



Learner Handbook

BTEC Sport

Level 3 QCF

2018-19



Welcome To IHM Football Academy BTEC in Sport

Welcome to IHM Football Academy BTEC in Sport. IHM Football Academy BTEC programmes are a complete package of academic study, professional football training, career opportunities, and cultural exposure. We aim to combine knowledge and practical application so that by the time you finish your course, you'll be fully prepared to progress to the next stage of your career. We hope that you enjoy your study and training on this programme and our role is to support you to achieve success and gain your BTEC qualification.

Please read this handbook carefully and keep it safe as it has information you need for your course.

There is academic information about how your course is organised, administered, taught and assessed. There is also information to help focus your learning and guide you during the course. This handbook explains what is expected of the BTEC programme from both staff and students.

If you have questions please contact any of the people below in school.

Matthew Lowe – Lead Coach, Course Tutor and Assessor

John Glew-O'Leary– School Principal and Head of Centre

Joseph Baker – Assistant Director of Studies and Quality Nominee

Michael Brennan – IH Director, Coach and Internal Verifier



Contents

What is a BTEC Qualification?.....	4
Skills you will acquire.....	5
How learning is assessed.....	5
Key Terms.....	6
In lessons.....	7
Student Agreement and Learning Values.....	7
The Timetable.....	9
Submission Timetable.....	10
Our Teaching and learning policy.....	16
Our Attendance Policy.....	17
Our Code of Conduct.....	17
Disciplinary Policy.....	18
Quality.....	18
Plagiarism and Malpractice.....	19
Student Appeals Policy and Procedures.....	19



What is a BTEC Qualification?

BTEC qualifications have been developed to provide specialist work-related qualifications in a range of areas. The course offered is practical and will give you the opportunity to complete assignments and activities based on realistic situations linked to working in a variety of sports related environments. It will give you a good feel for what it will be like at work as well as developing your communication, numerical, IT, time management and teamwork skills. On completion, you will have enough real knowledge and some experience of the sports industry. This will allow you to explore jobs and training opportunities further. As well as this, the Diploma qualification enables you to apply to university for undergraduate study. The work you do during the course counts towards your final Diploma grade.

The BTEC qualifications in this specification have been developed in the sport and active leisure sector to:

- provide education and training for sport, leisure and recreation employees
- give sport, leisure and recreation employees opportunities to achieve a nationally recognised level 3 vocationally specific qualification
- give full-time learners the opportunity to enter employment in the sport and active leisure sector or to progress to higher education vocational qualifications such as the Edexcel BTEC Higher Nationals in Sport or related areas
- give learners the opportunity to develop a range of techniques, personal skills and attributes essential for successful performance in working life.

Qualification	Level	Units	Credits	Equivalent
BTEC Level 3 Subsidiary Diploma in Sport	3	7	60	1 A-Level (UK)
BTEC Level 3 Diploma in Sport	3	13	120	2 A-Levels (UK)
BTEC Level 3 Extended Diploma in Sport	3	19	180	3 A-Levels (UK)

Entry Requirements

Learners must be over 16 and hold A-C grades in at least 5 GCSEs (including English and Maths) or an equivalent qualification. Candidates who do not hold these qualifications will be assessed on a case by case basis and will be subject to internal assessment to judge whether they have a reasonable possibility of completing the course successfully.



Skills you will acquire

When you study on a BTEC programme you will have the opportunity to develop skills that will support you in both future employment and in study in higher education.

These skills include:

- Communication
- Teamwork
- Critical Thinking
- Problem Solving
- Independent Learning
- Organisation and Time Management Skills
- Research Skills
- Presentation Skills
- ICT

In addition to this, by studying a programme grounded in sport you will also gain knowledge and exposure to skills such as:

- Leadership
- Performance Analysis
- Self-evaluation
- Resilience

How learning is assessed

As there is no final exam for the BTEC qualification all assessment is made through work you keep in a portfolio. This evidence includes; assignments, presentations, interviews, reports, video, photographs and notes. For each unit you complete, your teacher will provide you with feedback and comments about the quality of the work and the effort you made. All units are given grades which contribute towards your final award at the end of the academic year. All students must meet deadlines for submission of assignments and there is a referral procedure for students who fail to do so. You can receive a Distinction, Merit, Pass or Fail in each unit. Units 1 and 2 are both worth 5 credits. All other units are worth 10 credits. The unit credits are then multiplied by 7 for a Pass, 8 for a Merit and 9 for a distinction. Your final grade will be drawn from aggregate points achieved through the units on the course.

