



BTEC International Level 3 (540 GLH) Foundation Diploma in Information Technology: Sample Delivery Plan

Audience

This document is aimed at supporting tutors and those delivering BTEC International Level 3 qualifications from April 2020.

Introduction

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a Sample Delivery Plan showing how the BTEC Foundation Diploma in Information Technology could be delivered over two years, highlighting assessment milestones and indicating where you can teach units holistically.

Key sections

The document focuses on key dates to plan around and an example of how the Foundation Diploma can be structured, set out in the three sections below:

Section 1: Guide to key dates

Setting out the key activities and requirements for course delivery, alongside dates and links to further information.

Section 2: Sample two-year plan – delivery chart

A chart setting out the key deliverables against chosen units.

Section 3: Sample two-year plan – detailed rationale

An in-depth rationale and explanation as to how the suggested plan was structured.

Further support can be found within the relevant specification on Pearson's website (<https://qualifications.pearson.com/en/qualifications/btec-international-level-3/it.html>).

Below is an overview of how wider support also links to this document.

Support	Purpose
Delivery Guides	A companion to your BTEC International Level 3 specification, Authorised Assignment Briefs (AABs) and Sample Pearson Set Assignments. They contain ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning and how to approach assessments. The aim of these guides is to show how the specification content might work in practice, and to inspire you to start thinking about different ways to deliver your course.
Authorised Assignment Briefs	Provides scenarios and activities that are mapped to the unit Assessment criteria. An assessment instrument to be used when all unit content has been delivered.
Schemes of Work	Demonstrate how the unit content can be covered in the GLH, while giving lesson ideas and highlighting links to other units to help you plan your teaching.



Section 1: Guide to key dates

Action	Description	Resource/reference
Assessment plan(s)	An assessment plan(s) must be in place to demonstrate that sufficient time is available to deliver and assess all the required units in a timely manner. More than one plan may be required if there are different groups working at different speeds.	Assessment plans are available on the Pearson website. Please note that all units are internally assessed. For a small proportion of units, Pearson sets the assignment and these are also internally assessed. Pearson Set Assignments will be available from October of the year of assessment and can be taken at any point in that year.
Assignment briefs	Assignment briefs should be internally verified to ensure they are fit for purpose, and the equipment, resources and staff expertise will be available. This is not required for Pearson Set Assignment units.	Authorised assignment briefs are available here .
Learner induction	A short period of induction is strongly recommended to ensure learners are familiar with the programme and its requirements. Plagiarism, referencing, time management skills, the importance of meeting deadlines and centre policies should be covered.	
Register your learners	Learner registrations need to be made by the deadlines on our website. This will trigger the allocation of a Standards Verifier and support for your centre.	Edexcel Online (https://edexcelonline.pearson.com/Account/Login.aspx)
Allocation of Standards Verifier	The Standards Verifier needs to see the assessment plan(s) and will agree a sampling schedule with the centre. They are available to give support and guidance.	The details of the Standards Verifier will be emailed to the Quality Nominee at the centre. Please ensure the Quality Nominee details registered with Pearson are accurate.
Internally assessed unit completed	The internally assessed unit(s) needs to have been sampled and reported prior to the end of teaching for the year.	
Second sampling completed	Second sampling of internally assessed units that were not released for certification must be complete by the end of the teaching for the year.	



Section 2: Sample two-year plan – delivery chart

This plan is intended to be used as guidance.

Key

LA = learning aim
INT = internal assessment
CSR = case study research
SA = summative assessment

				YEAR 1 TERM 1												
Unit	Unit title	Guided learning hours	Assessment method	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
1	Information Technology Systems – Strategy, Management and Infrastructure	120	INT SET	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A
				4 hours per week												
6	Website Development	60	INT SET	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA B	LA B	LA B	LA B	LA B
				2 hours per week												
3	Using Social Media in Business	90	INT	LA A	LA A	LA A	LA A	LA A	LA A	INT	INT	LA B	LA B	LA B	LA B	LA B
				3 hours per week												



YEAR 1 TERM 2																
Unit	Unit title	Guided learning hours	Assessment method	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26
1	Information Technology Systems – Strategy, Management and Infrastructure	120	INT SET	LA A	LA A	LA B	LA C	LA C	LA C	LA C						
				4 hours per week												
6	Website Development	60	INT SET	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LAC	LA C	LA C	LA C	LA C
				2 hours per week												
3	Using Social Media in Business	90	INT	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA C	LAC	LA C	LA C	LA C	LA C
				3 hours per week												



YEAR 1 TERM 3																
Unit	Unit title	Guided learning hours	Assessment method	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39
1	Information Technology Systems – Strategy, Management and Infrastructure	120	INT SET	LA C	LA C	SA	SA									
								4 hours per week								
6	Website Development	60	INT SET	LA C	LA C	SA	SA									
								2 hours per week								
3	Using Social Media in Business	90	INT	LA C	LA C	INT	INT									
								3 hours per week								



