## Course teachers
- Year 12: Miss G Jones
- Year 13: Miss G Jones, Mrs A Salinas, Miss C Harris

**Exam board:** Edexcel (www.edexcel.com)

## Assessment Scheme
The course is assessed as follows:
- Year 12 - Unit 1: Information Technology Systems (examination).
- Year 12 - Unit 6: Website Development (coursework).
- Year 13 - Unit 2: Creating systems to Manage (database exam).
- Year 13 - Unit 3: Using Social Media in Business (coursework).

## Course expectations

- Complete a **minimum** of 5 hours independent study per week (see middle pages).
- Effective time management to ensure coursework deadlines are met.
- Ensure all homework set is completed to the best of your ability and handed in on time.
- Be resilient. Don't give up. Make the effort that is required to be successful.
- Ask for help. Find your teachers outside lessons
- Follow our advice…we know what it takes for you to succeed!

# Shoeburyness High School
# Sixth Form

# Start of Course Information
# BTEC Extended Certificate in IT
## Level 3

BTEC Extended Certificate in IT is designed for learners who are interested in an introduction into the study of creating IT systems to manage and share information alongside other fields of study.

This qualification gives you the opportunity to develop your knowledge and skills in IT systems, systems management and social media in business. This will enable you to progress to further study in the IT sector or other sectors.

# Shoeburyness High School Sixth Form September 2022

| Review the week's class notes | You must complete a minimum of 5 hours of independent study per week! | Read the text book/revision guide/webpages |
|---|---|---|
| • Make sure your class notes are detailed and accurate.<br>• Read through and familiarise yourself with the weekly class notes.<br>• Discuss your class notes with peers.<br>• Learn key terms.<br>• Practice database skills learnt – repeat what you have done in class | | • Make sure you understand what evidence the assignment briefs are asking you to produce.<br>• Use online resources to understand tricky topics.<br>• Your teacher is available to go through lesson content or topics you need extra support with. |
| **Learn everything!** | **Complete past paper questions** | **Read around the subject** |
| • Learn the theory for Unit 3 Using Social Media in Business which will support your content for unit assignments.<br>• Learn all the database key terms and features.<br>• Practice database development outside of lesson time – can you create the database on your own?<br>• Use your peers to test your knowledge and understanding.<br>• Remember you will not know everything, but practice helps! | • Use flash cards to make brief notes on key terms and topics.<br>• Be creative in making your revision materials.<br>• Past papers are available to download via the exam board website.<br>• Ask your teacher for additional past paper questions that you can answer in your own time. | • Use alternative BTEC text books to read around the subject<br>• Ask your teacher about future topics that you can begin to learn and research about.<br>• Use YouTube to watch videos on how to use Microsoft Access.<br>• Use local and national news to find examples of how business use social media. |