At the end of each unit you will receive an explanation of your grade as well as advice on how to improve your work for the next assignment. Each month you'll also receive a tutorial to assess your learning to date and set broader learning goals.



Key Terms

The tasks at each level of BTEC qualification are graded in order of challenge. There are important key words to help you to understand what you have to do.

Key Words	Description
<i>Analyse ...</i>	Identify several factors, show how they are linked and explain the importance of each
<i>Compare... / Contrast ...</i>	Identify the main factors relating to two or more situations, then explain the similarities and differences, and in some cases adapt your original ideas
<i>Demonstrate ...</i>	Prove that you can carry out a complex activity taking into account information you have obtained or received to adapt your original ideas
<i>Describe ...</i>	Give a comprehensive description which tells a story to the reader and shows that you can apply your knowledge and information correctly
<i>Explain ...</i>	Provide full details and reasons to support the arguments you are making
<i>Evaluate ...</i>	Bring together all your information and make a judgement on the importance or success of something
<i>Justify ...</i>	Give full reasons or evidence to support your opinion
<i>Recommend</i>	Weigh up all the evidence to come to a conclusion, with reasons, about what would be best.

For grade tables, explanations of grading criteria and much more, please see the full Pearson's BTEC Sport handbook at:

[BTEC Level 3 Handbook](#)



In lessons

During your BTEC course, your tutor will employ a variety of different methods of teaching in order to support your learning. These include:

- Lectures where students are expected to take notes
- Workshops where students research a topic
- Practical training sessions.
- Case Studies where students analyse information and data
- Presentations (individually and in groups) where students demonstrate the knowledge they have gained to peers and/or their tutor
- Role Playing where students collaborate to simulate real life situations
- Visits where students can acquire more experience of the work environment and gather information from new environments outside of the school and training ground

Student Agreement and Learning Values

At the start of your course you will be expected to sign a student agreement, committing to the school's policies and values. Please note that the name used on the agreement will be used for registration onto your course with exam boards and will be that which is shown on your final certificate.

Our Learning Values are as follows:

- **Work Motivation**
Successful and outstanding students match the time spent in the classroom with independent study outside of the classroom. This will include using your directed study time in college and extra hours at home.
- **Self-Discipline**
Successful and outstanding students organise their lives to ensure that all work is completed by deadlines. They manage a balance between academic study and leisure and social activities.
- **Commitment**
Successful and outstanding students agree a course of study with the school and stick to it; they realise that sometimes the work will be challenging but are not put off by this and understand that their commitment to their courses must be sustained right through until the end of the year. Attendance at all subject lessons is compulsory.



- **Organisation**
Successful and outstanding students attend every lesson, arriving on time with the right equipment.
- **Adult Interaction and Behaviour**
Successful and outstanding students see staff and parents as partners in their learning and understand that all parties are committed to their success.
- **Participation**
Successful and outstanding students get involved at every level – in class discussions, group tasks and in the wider life of the school.
- **Self-Responsibility**
Successful and outstanding students take responsibility, demonstrate positive attitudes and show respect for all members of the college community.



The Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
08.50	Report to school for registration				
09.00-11:00	Classroom based delivery on BTEC				
11:00-11:30	BREAK	BREAK	BREAK	BREAK	BREAK
11.30 -13.00	Classroom based delivery on BTEC				
13:15-13:30	Transfer to training facility				
14:00 to 16:00	Training/practical BTEC				



Submission Timetable

For BTEC there is an assessment timetable which must be adhered to.

Term 1 Sub- Diploma

Unit	Assignment Title	IV of Brief	Start date	Deadline	Resubmission	IV of Learner Work	Tutor and assessors
27- Technical and Tactical Skills in Sport	Technical and Tactical Demands in Sport	10/07/18	5/09/18	3/10/18	+ 14 days	05/10/17	Matthew Lowe/Michael Brennan
	Self-Analysing in Sport	10/07/17	5/09/18	07/12/18	+ 14 days	07/12/18	Matthew Lowe/Michael Brennan
4- Fitness Training and Programming	Developing a Fitness Training Programme	10/07/18	20/09/18	07/12/18	+ 14 days	07/12/18	Matthew Lowe/Michael Brennan
1-Principles of Anatomy and Physiology in Sport	The Human Body in Sport	10/07/18	10/10/18	18/10/18	+ 14 days	29/10/18	Matthew Lowe/Michael Brennan
2- Physiology of Fitness	Physiological Responses During Fitness	10/07/18	18/10/18	30/10/18	+ 14 days	09/11/18	Matthew Lowe/Michael Brennan
17- Psychology of Sports Performance	Personality and Motivation	10/07/18	26/10/18	6/11/18	+ 14 days	09/11/18	Matthew Lowe/Michael Brennan



