


BTEC Assessment Plan

Programme Title	Level 3 Subsidiary Diploma for IT Practitioners 2016 - 2018									
Unit or Component No & Title	Assignment Title	Targeted Learning Aim/s or Outcome/s	Internal Verification of Assignment Brief Date	Hand Out Date	Internal Assessment Hand in Date or External Assessment Date	Internal Verification of Assessment Decisions Date	Planned Resubmission Date*	Internal Verification of Resubmission Date	Assessor Name	Internal Verifier Name
Year 1										
Unit 1 - Communication & Employability Skills	Assignment 1	P1,P2,P3,P4,P8,M1	01/09/2016	05/09/2016	28/11/2016	04/12/2016	14/12/2016	18/12/2016	Mr Meharg	Mr Barnard
	Assignment 2	P5,P6,P7,M2,M3	01/09/2016	30/11/2016	23/2/2017	27/2/2017	6/3/2017	10/3/2017	Mr Meharg	Mr Barnard
	Assignment 3	P8,D1,D2	01/09/2016	26/2/2017	31/5/2017	6/6/2017	16/6/2017	19/6/2017	Mr Meharg	Mr Barnard
Unit 2 - Computer Systems	Assignment 1	P1,P2,P3,M1	01/09/2016	7/9/2016	30/11/2016	6/12/2016	16/12/2016	19/12/2016	Mr Wray	Mr Meharg
	Assignment 2	P4,P5,D1,D2	01/09/2016	1/12/2016	28/2/2017	4/3/2017	14/3/2017	16/3/2017	Mr Wray	Mr Meharg
	Assignment 3	P6,P7,P8,M2,M3	01/09/2016	1/3/2017	2/6/2017	12/6/2017	22/6/2017	26/6/2017	Mr Wray	Mr Meharg
Unit 30 - Digital Graphics	Assignment 1	P1,P2,P3,M1,D1	01/09/2016	7/9/2016	30/11/2016	6/12/2016	16/12/2016	19/12/2016	Mr Barnard	Mr Wray
	Assignment 2	P4,P5,M2,	01/09/2016	1/12/2016	28/2/2017	6/3/2017	16/3/2017	19/3/2017	Mr Barnard	Mr Wray
	Assignment 3	P6,D2	01/09/2016	1/3/2017	30/5/2017	6/6/2017	16/6/2017	19/6/2017	Mr Barnard	Mr Wray
Year 2										
Unit 43 - Multimedia	Assignment 1	P1,P2,M1	4/9/2017	5/9/2017	30/9/2017	7/10/2017	7/10/2017	10/10/2017	Mr Wray	Mr Barnard
	Assignment 2	P3,P4,P5	4/9/2017	2/10/2017	24/10/2017	29/10/2017	29/10/2017	3/11/2017	Mr Wray	Mr Barnard
	Assignment 3	P6,M3,D1,	4/9/2017	26/10/2017	6/11/2017	16/11/2017	16/11/2017	19/11/2017	Mr Wray	Mr Barnard
	Assignment 4	M2,D2	4/9/2017	8/11/2017	15/12/2017	24/12/2017	24/12/2017	27/12/2017	Mr Wray	Mr Barnard
Unit 28 - Website Production	Assignment 1	P1,P2,P3,M1	1/9/2017	4/9/2017	30/11/2017	6/12/2017	6/12/2017	9/12/2017	Mr Barnard	Mr Wray
	Assignment 2	P4,P5,M2,M3	1/9/2017	1/12/2017	5/3/2018	15/3/2018	15/3/2018	18/3/2018	Mr Barnard	Mr Wray
	Assignment 3	D1,D2,D3	1/9/2017	7/3/2018	29/5/2018	6/6/2018	6/6/2018	10/6/2018	Mr Barnard	Mr Wray
Unit 20 - Client side customisation of web pages	Assignment 1	P1,P2,P3	4/9/2017	8/1/2018	19/2/2018	27/2/2018	6/3/2018	16/3/2018	Mr Wray	Mr Meharg
	Assignment 2	P4,M1,M2	4/9/2017	20/2/2018	8/3/2018	18/3/2018	26/3/2018	6/4/2018	Mr Wray	Mr Meharg
	Assignment 3	P5,P6,M3,D1,D2	4/9/2017	12/3/2018	31/5/2018	6/6/2018	16/6/2018	26/6/2018	Mr Wray	Mr Meharg
Lead Internal Verifier Signature								Date		
* Lead Internal Verifier must authorise any resubmissions. The learner must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within 15 working days of the learner receiving the results of assessment.										