



BTEC Level 3 in IT (QCF)

**Certificate
Subsidiary Diploma
90-credit Diploma
Diploma
Extended Diploma**

Specification

First teaching September 2010

Issue 4

Pearson BTEC Level 3 Certificate
Pearson BTEC Level 3 Subsidiary Diploma
Pearson BTEC Level 3 90-credit Diploma
Pearson BTEC Level 3 Diploma
Pearson BTEC Level 3 Extended Diploma
in

IT (QCF)

Specification

First teaching September 2010

Issue 4

Edexcel, BTEC and LCCI qualifications

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This specification is Issue 4. We will inform centres of any changes to this issue. The latest issue can be found on our website.

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Summary of specification changes for the qualifications covered by this specification

The latest issues of the BTEC Level 3 QCF specifications have had minor updates, including formatting and organisation of content. Units and structures of qualifications are unaffected. The updates do not change delivery or assessment of any of the qualifications and centres can continue to use existing assignment briefs.

Summary of changes made between previous version and this version	Page number
An updated explanation of QCF titles and certification is now included in the section <i>Introduction to the Pearson BTEC Level 3 qualification titles covered by this specification</i> .	1-2
Details on Total Qualification Time (TQT) and Guided Learning Hours (GLH) can now be found in <i>Introduction to the Pearson BTEC Level 3 qualification titles covered by this specification</i> .	2
The outline of the purpose of the qualifications in <i>What are BTEC Level 3 qualifications?</i> has been updated to reflect updated sector trends, progression opportunities and, where applicable, links to apprenticeship frameworks given in the new section <i>Purpose of these BTEC qualifications</i> .	3-5
For increased clarity and ease of use, the information in <i>Rules of combination for Pearson BTEC Level 3 qualifications in this specification</i> is now included in the section <i>Structure of the Pearson BTEC Level 3 qualifications in this specification</i> .	7-30
The number of GLH per unit has been included in the section <i>Structure of the Pearson BTEC Level 3 qualifications in this specification</i> , to indicate the number of learning hours required to support the indicative content of the unit.	7-30
The <i>Further information</i> and <i>Useful publications</i> sections have been removed; the information given in these sections now appears in the relevant sub-sections <i>Quality assurance of centres</i> and <i>Training and support from Pearson</i> .	34 and 43
The section <i>Quality assurance of centres</i> has been updated to reflect title changes for some Pearson quality assurance documents.	34
A section on <i>Meeting local needs</i> has been added; this section gives information on the use of units from other BTEC (QCF) qualifications.	37
<i>Restrictions on learner entry</i> has been updated to reflect changes in government legislation.	39
<i>Access arrangements for learners with disabilities and specific needs</i> has been renamed <i>Access to qualifications and assessments</i> and has been updated to reflect changes in government legislation.	39
<i>Professional development and training</i> has been replaced with <i>Training and support from Pearson</i> , it gives updated information on the guidance, support and training available for delivery of BTEC Level 3 qualifications.	43
<i>The Pearson BTEC qualification framework</i> section has been removed.	-
Minor changes have been made to all units to clarify the content. Changes to content are reflected in the unit Delivery guidance, Outline learning plan, Assessment guidance and Programme of suggested assignments where necessary and are all sidelined in the unit documents.	

Contents

The units for the BTEC qualifications in this specification are available on our website. For further details, go to our *BTEC Nationals* page at qualifications.pearson.com

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Introduction to the Pearson BTEC Level 3 qualification titles covered by this specification

Qualification titles

The qualification titles covered by this specification are:

Pearson BTEC Level 3 Certificate in IT (QCF)

Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)

Pearson BTEC Level 3 90-credit Diploma in IT (QCF)

Pearson BTEC Level 3 Diploma in IT (QCF)

Pearson BTEC Level 3 Extended Diploma in IT (QCF)

The Qualification Numbers (QNs) for the qualifications in this publication are:

The QNs for the qualifications in this publication are:

Pearson BTEC Level 3 Certificate in IT (QCF)	500/9148/7
Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)	500/9147/5
Pearson BTEC Level 3 90-credit Diploma in IT (QCF)	600/3887/1
Pearson BTEC Level 3 Diploma in IT (QCF)	500/9150/5
Pearson BTEC Level 3 Extended Diploma in IT (QCF)	500/9149/9

The appropriate qualification title will appear on learners' certificates. Learners need to be made aware of this when they are recruited by the centre and registered with Pearson.

The qualifications covered by this specification are BTEC Level 3 qualifications that were developed under the Qualification and Credit Framework (QCF). First teaching for most of the qualifications and associated units was from September 2010. The qualifications are now regulated by Ofqual under the Regulated Qualifications Framework (RQF).

The qualification titles were developed under the QCF rules. In order to enable centres, learners and end users to differentiate these titles from earlier and later BTEC Level 3 qualifications, we are retaining the use of the term (QCF) in the qualification titles and this term will continue to be shown on learners' certificates.

The qualifications were developed using a basis of credits, with the concept that units might be shared by or jointly developed with other organisations. At the introduction of the RQF, ownership of all unit content has transferred to the awarding organisation. For consistency with the original qualifications, we have retained the use of the term 'credit' in relation to the sizing of units, however in line with RQF requirements, information has been added regarding the Guided Learning Hours and total qualification time. (See page 2).

Recognition for progression in work-based routes

Since they were first introduced, the qualifications in this specification have been used for progression to employment and further work-related training. During the period leading up to the full introduction of reformed occupational routes, these BTEC Level 3 qualifications continue to provide progression to training, Apprenticeship and higher vocational study. Centres should ensure that the way in which qualifications are delivered remains relevant to learners' career aspirations, taking account of local employment needs.

UCAS points and progression to higher education

BTEC Level 3 qualifications attract UCAS points and are recognised by higher education providers as contributing to admission requirements for many courses. Please go to the UCAS website for full details of points allocated. When selecting their programme of study, learners should check the degree entry requirements with the relevant provider.

Total Qualification Time

For all regulated qualifications, Pearson specifies a total number of hours that it is expected the average learner can be expected to undertake in order to complete and show achievement for the qualification: this is the Total Qualification Time (TQT).

Within the TQT, there are Guided Learning Hours (GLH), which a centre delivering the qualification is likely to need to provide. Guided learning means activities that directly or immediately involve tutors and assessors in teaching, supervising, and invigilating learners, such as lessons, tutorials, online instruction, supervised study, giving feedback on performance.

As well as guided learning, there is other required learning directed by tutors or assessors. This includes private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

These qualifications also have a credit value which is equal to one tenth of TQT. Pearson consults with users of these qualifications in assigning TQT and credit values.

The TQT and GLH values for the qualifications in this specification are:

- Certificate – 300 TQT – (180 GLH)
- Subsidiary Diploma – 600 TQT – (360 GLH)
- 90-credit Diploma – 900 TQT – (540 GLH)
- Diploma – 1200 TQT – (720 GLH)
- Extended Diploma – 1800 TQT – (1080 GLH).

Purpose of these BTEC qualifications in IT

Rationale for these BTEC qualifications in IT

In 2016, the United Kingdom invested £6.8bn in the technical sector. The digital economy is booming, and growing 50 per cent faster than the wider economy. In 2015 alone, over 85,000 digital tech jobs were created and advertised by British employers. Considering that the average digital salary is 44 per cent higher than that of their non-digital counterparts, it is a highly attractive industry for people to enter. The most in-demand job roles for the sector include telecoms professionals, IT specialist managers and roles in programming and software development.

BTEC Level 3 qualifications in information technology enable learners to progress in the information technology sector by giving them a solid foundation of skills and knowledge whether their chosen route is employment, an apprenticeship or university. All qualifications introduce learners to essential aspects such as Communication and Employability Skills for IT, and Computer Systems.

The BTEC Diploma and Extended Diploma are structured into specialist pathways so that learners choose a route that relates to a career direction. The pathways are:

- Business – this pathway includes an additional mandatory unit that focuses on how the use of IT impacts business systems
- Networking and Systems Support – this pathway includes additional mandatory units that focus on computer networks and IT technical support
- Software Development – this pathway includes an additional mandatory unit on software design and development.

The specification has been structured to allow learners maximum flexibility in selecting optional units, so that particular interests and career aspirations in the IT sector can be reflected in the choice of unit combinations.

Through further study or training, learners could progress to the following roles:

- Business Analyst
- Data Analyst
- Infrastructure Technician
- Software Developer
- Network Engineer
- IT Technical Support
- Coder/Programmer
- Web Developer
- Digital Graphics Designer
- Computer Games Designer.

Level 3 qualifications available in IT (QCF)

Pearson BTEC Level 3 Certificate in IT – 30 credits

The 30-credit BTEC Level 3 Certificate offers a specialist qualification that focuses on particular aspects of employment within the appropriate vocational sector. It is a qualification that can extend a learner's programme of study and give a vocational emphasis. The BTEC Level 3 Certificate is broadly equivalent in size to 0.5 of an A Level.

Pearson BTEC Level 3 Subsidiary Diploma in IT – 60 credits

The 60-credit BTEC Level 3 Subsidiary Diploma extends the specialist work-related focus of the BTEC Level 3 Certificate and covers the key knowledge and practical skills required in the appropriate vocational sector. The BTEC Level 3 Subsidiary Diploma offers greater flexibility and a choice of emphasis through its optional units. It is broadly equivalent in size to one A Level. This is an engaging programme for those who are clear about the area of employment that they wish to enter.

