

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

FOR CIRCULATION TO: (Key Skills Co-ordinator)

Key Skills Late Entry Fees 2008

It has come to our attention that the closing date for entries in the May series is before the issue of results for the January series. From 2008, centres wishing to re-enter learners in the May series will be able to do so until April 10th 2008, without incurring the late entry fee. However, it should be noted that resit entries received after this date will be charged the late entry fee.

New Key Skills Website

CCEA are pleased to announce the launch of its new Key skills web site at http://www.ccea.org.uk/keyskills_site/. All educational and administrative information can be accessed through the site including accreditation information, the new e-portfolio, sample portfolios, subject specific information and data files. Please take time to navigate around the site and feel free to submit any feedback through using the “**contact us**” link.

Simultaneous Proxy (Key Skills ICT)

GCE AS level Applied Information Communication Technology
Double Award/Single Award
GCE A Level Information Communication Technology

Key skills L3 proxies in ICT can now be claimed when the relevant CCEA A Level award has been achieved (see below).

Key Skill – Simultaneous Proxy – CCEA examinations only				
Information & Communication Technology (Level 3)	A-Level Cash-in code	KS Cash-In Code	Entry Period	Results Date
GCE AS Level Applied ICT Single Award	S9903	KKSIUC	21 March 2008	August 16 2008
GCE AS Level Applied ICT Double Award	S9904	KKSIUC	21 March 2008	August 16 2008
GCE A Level ICT	A2650	KKSIUC	21 March 2008	August 16 2008

For entries Feb 2008 onwards

For example, from February 2008, when entering for AS applied ICT single award, centres should use this cash in code **KKSIUC** along with the relevant AS Level cash in, **S9903**. Should the learner achieve a grade A-E in August, the proxy will be automatically awarded.

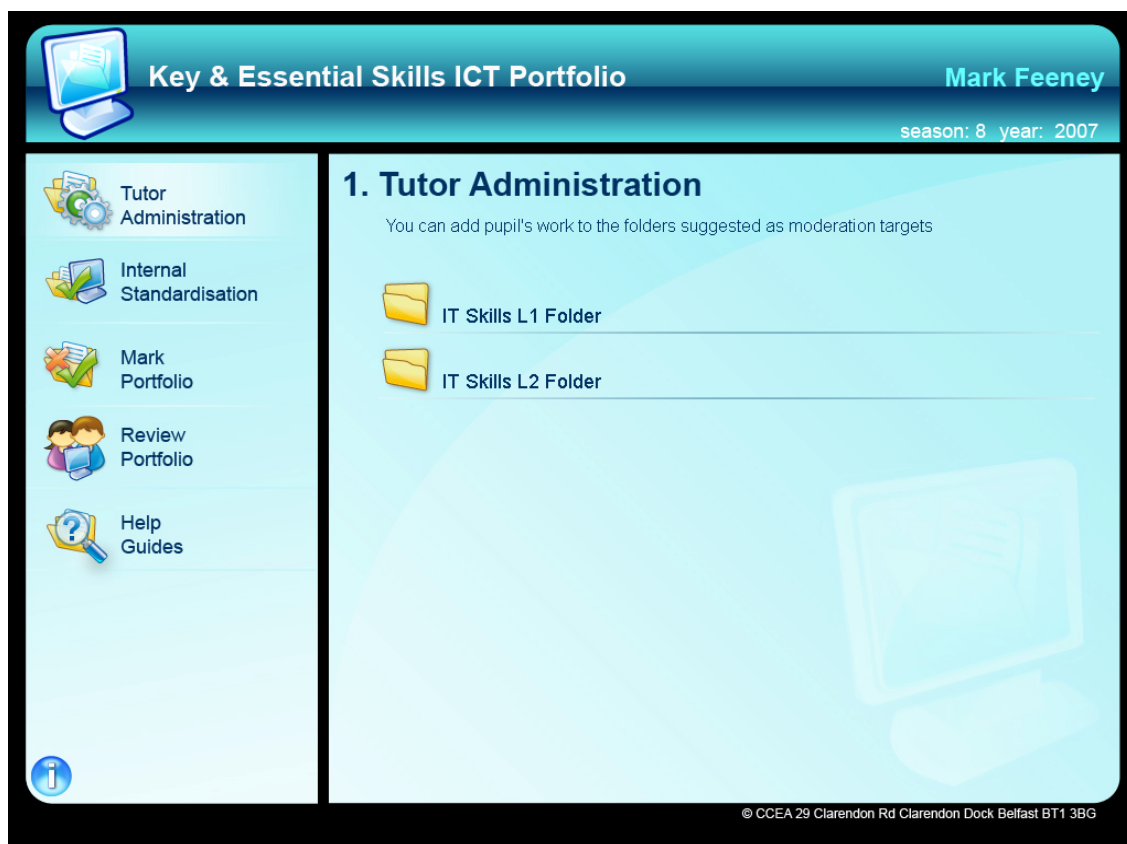
For A-Level ICT, in the second year of study, i.e. from February 2008, centres should use the same cash in code **KKSIUC** along with the relevant A Level cash in, **A2650**. Should the learner achieve a grade A-E in August, the proxy will be automatically awarded.

