**Greetings, welcome to Btec Level 3 in Information Technology.**

We are very pleased that you have chosen to study with us and look forward to meeting you.

This two-year qualification is designed for learners who are interested in an introduction to the study of creating IT systems to manage and share information alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in I.T.

The course is divided into four units. Two externally examined units and a further two units which are assessed internally and moderated by Edexcel. The units cover different aspects of IT: Unit 1- Information Technology Systems; Unit 2 - Creating Systems to Manage Information; Unit 3 - Using Social Media in Business; Unit 6 - Website Development.

You might be thinking, what can you do after you have completed this course? Students can continue their studies to university. Alternatively, students could pursue school leaver programmes and apprenticeships. Some job roles to pursue are a web designer, digital and social media assistant, IT consultant and more.

In order to help you prepare for the course, we have prepared some resources and taster activities to get you started.

All of these resources and tasks will be posted on a bespoke Microsoft Teams Page, where you will also have the chance to ask questions to your subject teachers.

To access the Microsoft Teams Page please email Mr Parker ([jparker@stj.kent.sch.uk](mailto:jparker@stj.kent.sch.uk)) and he will send you a link to a Microsoft Team Page where you can access the written activities as well as other useful resources to support you.

Please Note: This is a two-year course and no qualification will be gained if only one year is completed.

1. **(This activity will be on the teams site) Written** **Activity** : Please email Mr Parker ([jparker@stj.kent.sch.uk](mailto:jparker@stj.kent.sch.uk)) and he will send you a link to a Microsoft Team Page where you can access the written activity and useful resources to support you.

**1250 Report - Databases**

Complete an self-audit of at least five organisations that hold information about you on a database (e.g. school, gym, bank, Netflix etc.)

For each organisation consider/assess the following:

* What specific data/information do they hold about you? (e.g. personal details, transactions, subscriptions etc.)
* What do they use this information for? (security, identification, product delivery, reports, marketing, customer service etc.)
* How does storing your information in a database and using it for the purposes described above benefit:
  + You
  + The organisation
* (Consider if the information was kept in a different format - e.g. paper files - what would the impact and you and the organisation be in terms of time and costs?)

Your work will be presented as a report (consisting of >1250 words) using Microsoft Word. It will feature suitably formatted headings and sub-headings and spelling, punctuation and grammar software tools will have been used. Illustrations are not required; unless they add value to your discussion (i.e. charts, graphs etc.)

1. (again teams site) write a short report to explain HOW the police are using databases. Here are some links to help:
   1. <http://www.bbc.co.uk/newsbeat/10738138>
   2. <http://news.bbc.co.uk/newsbeat/hi/technology/newsid_7699000/7699519.stm>
   3. <http://news.bbc.co.uk/newsbeat/hi/the_p_word/newsid_8037000/8037899.stm>

1. Please follow the attached link to find the course specification (please note that there are many units in the specification, the Level 3 Extended Certificate which St John’s are offering only covers units 1, 2, 3 & 6): <https://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Information-Technology/2016/specification-and-sample-assessments/9781446938058_BTEC_NAT_ExtCert_IT_Spec_Iss2CUpd.pdf>
2. Please follow the attached link to go to the Pearson exam board website. There are FAQS, past exam papers and more available on this site: <https://qualifications.pearson.com/en/qualifications/btec-nationals/information-technology-2016.html>
3. Please email Mr Parker ([jparker@stj.kent.sch.uk](mailto:jparker@stj.kent.sch.uk)) and he will send you a link to a Microsoft Team Page where you can access the written activity and useful resources to support you.