

14th January 2025

Dear Parent/Carer

BTEC Award in Business and/or Travel & Tourism

Your son/daughter is completing a BTEC Tech Award Course in Business and/or Travel & Tourism. Both courses consist of two controlled assessments and one examination.

The first Controlled Assessment Unit has now been released and each lesson leading up to the deadline in May students will be completing this in controlled conditions. Students have directed time to research the scenario on the pre-release and have a set amount of time to complete the assessment. The work is then graded and then sent to the exam board for moderation. This is worth 30% of their overall grade.

The turnaround for completing all the work is very tight, with little room for students to catchup work due to absence. Therefore, can we request that your child has the highest possible attendance during for this period, as any absence from lessons will mean less time to complete their research and assessment and may result in a lower grade as a consequence.

If you have any concerns or queries, please do hesitate to contact me.

Kind regards.

D. Morton-Smith

Mr. D. Morton-Smith
Director of Vocational Studies