	Stress, Anxiety and Arousal	10/07/18	26/10/18	6/11/18	+ 14 days	10/11/18	Matthew Lowe/Michael Brennan
	Group Dynamics	10/07/18	26/10/18	13/11/18	+ 14 days	16/11/18	Matthew Lowe/Michael Brennan
	Psychological Skills Training Programme	10/07/18	26/10/18	14/12/18	+ 14 days	19/12/18	Matthew Lowe/Michael Brennan
3- Assessing Risk in Sport	Assessing Risk in Your Sport	10/07/18	14/11/18	07/12/18	+ 14 days	12/12/18	Matthew Lowe/Michael Brennan
7- Fitness Testing for Sport and Exercise	Fitness Testing	10/07/18	30/11/18	14/12/18	+ 14 days	19/12/18	Matthew Lowe/Michael Brennan

Term 2 Sub- Diploma

Unit	Assignment Title	IV of Brief	Start date	Deadline	Resubmission	IV of Learner Work	Tutor and assessors
27- Technical and Tactical Skills in Sport	Technical and Tactical Demands in Sport	10/07/18	5/02/19	12/03/19	+ 14 days	15/03/19	Matthew Lowe/Michael Brennan
	Self-Analysing in Sport	10/07/18	5/02/19	12/03/19	+ 14 days	15/03/19	Matthew Lowe/Michael Brennan
4- Fitness Training and Programming	Developing a Fitness	10/07/18	26/02/19	08/04/19	+ 14 days	12/04/19	Matthew Lowe/Michael Brennan



	Training Programme						
1-Principles of Anatomy and Physiology in Sport	The Human Body in Sport	10/07/18	19/03/19	02/04/19	+ 14 days	05/04/19	Matthew Lowe/Michael Brennan
2- Physiology of Fitness	Physiological Responses During Fitness	10/07/18	29/03/19	16/04/19	+ 14 days	19/04/19	Matthew Lowe/Michael Brennan
17- Psychology of Sports Performance	Personality and Motivation	10/07/18	09/04/19	21/05/19	+ 14 days	24/05/19	Matthew Lowe/Michael Brennan
	Stress, Anxiety and Arousal	10/07/18	09/04/19	21/05/19	+ 14 days	24/05/19	Matthew Lowe/Michael Brennan
	Group Dynamics	10/07/18	09/04/19	21/05/19	+ 14 days	24/05/19	Matthew Lowe/Michael Brennan
	Psychological Skills Training Programme	10/07/18	09/04/19	21/05/19	+ 14 days	24/05/19	Matthew Lowe/Michael Brennan
3- Assessing Risk in Sport	Assessing Risk in Your Sport	10/07/18	01/05/19	28/05/19	+ 14 days	31/06/19	Matthew Lowe/Michael Brennan
7- Fitness Testing for Sport and Exercise	Fitness Testing	10/07/18	21/05/19	11/06/19	+ 14 days	14/06/19	Matthew Lowe/Michael Brennan



Term 1 Diploma

Unit	Assignment Title	IV of Brief	Start date	Deadline	Resubmission	IV of Learner Work	Tutor and assessors
5- Sports Coaching	Roles and Responsibilities of a Sports Coach	10/07/18	04/9/18	3/10/18	+ 14 days	05/10/18	Matthew Lowe/Michael Brennan
11- Sport and Nutrition	Nutrition for Sport	10/07/18	20/9/18	15/10/18	+ 14 days	19/10/18	Matthew Lowe/Michael Brennan
18- Sports Injuries	Recovery and Rehabilitation	10/07/18	10/10/18	01/11/18	+ 14 days	09/11/18	Matthew Lowe/Michael Brennan
19- Analysis of Sports Performance	Player Analysis	10/07/18	25/10/18	19/11/18	+ 14 days	23/11/18	Matthew Lowe/Michael Brennan
22- Rules, Regulation and Officiating in Sport	The Role of the Referee in Football	10/07/18	13/11/18	07/12/18	+ 14 days	14/12/18	Matthew Lowe/Michael Brennan
28- The Athlete's Lifestyle	Managing Lifestyle Situations	10/07/18	29/11/18	14/12/18	+ 14 days	21/12/18	Matthew Lowe/Michael Brennan



