



Xaverian
College

Induction Assignment and Course Handbook

In this document, you will find an [Induction Assignment](#), followed by your [Course Handbook](#). Working through the assignment and reading through the handbook will prepare you well to start the course. We look forward to seeing you at the start of term.

The Information Technology Department



Xaverian
College

Applied Studies – Vocational Induction Period
Assignment Brief

Induction

An introduction to your
OCR Cambridge Technical in
Information Technology

Student Name:

Induction

Your Induction will last up to two weeks and help you start well on your course.

Studying towards your OCR qualification will prove very demanding. You must show a high level of commitment, dedication and intellectual skill. We want you to achieve your personal best, but to do this you will need to develop your skills, some being specific to this course. These are detailed below:

Research skills

The amount and quality of the research you do on this course will affect the grades that you achieve. Research will come from textbooks and note taking but you cannot pass this subject if that is all you do. You will make extensive use of the library and the Internet.

Report writing

Your course is assessed through reports that you write and exams that you complete. Written work requires that you to approach a problem very logically and communicate your ideas clearly. It is the sum of all of your research and analysis on what you discover.

Communication

You will need to demonstrate a high level of communication skills in a wide variety of ways. For example, you will need to communicate through reports, presentations to the class, letters, meetings and interviews. The clarity with which you communicate your ideas will have a significant impact upon your grades.

I.C.T.

Your I.C.T. skills again will have an impact upon the quality of your work. Your ability to research and gather information and the quality of presentation of your reports will be greatly improved if you demonstrate good I.C.T. skills.

Numeracy

Throughout your assignments you will need to demonstrate a range of numerical skills. However, they are not to a very high level, mainly requiring you to simply add, subtract, divide, multiply, calculate percentages and use simple spread sheets.

To ensure that Xaverian College and the Business and Professional Studies Faculty provides you with learning support focussed on your needs, we have organised two induction activities that you will need to complete in the first two weeks of the course. The completion of these tasks will be monitored to help improve your achievement on the course.

About your course

What do you know already?

If someone asks you about your course, could you give a short, accurate description? If you can, you have a good understanding of what your course is about. This has several benefits.

Four benefits of understanding your course

- 1 You will be better prepared and organised.
- 2 You can make links between the course and the world around you.
- 3 You can check how your personal interests and hobbies relate to the course.
- 4 You will be alert to information that relates to topics you are studying, whether it's from conversations with family and friends, watching television or at a part-time job.

Read any information you have been given by the college. You can also check the OCR website for further details – www.ocr.org.uk

Top tips

If you have a part-time job, you're likely to be involved in helping customers and colleagues. These are important skills for any OCR First learner.

Try this

Write down your interests and hobbies and identify those that relate to your studies in any way.

Interest/hobby	How this relates to my studies

Case study: How will this course be useful?

Tony is a big football fan. He has discovered that he can use his interest in football to help him practice his IT skills. He has created a 'fanzine' (a magazine for football fans – possibly electronic) to practise his desktop publishing & web skills and also produces a newsletter which is actually sent out to his 5-a-side football club members.

He has created an Excel spreadsheet which lists all the first team members of the Premier League team he supports. The spreadsheet shows how many matches each player has played, how many goals they have scored and lots of other information and statistics. He is now thinking about producing a supporter's website.

Tony works part-time in a sports shop and has created a spreadsheet to keep track of the hours he works. Recently, he was underpaid so he took the spreadsheet to his manager to show him the mistake. His manager was so impressed that he asked Tony to produce a spreadsheet that could be used to keep track of all temporary staff hours.

Tony is an excellent example of someone who has used his interests and part-time work to help develop his IT skills. This can be a very useful when you apply for a job as most employers like to see how you relate what you have learnt on a course to their business.

Think about your interests, and any part-time or voluntary work that you do. How could you use IT to assist you in these areas?

Activity: How well do you know your course?

See ocr.org.uk/qualifications/cambridge-technicals/information-technology/#level-3

Complete the activity below to check that you know the main facts. Compare your answers with a friend. You should have similar answers except where you make personal choices, such as about specialist units or double and treble courses. Your teacher can help you complete number 11.

1 The correct title of the OCR course I am studying is:

.....

2 The length of time it will take me to complete my course is:

.....

3 The number of core units I have to study is:

.....

4 The titles of my core units are:

.....

.....

The main topics I will learn in each core unit include:

Core unit	Main topics

6 The titles of my specialist or optional units are:

.....

.....

.....

.....

7 The main topics I will learn in each specialist unit include:

Specialist unit	Main topics

8 Are there any externally assessed – or exams – and what units are they:

.....

9 I will be internally assessed by completing:

.....

.....

11 Other important aspects of my course are:

.....

.....