This new approach will ensure that learners who have successfully completed their AS ICT/A Level ICT will obtain their Level 3 ICT Award and 20 UCAS points in August, prior to university entry.

Please refer to section G of the Administration handbook for further details.

E – Portfolio (ICT Level 1 & 2)

The new e-portfolio application will be available from November 2007 onwards. Following the successful pilot last year, we have enhanced the user interface (see below) and increased functionality. Through using the e-portfolio learners will be able to interact with their tutors electronically and tutors can submit the portfolios via the web to CCEA.



The e-portfolio application will be available to all centres who are submitting ICT portfolios at Level 1 and 2. Training for use of the e-portfolio will commence later in the year and an invitation will be issued to all centres.

Centres using the new e-portfolio approach will need to enter using the original entry code with a **new** option (see below). For example if a learner entered for a Level 2 e-portfolio and test the following code would be used – **KKSI2F**. If a learner entered for Level 1 e-portfolio and test by proxy, they should be registered using the code **KKSI1G**.

Key Skill	Entry Code/ Level	Option	Option Description
Communication (C) KKSC	KKSC1 KKSC2 KKSC3 KKSC4	T P B E	Test only Portfolio only Portfolio and test Test by proxy and portfolio entry
Application of Number (A) KKSA	KKSA1 KKSA2 KKSA3 KKSA4	N X Y Z	Portfolio and test by proxy Portfolio by proxy and test entry Test by proxy (no portfolio entry) Portfolio by proxy (no test entry)
Information and Communication Technology (I) KKSI	KKSI1 KKSI2 KKSI3 KKSI4	D F G	For ICT Levels 1 & 2 only E-Portfolio only E-portfolio and Test E-portfolio and Test by proxy

Online Re-accreditation

Online re-accreditation is due to take place for **all** centres in Nov 2008. To find out more regarding re-accreditation log on to CCEA's Key skills web site at http://www.ccea.org.uk/keyskills_site/. Training will be provided to all Key skills co-ordinators in the coming months to help in preparation for re-accreditation submission.

New Accreditation

If you are a centre not yet accredited, you should be working towards gaining Key skills accreditation status. There are many centre orientated benefits in becoming accredited. Significantly, once your centre has gained accreditation, your learners' portfolio results will be based on the assessments carried out by your key skills practitioners and this grade will not be changed upon moderation. To find out more about becoming accredited log on to http://www.ccea.org.uk/keyskills_site/ and navigate to "**new accreditation.**"

If you have any queries about this content of this circular please contact **Mark Feeney** at CCEA on 02890 261200 ext 2209, **Christine Moorhead** on 02890261437 or **Roisin Radcliffe** on 02890261200 ext 2195.

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