**Pearson BTEC Level 3 National Extended Certificate in Information Technology (AAQ)**

**Year 11 Into 12 Transition Booklet**



Contents

[Unit 1: Information Technology Systems 3](#_Toc201322402)

[Transition Task 1: Research IT Systems in Everyday Life 3](#_Toc201322403)

[**Objective:** To explore how IT systems are used in different sectors. 3](#_Toc201322404)

[Transition Task 2: Types of Hardware and Their Functions 5](#_Toc201322405)

[**Objective:** To become familiar with key hardware components in IT systems. 5](#_Toc201322406)

[Transition Task 3: Cloud Storage – Pros and Cons 7](#_Toc201322407)

[**Objective:** To understand the role and impact of cloud technologies. 7](#_Toc201322408)

[Transition Task 4: Tracking Your Digital Footprint 9](#_Toc201322409)

[**Objective:** To reflect on personal data usage and digital safety. 9](#_Toc201322410)

[Unit 3: Website Development 11](#_Toc201322411)

[Transition Task 1: Introduction to HTML – Build a Basic Web Page 11](#_Toc201322412)

[**Objective:** Understand the structure of a webpage using HTML. 11](#_Toc201322413)

[Transition Task 2: CSS Styling – Make It Look Better 12](#_Toc201322414)

[**Objective:** Learn how to use CSS to style a basic HTML page. 12](#_Toc201322415)

[Transition Task 3: Research Modern Web Design Principles 13](#_Toc201322416)

[**Objective:** Understand what makes a good modern website. 13](#_Toc201322417)

[Transition Task 4: Website Critique – What Works, What Doesn’t 15](#_Toc201322418)

[**Objective:** Develop analytical skills by evaluating existing websites. 15](#_Toc201322419)

# Unit 1: Information Technology Systems

## Transition Task 1: Research IT Systems in Everyday Life

### **Objective:** To explore how IT systems are used in different sectors.

Task:  
Choose two different sectors (e.g., education, healthcare, retail, finance, entertainment). For each sector:

* Identify and describe at least two IT systems used.
* Explain how these systems benefit the organisation and its issues or drawbacks (e.g., privacy, cost, reliance on technology).

**Deliverable:** A short report or presentation (PowerPoint or written) — approx. 500 words or 6–8 slides.

Evidence of task:

## Transition Task 2: Types of Hardware and Their Functions

### **Objective:** To become familiar with key hardware components in IT systems.

Task:  
Create a revision poster or infographic that includes:

* At least 10 hardware components (e.g., CPU, RAM, SSD, GPU, input/output devices).
* A brief description of each and their purpose.
* Examples of where each is typically used (home vs. business vs. industrial).

Extension: Highlight which components are most critical for performance in specific environments (e.g., video editing, gaming, office use).

## Transition Task 3: Cloud Storage – Pros and Cons

### **Objective:** To understand the role and impact of cloud technologies.

Task:  
Write a balanced argument (approx. 400–500 words) that answers the question:  
"Should businesses rely on cloud storage for all their data?"

Include:

* At least 3 advantages (e.g., accessibility, scalability, cost).
* At least 3 disadvantages (e.g., security, internet dependency, privacy concerns).
* A reasoned conclusion with your own opinion.

## Transition Task 4: Tracking Your Digital Footprint

### **Objective:** To reflect on personal data usage and digital safety.

Task:  
Keep a digital diary for 3 days, tracking all your interactions with digital technology (social media, cloud storage, apps, websites).  
Then answer the following:

* What or unknowingly?
* What systems are collecting this data?
* What are the implications for your privacy and security?

**Deliverable:** Create a reflective journal entry (approx. 300 words) & a basic mind map showing your personal "digital footprint".

# Unit 3: Website Development

## Transition Task 1: Introduction to HTML – Build a Basic Web Page

### **Objective:** Understand the structure of a webpage using HTML.

**Instructions:**

* Research the purpose of HTML in web design.
* Create a simple webpage using HTML that includes:
  + A title
  + Headings (H1, H2)
  + Paragraphs
  + An image
  + A link to another website
* Use the following website to build the webpage: <https://www.programiz.com/html/online-compiler/>

**Deliverable:** Put a screenshot of the completed webpage in a browser, in the space below.

## Transition Task 2: CSS Styling – Make It Look Better

### **Objective:** Learn how to use CSS to style a basic HTML page.

**Instructions:**

* Add a separate CSS file (style.css) and link it to your HTML file.
* Use CSS to:
  + Change font styles and colours
  + Set a background colour or image
  + Style the image and headings
  + Add padding and margins to elements

**Deliverable:** Put a screenshot of the completed webpage showing your styled webpage, in the space below.

## Transition Task 3: Research Modern Web Design Principles

### **Objective:** Understand what makes a good modern website.

**Instructions:**

* Research and write a short report (300–500 words) covering:
  + The importance of responsive design
  + Accessibility considerations
  + Navigation and layout best practices
  + Use of colour and typography

**Deliverable:** Write your report in the space below.

## Transition Task 4: Website Critique – What Works, What Doesn’t

### **Objective:** Develop analytical skills by evaluating existing websites.

**Instructions:**

* Choose **2 different websites** (e.g. one well-designed, one poorly designed).
* Analyse them in terms of:
  + Layout and design
  + Ease of navigation
  + Responsiveness (check on mobile)
  + Aesthetic appeal
* Write a comparison (200–300 words).

**Deliverable:** Use the space below to write your report, critique and include screenshots of the two websites.