
**Pearson BTEC Level 3
National Extended Diploma in
Sports Coaching and
Development**



**Year 12
Student Handbook
2020**

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Introduction:

Welcome to Sigma Sixth Sports Academy and well done for getting into your assigned BTEC course. This handbook is designed to give you guidance for your course and should be brought in every day that you attend.

Familiarise yourself with the content and refer to it when doing your assignments and throughout the year. We hope you enjoy your experience at Sigma Sixth Sports Academy.

Key Contacts

Mr J Taylor – Director of Sport

BTEC Teaching Staff:

Mr J Taylor

Mr P LeMarquand

Mr P Coleman

Mr G Harris

Mr R Salter

Mr B Kensdale

Mr G Simpson

Course outline:

Eligibility for awards

In order to be awarded a qualification a learner must complete all units and achieve a pass or above in all mandatory units.

To achieve any qualification grade, the learner must;

1. Complete and **have an outcome** (D, M P and U) for all units with a valid combination.
2. Achieve the required units at pass or above and for the Extended Diploma achieve a minimum of 1080 GLH at a pass or above.

BTEC Level 3 National Extended Diploma in Sports Coaching and Development (Year 1)

Year 12	NQF			
Unit number	Unit title	GLH	Type	Assessment
8	FITNESS TESTING	60	OPTIONAL	INTERNAL
9	FITNESS TRAINING	60	OPTIONAL	INTERNAL
C1	DEVELOPING COACHING SKILLS	180	MANDATORY	INTERNAL
B	HEALTH, WELLBEING AND SPORT	90	MANDATORY	INTERNAL
1	SPORT DEVELOPMENT	60	MANDATORY	INTERNAL
A	CAREERS IN THE SPORT AND ACTIVE LEISURE INDUSTRY	90	MANDATORY	INTERNAL
2	SELF EMPLOYMENT IN SPORT AND PHYSICAL ACTIVITY	60	MANDATORY	INTERNAL

BTEC Level 3 National Extended Diploma in Sports Coaching and Development (Year 2)

Year 13	NQF			
Unit number	Unit title	GLH	Type	Assessment
12	PRACTICAL SPORTS APPLICATION	60	OPTIONAL	INTERNAL
D1	APPLIED COACHING SKILLS	180	MANDATORY	INTERNAL
11	RULES, REGULATIONS AND OFFICIATING IN SPORT	60	OPTIONAL	INTERNAL
E	RESEARCH PROJECT IN SPORT	120	MANDATORY	INTERNAL

6	SPORTING INJURIES	60	OPTIONAL	INTERNAL
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5	OPTIONAL - A & P IN SPORT UNIT	60	OPTIONAL	INTERNAL
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Calculation of qualifications

BTEC Level 3 Extended Diploma*	UCAS Point	A Level Grades
D* D* D*	168	A* A* A*
D* D* D	160	A* A* A
D* D D	152	A* A A
D D D	144	A A A
D D M	128	A A C
D M M	112	A C C
M M M	96	C C C
M M P	80	C C E
M P P	64	C E E
P P P	48	E E E

Expectations and behaviour, including sanctions pathway

All students are required to attend sixth form for the full duration of their course.

When in attendance, students should:

- Comply with the Sixth Form's behaviour policy and code of conduct.
- Be willing to learn in all lessons and not cause a distraction or be distracted by other students.
- Respect and look after the building and equipment that you use.
- Be respectful to other students and staff at all times.
- Not play games in lessons when using the computers.
- Not eat food or drink fizzy drinks in lessons.

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- Remain polite and respectful to all members of staff (including reception, office and canteen staff).
 - Speak to Mr Taylor should you have any concerns or altercations with staff. Do not lose your temper or be rude.

Should you fail to follow the policy the following sanctions can be put into place. You may:

- Get a warning from your teacher.
- Need to stay behind at the end of the lesson to explain your behaviour.
- Be removed from the lesson – Mr Taylor will follow this up (normal behaviour policy)
- Have a letter sent home and be placed on a behavioural report.
- Have incident forms written – these stay in your permanent file.
- Have your parents called in for a meeting.
- Face internal exclusion.
- Face fixed term exclusion.
- Face a permanent exclusion, in the most serious of cases.

*****See Sixth Form Handbook for more guidance*****

Attendance and punctuality:

You are on a full time programme; that requires you to attend full time.

In order for you to achieve the best possible result, your attendance should not fall below 95%. However, we are human and we understand that you may be ill and unable to attend. Should this be the case, you need to do the following:

- Call the main Sixth Form building on 01206 545222, to speak to the receptionist and be put through to the Sixth Form Reception before 0815hrs if possible.
- State your name and the reason for your absence.
- When you return to college, it is your responsibility to catch up on your work. Should you be absent on an assignment deadline day, you will need to contact the teacher and explain the situation.
- If you are absent for more than 2 days, we will require a note from the person with parental responsibilities for you, explaining why you were absent. If you are absent for 5 days or more, we will require a doctor's note explaining why.

