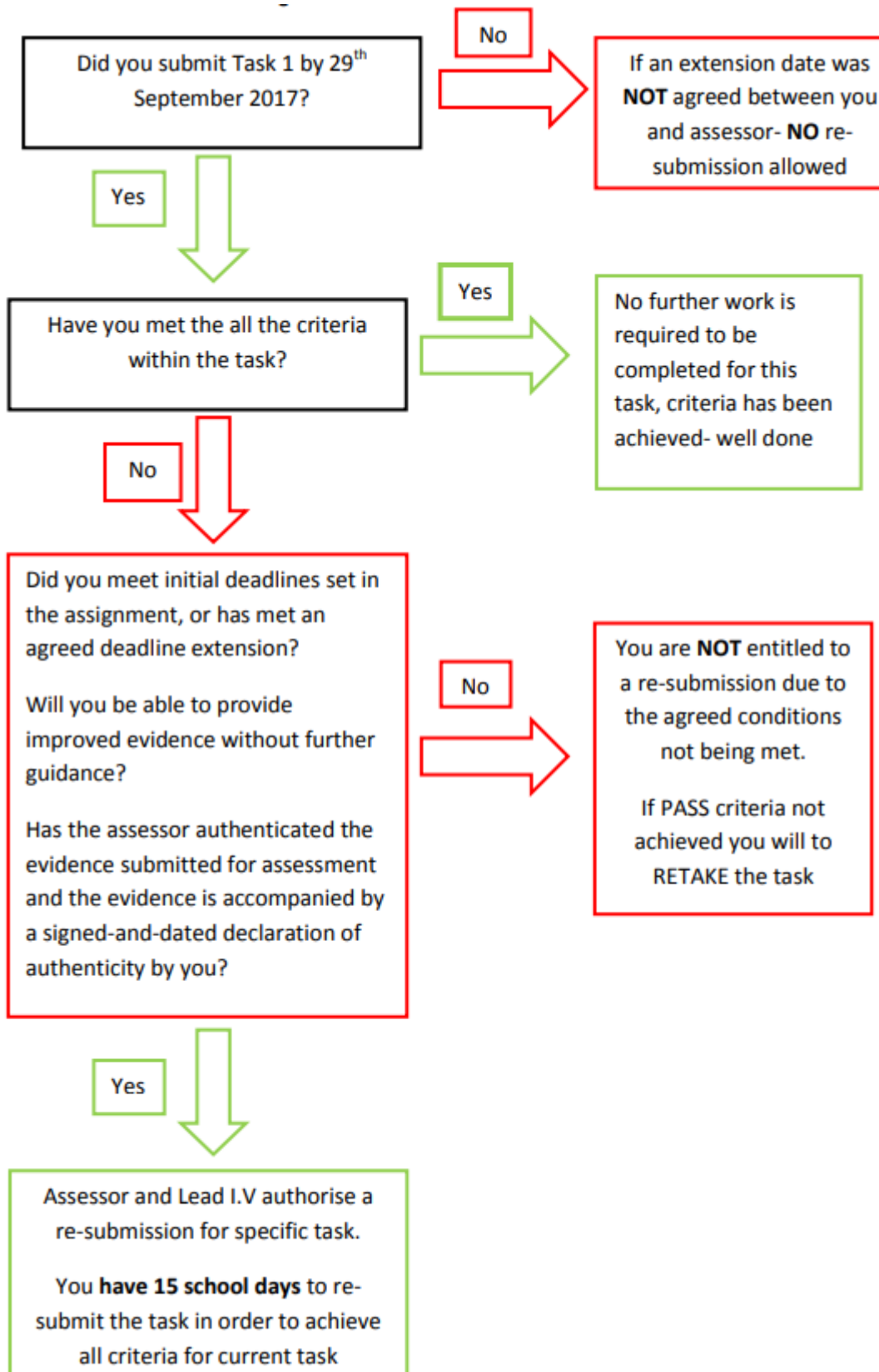
Appeals Procedure

- Any discrepancies that the student feels has taken place are first discussed with the candidate and the assessor.
- If no headway is made at this point, the assessor and IV meet to discuss the appeal. The assessors will then feedback to the candidate the IV's decision.
- The candidate is at liberty to discuss this decision with the IV.
- If this does not clear the situation then the information will be passed onto the QN –Mr G. Farrow. If the candidate is still not happy with outcome the External Verifier for the subject will be asked to make a decision, which can be upheld by the Awarding Body.
- This should give a prompt, fair and accurate feedback to the candidate. Learner declaration Please sign the statement below to declare that you understand the importance of meeting deadlines and you understand the procedures for resubmissions and retakes.

Submission Diagram

Example:

You have been set a deadline for the 29th September 2017- the diagram below will outline the submission and resubmission guidelines:



Structure of the course

This table shows all the units and the qualifications to which they contribute. The full structure for this Pearson BTEC Level 3 National in Sport is shown in Section 2. You must refer to the full structure to select units and plan your programme.

Key

Unit assessed externally	M	Mandatory units	O	Optional units
FS	Fitness Services			

Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (540 GLH)	Diploma (720 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
					FS		
1 Anatomy and Physiology	120	M	M	M	M	M	M
2 Fitness Training and Programming for Health, Sport and Well-being	120		M	M	M	M	M
3 Professional Development in the Sports Industry	60		M	M	M	M	M
4 Sports Leadership	60		O	M	O	M	M
5 Application of Fitness Testing	60		O	O	M	O	O
6 Sports Psychology	60		O	O		O	O
7 Practical Sports Performance	60	M	O	O		O	M
8 Coaching for Performance	60			O		O	M
9 Research Methods in Sport	60			O		O	M
10 Sports Event Organisation	60			O		O	O
11 Research Project in Sport	60			O		O	O
12 Self-employment in the Sports Industry	60				M		
13 Instructing Gym-based Exercise	60				M		
14 Exercise and Circuit-based Physical Activity	60				M		
15 Instructing Exercise to Music	60				O		
16 Instructing Water-based Exercise	60				O		
17 Sports Injury Management	60				O	O	O
18 Work Experience in Active Leisure	60				O	O	O

Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (540 GLH)	Diploma (720 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
					FS		
19 Development and Provision of Sport and Physical Activity	120						M
20 Leisure Management	60					O	O
21 Leisure Centre Operations	60					O	O
22 Investigating Business in Sport and the Active Leisure Industry	90					M	M
23 Skill Acquisition in Sport	90					M	M
24 Sports Performance Analysis	60					O	O
25 Rules, Regulations and Officiating in Sport	60					O	O
26 Technical and Tactical Demands of Sport	60					O	O
27 Principles and Practices for Outdoor and Adventurous Activities	60					O	O
28 Environmental Sustainability for Outdoor and Adventurous Activities	60					O	O
29 Exercise for Specific Groups	60						O
30 Exercise, Health and Lifestyle	60						O
31 Current Issues in Sport	60						O