Term 2 Diploma

Unit	Assignment Title	IV of Brief	Start date	Deadline	Resubmission	IV of Learner Work	Tutor and assessors
5- Sports Coaching	Roles and Responsibilities of a Sports Coach	10/07/18	5/02/19	5/03/19	+ 14 days	8/03/19	Matthew Lowe/Michael Brennan
11- Sport and Nutrition	Nutrition for Sport	10/07/18	25/02/19	25/03/19	+ 14 days	29/03/19	Matthew Lowe/Michael Brennan
18- Sports Injuries	Recovery and Rehabilitation	10/07/18	18/03/19	16/04/19	+ 14 days	19/04/18	Matthew Lowe/Michael Brennan
19- Analysis of Sports Performance	Player Analysis	10/07/18	09/04/18	07/05/19	+ 14 days	10/05/19	Matthew Lowe/Michael Brennan
22- Rules, Regulation and Officiating in Sport	The Role of the Referee in Football	10/07/18	29/04/19	28/05/19	+ 14 days	31/05/19	Matthew Lowe/Michael Brennan
28- The Athlete's Lifestyle	Managing Lifestyle Situations	10/07/18	21/05/19	11/06/19	+ 14 days	14/06/19	Matthew Lowe/Michael Brennan



Extended Diploma

Unit	Assignment Title	IV of Brief	Start date	Deadline	Resubmission	IV of Learner Work	Tutor and assessors
8 - Practical Team Sports		10/07/18	3/9/18	2/10/18	+ 14 days	05/10/18	Matthew Lowe/Michael Brennan
12 - Current Issues In Sport		10/07/18	20/9/18	15/10/18	+ 14 days	26/10/18	Matthew Lowe/Michael Brennan
15 - Instructing Physical activity & Exercise		10/07/18	10/10/18	2/11/18	+ 14 days	09/11/18	Matthew Lowe/Michael Brennan
20 - Talent Identification & Development In Sport		10/07/18	25/10/18	19/11/18	+ 14 days	23/11/18	Matthew Lowe/Michael Brennan
25 - Sport As A Business		10/07/18	13/11/18	06/12/18	+ 14 days	07/12/18	Matthew Lowe/Michael Brennan
26 - Work Experience In Sport		10/07/18	29/11/17	14/12/18	+ 14 days	21/12/18	Matthew Lowe/Michael Brennan

- Failure to meet deadlines – If you fail to submit your assignment by the agreed deadline it is necessary to explain and prove 'extenuating circumstances'. For example if you have been ill, a medical note from your doctor must be provided
- If you do not submit an assignment you will automatically receive a fail and will have until the resubmission date to hand in your work. In this incidence, pass is the maximum possible grade.



Our Teaching and learning policy

In classrooms at **International House Manchester**, teachers will:

- Set suitable aims and objectives for each class. These will be written on the board at the start of each class, so each student is clear about the purpose of the class and be able to measure progress. A plan of the week's classes will also be on display in each classroom.
- Plan their lessons so there are lots of chances for the students to communicate and exchange ideas.
- Give students language skills training in reading, writing, listening and speaking, so that they are able to both consolidate classroom learning more effectively and become more independent learners.
- Add variety to their lessons, making them motivating for the students.
- Be open to the opinions of the students. Students and teachers will work together to assess learning and objectives, students should feel comfortable coming to the teacher at appropriate times with issues or concerns.
- Set homework to consolidate teaching and learning that has taken place during each lesson.
- Encourage students to take notes and organise materials, making sure all students have a record of their work.
- Be sensitive to personalities, personal motivations, cultural differences, job requirements, exam goals and individual needs in planning, teaching and all dealings with students.

At **International House Manchester**, students are expected to:

- Participate fully in classroom based and practical sessions
- Wear the correct clothing and kit at all times around school, for training sessions and for matches
- Participate in excursions, work visits and social activities, so making the most from their stay.
- Work in pairs, groups, and as a class to practise recently taught information in a variety of practice activities.
- Consolidate and build upon what has been taught in class through completing homework tasks set.
- Be sensitive to other students' personalities, cultural differences and individual needs in the class.



Our Attendance Policy

We operate the following steps during the full duration of your course:-

- Each day of the course you must register with your teacher / trainer by **08.50 hrs**, unless informed otherwise. Failure to do so will result in you receiving an **“unauthorised absence”** indication on the daily register. Our Principal will then automatically contact both you and your host family to find out why you were absent and if you need any help or assistance.
- Should you be unable to attend class on any day and for any reason, you must call the following number **between 08.30 and 08.50** to report your absence and provide a reason.
 - The School 0161 288 0212
 - NB – only one of the above mentioned members of staff are able to deem your absence as “authorised” or “unauthorised”

It is also our policy to inform sponsors of any absence by their employee from the course, either “authorised” or “unauthorised”, directly after two absences have occurred.

