



Rewarding Learning

Specification and Entry Codes

For 2011-2012

Certificate of Personal Effectiveness
Qualifications Credit Framework (QCF): Creative Crafts
Qualifications Credit Framework (QCF): Classroom Assistants
Qualifications Credit Framework (QCF): Employability Skills
Qualifications Credit Framework (QCF): Personal Money Management
Qualifications Credit Framework (QCF): Performance Skills
Qualifications Credit Framework (QCF): Understanding Business Enterprise
Qualifications Credit Framework (QCF): Modern Languages
Occupational Studies
Online Language Assessment (OLA)
Entry Level Certificate
Essential Skills
Key Skills

CONTENTS	Page
EDI Series Codes and Entry Periods	3
Certificate of Personal Effectiveness	4
Qualifications Credit Framework (QCF): Creative Crafts Level 1 Award	5
Qualifications Credit Framework (QCF): Creative Crafts Level 2 Award	7
Qualifications Credit Framework (QCF): Creative Crafts Level 3 Certificate	9
Qualifications Credit Framework (QCF): Classroom Assistants Level 3 Certificate	11
Qualifications Credit Framework (QCF): Substance Misuse Awareness Level 1 Award	12
Qualifications Credit Framework (QCF): Substance Misuse Level 2 Award	12
Qualifications Credit Framework (QCF): Employability Skills Level 1 Award	13
Qualifications Credit Framework (QCF): Employability Skills Level 2 Award	13
Qualifications Credit Framework (QCF): Personal Money Management Level 1 Award	14
Qualifications Credit Framework (QCF): Performance Skills Level 1 Certificate	14
Qualifications Credit Framework (QCF): Performance Skills Level 2 Certificate	14
Qualifications Credit Framework (QCF): Understanding Business Enterprise Level 1 Award	15
Qualifications Credit Framework (QCF): Understanding Business Enterprise Level 2 Award	15
Qualifications Credit Framework (QCF): Understanding Business Enterprise Level 3 Award	16
Qualifications Credit Framework (QCF): Modern Languages	17
Occupational Studies	20
Online Language Assessment (OLA)	25
Entry Level Certificate	27
Essential Skills	29
Key Skills	31
Key Skills: Simultaneous Proxy	32
APPENDIX 1 Occupational Studies Unit Table	41

The EDI Series Codes and Entry Periods are:

Examination	EDI Series Code	Entry Periods
Occupational Studies January Assessment Online Language Assessment (OLA) Certificate of Personal Effectiveness Qualifications Credit Framework (QCF) January Key Skills	} 1A	7 – 21 October
Entry Level Qualification March Key Skills	} 3A	7 - 31 January
Occupational Studies May Assessment Online Language Assessment (OLA) Certificate of Personal Effectiveness Qualifications Credit Framework (QCF) *May Key Skills	} 6A	7 - 21 February
Essential Skills	1X	1 January – 31 December

* Centres awaiting January Key Skills results may submit re-sit entries for the May series by 10 April and **these** candidates will not incur late entry fees.

Centres may submit entries once base data is posted on web.

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres *must* download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

CERTIFICATE OF PERSONAL EFFECTIVENESS

Key: Not Available Available

Assessment Entry Code	Specification Title	1A January 2012	6A June 2012
KKSE3	Certificate of Personal Effectiveness		

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF): CREATIVE CRAFTS LEVEL 1 AWARD

Key:  Not Available  Available

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Ceramics	F8304A	FF1HA	Explore available resources		
		FF1HB	Explore and develop ideas creatively		
		FF1HC	Create, present and review final item		
Digital Imaging	F8304B	FF1HD	Explore available resources		
		FF1HE	Explore and develop ideas creatively		
		FF1HF	Create, present and review final item		
Drawing and Painting	F8304C	FF1HG	Explore available resources		
		FF1HH	Explore and develop ideas creatively		
		FF1HI	Create, present and review final item		
Fashion	F8304D	FF1HJ	Explore available resources		
		FF1HK	Explore and develop ideas creatively		
		FF1HL	Create, present and review final item		
Floral Crafts	F8304E	FF1HM	Explore available resources		
		FF1HN	Explore and develop ideas creatively		
		FF1HO	Create, present and review final item		
Interior Design	F8304F	FF1HP	Explore available resources		
		FF1HQ	Explore and develop ideas creatively		
		FF1HR	Create, present and review final item		
Jewellery	F8304G	FF1HS	Explore available resources		
		FF1HT	Explore and develop ideas creatively		
		FF1HU	Create, present and review final item		
Metalwork	F8304H	FF1HV	Explore available resources		
		FF1HW	Explore and develop ideas creatively		
		FF1HX	Create, present and review final item		
Mixed Craft	F8304I	FF1HY	Explore available resources		
		FF1HZ	Explore and develop ideas creatively		
		FF1H0	Create, present and review final item		

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Photography	F8304J	FF1H1	Explore available resources		
		FF1H2	Explore and develop ideas creatively		
		FF1H3	Create, present and review final item		
Pottery	F8304K	FF1H4	Explore available resources		
		FF1H5	Explore and develop ideas creatively		
		FF1H6	Create, present and review final item		
Textiles	F8304L	FF1H7	Explore available resources		
		FF1H8	Explore and develop ideas creatively		
		FF1H9	Create, present and review final item		