.....

12 After I have achieved my OCR Technical Diploma, my options include:

.....

.....

.....

Introduction to the Information and Creative Technology sector

The OCR Cambridge Technical Diplomas in Information Technology are qualifications for anyone who wants to become a producer of technology products and systems rather than just a consumer of them. The qualification is about how technology systems work and how they can be used to provide solutions to problems. Many of the units you will take follow the same structure in terms of designing, making, testing and reviewing a product to meet a client's need. There are opportunities for you to develop digital products, like animations, videos, and audio. Elements of software development are also covered, for example in software development and mobile apps development. Plus, there are also technical units such as computer networks, which provide an opportunity to develop and test a network.

The qualification reflects both the technical and creative nature of Information Technology and how it's used in the workplace. Online systems and technology have become part of everyday work, so being able to understand and work with this technology is relevant to many roles in the industry.

For more information about what you need to learn for each unit, look in the Unit Content section in the specification. Then complete the skills survey table below.

After filling in the unit name, look at the 'How familiar am I with this topic' column. Enter a number between 1 and 10, where 1 means you know nothing about the topic and 10 means you are very familiar with every aspect of the topic. Then complete the other two columns.

Unit name	How familiar I am with this topic (1-10)	Things I already know (check Unit Content in the specification)	Things I need to learn (check Unit Content in the specification)
Unit 1: Fundamentals of IT			
Unit 2: Global Information			
Unit 3: Cyber Security			
Unit CC: Cloud Technology			

Skills you need for your sector

What skills would an employer expect from someone with an IT qualification? They will expect you to understand how the internet and worldwide web work and how to use them. You should also be able to understand how technology systems work. You should know how computers work in terms of the internal hardware components and software that bring computers to life.

The following is a list of general IT skills and competencies you would be expected to have.

- Keyboarding skills**

You will be expected to have reasonable keyboard skills and be able to type quickly and accurately. You won't necessarily need to be able to touch type, although this is a very useful skill you should consider learning.

Do you know what touch typing is? If not, find out! Is there any software available to help you learn this skill?
- Save, find and retrieve files and keeping files safe**

As well as understanding the basics, in a work environment you will be expected to keep track of a large number of important files and be able to find any one of them quickly.

How can you keep your coursework in a way that makes it easy to find any file? What precautions should you take to ensure you don't lose any work?

- **General IT housekeeping and problem solving**

While you won't be expected to be a technical expert you will be expected to know how to keep your computer running efficiently and how to deal with minor problems.

- **Security issues**

Keeping your computer safe and secure is very important. You will be expected to know how to keep documents secure. This will be more important if you work in an area where you deal with confidential or personal information. You will be expected to understand your responsibilities under GDPR and to know what sensible precautions you should take to protect the computer system from viruses and hackers.

- **Internet and email skills**

These are essential tools in a contemporary business so you will be expected to be fully proficient in the business use of these tools.

Activity: Gaining IT skills

Ashwin is interested in running his own business, but he is not yet exactly sure what that business will be. He is studying BTEC Business but is also studying OCR Cambridge Technical in IT, as he knows IT skills are essential for anyone who wants to run their own business.

Ashwin is doing the following units

For each unit, think about how the skills he will learn might be relevant to his plans to start his own business. For example, how would basic IT skills or awareness of global technology help Ashwin set up his new business?

Use the table below to list how each unit could be used.

Unit	How skills learnt could be used by Ashwin when he starts his business
Unit 1: Fundamentals of IT	
Unit 2: Global Information	
Unit 3: Cyber Security	
Unit CC: Cloud Technology	

What plans do you have for the future? How are the units you are doing relevant to those plans?

.....

.....

.....

.....

How you learn

Expect to be 'hands-on'. OCT Technical Diplomas are practical and focus on the skills and knowledge needed in the workplace. You will learn new things, and learn how to apply your knowledge.

OCR Technical learners are expected to take responsibility for their own learning and be keen and well-organised. You should enjoy having more freedom, while knowing you can still ask for help or support if you need it.

How you are assessed

Many OCR Level 3 courses are completed in two years, You will be assessed by providing evidence in different ways: including Exams, Word Processed reports, detailed Electronic Presentations, informative DTP documents, Interviews, completion of actual Products, supporting documents like Testing and User Guides, Question and Answer sessionsand so on.

- For examined units you will follow a programme of study that covers a set specification and culminates in an exam
- For other units you will be assessed by completing assignments written by your teachers and based on learning aims set by OCR.
- Each exam will be on a set date and assignments will have a set deadline.
- Preparation for the exams will be thorough and will include homework, exam questions and of course mock exams.
- Instructions will be clear for handing in assignments – the date and location must be followed

Induction Assignment One

Name: _____

Think about the hardest working student you can remember. On a scale of 1-10, how hard do you think you work compared to them?

