VERSION 3.0

APRIL, 2020

BTEC LEVEL 4 HNC COMPUTING

Programme Specification 2021-22

BTEC HIGHER NATIONAL CERTIFICATE COMPUTING

Programme Title	Computing
Awarding Body	Pearson Edexcel
Title of final award	BTEC Level 4 Higher National Certificate Computing
Intermediate award	Unit Certification
Approval / Review Date	May 2021
Mode of Study	Full Time
Language of Study	English
Course Length	1 years
Course code [aim]	831282
UCAS Code	I100
QAA Subject Benchmarks	Written by Pearson
Accrediting Professional / Statutory Body	Pearson Edexcel
Criteria for Admission to the Programme	• You must be 18 years-old or over at the time of registration. • You should have a related Level 3 qualification or equivalent overseas qualifications at Level 3. Grades for entry are Pass/Merit at Level 3 and C/D grades at A Level • Prior learning from relevant work experience can be taken into consideration if you do not have formal qualifications.

Minimum / Maximum Annual Registrations	20/30
Course Fee	£6165
Additional Costs	There will be additional costs, relating to materials e.g. books and seminars/conferences/events to London. In the past we have offered European Study visits, however these are not compulsory.

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INTRODUCTION

This programme specification contains an overview of HNC Computing and how it will be taught and assessed at USP College. At the end of the document, you will find some general information on support and guidance available to you whilst studying with us. This document should be read in conjunction with the Pearson Edexcel BTEC Higher Nation Specification guidance which can be found below:

https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/computing/2017/specification-and-sample-assessments/hncd-l45-computing-rqf.pdf

We hope you choose to study with us at USP College and take advantage of the opportunity to access Higher Education locally in Castle Point. Additional information on student learning support, finance and our policies and procedures can be found on our website:

www.USP-college.ac.uk

Stuart Coussins

Head of Higher Education, Access & Adult.

BACKGROUND OF THE CURRICULUM AREA

The objectives of the Pearson BTEC Higher National in Computing are as follows:

● To equip students with computing skills, knowledge and the understanding necessary to achieve high performance in the global computing environment.

● To provide education and training for a range of careers in computing, including network engineering, software engineering, data analytics, security, intelligent systems, and applications development.

● To provide insight and understanding into international computing operations and the opportunities and challenges presented by a globalised market place.

● To equip students with knowledge and understanding of culturally diverse organisations, cross-cultural issues, diversity and values.

● To provide opportunities for students to enter or progress in employment in computing, or progress to higher education qualifications such as an Honours degree in computing or a related area.

● To provide opportunities for students to develop the skills, techniques and personal attributes essential for successful working lives.

● To provide opportunities for those students with a global outlook to aspire to international career pathways.

● To provide opportunities for students to achieve a nationally recognised professional qualification.

● To provide opportunities for students to achieve vendor accredited certifications.

● To offer students the chance of career progression in their chosen field.

● To allow flexibility of study and to meet local or specialist needs.

● To offer a balance between employability skills and the knowledge essential for students with entrepreneurial, employment or academic aspirations.

STAFF PROFILES

HEAD OF LEARNING: Stuart Coussins Head of Higher Education			
Email:	stuart.coussins@uspcollege.ac.uk	01268 756111	

ACADEMIC STAFF

Staff	Profile
Gary Scaysbrook	*IT tutor* Gary.scaysbrook@uspcollege.ac.uk *Computing and Information Systems industry expert plus 2 years teaching computing modules across Higher National and Foundation/BSc Degrees. Post grad interests in cyber security, data anonymity within IOT and digital forensics*
Daniel Goodwin	*IT Tutor* *BSc (Hons) Cyber Security*

OVERVIEW OF THE AWARD

Edexcel BTEC higher national are designed to provide a specialist vocational programme, linked to professional body requirements and national occupational standards. They offer a strong, sector-related emphasis on practical skills development alongside the development of request knowledge and understanding.

The qualification provides a thorough grounding in the key concepts and practical skills required in their sector, and their national recognition by employers allows direct progression to employment. A key progression path for Edexcel NTEC HNC and HND students is to the second or third years of a degree, or honours degree programme, depending on the match of the Edexcel BTEC higher national units to the degree programme in question.