Pearson BTEC Level 3 90-credit Diploma in IT – 90 credits

The BTEC Level 3 90-credit Diploma broadens and expands the specialist work-related focus of the BTEC Level 3 Subsidiary Diploma and encompasses the essential skills, knowledge and understanding needed for learners to gain confidence and progression. There is potential for the qualification to prepare learners for progression within education or into employment in the appropriate vocational sector, and it is suitable for those who have decided that they wish to study a chosen area of the technical sector in detail or who want to focus on employment in their chosen area. The qualification is broadly equivalent in size to 1.5 A Levels and provides a programme of study manageable in a year so that learners can bank and then build on their achievement. In this way, the qualification encourages progression for those learners who wish to undertake a one-year course of study because of individual circumstances.

Pearson BTEC Level 3 Diploma in IT – 120 credits

The 120-credit BTEC Level 3 Diploma broadens and expands on the specialist work-related focus of the BTEC Level 3 Subsidiary Diploma and the BTEC Level 3 90-credit Diploma. There is potential for the qualification to prepare learners for employment in the appropriate vocational sector, and it is suitable for those who have decided that they wish to enter a particular area of work. It is broadly equivalent in size to two A Levels.

Some learners may wish to gain the qualification in order to enter a specialist area of employment or to progress to a Level 4 programme. Other learners may want to extend the specialism they studied on the BTEC Level 3 Certificate, BTEC Level 3 Subsidiary Diploma or BTEC Level 3 90-credit Diploma programme.

In this qualification, there is also an option to select one of three specialist pathways: Business, Networking and Systems Support or Software Development.



Pearson BTEC Level 3 Extended Diploma in IT – 180 credits

The 180-credit BTEC Level 3 Extended Diploma extends and deepens the specialist work-related focus from the BTEC Level 3 90-credit Diploma and the BTEC Level 3 Diploma (120 credits). There is potential for the qualification to prepare learners for appropriate direct employment in the technical sector, and it is suitable for those who have decided that they wish to enter a particular specialist area of work. It is broadly equivalent in size to three A Levels. Some learners may wish to gain the qualification in order to enter a specialist area of employment or to progress to a higher education foundation degree, HND or another professional development programme.

In this qualification, there is also an option to select one of three specialist pathways:

Business, Networking and Systems Support or Software Development.

National Occupational Standards

These BTEC qualifications are designed to provide much of the underpinning knowledge and understanding for the National Occupational Standards (NOS). They also develop practical skills in preparation for work and possible achievement of NVQs. NOS form the basis of National Vocational Qualifications (NVQs). The qualifications in this specification do not purport to deliver occupational competence in the sector, which should be demonstrated in a work context.

Each unit identifies links to elements of the relevant NOS.

The Pearson BTEC Level 3 qualifications in Information Technology relate to e-skills' UK IT Professional NOS. At the time of publication, this specification contains the underpinning knowledge and understanding expressed in the latest standards and is fully supported by e-skills.

Structure of the Pearson BTEC Level 3 qualifications in this specification

This specification sets out the qualification structure for the following qualifications:

- Pearson BTEC Level 3 Certificate in IT (QCF)
- Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)
- Pearson BTEC Level 3 90-credit Diploma in IT (QCF)
- Pearson BTEC Level 3 Diploma in IT (QCF)
- Pearson BTEC Level 3 Extended Diploma in IT (QCF)
- Pearson BTEC Level 3 Diploma in IT (Business) (QCF)
- Pearson BTEC Level 3 Extended Diploma in IT (Business) (QCF)
- Pearson BTEC Level 3 Diploma in IT (Networking and System Support) (QCF)
- Pearson BTEC Level 3 Extended Diploma in IT (Networking and System Support) (QCF)
- Pearson BTEC Level 3 Diploma in IT (Software Development) (QCF)
- Pearson BTEC Level 3 Extended Diploma in IT (Software Development) (QCF)

When combining units for a BTEC qualification, it is the centre's responsibility to adhere to the rules relating to the qualification's minimum requirements for mandatory and optional unit credits.

The units for the BTEC qualifications in this specification are available on our website. For further details, go to our *BTEC Nationals* page at [qualifications.pearson.com](https://www.pearson.com/qualifications).

Pearson BTEC Level 3 Certificate in IT (QCF) (180 GLH)

Total qualification: 30 credits

Mandatory units: 20 credits

Learners must achieve the two mandatory units comprising 20 unit credits.

Optional units: 10 credits

Learners must achieve optional units totalling 10 unit credits:

- 10 unit credits can come from optional units, specialist optional units or optional vendor units.

Note: At least 23 unit credits must be at Level 3 or above. A maximum of 5 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Certificate in IT (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
Unit	Optional units			
3	Information Systems	60	10	3
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3

Pearson BTEC Level 3 Certificate in IT (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 10 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 10 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF) (360 GLH)

Total qualification: 60 credits

Mandatory units: 20 credits

Learners must achieve the two mandatory units comprising 20 unit credits.

Optional units: 40 credits

Learners must achieve optional units totalling 40 unit credits:

- no more than 20 optional specialist unit credits
- no more than 20 optional vendor unit credits.

Note: At least 45 unit credits must be at Level 3 or above. A maximum of 15 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
Unit	Optional units			
3	Information Systems	60	10	3
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 20 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 20 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 90-credit Diploma in IT (QCF) (540 GLH)

Total qualification: 90 credits

Mandatory units: 20 credits

Learners must achieve the two mandatory units comprising 20 unit credits.

Optional units: 70 credits

Learners must achieve optional units totalling 70 unit credits:

- no more than 30 optional specialist unit credits
- no more than 40 optional vendor unit credits.

Note: At least 70 unit credits must be at Level 3 or above. A maximum of 20 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 90-credit Diploma in IT (QCF)				
Unit	Mandatory units – 20 credits	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
Unit	Optional units – max 70 credits			
3	Information Systems	60	10	3
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 90-credit Diploma in IT (QCF)				
Unit	Optional units – max 70 credits <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Exploring Business Activity	60	10	3
34	Business Resources	60	10	3
Unit	Specialist units – max 30 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 40 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Diploma in IT (QCF) (720 GLH)

Total qualification: 120 credits

Mandatory units: 30 credits

Learners must achieve the three mandatory units comprising 30 unit credits.

Optional units: 90 credits

Learners must achieve optional units totalling 90 unit credits:

- no more than 30 optional specialist unit credits
- no more than 40 optional vendor unit credits.

Note: At least 90 unit credits must be at Level 3 or above. A maximum of 30 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Diploma in IT (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3
28	Website Production	60	10	3

Pearson BTEC Level 3 Diploma in IT (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 30 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 40 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Extended Diploma in IT (QCF) (1080 GLH)

Total qualification: 180 credits

Mandatory units: 30 credits

Learners must achieve the three mandatory units comprising 30 unit credits.

Optional units: 150 credits

Learners must achieve optional units totalling 150 unit credits:

- no more than 40 optional specialist unit credits
- no more than 60 optional vendor unit credits.

Note: At least 135 unit credits must be at Level 3 or above. A maximum of 40 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Extended Diploma in IT (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 Extended Diploma in IT (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 40 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 60 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Diploma in IT (Business) (QCF) (720 GLH)

Total qualification: 120 credits

Mandatory units: 40 credits

Learners must achieve the four mandatory units comprising 40 unit credits.

Optional units: 80 credits

Learners must achieve optional units totalling 80 unit credits:

- no more than 30 optional specialist unit credits
- no more than 40 optional vendor unit credits.

Note: At least 90 unit credits must be at Level 3 or above. A maximum of 30 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Diploma in IT (Business) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
4	Impact of the Use of IT on Business Systems	60	10	3
Unit	Optional units			
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 Diploma in IT (Business) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 30 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 40 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Extended Diploma in IT (Business) (QCF) (1080 GLH)

Total qualification: 180 credits

Mandatory units: 60 credits

Learners must achieve the six mandatory units comprising 60 unit credits.

Optional units: 120 credits

Learners must achieve optional units totalling 120 unit credits:

- no more than 40 optional specialist unit credits
- no more than 60 optional vendor unit credits.

Note: At least 135 unit credits must be at Level 3 or above. A maximum of 40 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Extended Diploma in IT (Business) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
4	Impact of the Use of IT on Business Systems	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
Unit	Optional units			
5	Managing Networks	60	10	3
6	Software Design and Development	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 Extended Diploma in IT (Business) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 40 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 60 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Diploma in IT (Networking and System Support) (QCF) (720 GLH)

Total qualification: 120 credits

Mandatory units: 70 credits

Learners must achieve the seven mandatory units comprising 70 unit credits.

Optional units: 50 credits

Learners must achieve optional units totalling 50 unit credits:

- no more than 30 optional specialist unit credits
- no more than 40 optional vendor unit credits.

Note: At least 90 unit credits must be at Level 3 or above. A maximum of 30 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Diploma in IT (Networking and System Support) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
5	Managing Networks	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
12	IT Technical Support	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
11	Systems Analysis and Design	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3

Pearson BTEC Level 3 Diploma in IT (Networking and System Support) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
27	Web Server Scripting	60	10	3
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 30 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 40 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Extended Diploma in IT (Networking and System Support) (QCF) (1080 GLH)

Total qualification: 180 credits

Mandatory units: 80 credits

Learners must achieve the eight mandatory units comprising 80 unit credits.