Key

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SA = summative assessment

YEAR 2 TERM 1																
Unit	Unit title	Guided learning hours	Assessment method	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
4	Programming	90	INT	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	INT	INT
				3 hours per week												
2	Creating Systems to Manage Information	90	INT	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A	INT	INT	LA B	LA B	LA B
				3 hours per week												
9	IT Project Management	90	INT	LA A	LA A	LA A	LA A	LA A	INT	INT	LAB	LA B	LA B	LAB	LAB	LA B
				3 hours per week												



YEAR 2 TERM 2																
Unit	Unit title	Guided learning hours	Assessment method	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26
4	Programming	90	INT	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B	INT	INT	LA C	LA C
				3 hours per week												
2	Creating Systems to Manage Information	90	INT	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LAC	LAC	LAC	LAC	LAC
				3 hours per week												
9	IT Project Management	90	INT	LAB	LAB	LA B	INT	INT	LAC							
				3 hours per week												



YEAR 2 TERM 3																
Unit	Unit title	Guided learning hours	Assessment method	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39
4	Programming	90	INT	L A C	L A C	SA	SA									
								3 hours per week								
2	Creating Systems to Manage Information	90	INT	L A C	L A C	INT	INT									
								3 hours per week								
9	IT Project Management	90	INT	L A C	L A C	INT	INT									
								3 hours per week								



Section 3: Sample two-year plan – detailed rationale

Overview

The BTEC International Level 3 (540 GLH) Foundation Diploma in Information Technology suggests 540 guided learning hours (GLH). It comprises two mandatory units and four optional units. Two of the mandatory units are internally assessed, using a Pearson Set Assignment. The optional units are all internally assessed via centre-designed assignments or the Authorised Assignment Briefs.

The qualification structure identifies the mandatory and optional units, and this information is also listed in the qualification specification. To achieve any qualification grade, learners must complete and have an outcome (D, M, P or U) for all units within a valid combination for the size of the award. For the BTEC International Level 3 (540 GLH) Foundation Diploma in Information Technology, learners must pass all mandatory units, along with 360 GLH from the optional units. This means that learners could attain a U grade in one of the optional units and still achieve a passing grade overall, depending on their other results. Please see pages 307–318 of the specification for more details about compensation and grading.

The Sample Delivery Plan is based on the qualification being delivered over two years.

If your centre is subject to standards verification, your Standards Verifier will confirm sampling arrangements with you in order to meet the first sampling deadline of the end of May. The Sample Delivery Plan ensures that *Unit 1: Information Technology Systems – Strategy, Management and Infrastructure*, *Unit 6: Website Development* and *Unit 3: Using Social Media in Business* will be available for first sampling in year one. All other units will be completed in time for the end of June, which is the second sampling deadline (should this be required). It is important that you have at least one completed unit ready for standards verification to take place by the end of May.

In year two, *Unit 4: Programming*, *Unit 2: Creating Systems to Manage Information* and *Unit 9: IT Project Management* will be complete in time for standardisation.

Involving employers in the assessment/delivery

There is no compulsory requirement for a work experience placement within the qualification. All units lend themselves to a range of IT industry employer involvement – for example, in the form of an educational visit, guest speaker, focus group or case study.

Which units are assessed by Pearson Set Assignments?

Units 1 and 6 will be assessed by Pearson Set Assignments. The assignments will be available from October. The assignments can be taken at any time in the year. The evidence can be resubmitted once. Any re-sit learners must re-sit a new assignment.

Internal mandatory units

Unit 1: Information Technology Systems – Strategy, Management and Infrastructure. Learners study the role of computer systems, and the implications of their use in personal and professional situations.

Unit 6: Website Development. Learners investigate website development principles. They will design and develop a website, using scripting languages.

Suggestions for which units to teach in year 1

Unit 1: Information Technology Systems – Strategy, Management and Infrastructure. As this is an introductory unit that links to all other units in the qualification, it is best delivered at the beginning of the learners' studies in order to give a sound foundation on which to build further knowledge and understanding. This is a mandatory unit that is assessed internally via a Pearson Set Assignment.

Unit 6: Website Development. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks to embed learning. Delivery should include the internal assessment activities.

Unit 3: Using Social Media in Business. This optional unit is internally assessed via a centre-devised assignment or using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the beginning of the course and will complete before the assessment is required for *Unit 4: Programming*.



Suggestions for which units to teach in year 2

Unit 4: Programming. This optional unit is internally assessed via a centre-devised assignment or using the Authorised Assignment Brief for this unit.

Unit 2: Creating Systems to Manage Information. This optional unit is internally assessed via a centre-devised assignment or using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery in the second year of the course. This is in order to avoid clustering of assessment.

Unit 9: IT Project Management. This optional unit is internally assessed via a centre-devised assignment or using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery in the second year of the course. This is in order to avoid clustering of assessment.

NB: internally assessed units can be sampled only when all learners have completed the unit, and when resubmissions have occurred, been assessed and internally verified. All units must be available for first sampling and reporting to have occurred by the appropriate deadline in the year of certification.