Units required for cash-in
<p>To cash in an award at level 1 in Creative Craft, learners must achieve all 3 units within a pathway at the level entered.</p> <p>Units cannot be mixed across different pathways or levels.</p>

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF): CREATIVE CRAFTS LEVEL 2 AWARD

Key:  Not Available  Available

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Ceramics	F8235A	FF2HA	Use materials and resources / techniques		
		FF2HB	Develop and adapt ideas creatively		
		FF2HC	Create, present and evaluate final item		
Digital Imaging	F8235B	FF2HD	Use materials and resources / techniques		
		FF2HE	Develop and adapt ideas creatively		
		FF2HF	Create, present and evaluate final item		
Drawing and Painting	F8235C	FF2HG	Use materials and resources / techniques		
		FF2HH	Develop and adapt ideas creatively		
		FF2HI	Create, present and evaluate final item		
Fashion	F8235D	FF2HJ	Use materials and resources / techniques		
		FF2HK	Develop and adapt ideas creatively		
		FF2HL	Create, present and evaluate final item		
Floral Crafts	F8235E	FF2HM	Use materials and resources / techniques		
		FF2HN	Develop and adapt ideas creatively		
		FF2HO	Create, present and evaluate final item		
Interior Design	F8235F	FF2HP	Use materials and resources / techniques		
		FF2HQ	Develop and adapt ideas creatively		
		FF2HR	Create, present and evaluate final item		
Jewellery	F8235G	FF2HS	Use materials and resources / techniques		
		FF2HT	Develop and adapt ideas creatively		
		FF2HU	Create, present and evaluate final item		
Metalwork	F8235H	FF2HV	Use materials and resources / techniques		
		FF2HW	Develop and adapt ideas creatively		
		FF2HX	Create, present and evaluate final item		
Mixed Craft	F8235I	FF2HY	Use materials and resources / techniques		
		FF2HZ	Develop and adapt ideas creatively		
		FF2H0	Create, present and evaluate final item		

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Photography	F8235J	FF2H1	Use materials and resources / techniques		
		FF2H2	Develop and adapt ideas creatively		
		FF2H3	Create, present and evaluate final item		
Pottery	F8235K	FF2H4	Use materials and resources / techniques		
		FF2H5	Develop and adapt ideas creatively		
		FF2H6	Create, present and evaluate final item		
Textiles	F8235L	FF2H7	Use materials and resources / techniques		
		FF2H8	Develop and adapt ideas creatively		
		FF2H9	Create, present and evaluate final item		

Units required for cash-in

To cash in an award at level 2 in Creative Craft, learners must achieve all 3 units within a pathway at the level entered.

Units cannot be mixed across different pathways or levels.

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF): CREATIVE CRAFTS LEVEL 3 CERTIFICATE

Key:  Not Available  Available

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Ceramics	F8287A	FF3HA	Respond to a commercial brief		
		FF3HB	Analyse, investigate and experiment		
		FF3HC	Execute, present and critically evaluate		
Digital Imaging	F8287B	FF3HD	Respond to a commercial brief		
		FF3HE	Analyse, investigate and experiment		
		FF3HF	Execute, present and critically evaluate		
Drawing and Painting	F8287C	FF3HG	Respond to a commercial brief		
		FF3HH	Analyse, investigate and experiment		
		FF3HI	Execute, present and critically evaluate		
Fashion	F8287D	FF3HJ	Respond to a commercial brief		
		FF3HK	Analyse, investigate and experiment		
		FF3HL	Execute, present and critically evaluate		
Floral Crafts	F8287E	FF3HM	Respond to a commercial brief		
		FF3HN	Analyse, investigate and experiment		
		FF3HO	Execute, present and critically evaluate		
Interior Design	F8287F	FF3HP	Respond to a commercial brief		
		FF3HQ	Analyse, investigate and experiment		
		FF3HR	Execute, present and critically evaluate		
Jewellery	F8287G	FF3HS	Respond to a commercial brief		
		FF3HT	Analyse, investigate and experiment		
		FF3HU	Execute, present and critically evaluate		
Metalwork	F8287H	FF3HV	Respond to a commercial brief		
		FF3HW	Analyse, investigate and experiment		
		FF3HX	Execute, present and critically evaluate		
Mixed Craft	F8287I	FF3HY	Respond to a commercial brief		
		FF3HZ	Analyse, investigate and experiment		
		FF3H0	Execute, present and critically evaluate		

Pathway	Cash-in Code	Assessment Unit Entry Code	Assessment Unit Title	1A January 2012	6A June 2012
Photography	F8287J	FF3H1	Respond to a commercial brief		
		FF3H2	Analyse, investigate and experiment		
		FF3H3	Execute, present and critically evaluate		
Pottery	F8287K	FF3H4	Respond to a commercial brief		
		FF3H5	Analyse, investigate and experiment		
		FF3H6	Execute, present and critically evaluate		
Textiles	F8287L	FF3H7	Respond to a commercial brief		
		FF3H8	Analyse, investigate and experiment		
		FF3H9	Execute, present and critically evaluate		