Optional units: 100 credits

Learners must achieve optional units totalling 100 unit credits:

- no more than 40 optional specialist unit credits
- no more than 60 optional vendor unit credits.

Note: At least 135 unit credits must be at Level 3 or above. A maximum of 40 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Extended Diploma in IT (Networking and System Support) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
5	Managing Networks	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
6	Software Design and Development	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
11	Systems Analysis and Design	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3

Pearson BTEC Level 3 Extended Diploma in IT (Networking and System Support) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
27	Web Server Scripting	60	10	3
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 40 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 60 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Diploma in IT (Software Development) (QCF) (720 GLH)

Total qualification: 120 credits

Mandatory units: 40 credits

Learners must achieve the four mandatory units comprising 40 unit credits.

Optional units: 80 credits

Learners must achieve optional units totalling 80 unit credits:

- no more than 30 optional specialist unit credits
- no more than 40 optional vendor unit credits.

Note: At least 90 unit credits must be at Level 3 or above. A maximum of 30 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Diploma in IT (Software Development) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
6	Software Design and Development	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
11	Systems Analysis and Design	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
14	Event Driven Programming	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3
27	Web Server Scripting	60	10	3

Pearson BTEC Level 3 Diploma in IT (Software Development) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 30 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 40 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Pearson BTEC Level 3 Extended Diploma in IT (Software Development) (QCF) (1080 GLH)

Total qualification: 180 credits

Mandatory units: 60 credits

Learners must achieve the six mandatory units comprising 60 unit credits.

Optional units: 120 credits

Learners must achieve optional units totalling 120 unit credits:

- no more than 40 optional specialist unit credits
- no more than 60 optional vendor unit credits.

Note: At least 135 unit credits must be at Level 3 or above. A maximum of 40 unit credits can come from other level 3 BTEC (QCF) units to meet local needs.

Pearson BTEC Level 3 Extended Diploma in IT (Software Development) (QCF)				
Unit	Mandatory units	GLH	Credit	Level
1	Communication and Employability Skills for IT	60	10	3
2	Computer Systems	60	10	3
3	Information Systems	60	10	3
6	Software Design and Development	60	10	3
11	Systems Analysis and Design	60	10	3
14	Event Driven Programming	60	10	3
Unit	Optional units			
4	Impact of the Use of IT on Business Systems	60	10	3
5	Managing Networks	60	10	3
7	Organisational Systems Security	60	10	3
8	e-Commerce	60	10	3
9	Computer Networks	60	10	3
10	Communication Technologies	60	10	3
12	IT Technical Support	60	10	3
13	IT Systems Troubleshooting and Repair	60	10	3
15	Object Oriented Programming	60	10	3
16	Procedural Programming	60	10	3
17	Project Planning with IT	60	10	3
18	Database Design	60	10	3
19	Computer Systems Architecture	60	10	3
20	Client Side Customisation of Web Pages	60	10	3
21	Data Analysis and Design	60	10	3
22	Developing Computer Games	60	10	3
23	Human Computer Interaction	60	10	3
24	Controlling Systems Using IT	60	10	3
25	Maintaining Computer Systems	60	10	3
26	Mathematics for IT Practitioners	60	10	3

Pearson BTEC Level 3 Extended Diploma in IT (Software Development) (QCF)				
Unit	Optional units <i>(continued)</i>	GLH	Credit	Level
27	Web Server Scripting	60	10	3
28	Website Production	60	10	3
29	Installing and Upgrading Software	60	10	3
30	Digital Graphics	60	10	3
31	Computer Animation	60	10	3
32	Networked Systems Security	60	10	3
33	Supporting Business Activities	60	10	3
34	Business Resources	60	10	3
Unit	Specialist optional units – max 40 credits			
35	Digital Graphics for Interactive Media	60	10	3
36	Computer Game Platforms and Technologies	60	10	3
37	2D Animation Production	60	10	3
38	Interactive Media Authoring	60	10	3
39	Web Animation for Interactive Media	60	10	3
40	Computer Game Design	60	10	3
41	3D Modelling	60	10	3
42	Spreadsheet Modelling	60	10	3
43	Multimedia Design	60	10	3
Vendor units – max 60 credits				
	Please refer to the BTEC Level 3 in IT section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.			

Optional vendor units

In line with previous BTEC ICT Practitioner specifications, Pearson intend to add vendor units to the BTEC Level 3 qualifications in IT.

- The maximum number of credits available for optional vendor units is:
- 10 for the Pearson BTEC Level 3 Certificate in IT
- 20 for the Pearson BTEC Level 3 Subsidiary Diploma in IT
- 40 for the Pearson BTEC Level 3 90-credit Diploma in IT
- 40 for the Pearson BTEC Level 3 Diploma in IT
- 60 for the Pearson BTEC Level 3 Extended Diploma in IT
- 40 for the Pearson BTEC Level 3 Diploma in IT (Business)
- 60 for the Pearson BTEC Level 3 Extended Diploma in IT (Business)
- 40 for the Pearson BTEC Level 3 Diploma in IT (Networking and Systems Support)
- 60 for the Pearson BTEC Level 3 Extended Diploma in IT (Networking and Systems Support)
- 40 for the Pearson BTEC Level 3 Diploma in IT (Software Development)
- 60 for the Pearson BTEC Level 3 Extended Diploma in IT (Software Development)

Please refer to the BTEC Level 3 section of the Pearson website (www.pearson.com) for a full and up-to-date list of included vendor units.

Assessment and grading

All units are internally assessed in the BTEC qualifications in this specification.

All assessment for the BTEC qualifications in this specification is criterion referenced, based on the achievement of specified learning outcomes. Each unit has specified assessment and grading criteria which are used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

- to achieve a 'pass' a learner must have satisfied **all** the pass assessment criteria
- to achieve a 'merit' a learner must additionally have satisfied **all** the merit grading criteria
- to achieve a 'distinction' a learner must additionally have satisfied **all** the distinction grading criteria.

Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'.

Grading domains

The grading criteria are developed in relation to grading domains which are exemplified by a number of indicative characteristics at the level of the qualification.

There are four BTEC grading domains:

- application of knowledge and understanding
- development of practical and technical skills
- personal development for occupational roles
- application of generic skills.

Please refer to *Annexe A*, which shows the merit and distinction indicative characteristics.

Guidance

The purpose of assessment is to ensure that effective learning has taken place to give learners the opportunity to:

- meet the assessment and grading criteria; and
- achieve the learning outcomes in the units.

All the assignments created by centres should be reliable and fit for purpose, and should build on the assessment and grading criteria. Assessment tasks and activities should enable learners to produce valid, sufficient and reliable evidence that relates directly to the specified criteria. Centres should enable learners to produce evidence in a variety of different forms, including written reports, graphs and posters, along with projects, performance observation and time-constrained assessments.

Centres are encouraged to emphasise the practical application of the assessment and grading criteria, providing a realistic scenario for learners to adopt, and making maximum use of practical activities and work experience. It is important that assignments are fit for purpose as they are vital to achievement.

The assessment and grading criteria must be clearly indicated in the fit-for-purpose assignments. This gives learners focus and helps with internal verification and standardisation processes. It will also help to ensure that learner feedback is specific to the assessment and grading criteria.

When looking at the assessment and grading grids and when designing assignments, centres are encouraged to identify common topics and themes.

The units include guidance on appropriate assessment methodology. A central feature of vocational assessment is that it allows for assessment to be:

- current, i.e. to reflect the most recent developments and issues
- local, i.e. to reflect the employment context of the delivering centre
- flexible to reflect learner needs, i.e. at a time and in a way that matches the learner's requirements so that they can demonstrate achievement.

Calculation of the qualification grade

Pass qualification grade

Learners who achieve the minimum eligible points specified by the rule of combination will achieve the qualification at pass grade (see *Structure of the Pearson BTEC Level 3 qualifications in this specification*).

Qualification grades above pass grade

Learners will be awarded a merit or distinction or distinction* qualification grade (or combination of these grades appropriate to the qualification) by the aggregation of points gained through the successful achievement of individual units. The number of points available is dependent on the unit level and grade achieved, and the credit size of the unit (as shown in the *points available for unit credits achieved at different levels and unit grades* below).

Points available for unit credits achieved at different levels and unit grades

The table below shows the **number of points scored per unit credit** at the unit level and grade.

Unit level	Points per unit credit		
	Pass	Merit	Distinction
Level 2	5	6	7
Level 3	7	8	9
Level 4	9	10	11

Learners who achieve the correct number of points within the ranges shown in the *Qualification grade* table will achieve the qualification merit or distinction or distinction* grade (or combinations of these grades appropriate to the qualification).

