

Next generation BTEC First Diploma in ICT (NQF)* Sample One Year Delivery Plan

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme.

We have produced a sample delivery plan showing how the next generation **BTEC First Diploma in Engineering (NQF)** could be delivered over one year, highlighting assessment milestones and indicating where you can co-teach units.

The plan is intended to be used as guidance.

Notes / key:
 30 GLH = 2.5hrs per Week (approximate)
 60 GLH = 4.5hrs per Week (approximate)
 12 weeks per unit
 EA = External Assessment
 RS = RESITS (if applicable)
 SF = Summative Feedback (final submission)
 BE = Book Exam
 NR = Notification of Result (learners discover grade)
 RG - Register Learners with Pearson
 SVN - Standards Verifier Notification
 LIV - Lead IV to develop assessment plan
 MD - Sample of assessed learner work sent to standards verifier

Please see last page for rationale

TERM 1 September to December (see page 2 for Terms 2 and 3)

Unit	Unit Title	Guided Learning Hours (GLH)	01/09/2014	08/09/2014	15/09/2014	22/09/2014	29/09/2014	06/10/2014	13/10/2014	20/10/2014	27/10/2014	03/11/2014	10/11/2014	17/11/2014	24/11/2014	01/12/2014	08/12/2014	15/12/2014	22/12/2014	29/12/2014	Hours		
1	The Online World	30		LIV		RG	BE			Half-Term	EA				RS				Holidays		30		
2	Technology Systems	30					BE				EA					RS							30
12	Software Development	60											SF			NR							54
18	Computational Thinking	30											SF			NR							30
8	Mobile Apps Development	30																					30
17	Multimedia Products Development	60																					54
19	Website Development	60																					54
3	A Digital Portfolio	30																					30
13	Computing in the Workplace	60																					54
15	Installing & Maintaining Computer Software	60																					54
20	Building a Personal Computer	30																					30
FS	English																						
FS	Maths																						
	Work Experience / Enterprise																						
	Hours																						
	Week		1	2	3	4	5	6	7		8	9	10	11	12	13	14	15					

↑ Register Learners approximately 4 weeks after start date.
 ↑ Book Exam for learners. This requires learners to be under controlled conditions
 ↑ Inform learners to revise for their external assessment due after half term
 ↑ External Assessment Booked
 ↑ Summative Feedback. Learners receive their final feedback and grade
 ↑ Resits for any learners who may refer on their external assessment / Use last week of the semester to 'recap' and progress learners who have mitigating circumstances

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TERM 2 January to March (see page 1 for Term 1)

TERM 3 April to June (see page 1 for Term 1)

Unit	Unit Title	Guided Learning Hours (GLH)	TERM 2 January to March (see page 1 for Term 1)							TERM 3 April to June (see page 1 for Term 1)							Hours																
			05/01/2015	12/01/2015	19/01/2015	26/01/2015	02/02/2015	09/02/2015	16/02/2015	23/02/2015	02/03/2015	09/03/2015	16/03/2015	23/03/2015	30/03/2015	06/04/2015		13/04/2015	20/04/2015	27/04/2015	04/05/2015	11/05/2015	18/05/2015	25/05/2015	01/06/2015	08/06/2015	15/06/2015	22/06/2015	29/06/2015				
1	The Online World	30							Half-Term							Holidays							Half-Term						First sampling deadline				30
2	Technology Systems	30																												30			
12	Software Development	60																												54			
18	Computational Thinking	30																												30			
8	Mobile Apps Development	30		SVN						SF		NR																		30			
17	Multimedia Products Development	30		SVN						SF		NR																		54			
19	Website Development	60		SVN						SF		NR																		30			
3	A Digital Portfolio	30											Half-Term					MD	SF			NR		54									
13	Computing in the Workplace	60																MD	SF			NR		54									
15	Installing & Maintaining Computer Software	60																MD	SF			NR		54									
20	Building a Personal Computer	60																MD	SF			NR		30									
FS	English																																
FS	Maths																																
	Work Experience / Enterprise																																
	Hours	480																															
	Week		16	17	18	19	20	21		22	23	24	25	26	27		28	29	30	31	32		33	34	35	36	37						

Your standards verifier should be making contact with your Lead Internal Verifier (LIV) to organise a sample for

Summative Feedback. Learners receive their final feedback and grade

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Inform learners to revise for their external assessment due after half term

Inform learners to revise for their external assessment due after half term (feedback) with appropriate targets to meet

Inform learners to revise for their external assessment due after half term

Inform learners to revise for their external assessment due after half term

Use the final week as a recap week, and as an opportunity for learners with mitigating circumstances to complete their assessment

Final week can be used to recap on units

Rationale for Sample Delivery Plan for IC&T

External Units:

Onscreen testing for next generation BTEC Firsts involves candidates working through an online test under controlled conditions. The on-demand nature of this mode of external assessment gives you more flexibility while maintaining the same rigorous validation as traditional methods.