A lot less

1

2

3

4

5

6

7

8

The same

9

10

What do you want to be doing this time next year? What's your objective?

What grades do you need to achieve on this course to reach that objective?

In general and based on how the course is graded write below what you must achieve in each unit to achieve the grades you need. How many Ps, Ms and Ds do you need?

In the past only students who work at levels 9 or 10 fully achieve the objectives they've set in this exercise. These are the students who work at home, work during their study periods, work in the library, attend subject support, demonstrate good time management, proofread their work and meet all deadlines. Has that been you?

After reading the above statement, write three things below you will try to improve so you reach your objective.

1.

2.

3.

Print this page out, complete it and hand it to your tutor as instructed.

Assignment two

Scenario

Last year's vocational group investigated student facilities at Xaverian College and found that improvements to the common room were their main priority. Listed below are the findings of a survey that was carried out last June.

Improvement	Votes	%
Café opening hours	40	
Installing a jukebox	180	
Improvements in seating	220	
Re-flooring	60	
Repainting	50	
TOTAL	550	100

Task one

Using the data above, create a chart to show which is the most popular choice. Present the votes cast for each choice as a percentage.

Task two

Take the most popular request and research the costs using any Internet site. To help you calculate costs you need to know that you will be requiring 65 new seats. The Principal insists that the seats fold away for easy storage.

Task three

Now you must present your findings in a word processed report. This must include:

- An explanation of the brief you have been given
- A completed table similar to the one above
- The chart you have created
- A conclusion showing your calculations
- A Bibliography citing your sources

Task four

Print off the 'OCR Submission Declaration Form' from the intranet, fill it in, and attach it to the front of your report.

Assignment 3

Scenario

Everyone is going complete a work placement as part of this course, because Xaverian College are preparing you for your future not just helping you achieve to a qualification. Using the information below about the type of jobs available in Greater Manchester you are going to start to find realistic and potential work placements to participate in.

The top 10 employment sectors in Greater Manchester are:

1. Financial and Professional Services (22%)
2. Health (13%)
3. Retail (10%)
4. Education (9%)
5. Manufacturing, Technology, Engineering and Science (9%)
6. Hospitality and Tourism (7%)
7. Transport and Storage (5%)
8. Wholesale (5%)
9. Construction (5%)
10. Public Administration (4%)

For legal reasons there are strict requirements applied to the placement you arrange. Your tutor will make these clear to you and whether the choices you have made are suitable.

Task One – during the induction period

Create a CV and draft a letter, email and a telephone script that you could use to contact each of the businesses you will apply to for a placement. When you are happy with your drafts, print all of these, hand them to your teacher with a 'BTEC Submission Declaration Form' AND save them in in your home area in a folder named "Work Experience".

Continue to Task Two only when your tutor says to

Task Two – only when directed by your tutor

ONLY when your tutor has said so, contact your chosen businesses in the most appropriate way, using the documents from "task one" above. Record replies that you receive over the next week. If, after a week you have heard nothing from some of your chosen businesses, contact those businesses again. Record their replies too.

At this point, assume that you have received all of the replies you are going to. Choose which business you wish to work for and acknowledge their offer. Ask them to send a letter of confirmation to you and pass the details on to the Employer Engagement Officer with the "Work Experience Student Confirmation Form" available on the intranet. Use the email address workexperience@xaverian.ac.uk. If you have no placement at this point, choose a new set of businesses and get contacting them!

Case study: Completing assignments

At first Kauthar found her OCR course a bit strange. She left school after completing her GCSEs and decided to go to college to study OCR Technicals in IT as she wanted to work in an office with computers.

At school she was used to a full timetable every day so it was a bit of a surprise to find she only had lessons four days a week - and even on the days when she was in college, there were some quite long gaps between some lessons.

At first she took the free time as time to relax, chat to her friends and go shopping. Her teacher had spoken to the class about using their time wisely but she hadn't taken much notice. When the first assignment was handed out she expected there would be enough time in the lessons to complete the work, but this didn't really happen and her teachers didn't give the class much time to do the assignment work in class.

