

# Essential Skills Qualifications

**ICT**

Levels 1 and 2

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## **Centre Administration Handbook**

**This Specification is Only  
Available to FE Colleges  
and Training Organisations**

**Issued October 2009**

## 1 Introduction

1.1 This document sets out the administrative arrangements for the following Essential Skills qualifications:

- Information Communication Technology Level 1
- Information Communication Technology Level 2

Centres are required to assess and internally moderate the following prior to completion and submission of the *Learners Outcomes Form* (Appendix A):

- Information Communication Technology Level 1 - portfolio
- Information Communication Technology Level 2 - portfolio

## 2 Enquiries and Information

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## 3 Recording Assessments

3.1 Tutors must assess their learners' portfolio of evidence against the criteria set out in assessment criteria, using any guidance and/or exemplar materials issued by CCEA or the Regulatory Authorities.

3.2 Tutors must ensure that all documentation is completed accurately.

### 3.3 *Annotation of Learner's Action-based Activity Portfolio*

Each learner's assessed portfolio should show how judgments have been arrived at in relation to the criteria, ie the appropriate level. The annotation should be:

- Provided in the form of meaningful comments on the learner's work. Annotation helps in achieving internal moderation and most importantly provides Moderators with essential information about internal assessment.
- Clear and unambiguous, demonstrating the relevance of the task and how it was carried out. It should indicate how the learner has fulfilled each assessment criterion and provide details of any assistance given to the learner.
- Seen as a diagnostic and formative tool to provide feedback to the learner.

## 4 Selecting Portfolios for Moderation

### 4.1 Collection of Portfolios

A sack is provided for the collection of Essential Skills portfolios.

In preparation for collection, the portfolios should be placed in the sack provided. This should be securely tied and labelled.

CCEA will arrange to have the sack collected from centres on the dates specified in the table below:

### 4.2 Moderation Arrangements

Activity	For Learner Outcome Forms submitted between 1 September – 10 December 2009	For Learner Outcome Forms submitted between 11 December – 21 April 2010	September 2010 Annual Moderation Quality Assurance	For Learner Outcome Forms submitted between 22 April 2010 – 31 August 2010
	<i>For qualifications that do not have direct claims status</i>	<i>For qualifications that do not have direct claims status</i>		<i>For qualifications that do not have direct claims status</i>
Sample Instructions issued	11 December 2009	22 April 2010	2 September 2010	2 September 2010
Collection of Portfolios	14 January 2010	12 May 2010	23 September 2010	23 September 2010
Centre Reports and Certificates issued	Last issue date 12 February 2010	Last issue date 3 June 2010	N/A	Last issue date 15 November 2010
Re-moderation closing date	16 March 2010	2 July 2010	N/A	14 December 2010

Please Note\* Centres must retain completed assessment and internal moderation records for monitoring purposes. In addition, the centre must retain Action Based Activities/ Desktop Tasks for at least 12 months from the date of the submission of learners' outcomes.

### 4.3 Miscellaneous Points to Note

The following points must be taken into consideration before the learners' work is submitted:

- Care must be taken to ensure that each piece of work is clearly identified with the learner's name and centre number. The complete work of each learner should be attached to their Assessment Record Sheet. Each learner's work should be submitted in A4 manilla or plastic folder/envelope file which itself is clearly labelled. Hardback ring binders should not be used.

## 5 Moderation

### 5.1 *Internal Moderation*

The purpose of internal moderation is to ensure, as far as possible, that there is uniformity in a centre's marking of the portfolios.

Where more than one tutor is assessing Essential Skills ICT in a centre, internal moderation of assessment should be carried out. This should take the form of a mini-agreement trial based on marked portfolios. The tutors should discuss the marked work with the aim of achieving a consensus on the level to be awarded. Any disagreement should be clarified by reference to the assessment criteria and any guidance materials provided by CCEA.

### 5.2 *External Moderation*

The purpose of external moderation is for CCEA to quality assure the process of a centre's internal moderation and to confirm that the assessment of the learners' work is consistent with national standards.

Centres must submit the following documentation for each identified learner:

- Record of Achievement Front Cover Sheet (Appendix A);
- Portfolio Evidence.

Centres must also include internal moderation documentation for the sample.

Following moderation, feedback will be provided to all centres in the form of a Centre Report. Should moderation identify a specific moderation issue, within a centre, CCEA will require samples for retention in the next Available window.

## 6 Registrations/Entries and Outcomes

In order to improve our services to centres the following changes will be implemented from 5 October 2009. We hope that these changes will provide our centres with a more efficient and streamlined Essential Skills service.

### 6.1 *Electronic Registrations/Entries*

From October 2009 Further Education Colleges can submit learner registrations/entries via Electronic Data Interchange (EDI) (**NICIS system**). This will replace the existing manual process of submitting learner registration/entries.

A new examination series unique to Essential Skills will be available. The series will span a calendar year and colleges can submit registrations/entries **at any time** during this series. The base data for this new series will be available for downloading from our website.

## 6.2 *EDI Series and Registration/Entry Codes*

**NB: The base data is available through the CCEA website: [www.ccea.org.uk](http://www.ccea.org.uk).**

Registration/ Entry Code	Description
	ICT
BBIT1	Level 1 Portfolio
BBIT2	Level 2 Portfolio

EDI Series Code	Entry Period
1X	1 January–31 December

## 6.3 *On-line Registrations/Entries*

From October 2009, training organisations which are unable to submit electronic registrations/entries can do so online, this will replace the existing manual process.

[http://www.rewardinglearning.org.uk/microsites/essential\\_skills/admin\\_documents/index.asp](http://www.rewardinglearning.org.uk/microsites/essential_skills/admin_documents/index.asp)

## 6.4 *Online Learner Outcomes*

Centres will be able to submit learner outcomes online. **However, Direct Claims centres' certificates will not be issued until after moderation in January, May and September.**

*Link to follow*

## 6.5 *Fees*

A charge of £9.60 per certificate will be made to Centres.

- 6.6 Essential Skills Certificates can be reprinted at a cost of £5.30 per certificate. The Essential Skills Replacement Certificate Form should be completed and submitted to Jim Chambers at CCEA. This form can be downloaded from the Essential Skills website at [www.ccea.org.uk/essentialskills](http://www.ccea.org.uk/essentialskills) and emailed to [jchambers@ccea.org.uk](mailto:jchambers@ccea.org.uk). Please enclose a cheque/postal order for £5.30 per replacement certificate, made payable to CCEA.





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