Qualification grade

BTEC Level 3 Certificate

Points range above pass grade	Grade	
230–249	Merit	M
250–259	Distinction	D
260 and above	Distinction*	D*

BTEC Level 3 Subsidiary Diploma

Points range above pass grade	Grade	
460–499	Merit	M
500–519	Distinction	D
520 and above	Distinction*	D*

BTEC Level 3 90-credit Diploma

Points range above pass grade	Grade
660–689	MP
690–719	MM
720–749	DM
750–769	DD
770–789	D*D
790 and above	D*D*

BTEC Level 3 Diploma

Points range above pass grade	Grade
880–919	MP
920–959	MM
960–999	DM
1000–1029	DD
1030–1059	D*D
1060 and above	D*D*

BTEC Level 3 Extended Diploma

Points range above pass grade	Grade
1300–1339	MPP
1340–1379	MMP
1380–1419	MMM
1420–1459	DMM
1460–1499	DDM
1500–1529	DDD
1530–1559	D*DD
1560–1589	D*D*D
1590 and above	D*D*D*

Please refer to *Annexe F* for examples of calculation of qualification grade above pass grade.

Quality assurance of centres

Pearson's qualification specifications set out the standard to be achieved by each learner in order for them to gain the qualification. This is done throughout the learning outcomes, and assessment and grading criteria in each unit. Further guidance on delivery and assessment is given in the *Essential guidance for tutors* section in each unit. This section is designed to provide guidance related to the unit to support tutors, deliverers and assessors and to provide coherence of understanding and a consistency of delivery and assessment.

Approval

Centres that have not previously offered BTEC qualifications will first need to apply for, and be granted, centre approval before they can apply for approval to offer the programme.

When a centre applies for approval to offer a BTEC qualification they are required to enter into an approvals agreement.

The approvals agreement is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. Sanctions and tariffs may be applied if centres do not comply with the agreement. Ultimately, this could result in the suspension of certification or withdrawal of approval.

Centres will be allowed 'accelerated approval' for a new programme where the centre already has approval for a programme that is being replaced by the new programme.

The key principles of quality assurance are that:

- a centre delivering BTEC programmes must be an approved centre and must have approval for programmes or groups of programmes that it is operating
- the centre agrees, as part of gaining approval, to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; it must abide by these conditions throughout the period of delivery
- Pearson makes available to approved centres a range of materials and opportunities intended to exemplify the processes required for effective assessment and examples of effective standards. Approved centres must use the materials and services to ensure that all staff delivering BTEC qualifications keep up to date with the guidance on assessment
- an approved centre must follow agreed protocols for standardisation of assessors and verifiers; planning, monitoring and recording of assessment processes; and for dealing with special circumstances, appeals and malpractice.

The approach of quality assured assessment is made through a partnership between an approved centre and Pearson. We are committed to ensuring that we follow best practice and employ appropriate technology to support quality assurance processes where practicable. Therefore, the specific arrangements for working with centres will vary. We seek to ensure that the quality assurance processes that we use do not place undue bureaucratic processes on centres and we work to support centres in providing robust quality assurance processes.

Pearson monitors and supports centres in the effective operation of assessment and quality assurance. The methods which we use to do this for these BTEC programmes include:

- ensuring that all centres have completed appropriate declarations at the time of approval undertaking approval visits to centres where necessary
- the requirement that all centres appoint a Lead Internal Verifier for designated groups of programmes and that the Lead Internal Verifier is trained and supported in carrying out the role
- the requirement that the Lead Internal Verifier completes compulsory online standardisation related to assessment and verification decisions for the designated programme
- assessment sampling and verification, through requested samples of assessments, completed assessed learner work and associated documentation
- overarching review and assessment of a centre's strategy for assessing and quality assuring its BTEC programmes.

Pearson Quality Assurance Handbook

Centres should refer to the *Pearson Quality Assurance Handbook* for detailed guidance.

An approved centre must make certification claims only when authorised by Pearson and strictly in accordance with requirements for reporting.

Centres that do not fully address and maintain rigorous approaches to quality assurance will be prevented from seeking certification for individual programmes or for all BTEC programmes. Centres that do not comply with remedial action plans may have their approval to deliver qualifications removed.

Pearson BTEC Centre Guide to Internal Assessment

For further information regarding malpractice and appeals, please see Pearson's *BTEC Centre Guide to Internal Assessment*, available on our website.

Programme design and delivery

The BTEC qualifications in this specification consist of mandatory units and optional units. Optional units are designed to provide a focus to the qualification and more specialist opportunities.

In BTEC qualifications each unit has a number of **Guided Learning Hours** and centres are advised to take this into account when planning the programme of study associated with this specification.

Mode of delivery

Pearson does not define the mode of study for the BTEC qualifications in this specification. Centres are free to offer the qualifications using any mode of delivery (such as full time, part time, evening only, distance learning) that meets their learners' needs. Whichever mode of delivery is used, centres must ensure that learners have appropriate access to the resources identified in the specification and to the subject specialists delivering the units. This is particularly important for learners studying for the qualification through open or distance learning.

Learners studying for the qualification on a part-time basis bring with them a wealth of experience that should be used to maximum effect by tutors and assessors. The use of assessment evidence drawn from learners' work environments should be encouraged. Those planning the programme should aim to enhance the vocational nature of the qualification by:

- liaising with employers to ensure that the course is relevant to learners' specific needs
- accessing and using non-confidential data and documents from learners' workplaces
- including sponsoring employers in the delivery of the programme and, where appropriate, in the assessment
- linking with company-based/workplace training programmes
- making full use of the variety of experience of work and life that learners bring to the programme.

Resources

The BTEC qualifications in this specification are designed to prepare learners for employment in specific occupational sectors. Physical resources need to support the delivery of the programme and the proper assessment of the learning outcomes and should, therefore, normally be of industry standard. Staff delivering programmes and conducting the assessments should be familiar with current practice and standards in the sector concerned. Centres will need to meet any specific resource requirements to gain approval from Pearson.

Where specific resources are required these have been indicated in individual units in the *Essential resources* sections.

Delivery approach

It is important that centres develop an approach to teaching and learning that supports the specialist vocational nature of BTEC qualifications and the mode of delivery. Specifications give a balance of practical skill development and knowledge requirements, some of which can be theoretical in nature. Tutors and assessors need to ensure that appropriate links are made between theory and practical application and that the knowledge base is applied to the sector. This requires the development of relevant and up-to-date teaching materials that allow learners to apply their learning to actual events and activity within the sector. Maximum use should be made of the learner's experience.

An outline learning plan is included in every unit as guidance to demonstrate one way of planning the delivery and assessment of the unit. The outline learning plan can be used in conjunction with the programme of suggested assignments.

Where the qualification has been designated and approved as a Technical Certificate and forms part of an Apprenticeship scheme, particular care needs to be taken to build strong links between the learning and assessment for the BTEC qualification and the related NVQs and Functional Skills that also contribute to the scheme.

Meeting local needs

Centres should note that the qualifications set out in this specification have been developed in consultation with centres, employers and the Sector Skills Councils or standards setting bodies for the relevant sector. To meet learners' needs, and local skills and training needs, centres should make maximum use of the choice available to them in the optional units. However, in certain circumstances, the optional units given in this specification might not allow centres to meet a local need. In this situation, centres are allowed to seek approval to use units from other BTEC (QCF) qualifications; this is called Meeting Local Needs (MLN).

The following conditions must be met when using units from other BTEC (QCF) qualifications for MLN purposes:

- centres must seek approval from Pearson before delivering or assessing units from other qualifications, they must do this before 31st January in each academic year
- MLN units cannot replace mandatory units
- units must be from BTEC (QCF) qualifications only
- the coherence, purpose and vocational focus of the qualifications must be maintained
- the content of MLN units cannot overlap with content in units already available in the qualification structure
- the number and level of units used must comply with the rules set out in the qualification structures.

The process of seeking MLN approval:

- check the rules for MLN in the specification
- submit an MLN request to Pearson. This should outline the rationale for the proposed units, explaining how the change is important for learners and how the viability and vocational purpose of the qualification will be retained
- wait for approval from Pearson before delivering or assessing the units.

For the Level 3 qualifications in this specification, the meeting local needs allowance for each qualification size is:

Pearson BTEC Level 3 Certificate in IT (QCF)

Optional units with a credit value up to 5 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Subsidiary Diploma in IT (QCF)

Optional units with a credit value up to 15 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 90-credit Diploma in IT (QCF)

Optional units with a credit value up to 20 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Diploma in IT (QCF)

Optional units with a credit value up to 30 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Extended Diploma in IT (QCF)

Optional units with a credit value up to 40 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Diploma in IT (Business) (QCF)

Optional units with a credit value up to 30 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Extended Diploma in IT (Business) (QCF)

Optional units with a credit value up to 40 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Diploma in IT (Networking and Systems Support) (QCF)

Optional units with a credit value up to 30 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Extended Diploma in IT (Networking and Systems Support) (QCF)

Optional units with a credit value up to 40 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Diploma in IT (Software Development) (QCF)

Optional units with a credit value up to 30 can come from other Level 3 BTEC qualifications.

Pearson BTEC Level 3 Extended Diploma in IT (Software Development) (QCF)

Optional units with a credit value up to 40 can come from other Level 3 BTEC qualifications.

Functional Skills

The BTEC qualifications in this specification give learners opportunities to develop and apply Functional Skills.

Functional Skills are offered as stand-alone qualifications at Level 2. See individual units for opportunities to cover ICT, Mathematics and English Functional Skills.