The course is the ideal place to begin your higher level studies in *HNC Computing* if you have the qualifications i.e. a level 3 qualification and a passion for computing this course is for you. If you have relevant previous or industrial experience which is of relevance this will also be taken into account.

PROGRAMME AIMS

	Aims
	The Pearson BTEC Level 4 Higher National Certificate in Computing offers students a broad introduction to the subject area via a mandatory core of learning, while allowing for the acquisition of skills and experience through the selection of optional units across a range of occupational sectors at Level 4. There will be also be career focused element via relevant work placements.

PROGRESSION ROUTES

	On successful completion of the Pearson BTEC Higher National Certicate at Level 4, students can develop their careers in the computing sector through: ● *Entering employment* ● *Continuing existing employment* ● *Linking with the appropriate vendor accredited certificates* ● *Committing to Continuing Professional Development (CPD)* ● *Progressing to university or Degree Apprenticeship*

GRADUATE ATTRIBUTES

The College is committed to providing a culturally enriched and research-informed educational experience that will transform the lives of its students. Its aspiration for its students is that they will have developed the knowledge, skills and attributes to equip them for life in a complex and rapidly changing world.

In addition to their subject expertise and proficiency, the College's students will have the following attributes:

PROFESSIONALISM, EMPLOYABILITY AND ENTERPRISE

The College promotes professional integrity and provides opportunities to develop the skills of communication, independent and team working, problem-solving, creativity, digital literacy, numeracy and self-management. Our students will be confident, act with integrity, set themselves high standards and have skills that are essential to their future lives.

LEARNING AND RESEARCH SKILLS

The College fosters intellectual curiosity and provides opportunities to develop effective learning and research abilities. Our students will be equipped to seek knowledge and to continue learning throughout their lives.

INTELLECTUAL DEPTH, BREADTH AND ADAPTABILITY

The College encourages engagement in curricular, co-curricular and extracurricular activities that deepen and broaden knowledge and develop powers of analysis, application, synthesis, evaluation and criticality. Our students will be able to consider multiple perspectives as they apply intellectual rigor and innovative thinking to the practical and theoretical challenges they face.

RESPECT FOR OTHERS

The College promotes self-awareness, empathy, cultural awareness and mutual respect. Our students will have respect for themselves and others and will be courteous, inclusive and able to work in a wide range of cultural settings.

SOCIAL RESPONSIBILITY

The College promotes the values of ethical behaviour, sustainability and personal contribution. Our students will understand how their actions can enhance the wellbeing of others and will be equipped to make a valuable contribution to society.

STUDENT CODE OF CONDUCT

As a USP student you are expected to abide by the Student Code of Conduct:

The code of conducts expects you to:

Commit to all elements of your Course of study, recognising that a full-time course requires the equivalent of a minimum **40** hours per week study time;

Be punctual in your attendance and meet deadlines (persistent, unexplained, late arrival at, or early departure from, lectures seminars and practical's is not acceptable); If you are unable to attend, you must inform the unit leader **and** report your absence on the College's Absence Reporting Line 01268 882629 before 11am .

Be attentive in class (electronic devices other than those necessary for the session must be switched off for the entire period of the lecture, seminar or practical – in particular, using your mobile telephone or texting is not acceptable; any other form of behaviour which could reasonably be regarded as disruptive or offensive is not acceptable);

Ensure that you do not behave in a disruptive manner either on or off site (the College considers disruptive, inconsiderate or offensive behaviour to be a breach of discipline);

Be responsible for the good behaviour of any guests that you invite to the College (children are not permitted to attend timetabled learning and teaching activities, including lectures, seminars and other teaching activities; unless you have obtained permission beforehand), you are not allowed to bring visitors to timetabled learning and teaching activities, including lectures, seminars and other teaching activities;

Be respectful and polite to fellow students, staff and others visiting or working on site;

Recognise the cultural diversity of the College and take no action that might undermine the principles of cultural tolerance within our community;

Uphold the good name of the College in your off-site activities, exercising respect and tolerance in the wider community;

PROGRAMME STRUCTURE

Unit Number		Credits (level)
Core Units		
1	Programming	15
2	Networking	15
3	Professional Practice	15
4	Database Design and Development	15
5	Security	15
6	Managing a Successful Computing Project (Pearson-set)	15
Specialist Units		
10	Website Design and Development	15
12	Data Analytics	15

APPLYING

Information in this section applies to you as an HND student considering applying to USP College to Study September 2021.