Units required for cash-in
<p>To cash in a certificate at level 3 in Creative Craft, learners must achieve all 3 units within a pathway at the level entered.</p> <p>Units cannot be mixed across different pathways or levels.</p>

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

**Qualifications Credit Framework (QCF): CLASSROOM ASSISTANTS LEVEL 3
CERTIFICATE**

Key:  **Not Available**  **Available**

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF3A1	Communication and professional relationships with children, young people and adults	M		
FF3A2	Schools as organisations	M		
FF3A3	Understand how to safeguard the wellbeing of children	M		
FF3A4	Support learning activities	M		
FF3A5	Support assessment for learning	M		
FF3A6	Understand child and young person development	M		
“Cash-in” Codes	Units required			
F2000	To cash in a level 3 certificate, learners must achieve all 6 mandatory units for this level.			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework

Key:  Not Available  Available

SUBSTANCE MISUSE AWARENESS LEVEL 1 AWARD

Assessment Unit Entry Code	“Cash-in” Code	Assessment Unit Title	1A January 2012	6A June 2012
FF1S1	F2359	Develop an awareness of substance misuse		

SUBSTANCE MISUSE LEVEL 2 AWARD

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF2S1	Group A	Understand substance use/misuse	M		
FF2S2		Understand how to recognise and respond to substance use/misuse	M		
FF2S3		Understand the safe, sensible and social use of alcohol	M		
FF2S4	Group B	Community responses to substance misuse	O		
FF2S5		Options and interventions for those affected by substance use/misuse	O		
FF2S6		Substance misuse and young people	O		
FF2S7		Understand solvents and volatile substance abuse	O		
FF2S8		Understand blood-borne infections related to substance use/misuse	O		
“Cash-in” Code	Units required				
F3101	To cash in a level 2 award in Substance Misuse, learners must achieve all 3 mandatory units from Group A and 1 optional unit from Group B.				

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF)

Key:  Not Available  Available

EMPLOYABILITY SKILLS LEVEL 1 AWARD

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF1W1	Group A	Business and Customer Awareness	O		
FF1W2		Problem Solving at Work	O		
FF1W3		Working in a Team	O		
FF1W4	Group B	Working with Colleagues	O		
FF1W5		Job and Training Search Skills	O		
FF1W6		Job Application Skills	O		
FF1W7		Interview Skills	O		
“Cash-in” Code	Units required				
F8157	To cash in a level 1 award in Employability Skills, learners must achieve 2 optional units from Group A and 2 optional units from Group B.				

EMPLOYABILITY SKILLS LEVEL 2 AWARD

Assessment Unit Entry Code	Group	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF2W1	Group A	Business and Customer Awareness	O		
FF2W2		Problem Solving in a Place of Work	O		
FF2W3		Working in a Team	O		
FF2W4	Group B	Understanding Work Principles	O		
FF2W5		Following Instructions	O		
FF2W6		Working with Colleagues	O		
FF2W7		Job Search Skills	O		
FF2W8		Job Application Skills	O		
FF2W9		Health, safety and Security in the Workplace	O		
“Cash-in” Code	Units required				
F8134	To cash in a level 2 award in Employability Skills, learners must achieve 2 optional units from Group A and 2 optional units from Group B.				

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF)

Key:  **Not Available**  **Available**

PERSONAL MONEY MANAGEMENT LEVEL 1 AWARD

Assessment Unit Entry Code	“Cash-in” Code	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF1M1	F9134	M		

PERFORMANCE SKILLS LEVEL 1 CERTIFICATE

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF2P1	Rehearse and Perform	M		
FF1P2	Develop Performance Skills	M		
FF1P3	Working in the Performing Arts	M		
“Cash-in” Code	Units required			
F2815	To cash in a level 1 Certificate, learners must achieve all 3 units for the level.			

PERFORMANCE SKILLS LEVEL 2 CERTIFICATE

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF2P1	*Rehearse and Perform	M		
FF2P2	Develop Techniques for Performance	M		
FF2P3	Working in the Performing Arts Industry	M		
“Cash-in” Code	Units required			
F6834	To cash in a level 2 Certificate, learners must achieve all 3 units for the level. *If a learner has already achieved unit FF2P1 from the level 1 award this unit will count towards the level 2 award and does not have to be repeated.			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF)

Key:  **Not Available**  **Available**

UNDERSTANDING BUSINESS ENTERPRISE LEVEL 1 AWARD

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF1U1	Business Enterprise Self-Assessment	M		
FF1U2	Opportunities and Risks in Business	M		
FF1U3	What is Enterprise	M		
“Cash-in” Codes	Units required			
F9143	To cash in a level 1 award, learners must achieve all 3 mandatory units for this level.			