Personal, learning and thinking skills

Opportunities are available to develop personal, learning and thinking skills (PLTS) within a sector-related context. PLTS are identified in brackets after the unit pass criteria to which they are associated and they are also mapped in *Annexe B*. Further opportunities for learners to demonstrate these skills may arise as they progress through their learning.

Access and recruitment

Pearson's policy regarding access to its qualifications is that:

- they should be available to everyone who is capable of reaching the required standards
- they should be free from any barriers that restrict access and progression
- there should be equal opportunities for all wishing to access the qualifications.

Centres are required to recruit learners to BTEC qualifications with integrity. This will include ensuring that applicants have appropriate information and advice about the qualifications and that the qualification will meet their needs. Centres should take appropriate steps to assess each applicant's potential and make a professional judgement about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Pearson's policy on learners with particular requirements.

Centres will need to review the entry profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to a Level 3 qualification. For learners who have recently been in education, the profile is likely to include one of the following:

- a BTEC Level 2 qualification in Information Technology or a related vocational area
- a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grade 9–4
- other related Level 2 qualifications
- related work experience.

More mature learners may present a more varied profile of achievement that is likely to include experience of paid and/or unpaid employment.

Restrictions on learner entry

Most BTEC qualifications are for learners aged 16 years and over.

In particular sectors, the restrictions on learner entry might also relate to any physical or legal barriers, for example people working in health, care or education are likely to be subject to Disclosure and Barring Service (DBS) checks.

The BTEC qualifications in this specification are listed on the DfE funding lists under Section 96 of the Learning and Skills Act 2000.

Access to qualifications and assessments

We are committed to working with centres that deliver our qualifications to ensure that duties under the Equality Act 2010 (UK) and any other equalities legislation relevant in the UK are fulfilled. Our equality policy requires all learners to have equal opportunity to access our qualifications and assessments, and that our qualifications are awarded in a way that is fair to every learner.

We are committed to making sure that:

- when they are undertaking one of our qualifications, learners with a protected characteristic are not disadvantaged in comparison with learners who do not share that characteristic

- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.

Further information on access arrangements can be found in the Joint Council for Qualifications (JCQ) document *Access Arrangements, Reasonable Adjustments and Special Consideration*.

Details on how to make adjustments for learners with protected characteristics are given in the policy document *Reasonable Adjustment and Special Considerations for BTEC and Pearson NVQ Qualifications*, which can be found on our website.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

Pearson encourages centres to recognise learners' previous achievements and experiences, whether at work, home and at leisure, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning.

RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be valid and reliable.

Unit format

All units in BTEC qualifications have a standard format. The unit format is designed to give guidance on the requirements of the qualification for learners, tutors, assessors and those responsible for monitoring national standards.

Each unit has the following sections.

Unit title

The unit title will appear on the learner's Notification of Performance (NOP).

Level

All units and qualifications have a level assigned to them, which represents the level of achievement. There are nine levels of achievement, from Entry Level to Level 8. The level of the unit has been informed by the level descriptors and, where appropriate, the National Occupational Standards (NOS) and/or other sector/professional benchmarks.

Credit value

Each unit in BTEC qualifications has a credit value related to the size of the unit.

Guided Learning Hours

Guided Learning Hours (GLH) for the unit, as defined on page 2.

Aim and purpose

The aim is a succinct statement that summarises the learning outcomes of the unit.

Unit introduction

The unit introduction gives the reader an appreciation of the unit in the vocational setting of the qualification, as well as highlighting the focus of the unit. It gives the reader a snapshot of the unit and the key knowledge, skills and understanding gained while studying the unit. The unit introduction also highlights any links to the appropriate vocational sector by describing how the unit relates to that sector.

Learning outcomes

Learning outcomes state exactly what a learner should 'know, understand or be able to do' as a result of completing the unit.

Unit content

The unit content identifies the breadth of knowledge, skills and understanding needed to design and deliver a programme of learning to achieve each of the learning outcomes. The content provides the range of subject material for the programme of learning and specifies the skills, knowledge and understanding required for achievement of the pass, merit and distinction grading criteria.

Each learning outcome is stated in full and then the key phrases or concepts related to that learning outcome are listed in italics followed by the subsequent range of related topics.

Relationship between content and assessment criteria

The learner must have the opportunity within the delivery of the unit to cover all of the unit content.

It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria. The merit and distinction grading criteria enable the learner to achieve higher levels of performance in acquisition of knowledge, understanding and skills.

Content structure and terminology

The information below shows how unit content is structured and gives the terminology used to explain the different components within the content.

- Learning outcome: this is given in bold at the beginning of each section of content.
- Italicised sub-heading: contains a key phrase or concept. This is content that must be covered in the delivery of the unit. Colons mark the end of an italicised sub-heading.
- Elements of content: the elements are in plain text and amplify the sub-heading. The elements must also be covered in the delivery of the unit. Semi-colons mark the end of an element.
- Brackets contain amplification of content that must be covered in the delivery of the unit.
- 'e.g.' is a list of examples used for indicative amplification of an element (i.e. the content specified in this amplification that could be covered or that could be replaced by other, similar, material).

Assessment and grading grid

Each grading grid gives the assessment and grading criteria used to determine the evidence that each learner must produce in order to receive a pass, merit or distinction grade. It is important to note that the merit and distinction grading criteria require a qualitative improvement in a learner's evidence and not simply the production of more evidence at the same level.

Essential guidance for tutors

This section gives tutors additional guidance and amplification to aid understanding and a consistent level of delivery and assessment. It is divided into the following sections.

- *Delivery* – explains the content's relationship with the learning outcomes and offers guidance about possible approaches to delivery. This section is based on the more usual delivery modes but is not intended to rule out alternative approaches.
- *Outline learning plan* – the outline learning plan has been included in every unit as guidance and demonstrates one way in planning the delivery and assessment of a unit. The outline learning plan can be used in conjunction with the programme of suggested assignments.
- *Assessment* – gives amplification about the nature and type of evidence that learners need to produce in order to pass the unit or achieve the higher grades. This section should be read in conjunction with the grading criteria.
- *Suggested programme of assignments* – the table shows how the suggested assignments match and cover the assessment and grading criteria.
- *Links to National Occupational Standards, other BTEC units, other BTEC qualifications and other relevant units and qualifications* – sets out links with other units in the qualification. These links can be used to ensure that learners make connections between units, resulting in a coherent programme of learning. The links show opportunities for integration of learning, delivery and assessment.
- *Essential resources* – identifies any specialist resources needed to allow learners to generate the evidence required for each unit. The centre will be asked to ensure that any requirements are in place when it seeks approval from Pearson to offer the qualification.
- *Employer engagement and vocational contexts* – provides a short list of agencies, networks and other useful contacts for employer engagement and for sources of vocational contexts.

Training and support from Pearson

People to talk to

There are many people who can support you and give you advice and guidance on delivering your BTEC Level 3 qualifications. They include:

- Standards Verifiers – they can support you with preparing your assignments, ensuring that your assessment plan is set up correctly, and support you in preparing learner work and providing quality assurance through sampling
- Subject Advisors – they understand all Pearson qualifications in their sector and so can answer sector-specific queries on planning, teaching, learning and assessment
- Customer Services – the 'Support for You' section of our website gives the different ways in which you can contact us for general queries. For specific queries, our service operators can direct you to the relevant person or department.

Professional development and training

We provide a range of training and professional development events to support the delivery, assessment and administration of BTEC Level 3 qualifications. These sector-specific events, developed and delivered by specialists, are available both face to face and online.

Annexe A

Grading domains: BTEC Level 3 generic grading domains

Grading domain 1	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Application of knowledge and understanding</p> <p>(Learning outcome stem <i>understand</i> or <i>know</i>)</p>	<ul style="list-style-type: none"> Shows depth of knowledge and development of understanding in familiar and unfamiliar situations (for example explain why, makes judgements based on analysis). Applies and/or selects concepts showing comprehension of often complex theories. Applies knowledge in often familiar and unfamiliar contexts. Applies knowledge to non-routine contexts (e.g. assessor selection). Makes reasoned analytical judgements. Shows relationships between pass criteria. 	<ul style="list-style-type: none"> Synthesises knowledge and understanding across pass and merit criteria. Evaluates complex concepts/ideas/actions and makes reasoned and confident judgements. Uses analysis, research and evaluation to make recommendations and influence proposals. Analyses implications of application of knowledge/understanding. Accesses and evaluates knowledge and understanding to advance complex activities/contextes. Shows relationships with pass and merit criteria. Responds positively to evaluation.
Grading domain 2	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Development of practical and technical skills</p> <p>(Learning outcome stem <i>be able to</i>)</p>	<ul style="list-style-type: none"> Deploys appropriate advanced techniques/processes/skills. Applies technical skill to advance non-routine activities. Advances practical activities within resource constraints. Produces varied solutions (including non-routine). Modifies techniques/processes to situations. Shows relationship between pass criteria. 	<ul style="list-style-type: none"> Demonstrates creativity/originality/own ideas. Applies skill(s) to achieve higher order outcome. Selects and uses successfully from a range of advanced techniques/processes/skills. Reflects on skill acquisition and application. Justifies application of skills/methods. Makes judgements about risks and limitations of techniques/processes. Innovates or generates new techniques/processes for new situations. Shows relationship with pass and merit criteria.