Our Code of Conduct

- Students aged under 18 must return to the host family home **by 9pm each evening**, unless agreed both with the school AND with the host before.
- Students must not stay overnight at another host family or at any other place without permission from both the school AND their parents.
- No smoking, drinking alcohol or taking illegal drugs at any time. No matches or lighters may be brought into school or the host house.
- Students will be liable for any damage or losses caused at the host house and parents will be invoiced accordingly.
- Mobile phones must not be used in class.



Disciplinary Policy

Should a student break any of the above rules, the matter will be investigated fully by the Principal and any of the following sanctions may be applied at the Principal's discretion:

- A formal verbal warning is given to the student.
 - Parents/sponsors will then also be informed of this in writing.
- A formal written warning is given to the student.
 - Parents/sponsors will then also be informed of this in writing.
- A final warning is given to the student, both verbally and in writing. It will be explained to the student that any further incident may lead to the student being permanently excluded from the school.
 - Parents/sponsors will be informed of this in writing and notified that in the case of permanent exclusion they will be required to make immediate arrangements for their child to travel home and no refund of fees will be given.
- The student is permanently excluded from the school.
 - Parents/sponsors will be informed of this in writing and notified that they will be required to make immediate arrangements for their child to travel home and no refund of fees will be given.

Quality

There are important features built into the BTEC programme to make sure that the standard of work is high and that quality is maintained.

- Internal Verification – After completion of a unit of work a second teacher checks it to make sure that it has been completed to the standard which is required. There is a possibility that work could be returned to a student to amend if there is a discrepancy in quality between two examples of work which receive the same grade.
- External Verification – An External Verifier from the award accreditation body Edexcel will visit school and examine samples of work to check the range of grades awarded to different units of work are accurate and consistent with those set by the accreditation body. There is a possibility that alterations will need to be made to assignments and in some cases to completed work.
- Storing Work – Submitted assignments will be stored securely by the school. Candidates wishing to review their submitted work must do so in the company of a member of the teaching staff. Work must not be altered.



Plagiarism and Malpractice

In order to achieve a BTEC qualification, you must produce your own work. You will not be allowed to:

- Copy word for word from textbooks
- Copy and paste from the Internet
- Copy from other students (past or present)

The examination board has a clear policy on how to deal with students who cheat. If you copy the work of another student you will risk having your work cancelled and may achieve nothing. If you lend your work to others, you will also risk having your work cancelled. If you steal another student's work and copy it, the exam board may cancel all your courses. Do not cheat, remember your teachers are good at detecting work that has been copied!

Student Appeals Policy and Procedures

This policy, together with the complaints procedure, provides an appeals procedure to ensure that school policies and procedures are applied appropriately, fairly and consistently to all students.

International House Manchester will allow any student the right to appeal against decisions made under the school Policy and Procedures.

This appeals policy and its procedures cover decisions made under the following Policy and Procedures:-

- Student Disciplinary
- Student Attendance
- Admissions
- Assessment
- Complaints

Responsibilities

- The Principal is responsible for the implementation and development of this policy.
- All members of staff and students are responsible for the effective operation of this Policy and Procedure.
- The directors are responsible for hearing appeals against the operation of this policy.



Appeals Procedure

A formal appeal should be made only after the student has exhausted informal means of resolving issues.

Any student who wishes to make a formal appeal against a school decision should submit the appeal in writing within five working days of receiving notification of the decision; this should be sent to the Principal.

The letter or email of appeal should include a statement that clearly states the decision which is being appealed, the basis for the appeal, and the remedy the student is seeking. The letter or email of appeal may include new evidence to support the appeal for any personal circumstances that the student wishes to be considered.

The school will acknowledge the letter or email of appeal in writing.

An appeal meeting will be held to give the student every opportunity to personally explain the basis of the appeal. The student will be informed of a date for the meeting at a convenient time.

The student may choose to be accompanied by a representative or friend at the appeal hearing. The school should be notified, in writing, prior to the meeting, of any person who will be accompanying an appellant.

The appeal will be considered by the Principal, within five working days of receiving the letter or email of appeal. In circumstances whereby five working days is impractical, this period may be extended by the agreement of the school and the student.

Normally the decision of the appeals panel will be given to the student verbally and will be confirmed in writing within ten working days by the Principal.

A written record of the appeal hearing will be kept on the student's file on the secure student database.

The decision of the Principal & Directors is final.