

BTEC Learner Handbook 2019-20

This handbook is applicable to all BTEC Learners. Please see the appendix at the back of the document for programme specific details for each of the programmes.

BTEC Qualification Details

Vocational (career-based) BTEC qualifications are designed to give learners the skills and knowledge needed to move into employment or progress to higher education. The content of your qualification is therefore created and developed with the support and input of employers, industries and Higher Education establishments. These qualifications are written to meet the regulatory expectations of Government and national organisations. The delivery and assessment of your qualification is carefully planned and monitored through clearly identified quality assurance measures to ensure that every BTEC learner's achievement is judged fairly and equally.

Registration & Certification Information

BTEC learners are required to be registered with Pearson before November of the year they commence their studies (or within six weeks for roll-on, roll-off programme).

If you are on a programme of study being delivered from September to July it is vitally important that deadlines for assessed work are met to prevent any delays in your certification.

Induction

An induction period will take place at the start of your course. The purpose of this is to ensure you are clear about the systems and structure of your course and have information that will ensure your success on the qualification.

The induction to your studies will include information on:

- Specific details about your BTEC qualification
- Centre policies
 - Discipline
 - Malpractice
 - Health and Safety
 - Safeguarding
 - Equality and Diversity
- The teaching team and timetables
- Where to seek support (pastoral / academic)

Health & Safety Information

- You are required to attend the health and safety lecture and the fire-safety training when you start the program and are strongly advised to follow the instruction and guidance given.
- Food and drinks (except for bottled water) are not allowed in all classrooms and laboratories.
- You are required to follow the health and safety instruction posted in laboratories.
- First-aid kits are available in every BTEC delivery classroom.

Teaching, Learning and Pastoral Support

Your BTEC qualification will be achieved through the delivery of structured lessons, informal and formal assessments. Active participation in all aspects of your studies will be required to successfully achieve the qualification.

Within BTEC qualifications there is an expectation that learners will undertake at least 30 hours of independent study per unit to support learning.

At the commencement of your studies your assessors (teachers) will work with you to set a target grade for your overall achievement. This will be monitored throughout your course and targets will be set to help you achieve your goal; use this to focus the effort and time you invest in your assessments.

Assessment and Verification

All BTEC qualifications are regulated by rules regarding the management of the quality of assessment of learning and the awarding of grades. You will not be expected to complete a formal assessment to demonstrate your understanding of a topic, or part of a topic, until all relevant teaching has been completed.

Internal Assessment

The content of the assessment will be outlined on an Assignment Brief; the design of these will be explained during induction. For every assessment there will be a clear deadline by which the work must be submitted to your assessor (teacher). There is a ONE submission policy in place for BTEC assignments. However, it is also understood that under certain conditions it might be appropriate to allow a learner an additional opportunity to achieve more.

For level 1-3 QCF programmes:

- You must understand that in order for the Lead Internal Verifier of your course to be able to authorise a resubmission these conditions must be met:
 - A learner has handed in their initial submission by the published deadline (or applied for an extension in line with published procedures)
 - A learner has confirmed that their submission was their own work and/or appropriately acknowledged another's work
 - The assessor has authenticated the learner's submission and believes that the learner can improve their submission independently with no further teaching
- This can only happen once for each of the units
- It has to be clearly recorded on the assessment form
- The Lead IV has to authorize the re-submission
- The resubmission should happen within 15 working days, within the term and the same academic year without further guidance from the assessors
- The assignment tasks will be the same as the original assignment.
- The learner is given an opportunity to achieve a higher grade in the resubmission
- If the learner still failed the unit, then 1 time retake is allowed, but the grade will be capped at Pass. To retake, the assignment is targeted on the remaining Pass criteria on a new assignment topic. No further guidance will be given to complete the assignment and no further retake will be given for the unit. The Lead IV has to authorize the retake.

For level 4/5 RQF programmes:

- No formative feedback can be given to learners, only summative feedback is allowed
- Learners are given 1 opportunity for resubmission if they failed the assignment. The grade will be capped at Pass
- For resubmission, it has to be authorized by the Academic Board/ Assessment Board
- Learner cannot aim for a higher grade in the resubmission
- Learners are given 1 time opportunity to retake, but it is also capped at Pass
- The learner can fail a core and an optional unit but still achieving the qualifications. The centre has to proof to us that the learner has tried their best to attempt a Pass in the units but at the end failed
- The impact will be that the learners are lacking required credits to further their education

Your work will be marked within 2 weeks following that a sample of the assessments will be checked by another member of the teaching team to ensure the grading is fair and accurate. Once this has been completed you will be given your grade for that assignment and feedback which will help you to improve and develop your skills.

You are required to attend at least 80% of classes. In case you have to be absent from classes due to sickness or an unavoidable circumstance, you may make a leave request and submit it to the lead internal verifier (for levels 1-3) or the program committee (for levels 4-5), who will make a decision on a case-to-case basis.

School holidays can be found in the academic calendar which will be given to you at the beginning of each academic year.

In case of emergency conditions arisen, we will make immediate announcements to inform you and instruct what you should do. You are strongly advised to follow announcements made by the government.