Grading domain 3	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Personal development for occupational roles</p> <p>(Any learning outcome stem)</p>	<ul style="list-style-type: none"> • Takes responsibility in planning and undertaking activities. • Reviews own development needs. • Finds and uses relevant information sources. • Acts within a given work-related context, showing understanding of responsibilities. • Identifies responsibilities of employers to the community and the environment. • Applies qualities related to the vocational sector. • Internalises skills/attributes (creating confidence). 	<ul style="list-style-type: none"> • Manages self to achieve outcomes successfully. • Plans for own learning and development through the activities. • Analyses and manipulates information to draw conclusions. • Applies initiative appropriately. • Assesses how different work-related contexts or constraints would change performance. • Reacts positively to changing work-related contexts • Operates ethically in work-related environments. • Takes decisions related to work contexts. • Applies divergent and lateral thinking in work-related contexts. • Understands interdependence.
Grading domain 4	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Application of generic skills</p> <p>(Any learning outcome stem)</p>	<ul style="list-style-type: none"> • Communicates effectively using appropriate behavioural and language registers. • Communicates with clarity and influence. • Makes judgements in contexts with explanations. • Explains how to contribute within a team. • Demonstrates positive contribution to team(s). • Makes adjustments to meet the needs/expectations of others (negotiation skills). • Selects and justifies solutions for specified problems. 	<ul style="list-style-type: none"> • Presents self and communicates information to meet the needs of a variety of audience. • Identifies strategies for communication. • Shows innovative approaches to dealing with individuals and groups. • Takes decisions in contexts with justifications. • Produces outputs subject to time/ resource constraints. • Reflects on own contribution to working within a team. • Generates new or alternative solutions to specified problems. • Explores entrepreneurial attributes.

Annexe B

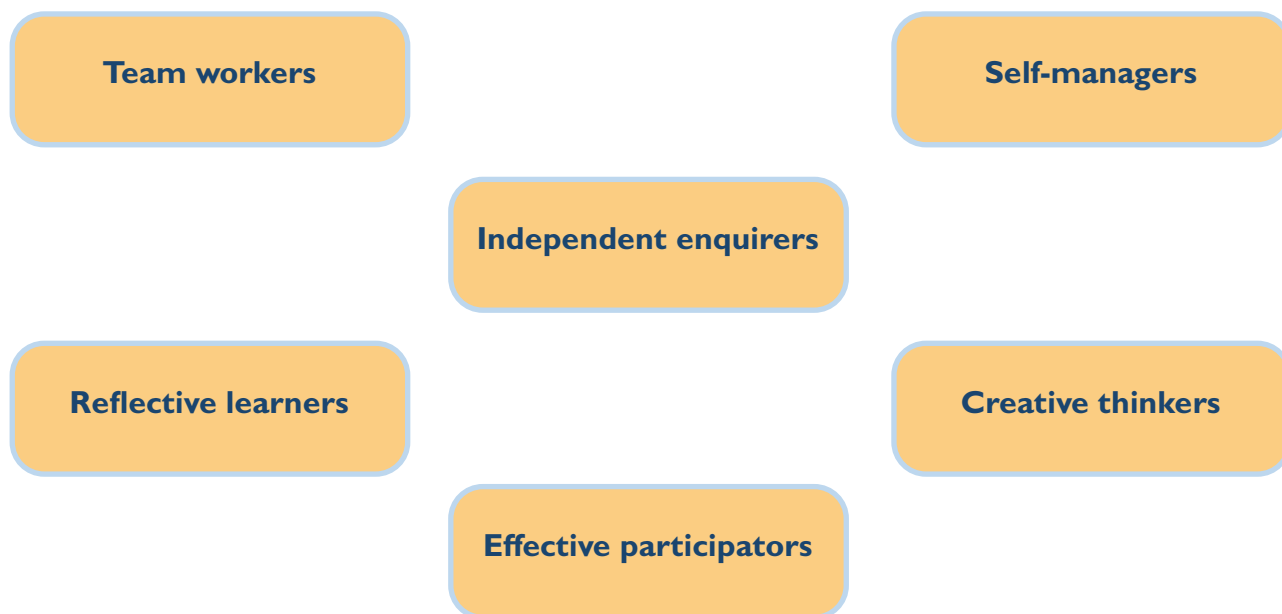
Personal, learning and thinking skills

A FRAMEWORK OF PERSONAL, LEARNING AND THINKING SKILLS 11–19 IN ENGLAND

The framework comprises six groups of skills that, together with the Functional Skills of English, Mathematics and ICT, are essential to success in learning, life and work. In essence, the framework captures the essential skills of: managing self; managing relationships with others; and managing own learning, performance and work. It is these skills that will enable young people to enter work and adult life confident and capable.

The titles of the six groups of skills are set out below.

For each group there is a focus statement that sums up the range of skills. This is followed by a set of outcome statements that are indicative of the skills, behaviours and personal qualities associated with each group.



Each group is distinctive and coherent. The groups are also inter-connected. Young people are likely to encounter skills from several groups in any one learning experience. For example an independent enquirer would set goals for their research with clear success criteria (reflective learner) and organise and manage their time and resources effectively to achieve these (self-manager). In order to acquire and develop fundamental concepts such as organising oneself, managing change, taking responsibility and perseverance, learners will need to apply skills from all six groups in a wide range of learning contexts 11–19.

The Skills

Independent enquirers

Focus:

Young people process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Young people:

- identify questions to answer and problems to resolve
- plan and carry out research, appreciating the consequences of decisions
- explore issues, events or problems from different perspectives
- analyse and evaluate information, judging its relevance and value
- consider the influence of circumstances, beliefs and feelings on decisions and events
- support conclusions, using reasoned arguments and evidence.

Creative thinkers

Focus:

Young people think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

Young people:

- generate ideas and explore possibilities
- ask questions to extend their thinking
- connect their own and others' ideas and experiences in inventive ways
- question their own and others' assumptions
- try out alternatives or new solutions and follow ideas through
- adapt ideas as circumstances change.

Reflective learners

Focus:

Young people evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

Young people:

- assess themselves and others, identifying opportunities and achievements
- set goals with success criteria for their development and work
- review progress, acting on the outcomes
- invite feedback and deal positively with praise, setbacks and criticism
- evaluate experiences and learning to inform future progress
- communicate their learning in relevant ways for different audiences.

Team workers

Focus:

Young people work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

Young people:

- collaborate with others to work towards common goals
- reach agreements, managing discussions to achieve results
- adapt behaviour to suit different roles and situations, including leadership role
- show fairness and consideration to others
- take responsibility, showing confidence in themselves and their contribution
- provide constructive support and feedback to others.

Self-managers

Focus:

Young people organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

Young people:

- seek out challenges or new responsibilities and show flexibility when priorities change
- work towards goals, showing initiative, commitment and perseverance
- organise time and resources, prioritising actions
- anticipate, take and manage risks
- deal with competing pressures, including personal and work-related demands
- respond positively to change, seeking advice and support when needed
- manage their emotions, and build and maintain relationships.

Effective participants

Focus:

Young people actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

Young people:

- discuss issues of concern, seeking resolution where needed
- present a persuasive case for action
- propose practical ways forward, breaking these down into manageable steps
- identify improvements that would benefit others as well as themselves
- try to influence others, negotiating and balancing diverse views to reach workable solutions
- act as an advocate for views and beliefs that may differ from their own.

PLTS performance indicator (suggested recording sheet)

Name:	Date:				
	Level of success 1 = low, 5 = high				
Independent enquirers					
Identify questions to answer and problems to resolve	1	2	3	4	5
Plan and carry out research, appreciating the consequences of decisions	1	2	3	4	5
Explore issues, events or problems from different perspectives	1	2	3	4	5
Analyse and evaluate information, judging its relevance and value	1	2	3	4	5
Consider the influence of circumstances, beliefs and feelings on decisions and events	1	2	3	4	5
Support conclusions, using reasoned arguments and evidence	1	2	3	4	5
Creative thinkers					
Generate ideas and explore possibilities	1	2	3	4	5
Ask questions to extend their thinking	1	2	3	4	5
Connect their own and others' ideas and experiences in inventive ways	1	2	3	4	5
Question their own and others' assumptions	1	2	3	4	5
Try out alternatives or new solutions and follow ideas through	1	2	3	4	5
Adapt ideas as circumstances change	1	2	3	4	5
Reflective learners					
Assess themselves and others, identifying opportunities and achievements	1	2	3	4	5
Set goals with success criteria for their development and work	1	2	3	4	5
Review progress, acting on the outcomes	1	2	3	4	5
Invite feedback and deal positively with praise, setbacks and criticism	1	2	3	4	5
Evaluate experiences and learning to inform future progress	1	2	3	4	5
Communicate their learning in relevant ways for different audiences	1	2	3	4	5

Team workers					
Collaborate with others to work towards common goals	1	2	3	4	5
Reach agreements, managing discussions to achieve results	1	2	3	4	5
Adapt behaviour to suit different roles and situations, including leadership roles	1	2	3	4	5
Show fairness and consideration to others	1	2	3	4	5
Take responsibility, showing confidence in themselves and their contribution	1	2	3	4	5
Provide constructive support and feedback to others	1	2	3	4	5
Self-managers					
Seek out challenges or new responsibilities and show flexibility when priorities change	1	2	3	4	5
Work towards goals, showing initiative, commitment and perseverance	1	2	3	4	5
Organise time and resources, prioritising actions	1	2	3	4	5
Anticipate, take and manage risks	1	2	3	4	5
Deal with competing pressures, including personal and work-related demands	1	2	3	4	5
Respond positively to change, seeking advice and support when needed	1	2	3	4	5
Manage their emotions, and build and maintain relationships.	1	2	3	4	5
Effective participators					
Discuss issues of concern, seeking resolution where needed	1	2	3	4	5
Present a persuasive case for action	1	2	3	4	5
Propose practical ways forward, breaking these down into manageable steps	1	2	3	4	5
Identify improvements that would benefit others as well as themselves	1	2	3	4	5
Try to influence others, negotiating and balancing diverse views to reach workable solutions	1	2	3	4	5
Act as an advocate for views and beliefs that may differ from their own	1	2	3	4	5

Note to learner: The circled number represents an indication of your PLTS performance so far.