You also need to arrive on time to all lessons, including any resit classes. If you arrive after the register closes, then you will be marked down as absent. This will affect your overall attendance percentage.

Uniform and equipment

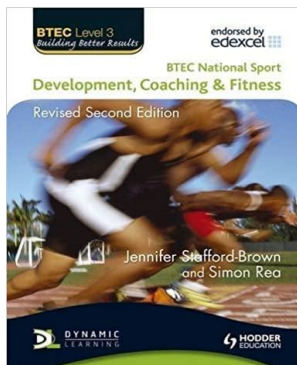
All BTEC students are to follow the dress code as stipulated in the Sixth Form handbook.

When doing practical sessions, appropriate kit and footwear must be worn.

Sixth form changing rooms also have shower facilities for students who wish to use them.

All students are required to bring basic stationery equipment with them for each day of their course. Students should ensure they have at the minimum of a **pen, pencil, ruler, eraser, sharpener** and **highlighter**. Students should also have a **notepad** or **exercise book** to record notes in during theory lessons.

Textbook: We recommend that each student purchases the necessary textbook for their course. This will provide a guide for the units that are covered, as well as being an additional information source for assignments. Textbooks can be purchased on Amazon.



**BTEC National Sport Development,
Coaching and Fitness**
Publisher: Hodder Education
Author: Jennifer Stafford-Brown and Simon Rea
ISBN: 978-1-444-13672-2

Assessment Policy

Pearson-Set task – learners take the assessment during the defined window in year 2 and demonstrate understanding through completion of a vocational task.

Internal assessment:

Each student is allowed **ONE** submission for each assignment. Therefore, it is crucial that you get it right the first time and meet the required assessment criteria.

You should make sure that you fully understand the assignment or assessment task that you have been issued. Don't be afraid to ask your unit teachers for help if you don't understand what you need.

So what happens if I don't achieve the assessment criteria after my submission?

Due to every assignment contributing towards the final grade, you may be entitled to one opportunity for a **resubmission** to meet the assessment criteria. However, this has to be authorised by the Lead Internal Verifier and you must meet the following criteria:

- You met the initial deadline set for the assignment.
- Your teacher feels you can improve your evidence with no further guidance.
- You have signed and dated a declaration of authenticity for your assignment.

If these three conditions have not been met, you will not be authorised for a resubmission.

Should you be authorised for a resubmission, you will have **15 working days** to complete the assignment from the date of receiving your feedback.

You will not be given any additional guidance from your unit teacher.

Get it right the first time. Be prepared for your assignments!

What happens if my resubmission still doesn't meet the pass criteria?

The qualification doesn't allow for compensation, therefore students are required to pass every unit in order to gain the full qualification.

The Lead Internal Verifier can authorise **one retake** opportunity in order to meet the pass criteria.

Please note that this will only be authorised in exceptional circumstances.

The retake will only be graded to the pass criteria and will be a new assignment or assessment task.

Your teacher will agree and record a clear deadline before the retake is started.

Should a student still not achieve a pass of the retake assignment, they will not pass that unit. This will lead to **failing the whole qualification**.

Assignment deadlines and feedback:

Throughout the course, students are required to meet the stipulated deadlines of assignments that are issued to you by members of staff.

Should a deadline be missed, you will not be eligible for a resubmission or retake of an assignment. **This will mean that you cannot pass that unit, and overall, will not be able to achieve the qualification.**

Catch-up: should you fail to produce enough work in lessons, you will be referred to catch-up by your class teacher and will miss academy coaching and competition. Mr Taylor will have instructions from your teacher about what work needs completing and will support you in getting this completed.

Feedback for assignments should be given back to students within **15 days** of the assignment deadline. Should a member of staff not follow this, please alert Mr Taylor immediately.

Assignment briefs:

For each unit of the course, students will be given an assignment brief. The purpose of the brief is to highlight to students what assignments will be required to successfully complete that unit.

Students will be given information regarding the nature of the assignment, what the assessment criteria is, the submission and deadline dates, as well as any sources of information that will assist with the completion of the unit.

Copies of the assignment briefs are on-line in Google Drives and Google Classroom.

English and Maths retakes

If you are resitting English and Maths, you will have compulsory lessons in these subjects to attend. Should they clash on the odd occasion with a sports event, it is **YOUR** responsibility to catch up on the work that you have missed.

Mr Taylor will monitor your attendance at these classes. Failure to attend will result in certain sanctions being put in place, including suspension from all sports academy activities until work is caught up and attendance improves.