Full-time applications for this award can be made directly to our Admissions Team via the online application form on our website. https://www.uspcollege.ac.uk/courses-apprenticeships/apply/step-one-log-in-to-your-account/?returnUrl=/courses-apprenticeships/apply/step-two/

For more information on our application process, or to receive the application form in an alternative format, please contact admissons@uspcollege.ac.uk

TEACHING AND ASSESSMENT

HOW WILL I BE TAUGHT?

You will have lectures, tutorials, lab time for practical work and supervised study. Your total guided learning hours will also be supported by the following:

- Classroom-based learning supervised by a tutor

- Work-based learning supervised by a tutor
- Live webinar or telephone tutorial with a tutor in real time
- E-learning supervised by a tutor in real time

HOW WILL I BE ASSESSED?

Formative assessment will be undertaken via individual tutorials, self and peer assessment.

Summative assessment will be undertaken via formal verbal feedback, unit by unit.

Learners must achieve a minimum of 120 credits (of which at least 65 must be at level 4) on their programme to be awarded a level 4 BTEC HNC.

The assessment of BTEC higher national qualifications is criterion-referenced, and centres are required to assess learners' evidence against published learning outcomes and assessment criteria.

All units will be individually graded as 'Pass', 'Merit' or 'Distinction'. To achieve a pass grade for the unit learners must meet the assessment criteria set out in the specifications. This gives transparency to the assessment process and provides for the establishment of national standards for each qualification.

The units in BTEC higher national qualifications all have a standard format which is designed to provide guidance on the requirements of the qualification for learner's assessors and those responsible for monitoring the national standards.

ASSESSMENT

Learners must achieve a minimum of 105 credits (of which at least 65 must be at level 4) on their programme of learning to be awarded a BTEC Level 4 HNC.

Learners will be awarded a pass, merit or distinction grade using the points gained through the 75 best credits based on unit achievement.

It is important that you attend sessions to ensure you are able to submit appropriate work for assessment. If you fail to submit by the published deadlines, you will be withdrawn from the module and may fail the award.

You should speak with your personal tutor if you are having problems attending or submitting assessment as the College has a policy for extenuating circumstances. The Course Leader will support you in making an application to make a late submission or defer assessment if your personal circumstances allow it.

Each unit has an assignment which is detailed in the unit booklet. Students are normally required to pass all units before progressing from Level 4 to Level 5.

FORMATIVE ASSESSMENT

Formative assessment involves both the tutor and the student and takes place prior to the summative assessment. It does not have a grade awarded to it but focuses on helping the student to reflect on their learning and improve their performance. The main function of formative assessment is to provide feedback that is constructive and provides clear guidance and actions for improvement.

Students submit the formative assessment through Turnitin, where possible.

SUBMISSION OF SUMMATIVE WORK

PRESENTATION

Students are expected to present work in a readable format, usually word-processed. Guidance on how the text should be formatted and presented is given in the Unit Handbook.

REFERENCING

Referencing guidelines (Harvard) must be followed when assignments are written.

The list of references at the end of an assignment should only include items that have been directly referred to in the text; the source should be attributed in a reference when another person's work has been paraphrased or used in a direct quotation. Accidental plagiarism can happen when notes are taken and used from a book or article without clearly heading those notes with the title and author.

CHEATING, PLAGIARISM AND COLLUSION

Plagiarism is the explicit or passive copying from another's work. It is a serious offence and may lead to an irretrievable failure of the assessment. It can be avoided by ensuring that sections of another's work that are paraphrased or quoted are properly understood and referenced. Plagiarism does not solely involve copying word for word; it can also be copying and changing a word or two here and there, or re-ordering the source material and omitting or adding sections. Collusion involves students using each other's work when they should be working independently. Suspected plagiarism will be followed up by the college intervention policy.

