



Woodkirk Academy



Student Handbook **2017 - 2018**

Edexcel BTEC Level 3 Subsidiary Diploma in Music
(Performing)

Introduction

This Student Handbook has been created to help you understand the running of a BTEC course. The handbook will be available for you and should be kept in a safe place; there will also be a hard copy available in the department and electronically so that it can be referred to, when necessary.

What are BTEC Qualifications?

BTEC qualifications are suitable for a wide range of learners. They offer an alternative to more traditional qualifications, combining the best mix of academic and vocational methods of learning. They are respected and understood by employers and Higher Education institutions alike. BTECs will develop and enhance the skills that you already have and encourage you to think about relating your learning to real life situations. BTEC qualifications have been developed to provide specialist work-related qualifications in a range of areas. The courses offered are practical and will give you the opportunity to complete assignments and activities based on realistic situations linked to working environments. They will give you a good feel for what it will be like to be at work as well as developing your communication, IT, time management and teamwork skills.

Courses are taught to suit individual needs. Where appropriate, traditional teaching methods are used, but in general you will be learning through investigation and active involvement. You will have a great deal of responsibility for your own learning and will be expected to work both in lessons as well as independently out of lesson time. Units are taught through 'learning outcomes' and each assignment will concentrate on testing and extending your knowledge and understanding in one or more of these outcomes. Your teachers will act as learning resources, offering advice and guidance as to how to approach the work.

Much of your work in Music is performance based and you will be expected to keep track of the rehearsal process leading up to the final performance. Diaries/Log books are vital and you will be expected to keep weekly logs as well as gathering any relevant performance research and feedback. Video evidence is also important throughout the whole process so don't forget to take responsibility for this over the period of the rehearsal time.

Qualification Overview

For every BTEC qualification available to you there is a member of staff who is responsible for its delivery and the quality of the assignments and marking of your coursework. The names of these people along with the course details are set out below.

Subject Area	Lead Internal Verifier	BTEC Qualification	Other Assessors
Music	N Gage	Edexcel BTEC Level 3 Subsidiary Diploma in Music (Performing)	K Clarke R Dixon

Registration and Certification Overview

You will be registered with Edexcel, the examination board, when you first start the course and issued with a registration number. After each unit you will receive feedback on whether you have passed the unit or advice on resubmitting work. **In order to be awarded a grade and a chance to resubmit work, you must follow the given deadlines.** Failure to complete this course due to lack of attendance, poor behaviour or insufficient work is not acceptable as your registration and entry fees have been paid in full up front and are not refundable. Once you have successfully completed your course you will receive an exam certificate as a record of your success.

Health and Safety Information

You will be expected to follow the schools usual Health and Safety rules and expectations of behaviour.

Health and Safety in music is very important and you must follow instructions and guidelines set by your teachers when setting up and packing away after a rehearsal or concert. Any equipment used, amps etc, must be provided by the school unless given permission by staff and you must take responsibility for returning equipment to the correct place after a rehearsal or concert. Electrical equipment such as microphones and lights etc must not be used without permission.

Programme Timetable and Year Plan

The programme below is a suggestion of the course and the order may be changed. Units may also be changed to suit certain learners once we know more about your musicianship and skills.

Year 1

Unit 40: Working and Developing as an Ensemble – Specialist Unit Learning how to perform as part of an ensemble
Unit 23: Music Performance Techniques – Mandatory Unit Developing skills as a performer
Unit 21: Music in the Community – Optional Unit Planning and delivering workshops within the community

Year 2

Unit 24: Music Project – Optional Unit Planning, delivering and performing in a live musical event
Plus 2 other units. This will be discussed with your teacher at the end of year 1 and will be chosen from the list below

Optional units

Unit 33: Solo Music Performance Skills
Unit 4: Aural Perception Skills
Unit 7: Composing Music
Unit 28: Musical Theatre Performance
Unit 41: Singing Techniques and Performance
Unit 43: Special Subject Investigation

Please note that the above units are the common choices made by our students. There are additional units that will be discussed with your teacher if they believe none of the above units are suitable.

How will my learning be assessed?