UNDERSTANDING BUSINESS ENTERPRISE LEVEL 2 AWARD

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF2U1	Business Market and Customers	M		
FF2U2	Planning in Business	M		
FF2U3	Resources and Infrastructure within a Business	M		
FF2U4	Manage Finance in business	M		
FF1U1	*Business Enterprise Self-Assessment	O		
FF1U2	*Opportunities and Risks in Business	O		
FF1U3	*What is Enterprise	O		
“Cash-in” Codes	Units required			
F9327	To cash in a level 2 award, learners must achieve all 4 mandatory units and 1 optional unit for this level. *If a learner has already achieved a mandatory unit from the level 1 award this unit can count towards the level 2 award and does not have to be repeated.			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF)

Key:  **Not Available**  **Available**

UNDERSTANDING BUSINESS ENTERPRISE LEVEL 3 AWARD

Assessment Unit Entry Code	Assessment Unit Title	Unit Mandatory or Optional	1A January 2012	6A June 2012
FF3U1	Find Out About Business	M		
FF3U2	Promote Yourself and Your Ideas	M		
FF3U3	Prepare Yourself for Starting a Business	M		
FF2U1	**Business Market and Customers	O		
FF2U2	**Planning in Business	O		
FF2U3	**Resources and Infrastructure within a Business	O		
FF2U4	**Manage Finance in business	O		
“Cash-in” Codes	Units required			
F1249	To cash in a level 3 award, learners must achieve all 3 mandatory units and 2 optional units for this level. **If a learner has already achieved two of the mandatory units from the level 2 award these units can count as the 2 optional units towards the level 3 award and do not have to be repeated.			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Qualifications Credit Framework (QCF): MODERN LANGUAGES

Key:  Not Available  Available

Specification Title	Assessment Unit Entry Code	Unit	Level	“Cash-in” Code	1A January 2012	6A June 2012
French To Cash-in learners must achieve all 4 units within a language at the level entered. Units cannot be mixed across different languages or levels.	FFBF1	Listening	Entry Level 2	FFFR2		
	FFBF2	Speaking				
	FFBF3	Reading				
	FFBF4	Writing				
	FFCF1	Listening	Entry Level 3	FFFR3		
	FFCF2	Speaking				
	FFCF3	Reading				
	FFCF4	Writing				
	FF1F1	Listening	Level 1	FFFR4		
	FF1F2	Speaking				
	FF1F3	Reading				
	FF1F4	Writing				
	FF2F1	Listening	Level 2	FFFR5		
	FF2F2	Speaking				
	FF2F3	Reading				
	FF2F4	Writing				
German To Cash-in learners must achieve all 4 units within a language at the level entered. Units cannot be mixed across different languages or levels.	FFBD1	Listening	Entry Level 2	FFDE2		
	FFBD2	Speaking				
	FFBD3	Reading				
	FFBD4	Writing				
	FFCD1	Listening	Entry Level 3	FFDE3		
	FFCD2	Speaking				
	FFCD3	Reading				
	FFCD4	Writing				
	FF1D1	Listening	Level 1	FFDE4		
	FF1D2	Speaking				
	FF1D3	Reading				
	FF1D4	Writing				
	FF2D1	Listening	Level 2	FFDE5		
	FF2D2	Speaking				
	FF2D3	Reading				
	FF2D4	Writing				

Specification Title	Assessment Unit Entry Code	Unit	Level	“Cash-in” Code	1A January 2012	6A June 2012
<p>Irish</p> <p>To Cash-in learners must achieve all 4 units within a language at the level entered.</p> <p>Units cannot be mixed across different languages or levels.</p>	FFBG1	Listening	Entry Level 2	FFGA2		
	FFBG2	Speaking				
	FFBG3	Reading				
	FFBG4	Writing				
	FFCG1	Listening	Entry Level 3	FFGA3		
	FFCG2	Speaking				
	FFCG3	Reading				
	FFCG4	Writing				
	FF1G1	Listening	Level 1	FFGA4		
	FF1G2	Speaking				
	FF1G3	Reading				
	FF1G4	Writing				
	FF2G1	Listening	Level 2	FFGA5		
	FF2G2	Speaking				
	FF2G3	Reading				
	FF2G4	Writing				
<p>Italian</p> <p>To Cash-in learners must achieve all 4 units within a language at the level entered.</p> <p>Units cannot be mixed across different languages or levels.</p>	FFBI1	Listening	Entry Level 2	FFIT2		
	FFBI2	Speaking				
	FFBI3	Reading				
	FFBI4	Writing				
	FFCI1	Listening	Entry Level 3	FFIT3		
	FFCI2	Speaking				
	FFCI3	Reading				
	FFCI4	Writing				
	FF1I1	Listening	Level 1	FFIT4		
	FF1I2	Speaking				
	FF1I3	Reading				
	FF1I4	Writing				
	FF2I1	Listening	Level 2	FFIT5		
	FF2I2	Speaking				
	FF2I3	Reading				
	FF2I4	Writing				

Specification Title	Assessment Unit Entry Code	Unit	Level	“Cash-in” Code	1A January 2012	6A June 2012
<p>Spanish</p> <p>To Cash-in learners must achieve all 4 units within a language at the level entered.</p> <p>Units cannot be mixed across different languages or levels.</p>	FFBE1	Listening	Entry Level 2	FFES2		
	FFBE2	Speaking				
	FFBE3	Reading				
	FFBE4	Writing				
	FFCE1	Listening	Entry Level 3	FFES3		
	FFCE2	Speaking				
	FFCE3	Reading				
	FFCE4	Writing				
	FF1E1	Listening	Level 1	FFES4		
	FF1E2	Speaking				
	FF1E3	Reading				
	FF1E4	Writing				
	FF2E1	Listening	Level 2	FFES5		
	FF2E2	Speaking				
	FF2E3	Reading				
	FF2E4	Writing				

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

OCCUPATIONAL STUDIES

Key:  **Not Available**  **Available**

To achieve an award in Occupational Studies, a learner needs to complete **two** units chosen from one of the six specifications available. A single unit on its own does not make up a qualification, and from September 2011 it is no longer possible to take a double award qualification. Learners can take a maximum of six qualifications in Occupational Studies (a total of 12 units) a maximum of two units from each specification.