Referencing

Guidance on referencing

A useful guide to referencing can be found online at:

<http://www.jiscpas.ac.uk/apppage.cgi?USERPAGE=6320>

Referencing from textbooks:

A reference in the **text** should show at least the name of the author, the year of publication and the page number.

For example: (Morrison, 2000, pg.29.)

Candidates must also include a **bibliography** at the end of their work, which lists details of publications that have been used to research their project.

For example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press. (The name of the author, the year of publication, title of the book in quotation marks and the book's publishers, which is usually found on the back of the first page).

Referencing from the internet:

For material taken from web pages, the reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>)

For individual works found through the internet, the reference should show the details as in (b), above, plus the URL and the date accessed.

For example:

Airey, C. (2004). The State of Play Today [Online] 6th Edition. Available at: <http://classics.mit.edu/Plato/republic.html> [20th September 2001].

Plagiarism

Plagiarism refers to copying from published texts (copying out of textbooks word for word), whether these are in print or on the internet (copy and pasting things from websites). It can also refer to copying from manufactured artefacts, or essays or pieces of work previously submitted by other students.

It should be noted that in the context of the Joint Council Awarding Bodies, plagiarism does not include collusion, that is, working collaboratively with other candidates.

By virtue of its definition, plagiarism is restricted to those examination components where students undertake examination work in unsupervised conditions, such as

coursework, pre-release work, or the compilation of research notes which can be used in the examination. It can also occur when candidates are permitted to annotate texts and bring these into the examination room.

Students need to ensure they reference and explain their findings in their own words, using relevant examples when necessary, to avoid falling into this category. Assignments will be graded U if plagiarised.

Below are a list of useful websites that can give advice to students about coursework:

www.courseworkbank.co.uk
www.courseworkhelp.co.uk
www.coursework.info www.essaybank.co.uk
www.freestudentstuff.co.uk www.maths-help.co.uk www.projectgcse.co.uk
www.revision-notes.co.uk www.sci-journal.org.uk www.studentcentral.co.uk
www.studyzones.com
www.topcourseworksites.co.uk www.uk-learning.net www.essaysdone4u.com

Extenuating circumstances

Throughout life, we understand that some events that occur are out of our control, sometimes very unexpectedly. When these events occur, they will have an effect on your education and can affect you in a number of ways. We are here to support you.

Should events such as bereavement, a bout of sudden illness of a relative or yourself occur at the time in which an assignment is due in, you are allowed an extension on that piece of work.

The extension period is **10 days**.

In order to apply for this, you will need to have a written letter from the person with parental responsibility for you explaining what the situation is.

This will need to be given to Mr Taylor

If you struggle because of events that occur out of college, please let us know. We will support you.

Volunteering

Volunteering has become a crucial factor in the university application process, and also leading into employment after this course. The PE Department facilitates a number of extra-curricular clubs after school and at lunch times, as well as home and away fixtures.

We would like more BTEC Sport students assisting with these clubs and activities. In the past, we have had students take their own teams for the duration of their time here and they have been very successful. We do write a reference for when you leave and this is great to have on your CV.

Key Terms

KEY WORDS	DESCRIPTION
Complete...	Complete a form, diagram or drawing.
Demonstrate...	Show that you can do a particular activity.
Describe...	Give a clear, straightforward description which includes all the main points.
Identify...	Give all the basic facts which relate to a certain topic.
List...	Write a list of the main items (not sentences).
Name...	State the proper terms related to a drawing or diagram.
Outline...	Give all the main points, but without going into too much detail.
State...	Point out or list the main features.
Comment on...	Give your own opinions or views.
Compare... Contrast...	Identify the main factors relating to two or more items and point out their similarities and differences.
Competently use...	Take full account of information and feedback you have obtained to review or improve an activity.
Demonstrate...	Prove you can carry out a more complex activity.
Describe...	Give a full description, including details of all the relevant features.
Explain...	Give logical reasons to support your views.
Justify...	Give reasons for the points you are making so that the reader knows what you are thinking.
Suggest...	Give your own ideas or thoughts.
Analyse...	Identify several factors, show how they are linked, and explain the importance of each.

Compare... Contrast...	Identify the main factors in two or more situations, then explain the similarities and differences, and in some cases adapt your original ideas.
Demonstrate...	Prove that you can carry out a complex activity, taking into account information you have obtained or received to adapt your original ideas.
Describe...	Give a comprehensive description which tells a story to the reader and shows that you can apply your knowledge and information correctly.
Evaluate...	Bring together all your information and make a judgement on the importance or success of something.
Explain...	Provide full details and reasons to support the arguments you are making.
Justify...	Give full reasons or evidence to support your opinion.
Recommend...	Weigh up all the evidence to come to a conclusion, with reasons, about what would be best.