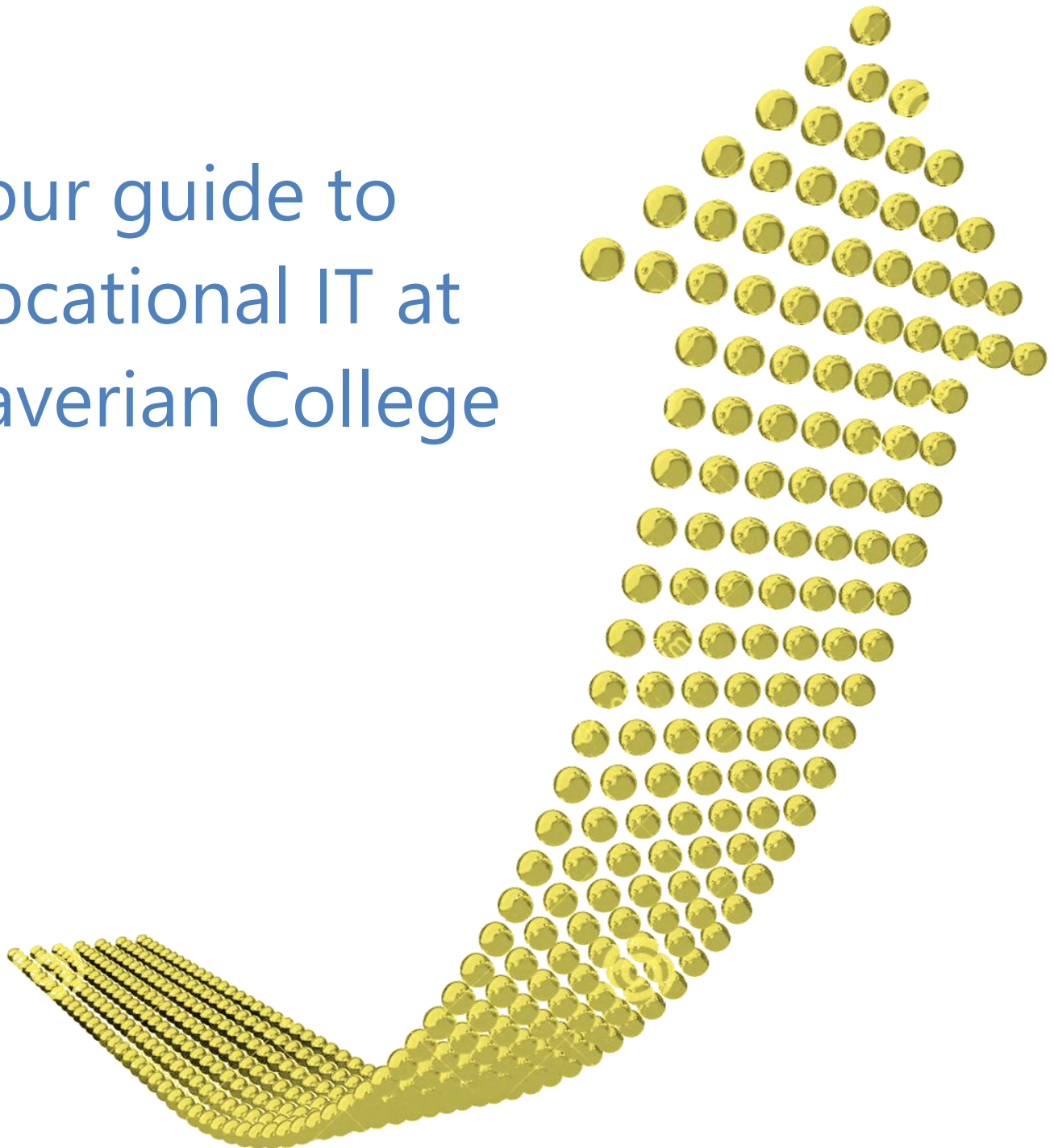
As the deadline approached, she began to get worried as her work was nowhere near complete. When she had her monthly learning plan meeting with her teacher, she admitted that she was behind with her first assignment (which was due that week) and hadn't even started on her second one. Her teacher printed out a copy of her timetable and they agreed that she would work independently in the college Learning Resource Centre for three separate hour-long sessions each week. They pencilled these on her timetable. Her teacher also put Kauthar in touch with one of the Learning Resource Centre advisors who could give her help and encouragement to stay on track with her assignment work.

Kauthar used these sessions to catch up and, although her first assignment was handed in late, she managed to get her second one completed on time. She soon got use to the more independent nature of the OCR course and used her 'free' time wisely to work on assignments. After she had caught up with her work, she didn't need to use every session she had pencilled in on her timetable; she learned to be flexible, spending more time in the Learning Resource Centre as and when she needed to.



Xaverian College
Applied Studies

Your guide to Vocational IT at Xaverian College



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THE COLLEGE'S MISSION STATEMENT

We are a Catholic College dedicated to the development of the whole person.

To achieve our mission we will:

- Maintain a Christian environment which is purposeful and fulfilling
- Value all members of the College Community equally
- Promote excellence in teaching and learning
- Have the very highest expectations of all our students
- Offer appropriate choices, guidance, support, and facilities
- Help students to develop as people who strive for the highest possible standards in all aspects of their lives as happy, useful, and successful members of society, and who combine success with service to others in both their personal and working lives.