A learner cannot choose to take the same unit twice in different qualifications; however, some titles appear in two subject areas to give greater flexibility. For example, it would be possible to choose *Carpentry & Joinery 1* with *Digital Music* to achieve a qualification in Technology & Innovation at Year 11; and *Carpentry & Joinery 2* with *Plumbing 1* to achieve a qualification in Construction at Year 12.

The units marked with an asterisk (*) are available in more than one area. Learners can take more than one qualification in Occupational Studies, but they cannot choose the same unit to count towards more than one award.

Before entering candidates by EDI/Form, Administration Centres are required to register the units on-line which are being taught in-house and through link sites for both January and May assessment. Teaching Centres will have access to the on-line facility to check registrations, enabling them to contact Administration Centres and alert them of any amendments which need made prior to moderation. **Manual registration will only be issued in the event of a technical failure.**

Once actual entries have been submitted by EDI/form, Administration Centres who have any unit taught at more than one Teaching Centre (split site) will need to migrate or link online those candidates individually to the second centre. Both Administration and Teaching Centres should have a member of staff responsible for registering/coordinating Occupational Studies candidates.

“Cash-in” Codes	Specification	1A January 2012	6A June 2012
V4803	Design and Creativity		
V4804	Technology and Innovation		
V4805	Construction		
V4806	Business Services		
V4807	Environment and Society		
V4808	Engineering and Engineering Services		

As with other qualifications, the administration centres may indicate that a learner has completed the relevant units for an award by using the appropriate ‘cash-in’ code. **The cash-in code should be included at the time of entry for the final unit.**

Eligibility

- Cash in is available in both January and summer series.
- Learners must complete 2 units from one qualification title to cash in for an award.
- Learners can complete 1 single award in each qualification title up to a maximum of 6 single awards, a unit cannot be used more than once in more than one qualification or more than one series.
- Learners doing two units from the one group will be able to cash in their award at the end of either year 11 or year 12.
- Learners doing units from more than one group over 2 years can bank the units completed in year 11 and cash them in at the end of year 12.

What are the Re sit rules?

- Once a learner has entered for a qualification (cash in) they cannot re-enter the same qualification, unless they were recorded as absent for both units within a qualification title.
- Learners who are absent for a unit **prior to cash in** may re-enter to complete the award.
- A learner who receives an award may not re enter after cash in. If their mark is low due to illness or mitigating circumstances this would be dealt with through Special Consideration.

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

OCCUPATIONAL STUDIES

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	1A January 2012	6A June 2012	
VVXDA	Design and Creativity	Fashion Design			
VVXDB		Graphic Design			
VVXDC		Interior Design			
VVXDD		Photography			
VVXDE		Styling Hair by Blow Drying			
VVXDF		Styling and Dressing Hair			
VVXDG		Creating Up-Styles on Long Hair			
VVXDH		Application of Make-up			
VVXDJ		Provide a Nail Art Service			
VVXDK		Food Preparation and Cooking (Patisserie)			
VVXDL		Food Preparation and Cooking (Kitchen and Larder)			
VVXDM		Performing Arts and Performance Skills			
VVXDN		Store Design and Merchandising			
VVXDP		Floristry*			
VVXDQ		Diet and Health			
VVXDR		Product Development			
VVXDT		Food Manufacture			
VVXTA		Technology and Innovation	Digital Music		
VVXTB			Digital Imaging		
VVXTC	Introduction to Digital Video Production				
VVXTD	Building a Website				
VVXTE	Animation in Flash				
VVXTF	Flash Game Editing				
VVXTG	Digital Television and Film Production				
VVXTH	Radio Production				
VVXTJ	Music Production				
VVXTK	Carpentry and Joinery 1*				
VVXTL	Carpentry and Joinery 2*				
VVXCA	Construction	Plumbing 1*			
VVXCB		Plumbing 2*			
VVXCC		Tiling			
VVXCD		Brickwork 1			
VVXCE		Brickwork 2			
VVXCF		Painting and Decorating 1			
VVXCG		Painting and Decorating 2			
VVXCH		Plastering 1			
VVXCJ		Plastering 2			
VVXCK		Carpentry and Joinery 1*			
VVXCL		Carpentry and Joinery 2*			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

