



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## VOCATIONAL STUDENT HANDBOOK 2021 - 2022

### **Contents**

What is a Vocational Qualification?  
Overview of Grading  
Who's Who at CCHS  
Qualifications Currently on Offer at the School  
A Guide to BTEC Levels at CCHS  
Appeals Procedures  
Malpractices within Vocational Courses  
Externally Assessed Units  
Prior Learning Policy  
Commitments from Students and Teachers

## What is a Vocational Qualification?

Vocational qualifications are suitable for a wide range of students. They encourage and recognise achievement in students, some of whom may not be getting the most out of 'traditional' academic study. Those who enjoy hands-on, practical work with plenty of real-life situations tend to find stimulation and success through vocational qualifications.

There is no fixed entry point for vocational courses. For example, you don't have to have achieved at level 2 to complete a level 3 course. The school sets its own entrance criteria.

### A Straightforward Structure

Each vocational course is made up of a number of units. For example, a level 3 course may cover units 1, 2 and 3, with one of these units being an external assessment piece of work or exam paper.

In order to achieve each unit, your projects have to show achievement against a set of outcomes.

You will have the option to complete projects either as part of a group or individually, with the option for work placement in many programmes.

Vocational courses include a variety of ways to assess your work. This involves externally assessed exam papers or assessment tasks or via witness testimonies, video coverage or from work experience/placement reports and written pieces of internally assessed assignments.

The projects that you do form the basis of unit results and an overall result which can lead to a Pass, Merit, Distinction or Distinction\* awards. These grades equate to specific values of GCSEs and A levels.

Overview of the levels and structure that are offered at Cannock Chase High School are:

#### **BTEC:**

Level 2 Tech Award (NQF)

Level 3 Extended Certificate (NQF/RQF)

Level 3 Diploma (NQF/RQF)

#### **NCFE:**

Level 2 Technical Award

## Overview of Grading

- Vocational units are graded individually; each unit is graded Pass, Merit, Distinction or Distinction\*, according to how you perform against a set of criteria.

- For BTEC courses there is now a Level 1 Pass, Level 1 Merit, Level 1 Distinction grade for Level 2 Tech Award qualifications, in order to differentiate grades, in line with GCSE 9 -1 grades.
- All vocational courses have a minimum of 1 externally assessed unit of work. These are marked and graded by the exam board. They are awarded points that will be used to calculate your final grade, alongside your internally assessed units of course work
- Once you have completed all units, the exam board calculates an overall Pass, Merit, Distinction or Distinction\* grade. A Distinction\* is equivalent to an A\* grade GCSE, a Distinction an A grade, a Merit is a B and a Pass is equivalent to a C grade GCSE. A Level 1 Pass is the equivalent to a D grade at GCSE. This then is calculated for your GCSE equivalent grade.
- With Level 3 courses (Nationals) a Pass is equivalent to an E grade, a Merit a C grade, a Distinction an A grade and Distinction\* at A\* grade at 'A' levels. Again, this could be the equivalent of one or two grades depending on the type of Level 3 course you are doing.

## Who's Who at Cannock Chase High School

### Senior Leadership

Mrs G McAuley - Assistant Head Teacher (Curriculum and Assessment)

Mrs C Mills - Assistant Headteacher (Post 16 and Deputy Designated Safeguarding Lead)

Mr D Reynolds - Deputy Headteacher (Quality of Education and Staffing/SENDCo)

Mrs K Ward – Vocational Quality Lead

Mrs J Fellows – Examinations Officer

### Vocational Subject Leads

**Science:** Level 3 BTEC Nationals Extended Certificate in Applied Science (Mr I Jones)

**Health and Social Care:** Level 2 TECH Award and Level 3 BTEC Nationals Extended Certificate and Diploma in Applied Health and Social Care (Mrs K Ward)

**Sport:** Level 2 NCFE in Health and Fitness (Mrs K Pearson)

**Children's Play, Learning and Development:** CACHE Level 2 Child Development and Level 3 BTEC Nationals Extended Certificate in Children's Play, Learning and Development (Mrs E Hale)