WELCOME TO THE FACULTY

Hello and welcome to IT – within the Business and Professional Studies Faculty.

This handbook contains a lot of information that you will find useful throughout your course so please remember to keep coming back to it when you have any queries.

Your IT course is delivered by members of the 'Business and Professional Studies Faculty' based in the building called **Mayfield**. On your BTEC course you will have up to five different tutors helping you through your work over the two years. All are subject specialists who have taught applied courses for many years.



Ms S Bailey (SLB)



Ms S Begum (SJB)



Mr M Pouncey (MP)

OCR/BTEC Level 3 Diplomas in IT - COURSE ASSESSMENT PLAN

The table below is this year's plan of units that students complete – it is updated every year and for the year 2020/21 will have exams.

Your course will be a single, double or treble along the following lines.

	Tutor 1 – Sub Dip	Tutor 2 - Diploma	Tutor 3 – Ext Dip
LOWER SIXTH	Unit 1 Communication and Employability Skills for IT Mandatory - CORE Internal / C/W 60 GLH	Unit 7 Organisational Systems Security Optional Internal / C/W 60 GLH	Unit 40 Computer Game Design Optional Internal / C/W 60 GLH
	Unit 2 Computer Systems Mandatory - CORE Internal / C/W 60 GLH	Unit 8 E-Commerce Optional Internal / C/W 60 GLH	Unit 29 Installing & Upgrading Software Optional Internal / C/W 60 GLH
	Unit 31 Computer Animations Optional Internal C/W 60 GLH	Unit 18 Database Design Optional Internal / C/W 60 GLH	Unit 9 Computer Networks Optional Internal / C/W 60 GLH

	Tutor 1 – Sub Dip	Tutor 2 - Diploma	Tutor 3 – Ext Dip
UPPER SIXTH	Unit 30 Digital Graphics Optional Internal C/W 60 GLH	Unit 3 Information Systems Mandatory - Core Internal / C/W 60 GLH	Unit 6 Software Design & Development Optional Internal / C/W 60 GLH
	Unit 38 Interactive Media Authoring Optional Internal C/W 60 GLH	Unit 4 Impact of the use of IT Systems on Business Optional Internal / C/W 60 GLH	Unit 17 Project Planning with IT Optional Internal / C/W 60 GLH
	Unit 43 Multi-Media Design Optional Internal C/W 60 GLH	Unit 28 Website Production Optional Internal / C/W 60 GLH	Unit 36 Computer Game Platforms and Technologies Optional Internal / C/W 60 GLH

BRITISH VALUES

Xaverian College upholds British values.

By British Values we mean democracy, the rule of law, individual liberty and respect for all others. You will see evidence of this during your time with us. Below are just a few examples of the ways we uphold these values.

Democracy

- You will frequently be asked for your opinion on college lessons and the pastoral support you receive in something we call a 'Learner Voice Survey'. What you say has an impact on the way the college is run.
- You will frequently be given opportunities to express yourself effectively in lessons and in tutorials.

The rule of law

- Xaverian College staff will uphold the College's Rules of Conduct. These rules are displayed on posters in every classroom for you to read.

Individual liberty

- Xaverian College staff will frequently provide you with the opportunity to express your point of view regardless of your beliefs or opinions.

Respect for all others

- Xaverian College staff will ensure that the opinions and beliefs of everyone in the college are respected by everyone.
- Xaverian College staff will always challenge discrimination and anti-social behaviour without exception.
- Xaverian College staff will generate good relations between all in your lessons.

THE XAVERIAN MINDSET

These are the habits we want you to form while you are with us.

We believe that everyone is capable of improving themselves and achieving excellence. However, there are no shortcuts. Research has shown that the only difference between those who are 'good' and those who are 'excellent' is the amount of independent practice an individual puts in.

We expect students to work independently for more than 16 hours per week for each teacher they are with. Some students make the mistake of thinking, "that's impossible - my tutor only sets me 2 hours of homework a week". We want to get everyone out of this way of thinking! The homework your teacher sets only contributes to your study time, the rest of the 16 hours or so is made up by you independently. We are here to guide you and help you adopt the Xaverian Mindset on your journey to excellence. It all starts with forming good habits:

Good time management	Using time outside of the class room effectively
Engagement in classes	Taking an active part in learning in the classroom
Using available resources	Using books, the library, intranet and internet etc.
Responsiveness to teacher feedback	Using feedback to improve your next piece of work
Organisation of work	Planning your independent study times

GREAT EXPECTATIONS

What we expect of you.

