

S-IF-35-09

May 2009

TO: The Principals of Post-primary Schools and Directors of Institutes of Further and Higher Education

FOR CIRCULATION TO: The Head of Occupational Studies

Advice on good practice in Occupational Studies

CCEA is keen to promote good practice throughout all its recognised Occupational Studies centres. For that reason we strongly encourage all Teaching Centres to inform their Administration Centres (Schools) on the progress of their students at regular intervals throughout the duration of the teaching course. In particular, we advise that all candidate assessment records and outcomes are shared so that any unforeseen issues are identified and remedied before each moderation series and the submission of results.

<p>If you have any queries about the content of this circular please contact David Flynn, Education Manager at CCEA on (028) 90261429 E mail: dflynn@ccea.org.uk</p>
--