

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

FOR CIRCULATION TO: Key Skills Co-ordinator

Centres are reminded about the following:
Key Skills Re- Sit Fees 2008

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

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.

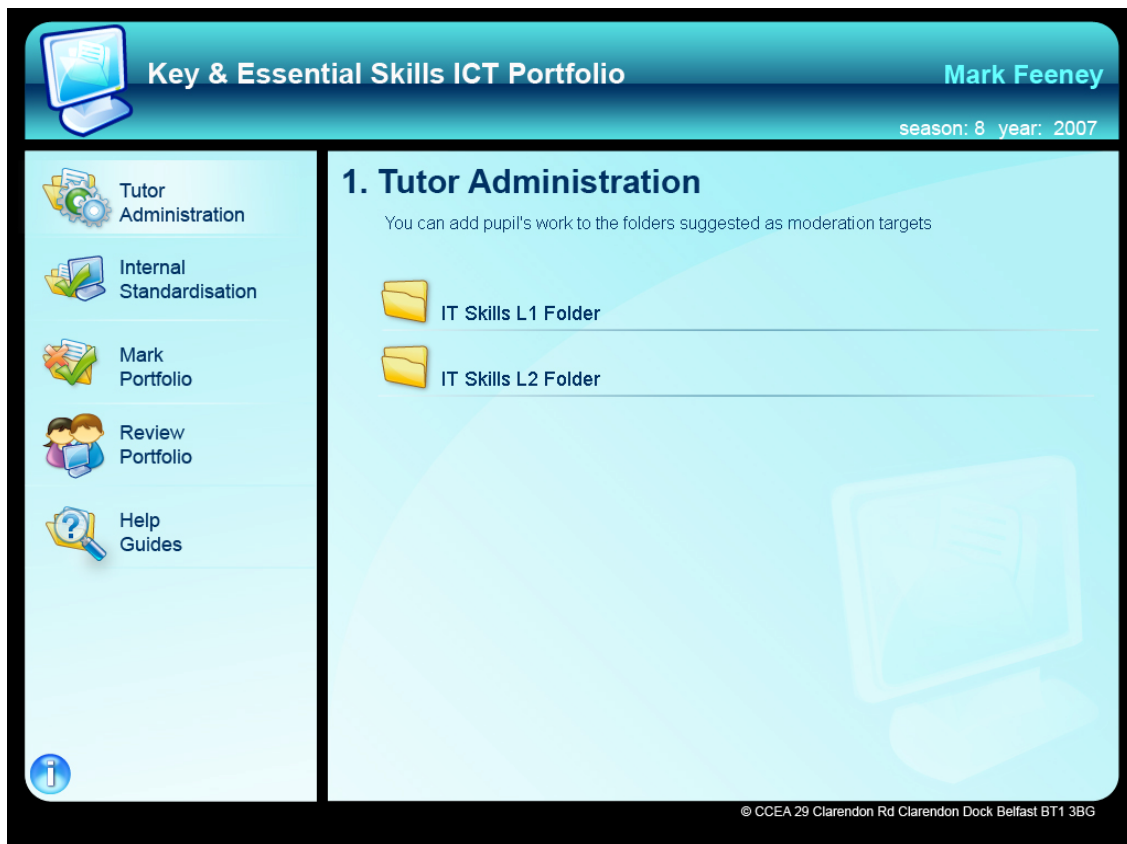
For A-Level ICT, in the second year of study, i.e. from February 2008, centres should use the same cash in code **KKSIUC** along with the relevant A Level cash in, **A2650**. Should the learner achieve a grade A-E in August, the proxy will be automatically awarded.

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

Online Re-accreditation

Online re-accreditation is due to take place for **all** centres in October.

Centres will be able to upload the required information and will receive feedback electronically

Information about re- accreditation and instructions on how to use the online system are available on CCEA’s key skills web site at http://www.ccea.org.uk/keyskills_site/. All submissions for reaccreditation must be uploaded by Oct 26th 2007

New Accreditation

If your centre is 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.**” All submissions for reaccreditation must be uploaded by October 26th 2007.

Key Skills Instructions to Coordinators booklet

Enclosed with this circular please find a copy of Key Skills Instructions to Coordinators booklet. The booklet contains important information regarding submission of portfolio samples. Additional copies of the booklet can be downloaded from http://www.ccea.org.uk/key_skills/. Click on Administration.

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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