Note to tutor: Indicate the level of success by circling the appropriate number during your feedback with the learner.

Summary of the PLTS coverage throughout the programme

Personal, learning and thinking skills	Unit																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Independent enquirers	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Creative thinkers		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Reflective learners		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Team workers			✓	✓	✓		✓	✓	✓	✓			✓		✓	✓		✓
Self-managers			✓		✓					✓	✓		✓		✓			
Effective participators					✓	✓		✓	✓	✓			✓	✓	✓		✓	✓
✓ – opportunities for development																		

Personal, learning and thinking skills	Unit															
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
Independent enquirers	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Creative thinkers		✓		✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	
Reflective learners	✓		✓	✓	✓	✓		✓	✓				✓		✓	
Team workers	✓		✓	✓	✓		✓	✓	✓							
Self-managers			✓	✓	✓	✓		✓	✓			✓			✓	
Effective participators	✓		✓	✓				✓	✓			✓			✓	
✓ – opportunities for development																

Personal, learning and thinking skills	Unit										
	34	35	36	37	38	39	40	41	42	43	44
Independent enquirers	✓			✓		✓	✓	✓	✓	✓	✓
Creative thinkers	✓	✓	✓	✓		✓	✓	✓	✓		✓
Reflective learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Team workers		✓	✓	✓	✓	✓	✓	✓		✓	
Self-managers	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Effective participators	✓			✓	✓	✓	✓	✓	✓		
✓ – opportunities for											

Annexe C

Wider curriculum mapping

The BTEC qualifications in this specification give learners opportunities to develop an understanding of spiritual, moral, ethical, social and cultural issues, as well as an awareness of citizenship, environmental issues, European developments, health and safety considerations and equal opportunities issues.

The BTEC qualifications in this specification make a positive contribution to wider curricular areas as appropriate.

Spiritual, moral, ethical, social and cultural issues

These qualifications contribute to an understanding of:

- **moral and ethical issues** – for example the need for accessibility in interfaces and the ways people use computers in *Unit 23: Human Computer Interaction*
- **social and cultural issues** – for example by exploring professionalism in *Unit 1: Communication and Employability Skills for IT*.

Citizenship issues

Learners undertaking the BTEC qualifications in this specification will have the opportunity to develop their understanding of citizenship issues, for example *Unit 1: Communication and Employability Skills for IT*.

Environmental issues

Learners undertaking the BTEC qualifications in this specification will have the opportunity to develop their understanding of environmental issues, for example in *Unit 25: Maintaining Computer Systems*.

European developments

Much of the content of the BTEC qualifications in this specification applies throughout Europe even though delivery is in a UK context.

Health and safety considerations

The BTEC qualifications in this specification are practically based and health and safety issues are encountered throughout the units.

Equal opportunities issues

Equal opportunities issues are implicit throughout the BTEC qualifications in this specification.

Wider curriculum mapping

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20	Unit 21	Unit 22	Unit 23	
Spiritual issues																								
Moral and ethical issues	✓		✓		✓		✓	✓					✓											
Social and cultural issues	✓				✓			✓				✓	✓											
Environmental issues																								
European developments			✓				✓																	
Health and safety considerations	✓				✓								✓											
Equal opportunities issues																								

	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32	Unit 33	Unit 34
Spiritual issues											
Moral and ethical issues	✓			✓					✓		✓
Social and cultural issues	✓								✓	✓	✓
Environmental issues											
European developments											
Health and safety considerations	✓				✓		✓	✓			
Equal opportunities issues											

Annexe D

National Occupational Standards/mapping with NVQs

The grid below maps the knowledge covered in the Pearson BTEC Level 3 Certificate, Subsidiary Diploma, 90-credit Diploma, Diploma and Extended Diploma in IT against the underpinning knowledge of the Level 2 National Occupational Standards for IT (ProCom).

KEY

- ✓ indicates significant coverage of the underpinning knowledge of the NVQ unit
- a blank space indicates no significant coverage of the underpinning knowledge

Procom	BTEC	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32				
4.1 Systems Architecture			✓																	✓																	
4.2 Data Analysis																						✓															
4.3 Human Needs Analysis	✓																																				
4.4 Systems Analysis		✓										✓																									
4.5 Data Design																						✓															
4.6 Human Computer Interaction/Interface (HCI) Design							✓		✓								✓						✓														
4.7 Systems Design		✓				✓				✓																											
4.8 IT/Technology Infrastructure Design and Planning					✓	✓																															
5.1 Systems Development											✓	✓																									

Procom	BTEC	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32						
5.2 Software Development							✓																																
5.3 IT/Technology Solution Testing											✓																												
6.1 Information Management				✓																																			
6.2 IT Security Management								✓	✓																														
6.3 IT Disaster Recovery																																							
7.1 IT/Technology Service Operations and Event Management																																							

Procom	BTEC	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32					
7.2 IT/Technology Service Helpdesk and Incident Management													✓																									
7.3 IT/Technology Problem Management													✓																									
7.4 IT Application Management/Support																																						
7.5 IT/Technology Management and Support																																						
7.6 Availability Management																																						
7.7 IT/Technology Capacity Management																																						
7.8 Change and Release Management																																						
7.9 IT/Technology Service Catalogue and/or Service Level Management, Measurement and Reporting																																						

Procom	BTEC	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32						
7.10 IT/Technology Asset and Configuration Management																																							
7.11 Supplier Management																																							
7.12 Technical Evaluation																																							

Annexe E

Unit mapping overview

BTEC Level 3 Nationals for IT Practitioners (specification end date 31/08/2010)/current versions of the BTEC qualifications in IT (specification start date 01/09/2010) – the BTEC Level 3 Certificate in IT, BTEC Level 3 Subsidiary Diploma in IT, BTEC Level 3 90-credit Diploma in IT, BTEC Level 3 Diploma in IT and the BTEC Level 3 Extended Diploma in IT.

Old \ New	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20
Unit 1	F																			
Unit 2		F																		
Unit 3			F																	
Unit 4																				
Unit 5																				
Unit 6																				
Unit 7															P					
Unit 8																				
Unit 9																				
Unit 10								P												
Unit 11							P													
Unit 12																				
Unit 13																				
Unit 14																				P
Unit 15																				
Unit 16																				
Unit 17																				

KEY

P – Partial mapping (some topics from the old unit appear in the new unit)

F – Full mapping (topics in old unit match new unit exactly or almost exactly)

X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

Old \ New	New																			
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13	Unit 14	Unit 15	Unit 16	Unit 17	Unit 18	Unit 19	Unit 20
Unit 18																				
Unit 19																				
Unit 20																				
Unit 21																				

Unit 22																				
Unit 23													P							
Unit 24													F							
Unit 25														F						
Unit 26																	P			
Unit 27																			P	
Unit 28																				
Unit 29																				
Unit 30																				
Unit 31																				
Unit 32																				
Unit 33																				
Unit 34																				

KEY

- P – Partial mapping (some topics from the old unit appear in the new unit)
- F – Full mapping (topics in old unit match new unit exactly or almost exactly)
- X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

Old \ New	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32	Unit 33	Unit 34	Unit 35
Unit 1															
Unit 2															
Unit 3															
Unit 4															
Unit 5		F													
Unit 6															
Unit 7															
Unit 8														P	
Unit 9															
Unit 10															
Unit 11															
Unit 12								F							
Unit 13									P						
Unit 14															
Unit 15				F											
Unit 16															
Unit 17															

KEY

- P – Partial mapping (some topics from the old unit appear in the new unit)
- F – Full mapping (topics in old unit match new unit exactly or almost exactly)
- X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

Old \ New	Old														
	Unit 21	Unit 22	Unit 23	Unit 24	Unit 25	Unit 26	Unit 27	Unit 28	Unit 29	Unit 30	Unit 31	Unit 32	Unit 33	Unit 34	Unit 35
Unit 18															
Unit 19															
Unit 20															
Unit 21															
Unit 22															
Unit 23															
Unit 24															
Unit 25															
Unit 27															
Unit 28	P														
Unit 29			F												
Unit 30				P											
Unit 31						P									
Unit 32										F					
Unit 33															
Unit 34												P			

KEY

- P – Partial mapping (some topics from the old unit appear in the new unit)
- F – Full mapping (topics in old unit match new unit exactly or almost exactly)
- X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

Unit mapping in depth

BTEC National for IT Practitioners (specification end date 31/08/2010)/current versions of the BTEC qualifications in IT (specification start date 01/09/2010) – the BTEC Level 3 Certificate in IT, BTEC Level 3 Subsidiary Diploma in IT, BTEC Level 3 90-credit Diploma in IT, BTEC Level 3 Diploma in IT and the BTEC Level 3 Extended Diploma in IT.