Your course is broken down in to units and the higher the grade you achieve in each unit, the more points you score – a little like a win is worth more points than a draw in sport. Regardless of your predicted grades and your previous performances in GCSEs for example, you are going to aim to achieve “Distinctions” on this course. Distinctions are the equivalent to grade As at A’ level and almost 100% of our students achieve them - so you will too, whatever you think now!

However, as you will know from school, this is only going to happen if you follow certain guidelines. The most important ones are:

- Listen to staff and do as they say, we’ve lots of experience you can benefit from.
- Meet all deadlines - this is essential to success on any BTEC course.
- Do work when you are given it, don’t leave it until “tomorrow”.
- Frequently work in your independent study periods.
- Keep attendance and punctuality at 100%.
- Always attempt high grade work first time.
- Plagiarism is not allowed – that is to say passing someone’s work off as your own – COPYING. We know what to look for and your work will be disqualified. Your input must be your own.

OUR ASSESSMENT POLICIES

Please read this policy carefully. It may impact on your success on the course.

Your course will be made up of 'units' assessed by Exams and Coursework. Assessment relates to quality of your work and your numeracy and literacy.

Assessment Tasks

As you practice for these assessments, your tutors will maintain appropriate formative assessment records such as feedback on classwork, homework and tests. Assessment results will also be recorded on CEDAR as another way of helping you monitor your own progress.

Assessment - Coursework

Coursework units are split into 'assignments'. When classroom teaching and practice is finished, the assignment will be distributed so that you attempt independently using class notes and formative assessment as guidance. Deadlines will be clear and on that day you will submit your work, it will be assessed and the outcome recorded on CEDAR and on the "Summative Assessment Sheet" for you to see. There is an "Appeals Policy" if you wish to appeal against the assessment decisions being made by your tutor. This is in the introduction section of every 'Unit Handbook'.

Assessment – Exams

Similar to GCSE's these exams will be completed to assess your learning and will be based on the Topic areas specified in the course details. There will be regular assessments to gauge your progress, we will use past-papers so that you are familiar with the type of questions and of course mock exams to fully prepare you for the exam.

Resubmissions and retakes

When you receive your assessment grade, you may wish to improve it with a second attempt. You only have 15 days to resubmit the second attempt. However, your tutor is not allowed to let you do this; so you must apply to the Lead Internal Verifier for your course. The LIV will verify that these Exam Board Terms and Conditions are met:

- Your first attempt was handed in on the deadline day.
- Your new piece of work can be completed in a way that it is verifiably your work and yours alone, with no further input from anyone else such as tutors or others on your course.
- You have the potential to complete the work successfully without further help or guidance.

If the T&Cs are met the LIV will allow you to resubmit the assignment for a second but final assessment. If T&Cs are not met, your application will be refused and the original grade will stand. You may retake Pass grade work only if a resubmission fails to achieve a Pass standard.

Support and Referral

First, always ask if you feel you need support of any kind, there is always someone who can help. However, if we notice that you begin to underachieve, your tutor will support and guide you in the first instance. Your tutor may later refer you to your Curriculum Leader, Head of Faculty, Form Tutor, Pastoral Manager, Senior Pastoral Manager, Head of Pastoral Care or our Learning Support Staff, depending upon the type of support or guidance they consider you require to meet your targets.

INDUCTION

The list below shows what you should know by the end of your induction period.

During the induction period you will complete several tasks and assessments. Although it may not be obvious, we are assessing you and your performance throughout this period so we get a sense of your strengths and areas that require development.

The aims of the induction period are:

- to help you understand what lies ahead
- to clarify our expectations of you
- to help you adjust from your previous courses to your new one
- to help you learn about what college can do for you

During your induction you should:

- complete induction exercises
- join One Drive, Turnitin and other IT based systems
- be shown where specifications for your subject can be found
- be told how and when you will be assessed and graded
- be told what is expected of you (attitude, behaviour, punctuality)
- be told that you will be expected to achieve 100% attendance
- understand the importance of MEETING YOUR DEADLINES!!

Come back to this page at the end of the induction period. If you remain uncertain about any of the above, please ask any member of staff for help.

INTRODUCTION TO OCR Cambridge Technical Diplomas

How do Cambridge Technicals work?

All vocational courses are designed to be work-related qualifications. Each will give you knowledge, understanding and the skills you need to prepare for employment, an apprenticeship or higher education at University and therefore provide you with valuable progression opportunities.

Here are some key points for you to consider:

- OCR Cambridge Technicals in IT are offered in different sizes. Be sure to know which size course you are on. At Xaverian College we offer the ones below which will take you 2 years to complete.