You'll need to book a test date before you can deliver a test. You can schedule tests at any time to suit you and your learners. Due to the nature of on-demand, onscreen testing, results are not issued instantly. However, results will be available between 28 and 56 days after the test file is uploaded for marking.

More details about the installation process and guidance on making test bookings can be found here:

<http://www.edexcel.com/iwantto/Pages/onscreen-testing-next-generation-btec-firsts.aspx>

Planning Assessment:

It is crucial that when you are preparing and planning your unit, that you work with others to plan out your assessment. Assessment should be prepared as to not overload the learner with too many assessments happening at once. An assessment plan template is available online from <https://www.edexcel.com/btec/delivering-BTEC/quality/Pages/Key-documents.aspx>

This should be completed during the planning stages. Providing the Assessment plan to your Standards Verifier will allow for careful planning of verification sampling.

Unit delivery:

There are different ways in which units can be delivered. There is the "long and thin" approach or "short and fat" approach. For instance, a 60GLH unit could feasibly be delivered over 36 weeks at 1.5 hours a week. This would amount to 54 learning hours (long and thin). Therefore, how you plan your units depends on your preference, staffing and any other considerations. The plan attached is "short and fat" whereby the 36 weeks is split into 3 semesters at 12 weeks each. In each semester a planned unit is delivered.

Hours / Delivery Schedule:

There is flexibility on how many hours you decide to allocate to each unit. One recommendation would be to deliver a 30GLH at 2.5 hours a week for 12 weeks, and 60GLH at 4.5 hours for 12 weeks. This would sit within the threshold of Guided Learning Hours (GLH).

The schedule attached has 3 colours for each 'teaching semester.'

Semester 1 (01.09.2014 – 24.11.2014) 12 Week Block:

- The Online World (30 GLH, approximately 2.5hrs teaching per week)
- Technology Systems (30 GLH, approximately 2.5hrs teaching per week)
- Software Development (60 GLH, approximately 4.5hrs teaching per week)
- Computational Thinking (30 GLH, approximately 2.5hrs teaching per week)

TOTAL of 12 hours per week delivery within Semester 1

Semester 2 (01.12.2014 – 09.03.15) 12 Week Block:

- Mobile Apps Development (30 GLH, approximately 2.5hrs teaching per week)
- Multimedia Products Development (60 GLH, approximately 4.5hrs teaching per week)
- Website Development (60 GLH, approximately 4.5hrs teaching per week)

TOTAL of 11.5 hours per week delivery within Semester 2

Semester 3 (16.03.2015 – 22.06.2015) 12 Week Block:

- A Digital Portfolio (30 GLH, approximately 2.5hrs teaching per week)
- Computing in the Workplace (60 GLH, approximately 4.5hrs teaching per week)
- Installing & Maintaining Computer Software (60 GLH, approximately 4.5hrs teaching per week)
- Building a Personal Computer (30 GLH, approximately 2.5hrs teaching per week)

TOTAL of 14 hours per week delivery within Semester 3

As the total delivery time is greater during the final semester, it is advisable that any additionality in terms of Functional Skills Maths, Functional Skills English, Work Experience, Enterprise, Tutorials is mapped and delivered during the start and midterm of the Level 2 programme.

Planning of Units:

The units selected on this general pathway, have been selected to give learners a mix of software skills and hardware skills. Therefore, this 'overview' of computing units and to provide learners with insight into the area of I&CT they would like to pursue.

A Digital Portfolio:

This Core Unit should be delivered towards the end of the trimester / course. This unit has been developed to 'showcase' what the learner has done. Therefore, there should be links to units where they have created an artefact. For example, in Software Design, Mobile App Development or Website Development. Moreover, Website Development could be delivered prior to this unit, so learners have the opportunity to use their web design skills to help build their portfolio (if they want to use this method).

Software Development:

Programming can be a difficult concept for learners to understand if they have never done it before. There is a focus on programming and computer science, in the wake of the Wolfe report. Therefore this unit could be delivered first, so the skills and concepts can be translated to other software units later on (i.e. Mobile Apps Development).

Computational Thinking:

Mathematics plays a pivotal role within programming. By delivering this unit alongside software development, learners can have a greater appreciation of the role mathematics in programming. Moreover, there are opportunities to collaborate with the two units. For instance, learners can produce a calculator in software development.

Installing and Maintaining Computer Software and Building a Personal Computer

These units can be combined, as learners can use their skills to build a computer from a given specification, and then can build the correct software. For example, a scenario could be provided where a customer requires a PC to be built to a given specification, and then they require the correct software to be installed. There is a unique opportunity for these units, to utilise the same scenario and can be delivered in tandem.

Standards Verification:

Your standards verifier will contact you to plan the sampling of your internally assessed units.

The SV will request to see your assessment plan, and see how the course is being delivered.

It is important to ensure that all sampling takes place according to the required deadlines. Your Lead IV will work with the standards verifier.