Each BTEC qualification is made up of units. [For our course you will need to study 6 units.](#) Assessment can be through anything that reflects what you have achieved during the course (diary notes, photographs, presentations, reports, video footage, etc). and this will be set by your teacher through set assignment briefs. [Because there is no final examination,](#) you will build a portfolio of work that will be assessed by your teacher and checked by other staff and Edexcel. The projects that you undertake will form the basis of your unit results which may be graded as a Fail, Pass, Merit or Distinction.

BTEC courses allow you to work and provide evidence in a variety of ways and this may include:

- Photographs
- Written work
- Videos
- Witness statements
- Observation records
- Practical activities
- Voice recordings

Each unit is delivered through assignment briefs. Assignment briefs give you the following information:

- Assignment number and title
- The unit(s) the assignment relates to
- What the assignment is about
- What tasks you have to complete with a relevant scenario
- Grading criteria and learning outcomes
- Ideas on how to achieve the grading criteria
- Evidence needed
- Key skills you will cover
- Hand out and submission dates

When handing in your work, you must sign the front sheet of the assignment brief to show that the work is your own. All work must be handed in by the deadline date in order for a resubmission to be allowed if necessary.

Important information

All work within the assignments must be your own work. It should not be copied from another student nor cut & pasted from articles on the internet. This is regarded as malpractice and a formal enquiry will follow. Deadlines Assessments have to be in by the

pre-set deadline. **Approval for late submission is at the discretion of the course team, and will only be approved for genuine reasons.**

All work will be assessed by your assessor and checked by an internal verifier before being returned to you with the Grades. Moderators second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.

Only one submission is allowed to achieve a pass or above. If the work does not pass, it is up to the lead Internal Verifier to authorize a resubmission. You will only be allowed this opportunity, if you met original deadlines and your tutor believes you can improve the work without any additional help. Any work must be completed within 10 working days, within term time and within the same academic year.

If you are not satisfied with your result, you will have the opportunity to appeal. A person from Edexcel may also check your mark. All work should be marked within 3 weeks (of it being handed in) by your teacher and you will be given a chance to improve work that has not passed at the discretion of your teacher

Plagiarism/Malpractice

- All assessments should be completed by you.
- To copy someone else's work is known as plagiarism and will not be accepted in any part of your assessment.
- Any work which is downloaded and used as evidence of research should be referenced to acknowledge the author.
- **On completion of each assignment you will sign a front cover sheet which declares all work submitted is your own work.**

Instances of malpractice include:

- Copying some or all of another person's written work with or without their consent
- Getting someone else to help you complete the assignment
- Deliberate failure to reference work properly
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Pretending to be someone else in order to produce work for another or arranging for another to take one's place in an assessment/examination/test.

Procedure in dealing with Plagiarism and Malpractice

1. Student Malpractice Stage One

- The Head of Department is informed of the malpractice
 - You will be given the opportunity to remove the plagiarised material from the assignment and produce your own work.

2. Student Malpractice Stage Two

- If you fail to remove plagiarised material, parents will be contacted and a meeting will be arranged between you, your parents, your teacher and the Head of Department to discuss the situation
 - You can only be assessed and graded for the assignment if your teacher is wholly satisfied that the work produced is your own.

Student Appeal Procedure

If you are unhappy with an assessment decision for either a piece of work or a completed unit, you should in the first instance speak to your teacher. Your teacher will give you a more detailed explanation of your result. If you still feel the work has been unfairly assessed you need to follow the procedure set out below.

1. Submit an appeal in writing to your teacher
Your teacher will reply in writing within 5 days, having re-checked the work giving a written explanation of the decision
If you agree with your teacher, the appeal ends at this stage
2. If you are still not satisfied with the decision, your teacher must speak to the Lead Internal Verifier for the course within 5 days.
The LIV will examine the assessment evidence and assessment feedback from your teacher
The LIV will provide written feedback within 10 days and forward a copy to you and your teacher
Agreement at this stage ends the appeals procedure
3. If you remain unsatisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and work.
The panel will consist of your teacher, the Head of Department, the Lead Internal Verifier and the Quality Nominee
The decision of the panel will be final and will be logged in writing and you will be informed within 5 days.
4. If you disagree with the decision made by the appeals panel, you may then refer your work to the exam board (edexcel). The exams officer will be able to give you the appropriate paper work and contact details.