Full course name	A' level equivalence
OCR Cambridge Technical L3 Introductory Diploma	1
OCR Cambridge Technical L3 Diploma	2
OCR Cambridge Technical L3 Extended Diploma	3

- OCR Cambridge Technical qualifications consist of 'units', some are Mandatory and some Optional. Mandatory units must be studied and passed. Only after the Mandatory units are passed do Optional units (selected by your teacher to best meet your needs) add to the overall result you gain after. Each unit helps you develop a particular area of knowledge or skills in your subject area.
- There are examined units and coursework based units – the combination depends on the size of qualification
- Although you will be required to refer to exam board material, units will be presented to you in a friendlier format in an assignment brief, some written by college staff. These are found on the VLE, along with other support resources, and explain in detail what work you are to complete and by when.
- All units will be graded as a Pass (E at A level), Merit (C), or Distinction (A). A better unit grade gives you more points towards your final qualification grade

GRADING

How do you calculate the grade you are achieving?

Sorry, this is going to be quite a wordy explanation!

In order to be awarded a qualification you must complete all units and achieve a pass or above in all mandatory units unless otherwise stated in your specification.

The result you achieve in each unit is turned in to points or credits – an example is below

	60 GLH	Points per Credit
U	0	
Pass	10	7
Merit	10	8
Distinction	10	9

To achieve any qualification grade, you must:

- complete and have an outcome (D, M P or U) for all units
- achieve the required units (see your specification) at pass or above and for the Extended Diploma achieve a minimum of 900 guided learning hours (GLH) at pass or above
- achieve above the minimum number of points at the Pass grade threshold.

However, beware. If you do not pass all the required units you will not achieve a qualification. For example, if you have not passed the required external units or have not taken enough optional units you will not achieve a qualification even if you seem to have enough points to achieve a grade.

The final grade you achieve represents an aggregation of your performance across the qualification. As the qualification grade is an aggregate of the total performance, there is some element of 'compensation' in that a higher performance in some units may be balanced by a lower outcome in others.

So, on the condition that you have met all of the criteria above, you are eligible to certificate and receive a qualification. The tables below show how your final qualification will be graded.

EMPLOYABILITY AND TRANSFERABLE SKILLS

Throughout your assignments you have the opportunity to develop extra skills.

All Vocational qualifications offered at Xaverian College offer opportunities, during the teaching and learning phase, to give you practice in developing employability and transferable skills.

Employability Skills

Self-management	Readiness to accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/ reflective learning.
Team working	Respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others.
Business and customer awareness	Basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty.
Problem solving	Analysing facts and situations and applying creative thinking to develop appropriate solutions.
Communication and literacy	Application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning.
Application of numeracy	Manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).
Application of information technology	Basic IT skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines.

Transferable skills

These skills include the ability to learn independently; the ability to research actively and methodically; to be able to give presentations and be active group members; effective writing; analytical skills; creative development; preparation for assessment methods used in degrees.

Achievement of employability and transferrable skills is NOT a requirement of this qualification but you may use copies of work you generate on this course for assessment should you wish to.

THE WORKING PROCESS

As is often the case, there are tried and tested routes to success.

1. In classes, your tutor will help you through the learning process and to prepare for each Exam, Task or Assignment. You must fully engage with this process.

Exams and Tasks	Coursework
<p><u>Teaching and Learning Phase</u></p> <p>Your tutors will help you prepare for each exam or task in a similar way to how you may have prepared for your GCSE assessments. This will involve lots of practise exercises, tests and mock exams leading to formative assessment and advice from your tutor so you know what you do well and what you need to develop further.</p>	<p><u>Teaching and Learning Phase</u></p> <p>Your tutor will help you to prepare for coursework in the weeks leading up to their publication. This will involve you doing lots of practise exercises and receiving formative assessment along the way so you know what you do well and what you need to develop further.</p>
<p><u>Assessment Phase</u></p> <p>The dates for Exams and Tasks are set by the exam board. On those dates you will either sit a written exam or perform a task to show what you have learned. You will receive no further help during the assessment phase so you must prepare thoroughly.</p>	<p><u>Assessment Phase</u></p> <p>Assignment Briefs will be published on your ILP on specific dates. The coursework will show the deadline date for submission and tell you what you have to do achieve. You independently follow instructions in these Assignment Briefs using your tutor's formative assessment from your practise work, but receive no further help during the assessment phase so you must prepare thoroughly.</p>

2. You must plan your workload by using any given deadlines. These tell you when each piece of assessment work has to be completed by so you have enough time to finish every required task. If you miss an assignment deadline, you have failed that unit!

ASSIGNMENT DEADLINES ARE NOT NEGOTIABLE

3. You must be organised and respond to the feedback from your teacher in a constructive way otherwise you may not improve to the required standard before an assessment.
4. You must complete at least 16 hours per week of independent study to prepare for these assessment tasks well enough.