ETHICS GUIDELINES

Students should be familiar with the ethical issues surrounding primary research before they plan a research-based or case study assignment, especially if it involves gathering data from their workplace or interviewing colleagues, students, etc. Primary research should not be undertaken with children under the age of 18 years or vulnerable adults. All ethical protocols must be adhered to when carrying out primary research.

TURNITIN

Turnitin is an internet-based system which allows you to see the degree to which you are appropriately acknowledging your sources of ideas. Turnitin checks for potential unoriginal content by comparing submitted assignments to databases. Students are to submit the formative assessment through Turnitin, where possible

It is essential that students keep an electronic copy of all assignments handed in for marking. Written summative assessments must be submitted through Turnitin.

You must word process any final written assignment, using 12 point Arial font. Assignments should be proofread prior to submission and spelling, grammar and punctuation checked. Work with consistently poor spelling, grammar or punctuation will not be accepted for marking but returned to the student for these errors to be corrected.

Your completed assignment must be submitted through Turnitin, printed and accompanied by an Assignment Front Sheet, which you have signed and dated. Front sheets are available for this Unit on the VLE.

SERIOUS ADVERSE CIRCUMSTANCES IN RELATION TO THE LATE SUBMISSION OF COURSEWORK

All programmes of study are assessed either by examination, the submission of coursework or a mixture of both. A student attending and/or attempting an assessment is deemed to have declared themselves fit for that assessment (with only very rare exceptions). A student not attending/attempting an assessment must apply for an extension or apply for long-term serious adverse circumstances. The explanation must be supported by appropriate evidence. For further guidance see the section headed 'Serious Adverse Circumstances'.

Students are responsible for familiarising themselves with any submission deadlines and any other requirements associated with coursework. You are expected to contact the unit leader if you are unclear about anything concerning the coursework assessment requirements.

All students should submit all work for assessment before or by the deadline stipulated unless a request for serious adverse circumstances has been requested and agreed.

It is clearly not possible to list all possible serious adverse circumstances due to their individual nature. However, serious medical problems, the death of a close family member, serious ill health or injury to a partner or child will fall into this category. These examples are not intended to be exhaustive. Pre-existing, long-term medical conditions should be made known to the course leader at the earliest opportunity, and medical certification should be provided to cover the coursework deadline.

Serious Adverse Circumstances will not be granted for minor illness (such as colds, sore throat etc. and the student should not approach his/her doctor for certification), everyday stress and strain (such as building work in the home), financial pressures, work pressures, emotional pressure caused by study, matters of personal preference that clash with the College timetable, last minute computer failure and other similar circumstances.

A student wishing to bring circumstances that may affect their performance to the attention of the College must obtain and complete the serious adverse circumstances form. Relevant supporting evidence must be attached to the form. This evidence must be appropriate and independent. Any medical certification must be dated and cover the relevant dates. All supporting evidence must be written in English.

You should submit the form, together with the supporting evidence, to the Head of Learning, keeping a copy for your records. All students should familiarise themselves with the guidance and regulations regarding serious adverse circumstances.

Students who are uncertain whether to make a submission are advised to seek the guidance of the HE Student Advisor.

Decisions on short-term (up to five working days) adverse circumstances will be taken by the HE Student Advisor. Requests for longer than five working days will be considered by the Head of Learning. The Head of Learning will act in accordance with the College regulations when making judgements on students who have claimed serious adverse circumstances for any part of the unit due to illness or other causes. You must look at the list of allowable serious adverse circumstances and indicate, on the form, which category covers your serious adverse circumstance.

If you submit your assignment, you declare that you are 'fit to sit'. This means that you cannot, at a later date, claim that your performance was seriously affected by adverse circumstances.

