

Sample of qualification delivery for the Level 2 Technical Certificate in Business Support - Network and Infrastructure Pathway (4406-02) 603/0366/9 (360 GLH)



Curriculum Plan

Study weeks | Autumn: 23/10/17 | Christmas break: 18/12/17 - 03/01/18 | Spring: 12/02/18 | Easter break: 02/04/18 - 17/04/18 | Summer break: 29/05/17 | Term ends: 02/07/2018

Term 1 Autumn	Week 1 04/09/17	Week 2 11/09/17	Week 3 18/09/17	Week 4 25/09/17	Week 5 02/10/17	Week 6 09/10/17	Week 7 16/10/17	Week 8 30/10/17	Week 9 06/11/17	Week 10 13/11/17	Week 11 20/11/17	Week 12 27/11/17	Week 13 04/12/17	Week 14 11/12/17	
Technical Qualification key dates	Technical Qualification registration window opens	Delivery							Formative Assessment/Delivery Last registration date for Technical Qualification	Delivery	Formative Assessment/Delivery	Delivery			Delivery Last booking date for spring exams
Unit 201 Supporting business improvement (90 GLH)	Induction and orientation week	✓	✓	✓	✓	✓	✓	Unit review	x	x	x	x	x	x	
Unit 202 Supporting business communication (90 GLH)		x	x	✓	✓	✓	✓	✓	✓	Unit review	x	x	x	x	
Unit 203 Supporting business efficiency (90 GLH)		x	x	x	x	x	x	x	x	✓	✓	✓	✓	✓	
Unit 204 Supporting business profile (90 GLH)		x	x	x	x	x	x	x	x	x	x	x	x	✓	
Synoptic Assignment Work	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Synoptic assignment, optional units and exam guides released to centres	Registration of learners onto qualification							Booking of exam for February/March series							

Term 2 Spring	Week 15 01/01/18	Week 16 08/01/18	Week 17 15/01/18	Week 18 22/01/18	Week 19 29/01/18	Week 20 05/02/18	Week 21 19/02/18	Week 22 26/02/18	Week 23 05/03/18	Week 24 12/03/18	Week 25 19/03/18
Technical Qualification key dates	Delivery	Formative Assessment/Delivery	Delivery			Formative Assessment/Assignment Support Synoptic assignments released to learners	Delivery/Assignment Support			First exam window covering units 201 and 202	Formative Assessment
Unit 201 Supporting business improvement (90 GLH)	x	x	x	x	x	x	x	Revision and exam preparation		✓	Synoptic assignment review
Unit 202 Supporting business communication (90 GLH)	x	x	x	x	x	x	✓				
Unit 203 Supporting business efficiency (90 GLH)	Unit review	x	x	x	x	x	x				
Unit 204 Supporting business profile (90 GLH)	✓	✓	✓	✓	✓	Unit review	x				
Synoptic Assignment Work	x	x	x	x	x	✓	✓		x		
	Booking of synoptic assessment					Spring exam series					

Term 3 Summer	Week 26 26/03/18	Week 27 16/04/18	Week 28 23/04/18	Week 29 30/04/18	Week 30 07/05/18	Week 31 14/05/18	Week 32 21/05/18	Week 33 28/05/18	Week 34 04/06/18	Week 35 11/06/18	Week 36 18/06/18	Week 37 25/06/18	Week 38 02/07/18	August 2018 Results
Technical Qualification key dates	Delivery/Assignment Support			Delivery/Assignment support. Results of external exam released to centre	Last week for synoptic assessment and evidence submitted to the portal. Book resit exam if needed	Submit synoptic assignment marks				Second exam window covering unit 201 and 202	Submit Employer Involvement plans to moderation portal			Results for synoptic assignments and second end external exam released to centre. Grades awarded
Unit 201 Supporting business improvement (90 GLH)	x	x	x	x	x	x	Revision and exam preparation							
Unit 202 Supporting business communication (90 GLH)	x	x	x	x	x	x								
Unit 203 Supporting business efficiency (90 GLH)	x	x	x	x	x	x								
Unit 204 Supporting business profile (90 GLH)	x	x	x	x	x	x								
Synoptic Assignment Work	✓	✓	✓	✓	✓									
	Spring exam series				Summer exam series									

Notes: Exams happen from the following - Spring series: week 20 - 26, Summer series week 30-37 of the academic calendar | Synoptic assignments released to centre week 20 | Synoptic window closes week 31.
Key: ✓ = suggested delivery of units. X = delivery of units not covered in this period.