While completing your OCR Cambridge Technical, if you find you have any issues that you feel unhappy about or simply do not understand and feel more explanation is required, please feel free to go and see the Curriculum Leader for your course or the Head of Applied Studies. There are well established policies and procedures in place to help.

SUBJECT SUPPORT

There is support for you every step of the way!

Please remember that at Xaverian College we provide the opportunity for lots of support throughout the year, to ensure that you reach and achieve at your highest potential.

This is what we offer:

- A 'Drop-in' class where you can just stop by for help from your tutors.
- Each tutor provides another timetabled lesson of subject support. Ask your tutors where and when their subject support lessons are.
- Directed support for when you are underachieving and your tutor believes that further support will help. This may be on Wednesday afternoon or another agreed time.
- Your Curriculum Leader will help you with any issues you have.
- The Learning Support centre offers a wide range of assistance from helping you develop essential study skills and improve time management, to help with spelling, punctuation and grammar.
- Pastoral care. Your Progress Tutor, Pastoral Manager and Senior Pastoral Manager are all there to help and support you. Talk to them.
- A library full of IT subject books and other resources, all there to help you with subject knowledge.
- All Assignment Briefs and learning resources used in class are available on your ILP. They are available at all times, from anywhere in the world!
- CEDAR is there to keep you and your teachers informed about your progress. Information available here may automatically trigger support you need to succeed.

PROGRESSION INFORMATION

This section explains what you can do with your new qualification when you pass.

Progression and Career Possibilities

Knowing the value of your qualification is important so here it is again!

Full course name	A' level equivalence
OCR Cambridge Technical L3 Introductory Diploma	1
OCR Cambridge Technical L3 Diploma	2
OCR Cambridge Technical L3 Extended Diploma	3

When you finish your course you can choose between:

- progression to HNDs (may require you to have other AS/A2s)
- progression to Degrees (may require you to have other AS/A2s)
- progression to other courses
- progression to employment
- progression to apprenticeships

UCAS POINT TARIFF

OCR Extended Diploma	OCR Diploma	OCR Extended Certificate	New Tariff points
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
	D*D		104
MMM	DD		96
MMP	DM		80
MPP	MM		64
		D*	56
PPP	MP	D	48
			40
	PP	M	32
			28
			24
			20
		P	16

CAREERS ADVICE

There is plentiful advice available during your time at College. Just ask.

Due to the vocational nature of your course, you will find that careers staff visit your classroom from time to time. However, should you wish to see careers staff on an individual basis, you may book an appointment to talk about your future at any time. Their offices are in the Ryken building.

What can I do right now?

- Assignment 3 from the Induction Handbook will make you focus on what you want and where you want to go. Keep referring to back it throughout your course. Do your ideas or needs change?
- You should update your curriculum vitae (CV) to include your most recent qualifications and experience.
- Records of interviews with our careers staff should be kept for reference and for possible discussion with your progress tutors.

SETTING UP OFFICE 365

The basics of how to set up Office 365 and OneDrive

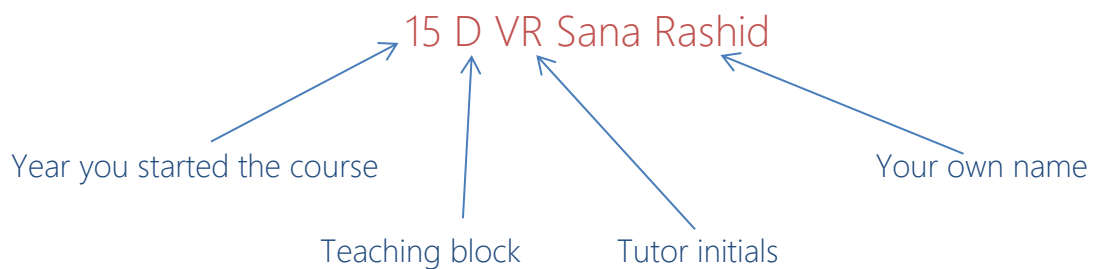
There are many benefits to using Microsoft's OneDrive. In addition to having access to your work at any location and on any device, your teachers can access your work and provide formative assessment to help you prepare for the completion of assignment briefs.

Instructions will be given to help you join OneDrive during your induction period, but here are the basics:

1. Log in to the college intranet.
2. Click on the Windows 'start' button, then 'All programs' then 'Office 365'.
3. In the top left corner of the window that opens, click on and select 'One Drive'.
4. Now click on and choose 'New Folder'.



5. Name the folder very carefully using the format below, then click 'create':



6. Right-click the new folder and choose 'share'. Enter the email address of your tutor. All staff email addresses follow the same format, for example, c.poke@xaverian.ac.uk