New units		Old units		Mapping/comments (new topics in italics)
Number	Name	Number	Name	
Unit 1	Communication and Employability Skills for IT	Unit 1	Communication and Employability Skills for IT	Minor changes and updated content
Unit 2	Computer Systems	Unit 2	Computer System	Minor changes and updated content
Unit 3	Information Systems	Unit 3	Information Systems	Minor changes and updated content
Unit 4	Impact of the Use of IT on Business Systems	Unit 35	Impact of the Use of IT on Business Systems	Minor changes and updated content
Unit 5	Managing Networks	Unit 22	Network Management	Minor changes and updated content
Unit 6	Software Design and Development	Unit 18	Principles of Software Design and Development	Minor changes and updated content
Unit 7	Organisational Systems Security	Unit 15	Organisational Systems Security	Minor changes and updated content
Unit 8	e-Commerce	Unit 34	e-Commerce	Minor changes and updated content
Unit 9	Computer Networks	Unit 27	Principles of Computer Networks	Minor changes and updated content
Unit 10	Communication Technologies	Unit 8	Communication Technologies	Minor changes and updated content
Unit 11	Systems Analysis and Design	Unit 7	IT Systems Analysis and Design	Minor changes and updated content
Unit 12	IT Technical Support	Unit 28	IT Technical Support	Minor changes and updated content
Unit 13	IT Systems Troubleshooting and Repair	Unit 29	IT Systems Troubleshooting and Repair	Minor changes and updated content
Unit 14	Event Driven Programming	Unit 20	Event Driven Programming	Minor changes and updated content
Unit 15	Object Oriented Programming	Unit 25	Object Oriented Programming	Minor changes and updated content
Unit 16	Procedural Programming			New unit, similar structure to Units 14 and 15
Unit 17	Project Planning with IT	Unit 4	IT Project	Minor changes and updated content
Unit 18	Database Design	Unit 5	Advanced Database Skills	Minor changes and updated content

New units		Old units		Mapping/comments (new topics in italics)
Number	Name	Number	Name	
Unit 19	Computer Systems Architecture	Unit 9	Computer Architecture	Minor changes and updated content
Unit 20	Client Side Customisation of Web Pages	Unit 10	Client Side Customisation of Web Pages	Minor changes and updated content
Unit 21	Data Analysis and Design	Unit 11	Data Analysis and Design	Minor changes and updated content
Unit 22	Developing Computer Games	Unit 12	Developing Computer Games	Minor changes and updated content
Unit 23	Human Computer Interaction	Unit 13	Human Computer Interaction	Minor changes and updated content
Unit 24	Controlling Systems Using IT	Unit 14	Controlling Systems Using IT	Minor changes and updated content
Unit 25	Maintaining Computer Systems	Unit 16	Maintaining Computer Systems	Minor changes and updated content
Unit 26	Mathematics for IT Practitioners	Unit 17	Mathematics for IT Practitioners	Minor changes and updated content
Unit 27	Web Server Scripting	Unit 19	Web Server Scripting	Minor changes and updated content
Unit 28	Website Production	Unit 21	Website Production and Management	Minor changes and updated content
Unit 29	Installing and Upgrading Software	Unit 23	Installing and Upgrading Software	Minor changes and updated content
Unit 30	Digital Graphics	Unit 24	Digital Graphics and Computers	Minor changes and updated content
Unit 31	Computer Animation	Unit 26	Computer Animation	Minor changes and updated content
Unit 32	Networked Systems Security	Unit 30	Networked Systems Security	Minor changes and updated content
Unit 33	Supporting Business Activities	Unit 31	Exploring Business Activity (Business Import)	Minor changes and updated content
Unit 34	Business Resources	Unit 32	Investigating Business Resources (Business Import)	Minor changes and updated content

Annexe F

Examples of calculation of qualification grade above pass grade

Pearson will automatically calculate the qualification grade for learners when unit grades are submitted. The generic examples below demonstrate how the qualification grade above pass is calculated.

Points available for unit credits achieved at different levels and unit grades

The table below shows the **number of points scored per unit credit** at the unit level and grade.

Unit level	Points per unit credit		
	Pass	Merit	Distinction
Level 2	5	6	7
Level 3	7	8	9
Level 4	9	10	11

Learners who achieve the correct number of points within the ranges shown in the 'qualification grade' table below will achieve the qualification merit, distinction or distinction* grades (or combinations of these grades appropriate to the qualification).

Qualification grade

BTEC Level 3 Certificate

Points range above pass grade	Grade	
230–249	Merit	M
250–259	Distinction	D
260 and above	Distinction*	D*

BTEC Level 3 Subsidiary Diploma

Points range above pass grade	Grade	
460–499	Merit	M
500–519	Distinction	D
520 and above	Distinction*	D*

BTEC Level 3 90-credit Diploma

Points range above pass grade	Grade
660–689	MP
690–719	MM
720–749	DM
750–769	DD
770–789	D*D
790 and above	D*D*

BTEC Level 3 Diploma

Points range above pass grade	Grade
880–919	MP
920–959	MM
960–999	DM
1000–1029	DD
1030–1059	D*D
1060 and above	D*D*

BTEC Level 3 Extended Diploma

Points range above pass grade	Grade
1300–1339	MPP
1340–1379	MMP
1380–1419	MMM
1420–1459	DMM
1460–1499	DDM
1500–1529	DDD
1530–1559	D*DD
1560–1589	D*D*D
1590 and above	D*D*D*

Example 1

Achievement of pass qualification grade

A learner completing a 30-credit BTEC Level 3 Certificate **does not** achieve the points required to gain a merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Pass	7	$10 \times 7 = 70$
Unit 2	3	10	Pass	7	$10 \times 7 = 70$
Unit 3	3	10	Merit	8	$10 \times 8 = 80$
Qualification grade totals		30	Pass		220

Example 2

Achievement of merit qualification grade

A learner completing a 30-credit BTEC Level 3 Certificate achieves the points required to gain a merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Pass	7	$10 \times 7 = 70$
Unit 2	3	10	Merit	8	$10 \times 8 = 80$
Unit 3	3	10	Merit	8	$10 \times 8 = 80$
Qualification grade totals			Merit		230

Example 3

Achievement of distinction qualification grade

A learner completing a 60-credit BTEC Level 3 Subsidiary Diploma achieves the points required to gain a distinction qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Distinction	9	$10 \times 9 = 90$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 5	3	10	Merit	8	$10 \times 8 = 80$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Qualification grade totals		60	Distinction		500

Example 4

Achievement of distinction distinction grade

A learner completing a BTEC Level 3 90-credit Diploma achieves the points required to gain a distinction distinction qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Distinction	9	$10 \times 9 = 90$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 4	3	10	Merit	8	$10 \times 8 = 80$
Unit 5	3	10	Merit	8	$10 \times 8 = 80$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Unit 15	4	10	Merit	10	$10 \times 10 = 100$
Unit 17	3	10	Pass	7	$10 \times 7 = 70$
Qualification grade totals		90	Distinction Distinction		750

Example 5

Achievement of distinction merit qualification grade

A learner completing a 120-credit BTEC Level 3 Diploma achieves the points required to gain a distinction merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Distinction	9	$10 \times 9 = 90$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 4	3	10	Merit	8	$10 \times 8 = 80$
Unit 5	3	10	Merit	8	$10 \times 8 = 80$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Unit 15	4	10	Merit	10	$10 \times 10 = 100$
Unit 17	3	10	Pass	7	$10 \times 7 = 70$
Unit 18	3	10	Pass	7	$10 \times 7 = 70$
Unit 25	3	20	Merit	8	$20 \times 8 = 160$
Qualification grade totals		120	Distinction Merit		980

Example 6

Achievement of merit merit merit qualification grade

A learner completing a 180-credit BTEC Level 3 Extended Diploma achieves the points required to gain a merit merit merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit × grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Pass	7	$10 \times 7 = 70$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 4	3	10	Merit	8	$10 \times 8 = 80$
Unit 5	3	10	Pass	7	$10 \times 7 = 70$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Unit 12	3	10	Merit	8	$10 \times 8 = 80$
Unit 15	4	10	Pass	9	$10 \times 9 = 90$
Unit 17	3	10	Pass	7	$10 \times 7 = 70$
Unit 18	3	10	Pass	7	$10 \times 7 = 70$
Unit 20	3	10	Pass	7	$10 \times 7 = 70$
Unit 22	3	10	Merit	8	$10 \times 8 = 80$
Unit 25	3	20	Pass	7	$20 \times 7 = 140$
Unit 35	3	10	Distinction	9	$10 \times 9 = 90$
Unit 36	3	10	Merit	8	$10 \times 8 = 80$
Unit 38	3	10	Distinction	9	$10 \times 9 = 90$
Qualification grade totals		180	Merit Merit Merit		1410

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