**Drama:** Level 2 TECH Award and Level 3 BTEC Nationals Extended Certificate in Performing Arts (Mrs H Billings)

**Law:** Level 3 BTEC Nationals Extended Certificate in Applied Law (Mrs E Fisher)

**Business:** Level 2 NCFE in Business and Enterprise (Miss L Horner)

**Travel and Tourism:** Level 2 TECH Award in Travel and Tourism (Miss L Horner)

**Music:** Level 3 BTEC Nationals Extended Certificate in Music (Mr C Stormont)

## Qualifications Currently on Offer at Cannock Chase High School

### Science

Level 3 Nationals Extended Certificate in Applied Science

### **Sport and Healthy Lifestyles**

Level 2 Tech Award in Health & Social Care

Level 3 Nationals Extended Certificate and Diploma in Health & Social Care

NCFE CACHE Level 2 in Child Development

Level 3 Extended Certificate CPLD

NCFE Level 2 Technical Award in Health and Fitness

BTEC Level 3 Nationals Extended Certificate and Diploma in Sport (offered at CGCC)

### **Creative**

Level 2 Tech Award in Drama

Level 3 National Certificate and Extended Certificate in Drama

Level 3 Nationals Extended Certificate in Music

### **Social and Enterprise**

NCFE Level 2 Technical Award in Business and Enterprise

BTEC Level 2 TECH Award in Travel and Tourism

OCR Level 2 Cambridge Nationals Creative iMedia

Level 3 Nationals Extended Certificate in Applied Law

## **A Guide to BTEC levels at CCHS**

<b>Qualification</b>	<b>Description</b>
NCFE CACHE Level 2 Technical Award	This course is taken over a two or three year period and is the equivalent to one GCSE on successful completion.
NCFE Level 2 Technical Award	This course is taken over a two or three year period and is the equivalent to one GCSE on successful completion.
BTEC Tech Award - Level 2	This course is completed over a two or three year period and is the equivalent of one GCSE on successful completion.
OCR Level 2 Cambridge Nationals	This course is taken over a two or three year period and is the equivalent to one GCSE on successful completion.
BTEC Level 3 Extended Certificate	These are two year courses. The Extended Certificate is equivalent to one A-level on successful completion. The courses are more practical, however, now include externally assessed units, including examinations and controlled assessments. There is still a large amount of internally assessed course work. These qualifications can lead directly to work or higher education and have been approved by universities.
BTEC Level 3 Diploma (NQF)	These are two year courses. The Extended Diploma is equivalent to two A-levels on successful completion. The courses are more practical, however, now include

	externally assessed units, including examinations and controlled assessments. There is still a large amount of internally assessed course work. These qualifications can lead directly to work or higher education and have been approved by universities.
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## Appeals Procedures

At CCHS we will follow Pearson's policy regarding your right to appeal. The exam board will not intervene until we have carried out an extensive internal enquiry which involves these five stages:

Stage 1	You must discuss the outcome with your teacher/assessor who marked that work. If you are still unhappy with the outcome then go to Stage 2. This discussion will involve the teacher/assessor explaining the marking and grade awarded to you, this conversation will be recorded in an email and sent to the Vocational Quality Lead to record this stage. The teacher/assessor may agree to remark the work.
Stage 2	Your work will be re-assessed by your subjects Lead Verifier. This will be formalised in an email to the Vocational Quality Lead and Mrs Mills (CM) and contact home will be made. If you are still unhappy with the outcome move to Stage 3.
Stage 3	The Vocational Quality Lead will review your work and make a judgement in favour of the student or the assessor. This will be formally recorded in an email to CM. If you are still unhappy move to Stage 4.
Stage 4	The Assistant Headteacher: Curriculum will review your work and make a judgement in favour of the student or the assessor. If you are still unhappy with the outcome of the appeal then move to Stage 5.
Stage 5	The school will refer the appeal to Edexcel. The appropriate documentation will be completed by the Exams Officer.

## Malpractice within Vocational Courses

Cannock Chase High School and all vocational teachers follow the Edexcel policy which is set out below. They also follow the guidelines as set out by the JCQ and the QCDA.

The vocational ***Policy on Assessment Malpractice*** applies to all vocational programmes. The policy provides a definition of malpractice, examples of what constitutes malpractice by both candidates and centre staff and positive steps that can be taken to prevent or reduce candidate malpractice.

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. Exam boards reserves the right to impose

sanctions and/or penalties on candidates or centres where incidents or attempted incidents of malpractice have been proven.