OCCUPATIONAL STUDIES

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	1A January 2012	6A June 2012
VVXBA	Business Services	Shampooing and Conditioning		
VVXBB		Facial Skincare		
VVXBC		Manicure		
VVXBD		Food and Drink Service		
VVXBE		Health and Safety in the Workplace		
VVXBF		Working in an Office Setting		
VVXBG		Office Procedures		
VVXBH		Using Office Equipment		
VVXBJ		Communicating within the Office		
VVXBK		Understanding the Retail Industry		
VVXBL		Payment, Stock and Warehousing		
VVXBM		Customer Service		
VVXBN		What are Logistics and Passenger Transport?		
VVXBP		The Movement of People and Freight		
VVXBQ		Planning a Journey		
VVXBR		Efficient and Safe Road Use		
VVXBT		Vehicle Servicing and Valeting Operations*		
VVXEA		Environment and Society	Communicate with and Complete Records for Individuals	
VVXEB	Support Individuals and Participate in Recreational Activities			
VVXEC	Enable Children to Participate in Play			
VVXED	The Physical Care and Development of the Child			
VVXEF	Animal Care			
VVXEG	Estate Maintenance			
VVXEH	Horse Handling and Exercise			
VVXEJ	Environmental Improvement			
VVXEK	Growing Plants (Propagation)			
VVXEL	Organic Gardening			
VVXEM	Plant Care			
VVXEN	Running a Leisure Event			
VVXEP	Sports Leadership			
VVXEQ	Investigating Sport, Leisure and Tourism			
VVXER	Planning a Tourist Itinerary			
VVXET	Floristry*			

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

OCCUPATIONAL STUDIES

Assessment Unit Entry Code	Specification Title	Assessment Unit Title	1A January 2012	6A June 2012
VVXNA	Engineering and Engineering Services	Electrical Wiring Practices		
VVXNB		Electronic Circuit Construction		
VVXNC		Manufacturing Techniques (Sheet Metalwork)		
VVXND		Manufacturing Techniques – Assembly (Handfitting)		
VVXNE		Vehicle Servicing and Valeting Operations*		
VVXNF		Basic Fast Fit Operations		
VVXNG		Basic Vehicle Maintenance		
VVXNH		Basic Vehicle Body Components and Fitting		
VVXNJ		Basic Vehicle Electrics		
VVXNK		Safe Tractor Operation		
VVXNL		Plumbing 1*		
VVXNM		Plumbing 2*		

















































NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

ONLINE LANGUAGE ASSESSMENT (OLA)

Key:  Not Available  Available

Option E: Electronic Assessment

Option P: Paper Assessment

Specification Title	Assessment Unit Entry Code	Option Code	Level	1A January 2012	6A June 2012
French	LLFHB	E	Entry Level 2		
	LLFHB	P	Entry Level 2		
	LLFHC	E	Entry Level 3		
	LLFHC	P	Entry Level 3		
	LLFH1	E	Level 1		
	LLFH1	P	Level 1		
	LLFH2	E	Level 2		
	LLFH2	P	Level 2		
German	LLGNB	E	Entry Level 2		
	LLGNB	P	Entry Level 2		
	LLGNC	E	Entry Level 3		
	LLGNC	P	Entry Level 3		
	LLGN1	E	Level 1		
	LLGN1	P	Level 1		
	LLGN2	E	Level 2		
	LLGN2	P	Level 2		
Irish	LLIHB	E	Entry Level 2		
	LLIHB	P	Entry Level 2		
	LLIHC	E	Entry Level 3		
	LLIHC	P	Entry Level 3		
	LLIH1	E	Level 1		
	LLIH1	P	Level 1		
	LLIH2	E	Level 2		
	LLIH2	P	Level 2		

































NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

ONLINE LANGUAGE ASSESSMENT (OLA)

Key:  **Not Available**  **Available**

Option E: Electronic Assessment

Option P: Paper Assessment

Specification Title	Assessment Unit Entry Code	Option Code	Level	1A January 2012	6A June 2012
Italian	LLINB	E	Entry Level 2		
	LLINB	P	Entry Level 2		
	LLINC	E	Entry Level 3		
	LLINC	P	Entry Level 3		
	LLIN1	E	Level 1		
	LLIN1	P	Level 1		
	LLIN2	E	Level 2		
	LLIN2	P	Level 2		
Spanish	LLSHB	E	Entry Level 2		
	LLSHB	P	Entry Level 2		
	LLSHC	E	Entry Level 3		
	LLSHC	P	Entry Level 3		
	LLSH1	E	Level 1		
	LLSH1	P	Level 1		
	LLSH2	E	Level 2		
	LLSH2	P	Level 2		

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

ENTRY LEVEL CERTIFICATE

Key: Not Available Available

Subject and Option Code	Specification Title	Option Title	3A March 2012
E700A	English <i>(NB. Refer to the specification to ensure the correct option is selected.)</i>	Option 01 (Written Paper) <u>OR</u>	
E700B		Option 02 (Controlled Task)*	
E702	History		
E703	Geography*		
E704	French		
E706	Business Studies		
E718	Art and Design*		
E720	Technology and Design		
E721	German		
E723	Spanish		
E725W	Graphical Material Studies <i>(NB. Refer to the specification to ensure the correct paper code is selected.)</i>	Woodcraft	
E725G		Graphics	
E725M		Metalcraft	
E725P		Plastics	
E730A	Religious Studies <i>(NB. Only the one option which will be examined externally should be entered. Please refer to the specification.)</i>	Option 1 – Jesus and the Foundation of Christianity	
E730B		Option 2 – Christian Life in Contemporary Society	
E730C		Option 3 – Christian Life and Worship	
E730D		Option 4 – Sikhism in Contemporary Society	
E730E		Option 5 – Hinduism in Contemporary Society	
E730F		Option 6 – Buddhism in Contemporary Society	
E730G		Option 7 – Judaism in Contemporary Society	
E730H		Option 8 – Islam in Contemporary Society	
E730J		Option 9 – Christian Practice and Morality <i>(may not be taken with option 2 or 3)</i>	
E734	Information and Communication Technology		
E737	Physical Education		