PENALTIES FOR THE LATE SUBMISSION OF ASSIGNMENTS

The College has clear regulations on the late submission of assignments. In summary, these are:

- Failure to submit an assignment on the hand in date, without an agreed extension, will result in the first submission being referred, with the student being seen by the Head of Learning and action under the college's Intervention Policy.
- Repeated failure to meet deadlines or any other form of academic malpractice will result in a referral panel under the college's Intervention Policy.

RESUBMISSION

A resubmission opportunity may be authorised by the course lead. One resubmission is allowed if a student does not achieve a pass on first submission (same assignment). The reassessment opportunity will be capped at Pass for that unit. A student will not be entitled to be reassessed in any component for which a Pass or higher has already been awarded.

The resubmission may be conducted under supervised conditions or using a new assignment.

MARKING

Students' work will be marked in accordance with current HNC/HND marking guidelines.

A sample of assignments will be checked by a second marker (Internal Verifier), and this may lead to changes to grades awarded.

The grades awarded by the College are also checked through the external verification process implemented by the awarding body.

The general criteria for the assessment of work will be used throughout, and the most up to date version can be found on the Course site on the VLE. Assignment-specific criteria will be set where necessary. Details of both of these will be included in individual unit booklets.

RETURNING OF MARKED WORK

Marking of assessed work will normally be completed within 4 (working) weeks of the hand in date. Assignments will be returned with a grade and comments.

All grades should be considered provisional until agreed by the Assessment Board.

ACADEMIC APPEALS

The College operates a rigorous system of internal verification to guarantee fair assessment that complies with awarding body requirements. It is recognised, however, that there could be exceptional circumstances when individual students or groups may wish to appeal against recommendations or decisions relating to assessment.

The academic appeals policy outlines the process that should be followed.

WHAT HAPPENS IF I FAIL A UNIT?

All students are entitled to one re-submission opportunity if the work they initially submit is judged to have failed.

However, if the initial work is not covered by extenuating circumstances, and you submit work for the module for a second attempt (called a referral) the maximum mark that can be awarded for re-submission is the threshold pass mark for levels 4 and 5.

If the re-submitted failed work or non-submission is covered by successful extenuating circumstances, claim then the re-submitted work is considered 'as if for the first time' and can receive its full awarded mark.

EXTERNAL SRCUITINY AND EXAMATION BOARDS

Pearson use Standards Verification as a process to check that the college are operating appropriate quality assurance strategies and maintaining national standards for the subject.

All summative assessment grades are agreed at formal Assessment and Award Boards held at regular intervals throughout the year at the College.

STUDENT SERVICES

You will have full access to the support facilities offered by the Student Services Department located in the main building at USP College; they can support you in accessing financial support, health services, counselling, etc. Their opening hours are Monday to Thursday 8.30 – 7.00pm and Friday 8.30 – 5pm. To make an appointment, please call (01268) 756111

SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS

We aim to ensure that individual needs are met before starting a course and during the course of study. The College offers a range of services including support with physical disabilities, dyslexia support and support for mental wellbeing. Some of the services we provide do attract a cost, however often these costs are covered through funding via the Disability Support Grant.

Follow this link for more information:

https://www.gov.uk/disabled-students-allowances-dsas/overview

https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim

Please contact the HE Student Advisor if you need any assistance with this process.

EQUAL OPPORTUNITIES AND HARASSMENT POLICIES

Our staff are committed to facilitating equal opportunities for all students irrespective of race, religion, age, gender, sexual orientation, nationality, disability or creed. If you consider that any form of discrimination or prejudice is occurring either to yourself or to another student, please raise this with your Course Leader or the Head of Learning for your course.

We have a strict anti-harassment and bullying policy. If you believe that you are being harassed either by a member of staff or by another student, please raise this with your Course Leader or the head of Learning for your course.

You can access the Colleges policies relating to equal opportunities and harassment by clicking this link:

https://www.uspcollege.ac.uk/the-college/policies/

SAFEGUARDING AND HEALTH AND SAFETY

All students and staff are required to comply with safeguarding and health and safety requirements at their various places of practice and learning. Follow this link for more information:

https://www.uspcollege.ac.uk/media/1277/safeguarding-policy.pdf

INFORMATION FOR ALL STUDENTS

FINANCE

Students should contact their Student Advisor or Student Finance with any financial queries related to their studies.