We take plagiarism seriously. You may be given fail in the unit where we have found that you commit plagiarism. If you are found to have committed any act of dishonesty during an examination will be subject to the following disciplinary actions:

- In case of the first incident of dishonest acts in examinations, your examination results for all units in the semester will not be considered and you will be suspended from the Center in the next regular semester.
- In case of the second incident of dishonest acts in examinations, your status as a student will be removed and the incident be recorded in your transcript.

You can make an appeal on assessment or examination results by completing the appeal form, which is available on the Center's website, and submit to the Center. After an appeal has been received by the Center, the Center will consider your appeal and inform you the result within 4 weeks.

Appendix A

Programme: Certificate in Creative Media Production (Games Development)

Overview

BTEC Nationals provide specialist, work-related learning across a range of sectors. Delivering the knowledge, skills and understanding students need to prepare for their chosen career, BTEC Nationals offer progression to higher or further education or into employment. Alongside A levels, BTECs are the most widely recognised qualification for admission to higher education (HE) - around one in four of all students starting HE courses in England in 2015 had achieved a BTEC National qualification.

BTEC Level 3 Nationals are equivalent in standard to A levels, providing specialist qualifications for learners who have a clear line of sight to their future career or are planning to progress through further or higher education. They're suitable for students aged 16 and over.

Students who have recently been in education are likely to have one of the following:

- a BTEC or related qualification at level 2
- relevant work experience
- a general level of education equivalent to at least five A* - to C grade GCSEs. BTEC Nationals are delivered in further education colleges, sixth-form colleges, schools and other training providers.

Introducing the Staff:

Program manager: Asst.Prof. Pongkiat Jongtriluck

Asst.Prof. Pongkiat Jongtriluck is responsible for all Creative Media Production courses within King Mongkut's Institute of Technology Ladkrabang. If you have any concerns that cannot be answered by another member of staff, then please see him.

Lead Verifier: Assoc.Prof.Dr. Pichai Sodhiban

Assoc.Prof.Dr. Pichai Sodhiban is also responsible for the overall quality of the course and will be verifying the course for you. Staff will liaise with Assoc.Prof.Dr. Pichai Sodhiban and if you have an appeal that reaches stage 2, Assoc.Prof.Dr. Pichai Sodhiban will respond.

Course assessors:

You will be studying a variety of units and these will be led by different tutors. They will tell you which units they are responsible for and the assessment dates that you need to adhere to.

1. Assoc.Prof.Dr. Pichai Sodhiban
2. Asst.Prof.Dr. Sirirat Petsangsri
3. Asst.Prof. Pongkiat Jongtriluck
4. Asst.Prof. Amphon Thongra-ar
5. Dr. Jirarat Sitthiworachart

Pearson BTEC Level 3 Certificate in Creative Media Production

1 Qualification credit value: a minimum of 30 credits.

2 Minimum credit to be achieved at, or above, the level of the qualification: 23 credits.

3 Mandatory unit credit: 10 credits.

4 Optional unit credit: 20 credits. 5

This qualification is not designed to include credit from other level 3 BTEC units.

BTEC Level 3 Certificate in Creative Media Production (Games Development) (QCF)

Programme Start Date August 2019

Programme End Date May 2020

Units	Core /Mandatory
Unit 1 Pre-Production Techniques for the Creative Media Industries	Mandatory Unit
Unit 2 Communication Skills for Creative Media production	Mandatory Unit
Unit 70 Computer Game Engines	Optional Unit
Unit 75 Human-computer Interfaces for Computer Games	Optional Unit

Appendix B

Programme: Level 3 Certificate in Information Technology

Overview

BTEC Nationals provide specialist, work-related learning across a range of sectors. Delivering the knowledge, skills and understanding students need to prepare for their chosen career, BTEC Nationals offer progression to higher or further education or into employment. Alongside A levels, BTECs are the most widely recognised qualification for admission to higher education (HE) - around one in four of all students starting HE courses in England in 2015 had achieved a BTEC National qualification.

BTEC Level 3 Nationals are equivalent in standard to A levels, providing specialist qualifications for learners who have a clear line of sight to their future career or are planning to progress through further or higher education. They're suitable for students aged 16 and over.

Students who have recently been in education are likely to have one of the following:

- a BTEC or related qualification at level 2
- relevant work experience
- a general level of education equivalent to at least five A* - to C grade GCSEs. BTEC Nationals are delivered in further education colleges, sixth-form colleges, schools and other training providers.

Introducing the Staff:

Program manager: Asst.Prof. Pongkiat Jongtriluck

Asst.Prof. Pongkiat Jongtriluck is responsible for all Information Technology courses within King Mongkut's Institute of Technology Ladkrabang. If you have any concerns that cannot be answered by another member of staff, then please see him.

Lead Verifier: Asst.Prof.Dr. Sirirat Petsangsri

Asst.Prof.Dr. Sirirat Petsangsri is also responsible for the overall quality of the course and will be verifying the course for you. Staff will liaise with Asst.Prof.Dr. Sirirat Petsangsri and if you have an appeal that reaches stage 2, Asst.Prof.Dr. Sirirat Petsangsri will respond.