### **Student Malpractice**

If a learner has conducted malpractice then the following actions will occur:

Stage 1	The student and incident will be recorded by the teacher on the Malpractice Data-base. The student will be made to redo work.  Level 3 – Stage 1 of the student referrals will be completed.  A phone call home will be made to explain the situation.
Stage 2	The student will be placed on a Subject Report. This will monitor the student's work in class. A 30 minute detention will be set for after school. Parents will be notified about the severity of the situation. Directors of Year will also be notified.  Level 3 – Stage 2 of the student referrals will be completed.
Stage 3	The student will be isolated from the lesson using internal isolation. If the learner is found to be in breach of the Policy, then they will be reported to Edexcel and withdrawn from the programme.

### **Externally Assessed Units**

As all vocational courses have externally assessed units, students will be expected to complete examination papers and controlled assessments throughout the year. The timings of these external assessments may differ for each course. Each subject area will be able to give you the dates of these assessments when they are released at the start of each academic year by the exam board. Most external assessments are completed in the January examination window or the May/June examination window. However, subject areas may plan to complete these during differing school Years. For example, some courses may complete their externally assessed units of work in Year 10, rather than in Year 11.

Please be aware, that to ensure each student has the best possible opportunity to meet the highest grade, there are re-sit opportunities for external assessment. If a student is required to complete a re-sit of their externally assessed unit, this will be communicated to you via letter, text message or phone call.

In preparation for externally assessed units. Cannock Chase High School runs Top Tips sessions. These are offered for all vocational courses, as well as GCSE courses. Thus meaning attendance is imperative to ensure success.

## **Prior Learning Policy**

Students who start at Cannock Chase High School from a previous centre will have all prior learning assessed. We will acknowledge all prior learning and this will be monitored to make sure previous work is internally assessed and not reproduced.

Support systems will also be put in place to help any new student complete work that they have missed. These sessions will be registered as an intervention session and may take place during timetabled, after school intervention sessions. For Level 3 students, these may take place during study time and can be timetabled with a member of staff to ensure guidance and support is in place.

All departments have entry requirements for students wishing to take level 3 courses within Sixth Form. Each department has a copy of this in their prospectus and students will have to meet the school's entry requirements.

## **Commitment from Students and Teachers**

### **Your Commitment to us**

Whilst completing a vocational course, you will be encouraged to be responsible for your learning and time management. You will receive regular constructive feedback from your Teachers who will guide and advise you on getting the best possible grades from your assignments. Your work will be marked regularly and you will be given the opportunity to re-address your work to improve your grades. You must ensure that you are organised and meet deadlines with your coursework; this is extremely important so you need to keep all work safe in a Portfolio. Evidence can be in the form of Assignments, Witness Testimonies, Work Experience, Group activities or Video coverage of you completing a task. You will be required to sign an Authentication Form when you submit any evidence to say that the work is your own and not taken from other students, directly from text books or internet sources.

In order to ensure deadlines are met, your teacher will post formative assignments on FROG or Teams and will share their assessment plan with you. This is an official document, which is shared with the exam board too, so meeting deadlines is imperative in order to be successful on this course. Failure to meet deadlines can result in a failure to complete the course.

Re-submissions, which can be granted by the Lead Teacher of the course, will give a student the opportunity to correct a piece of work that may not quite meet the standard required. It is essential that deadlines are met for all resubmissions, as BTEC specifically, allows 15 days maximum for a resubmission to be completed. If this deadline is not met, the right to resubmit the work will not be granted.

Extensions will be granted if the student has a valid reason and has agreed the extended deadline with the Lead Teacher. This will follow the processes of ensuring all previous

deadlines have been met, work is authenticated and malpractice has not been carried out. The agreed extension will be recorded on the extensions log. All work must achieve the minimum of a Pass in order to complete and pass the vocational course that you are you are studying.

Each subject area will deliver an Induction Period where you will find out more details about the specific course you are studying and you will be required to do an Induction Assignment which you will be guided through, this will be completed in a taster session for level 2 courses and through the taster sessions and summer tasks for level 3 courses. This will help you to understand the type of work covered in your vocational qualifications and see how it is different from traditional GCSEs/A levels.

### **Our Commitment to You**

Teachers will ensure that you are given every opportunity to gain the best possible grade from each of your assignments and give you valid and constructive feedback on your current performance and how to improve your grades. When submitting a formative or summative assessment for any subject are, each student will gain feedback for assessed work within a 2 week period to ensure they continually have a clear understanding of progression on each chosen course.