

# Circular (S/IF/36/09)

May 2009

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To: The Principals and Directors of Designated Key Skills Centres  
For circulation to: Key Skills Coordinator

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## Advance Notice of Changes to Key Skills Examinations Timetable and Accreditation Arrangements.

This circular provides information in relation to planned changes to the Key Skills examination timetable and accreditation arrangements which will start to be implemented from 2009/2010. The changes will provide a more efficient and streamlined service for all our centres.

### 1. Key Skills Examination Timetable

- From August 2010, coursework will no longer be offered as an option in the August series.
- From November 2010 CCEA will no longer offer Key Skills in the November series. (November 2009 is the last time this will be offered)

### 2. Key Skills Accredited Centres

The current accreditation system has been in operation from 2003 since then CCEA has received positive feedback from centres on the accreditation process. However, as part of our ongoing review of quality assurance and continuous improvement the following changes to accreditation will be taken forward from September 2009.

#### Accreditation criteria

A centre may gain accredited status for specific Key Skills Qualifications if portfolios for the particular qualification were not adjusted or have not had an action plan in the last two consecutive series for which the centre has had entries i.e. centres must therefore demonstrate that they have met the assessment standards appropriately in two consecutive series for which they have had entries.

#### Centre Information

Currently all Key Skills centres are required to provide CCEA with updated information, in relation to staff changes, staff development and training records. From January 2010 centres will be offered the opportunity to update this information online.

#### Key Skills Moderation Process

Key Skills accredited centres will continue to submit portfolio samples for quality assurance moderation on an annual basis after the issue of results. However, in the following circumstances centres must submit portfolio samples prior to the issue of results in the next series for which they have entries.

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- All non accredited centres;
- Centres with actions plans/adjustments for specific Key Skills Qualifications;
- Centres where issues have been identified through monitoring and
- Centres that have not attended CCEA Key Skills training.

From January 2010 moderation for these centres, will take place before the issue of results and teacher assessed portfolio levels will be subject to adjustment.

### **3. Non - accredited centres**

From September 2009 all non accredited centres with entries for Key Skills will be required to submit portfolio samples prior to the issue of results in the series for which they have entries and teacher assessed portfolio levels will be subject to adjustment. It is therefore critical that centres gain accredited status as soon as possible. To this end CCEA has been actively working with centres to support the development accreditation submissions. The dates for making accreditation submissions to CCEA are listed below:

#### **Submission dates for accreditation**

25 June 2009

11 September 2009

Should your centre require support in order to make a submission for accreditation please contact Elaine Horner or Crea Mc Cormick. (contact details below).

### **4. Key Skills Online Accreditation and Moderation Trial**

In order to improve services to our centres CCEA intends to implement a Key Skills Online Accreditation and Moderation Trial to begin in January 2010. The trial will enable centres to:

- Complete the accreditation submission online;
- Complete Key Skills TAC 1 and TAC 2 forms on line and
- Receive the Accreditation and Moderation Report electronically.

Should the trial prove successful it is hoped to pilot the online system in centres with entries for the May 2010 series and subsequently to roll out the online system to all centres from September 2010. Centres with entries for January 2010 will be invited to take part in the trial. Letters of invitation will be sent out separately from this circular.

Please note that moderation dates will be identified in the Key Skills Administration Handbook which will be available on the CCEA website [www.ccea.org.uk/key\\_skills](http://www.ccea.org.uk/key_skills).

If you have any queries regarding the content of this circular please contact:

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