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

ENTRY LEVEL CERTIFICATE

Subject and Option Code	Specification Title	Option Title	3A March 2012
E740	Science (Single Award)		
E764	Home Economics		
E791	Irish		
E795	Mathematics for Life		

** Early Release Paper is issued December*

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

ESSENTIAL SKILLS

Key:  Not Available  Available

Submission of online entries and outcomes

For moderation purposes, CCEA has recently made changes to the way centres can submit an Essential Skills outcome against an entry. *Centres will now only be able to submit an Essential Skills outcome which matches the level of entry.*

In order to adhere to this system it is advisable for centres to use the following process:

Step 1 - Assess candidates in the relevant subject and level

Step 2 - Submit entries

Step 3 - Complete online outcomes

For centres without direct claims, learners will only be considered for moderation when both their entry **and** all required outcomes have been submitted to CCEA. The date the outcomes are submitted will determine the moderation series.

Centres should note that entry details and dates for the submission of outcomes are available in the CCEA Examinations Handbook (Calendar of Events section). Centres are advised that outcomes must be submitted during the time identified in the handbook.

Registration/ Entry Code	Specification Title	Level	Assessment Unit Title	1X Essential Skills 2012
BBLT1	Literacy	Entry Level 1	Speaking and Listening	
			Reading	
			Writing	
BBLT2	Literacy	Entry Level 2	Speaking and Listening	
			Reading	
			Writing	
BBLT3	Literacy	Entry Level 3	Speaking and Listening	
			Reading	
			Writing	
BBNM1	Numeracy	Entry Level 1	Number	
			Shape and Space	
			Handling Data	
BBNM2	Numeracy	Entry Level 2	Number	
			Shape and Space	
			Handling Data	
BBNM3	Numeracy	Entry Level 3	Number	
			Shape and Space	
			Handling Data	

Specification Title and Level	Registration/ Entry Code	Assessment Unit Title	“Cash- in” Code	1X Essential Skills 2012
Application of Number Level 1	BBA11	Action Based Activity	BBAN1	
	BBA12	Desktop Task		
Application of Number Level 2	BBA21	Action Based Activity	BBAN2	
	BBA22	Desktop Task		
Communication Level 1	BBC11	Action Based Activity	BBCM1	
	BBC12	Desktop Task		
Communication Level 2	BBC21	Action Based Activity	BBCM2	
	BBC22	Desktop Task		

For Level 1 and 2 Essential Skills centres may indicate that a learner has completed the relevant units for an award by using the appropriate ‘cash-in’ code. The cash-in code should be included at the time of entry for the final unit.

NB: All this information will be available as base data through WebXchange on your C2k system. Alternatively, the base data will be available through the CCEA website: www.ccea.org.uk. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

KEY SKILLS

E – Portfolio (ICT Level 1 & 2)

The new e-portfolio application will be available from November 2007 onwards. The e-portfolio application will be available to all centres who are submitting ICT portfolios at Level 1 and 2. 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 Skills Unit Entry Codes

Key Skill	Entry Code/ Level	Option	Option Description
Communication (C) KKSC	KKSC1 KKSC2 KKSC3	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	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	D F G	For ICT Levels 1 & 2 only E-Portfolio only E-portfolio and Test E-portfolio and Test by proxy

Key Skills Cash-in Codes

Key Skill	Cash-in Code
Communication (All levels)	KKSCU
Application of Number (All levels)	KKSAU
Information Technology (All levels)	KKSIU

Wider Key Skill	Entry Code Level
Improving Own Learning and Performance (L)	KKSL1
	KKSL2
	KKSL3
Problem Solving (P)	KKSP1
	KKSP2
	KKSP3
Working with Others (W)	KKSW1
	KKSW2
	KKSW3

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	Closing Date for Entries	Results Date
GCE AS Level Applied ICT Single Award	S9903	KKSIUC	21 March 2012	16 August 2012
GCE AS Level Applied ICT Double Award	S9904	KKSIUC	21 March 2011	16 August 2012
GCE A Level ICT	A2653	KKSIUC	21 March 2012	16 August 2012

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 candidates 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.

Communication Key Skills – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Communication:</i>					
	Grade	L3 Test?	L3 Portfolio?	L2 Test?	L2 Portfolio?	L1 Test?	L1 Portfolio?
GCE A Level English Language	A-E	Yes	No	Yes	No	Yes	No
GCE A Level English Literature	A-E	Yes	No	Yes	No	Yes	No
GCE A Level English Language and Literature	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level English Language	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level English Literature	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level English Language and Literature	A-E	Yes	No	Yes	No	Yes	No
GCSE English	A*- C	No	No	Yes	No	Yes	No
GCSE English	D-G	No	No	No	No	Yes	No
GCSE English Literature	A*- C	No	No	Yes	No	Yes	No
GCSE English Literature	D-G	No	No	No	No	Yes	No
AQA GCSE General Studies	A*- C	No	No	Yes	No	Yes	No
AQA GCSE General Studies	D-G	No	No	No	No	Yes	No
Certificate in Adult Literacy	Level 2	No	No	Yes	No	Yes	No
Certificate in Adult Literacy	Level 1	NO	No	No	No	Yes	No
GCE A level Welsh	A-E	Yes	No	Yes	No	Yes	No
GCE A level Welsh Second Language	A-E	No	No	Yes	No	Yes	No
GCE AS level Welsh	A-E	Yes	No	Yes	No	Yes	No
GCE AS level Welsh Second Language	A-E	No	No	Yes	No	Yes	No