Course assessors:

You will be studying a variety of units and these will be led by different tutors. They will tell you which units they are responsible for and the assessment dates that you need to adhere to.

1. Asst.Prof. Pongkiat Jongtriluck
2. Asst.Prof.Dr. Sirirat Petsangsri
3. Dr. Jirarat Sitthiworachart
4. Asst.Prof. Amphon Thongra-ar

Pearson BTEC Level 3 Certificate in Information Technology

1. Qualification credit value: a minimum of 30 credits.
2. Minimum credit to be achieved at, or above, the level of the qualification: 23 credits.
3. Mandatory unit credit: 20 credits.
4. Optional unit credit: 10 credits
5. A maximum of 5 optional credits can come from other level 3 BTEC units in this Qualification Suite.

BTEC Level 3 Certificate in Information Technology (QCF)

Programme Start Date August 2019

Programme End Date May 2020

Units	Core /Mandatory
Unit 1 Communication and Employability Skills for IT	Mandatory Unit
Unit 2 Computer Systems	Mandatory Unit
Unit 23 Human Computer Interaction	Optional Unit
Unit 28 Website Production	Optional Unit

Appendix C

Programme: Level Higher National Certificate in Engineering (Manufacturing Engineering)

Overview

The Level 4 Higher National Certificate in Engineering offers students a broad introduction to the subject area via a mandatory core of learning, while allowing for the acquisition of some sector-specific skills and experience through the specialist units in each pathway, with the opportunity to pursue a particular interest through the appropriate selection of optional units. This effectively builds underpinning core skills while preparing the student for more intense subject specialisation at Level 5. Students will gain a wide range of sector knowledge tied to practical skills gained in research, self-study, directed study and workplace activities.

Introducing the Staff:

Program manager for Manufacturing Engineering: Asst.Prof.Dr.Chatrpol Pakasiri

Asst.Prof.Dr.Chatrpol Pakasiri is responsible for all Manufacturing Engineering courses within King Mongkut's Institute of Technology Ladkrabang. If you have any concerns that cannot be answered by another member of staff, then please see him.

Lead Verifier: Dr.Lertsak Lekawat

Dr.Lertsak Lekawat is also responsible for the overall quality of the course and will be verifying the course for you. Staff will liaise with Dr.Lertsak Lekawat and if you have an appeal that reaches stage 2, Dr.Lertsak Lekawat will respond.

Course assessors:

You will be studying a variety of units and these will be led by different tutors. They will tell you which units they are responsible for and the assessment dates that you need to adhere to.

1. Asst.Prof.Dr.Rachsak Sakdanuphab
2. Dr.Lertsak Lekawat
3. Asst.Prof.Dr.Chatrpol Pakasiri
4. Assoc.Prof.Dr.Mongkol Mongkolwongroj
5. Asst.Prof.Dr.Kamol Wasapinyokul
6. Asst.Prof.Dr.Jatuporn Thongsri
7. Assoc.Prof.Dr. Chanon Warisarn
8. Asst.Prof.Dr. Worawut Makcharoen
9. Asst.Prof.Dr. Anakkapon Saenthon
10. Dr.Santhad Chuwongin
11. Dr.Komgrit Jaksukam

At Level 4 students develop a broad knowledge and awareness of key aspects of the engineering sector through four core units, including one unit assessed by a Pearson-set assignment. The core units are:

- Unit 1: Engineering Design
- Unit 2: Engineering Mathematics
- Unit 3: Engineering Science
- Unit 4: Managing a Professional Engineering Project*.

*Unit 4: Managing a Professional Engineering Project is also the Pearson-set assignment unit.

For the Manufacturing Engineering pathway, students take the four mandatory core units, two specialist units and an additional two optional units.

Programme structures; The programme structures specify:

- The total credit value of the qualification
- The minimum credit to be achieved at the level of the qualification
- The core units
- The specialist units
- The optional units
- The maximum credit value in units that can be centre commissioned.

Pearson BTEC Level 4 Higher National Certificate in Engineering

- Qualification credit value: a minimum of 120 credits. This is made up of eight units, each with a value of 15 credits.
- Total Qualification Time (TQT) Higher National Certificate (HNC) = 1,200 hours
- Total Guided Learning Hours (GLH) Higher National Certificate (HNC) = 480 hours
- There is a required mix of core, specialist and optional units totalling 120 credits. All units are at Level 4.

BTEC Level 4 Higher National Certificate in Engineering (Manufacturing Engineering) (RQF)

Programme Start Date August 2019

Programme End Date May 2020

Units	Core /Mandatory
Unit 1 Engineering Design	Mandatory Unit
Unit 2 Engineering Maths	Core unit Mandatory
Unit 3 Engineering Science	Core unit Mandatory
Unit 4 Managing a Professional Engineering Project (Pearson-set)	Core unit Mandatory
Unit 14 Production Engineering for Manufacture	Specialist unit Mandatory
Unit 17 Quality and Process Improvement	Specialist unit Mandatory
Unit 8 Mechanical Principles	Optional Unit
Unit 19 Electrical and Electronic Principles	Optional Unit