INDUCTION

During the Induction Course, there will be an introduction to many of the systems and procedures within the Course and the College. Students will be introduced to the Course, the role of the USP College and have opportunities to familiarise themselves with the site and the student group. Details of induction activities will be given at the start of the academic year.

COMMUNICATIONS ON THE COURSE

USP VLE

The VLE is the College's virtual learning environment and is a vital tool for your studies and for managing your role as a student.

Once you have registered as a student, your own portal within the VLE can be accessed using your username and password. Course news, information and resources will be posted on the site which you will be able to access from any internet-enabled computer. If you have difficulties accessing the VLE, please refer to the LINC Helpdesk

MICROSOFT TEAMS

There may be circumstances where staff deliver lessons via MS Teams. To access the 'live' lesson, you must first register for Office 365 using your college network username and password.

USING INFORMATION TECHNOLOGY

Training in the use of College facilities for Information Technology will mainly be through tutorials.

ELECTRONIC MAIL

All staff and students at the College are required to use e-mail. Students should check and respond promptly to e-mails concerning the Course.

The e-mail addresses and contact numbers of staff teaching on this Course are included in the unit booklets.

Students who change their email address at any point in the Course should notify Student Services and their Tutors immediately.

CONTACTING TUTORS

Often students will be able to contact unit tutors on site during study days, but you should not expect a meeting without an appointment. Please leave a message by e-mail for issues related to the unit you are taking.

CONTACTING THE STUDENT ADVISOR

Students who need information or advice about administrative matters should contact their Student Advisor, details are found in the section on Course Who's Who in this handbook.

CHANGE OF ADDRESS

Students who change their address at any point in the Course should notify Student Services immediately.

PROGRAMME COMMITTEE

The Course is managed on behalf of Pearson by USP College. Programme Committee Meetings (PCMs) are chaired by the Director of Quality or HE Development Manager. Membership includes all members of staff engaged in teaching and supporting on the course and course Student Representatives.

The Programme Committee meets termly to consider all matters pertaining to the Course and students' experience. Minutes are published and acted upon. Minor modifications to the Course are considered by the Course Committee. Minutes will be available for students to read via the VLE/HE student bulletin.

STUDENT REPRESENTATIVES

Each course has a number of student representatives. Their role includes talking informally to other students and providing regular feedback to the Course Leader. They are also members of the Programme Committee, which is concerned with the management and development of the Course, and they have the opportunity to express the views of students at committee meetings and participate in decision-making. The Programme Committee meets three times a year – one of these meetings will be an informal, open forum. The College provides support for those students wishing to take on Committee responsibilities via Student Services.

There is also a College HE *Student Representative Officer* (appointed annually after advertisement and interview) who works with student representatives and key staff to enhance the student experience. This appointment is open to all students who will be studying at the College for the academic year for which the appointment is made. They currently receive a modest payment for this role.

STUDENT FEEDBACK

Student feedback is an important part of the course's quality control and enhancement. In addition to the feedback provided by student representatives, students complete end of unit questionnaires. Many tutors will also collect other forms of feedback throughout their units.

LEAVING THE COURSE

Students wishing to leave the Course should discuss this with the Head of Learning and give their reasons. They should then complete the college leaving procedure. Students who leave but do not formally withdraw from the Course will be deemed to have failed.

You may be liable for all of your fees, depending on the date of withdrawal.

STUDENTS WITH DISABILITIES - INCLUDING DYSLEXIA

As a student in of the College, provision for disabilities is dealt with by the organisation. If you have a disability, which may affect your learning, please contact your HE Student Advisor.

You must familiarise yourself with emergency evacuation procedures and other health and safety related matters to the College.

COLLEGE FACILITIES

Full and part-time students have the same entitlement to the use of College facilities.

OTHER COLLEGE SERVICES

Careers advise and support is provided by the Careers team located in Student Services. Your Course may include specific sessions related to careers within the scheduled timetable. The College also offers a variety of other services for students including advice, student counselling and support. For details of these services go to Student Services or speak to your Student Advisor