Communication Key Skills – proxy exemptions (cont)

The qualification below	at	exempts a candidate from the Communication:					
		Test?	Portfolio?	Test?	Portfolio?	L1 Test?	L1 Portfolio?
Advanced Subsidiary VCE in Welsh Second Language	A-E	No	No	Yes	No	Yes	No
GCSE Welsh	A* - C	No	No	Yes	No	Yes	No
GCSE Irish (Gaeilge)	A* - C	No	No	Yes	No	Yes	No
GCSE Welsh	D – G	No	No	No	No	Yes	No
GCSE Irish (Gaeilge)	D – G	No	No	No	No	Yes	No
GCSE Welsh Literature	A* - C	No	No	Yes	No	Yes	No
GCSE Welsh Literature	D – G	No	No	No	No	Yes	No
GCSE Welsh Second Language	A* - C	No	No	No	No	Yes	No
GCSE Welsh Second Language	D – G	No	No	No	No	No	
Welsh Second Language GNVQ units (intermediate)	Pass-Distinction	No	No	No	No	Yes	No
Welsh Second Language GNVQ units (foundation)	Pass-Distinction	No	No	No	No	No	No
Foundation Award in Welsh Second Language	Pass-Distinction	No	No	No	No	No	No
Intermediate Award in Welsh Second Language	Pass-Distinction	No	No	No	No	Yes	No

* Those qualifications in **bold** do not act as proxies for the Key Skill tests, but are within suites of qualifications where different levels or grades do act as proxies.

Application of number Key Skill – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Application of Number:</i>					
	Grade	L3 Test?	L3 Portfolio?	L2 Test?	L2 Portfolio?	L1 Test?	L1 Portfolio?
GCE AS Use of Mathematics	A-E	Yes	Yes	Yes	Yes	Yes	Yes
GCE A Level Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE A Level Pure Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE A Level Further Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE A Level Statistics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level Pure Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level Further Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Level Statistics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Mechanics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Discrete Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCE AS Applied Mathematics	A-E	Yes	No	Yes	No	Yes	No
GCSE Mathematics	A* - C	No	No	Yes	No	Yes	No
GCSE Mathematics	D – G	No	No	No	No	Yes	No
Certificate in Adult Numeracy	Level 2	No	No	Yes	No	Yes	No
Certificate in Adult Numeracy	Level 1	No	No	No	No	Yes	No

Information and Communication Technology Key Skill – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Information Technology:</i>					
		L3 Test?	L3 Portfolio?	L2 Test?	L2 Portfolio?	L1 Test?	L1 Portfolio?
Edexcel Level 1 Award in Digital Applications for IT Users (New for September 2006)	Pass	No	No	No	No	Yes	Yes
Edexcel Level 2 Award in Digital Applications for IT Users	Pass	No	No	Yes	Yes	Yes	Yes
Edexcel Level 1 Certificate in Digital Applications for IT Users (New for September 2006)	Pass	No	No	No	No	Yes	Yes
Edexcel Level 2 Certificate in Digital Applications for IT Users	Pass	No	No	Yes	Yes	Yes	Yes
Edexcel Level 1 Diploma in Digital Applications for IT Users (New for September 2006)	Pass	No	No	No	No	Yes	Yes
Edexcel Level 2 Diploma in Digital Applications for IT Users	Pass	No	No	Yes	Yes	Yes	Yes
OCR Level 2 Certificate for IT Users (CLAiT Plus)	Pass	No	No	Yes	No	Yes	No
OCR Level 3 Certificate for IT Users (Advanced CLAiT)	Pass	Yes	No	Yes	No	Yes	No
BCS Level 2 Certificate for IT Users (ECDL)	Pass	No	No	Yes	No	Yes	No
GCE A Level Computing	A - E	Yes	Yes	Yes	Yes	Yes	Yes
GCE A Level ICT	A - E	Yes	Yes	Yes	Yes	Yes	Yes
GCE AS Level Computing	A - E	Yes	No	Yes	No	Yes	No
GCE AS Level ICT	A - E	Yes	No	Yes	No	Yes	No
GCE AS Level in Applied ICT	A - E	Yes	Yes	Yes	Yes	Yes	Yes
GCE AS Level in Applied ICT (Double Award)	AA - EE	Yes	Yes	Yes	Yes	Yes	Yes
GCE A Level in Applied ICT	A - E	Yes	Yes	Yes	Yes	Yes	Yes
GCE AS Level in Applied ICT (Double Award)	AA - EE	Yes	Yes	Yes	Yes	Yes	Yes
GCSE Computer Studies	A* - C	No	No	Yes	Yes	Yes	Yes
GCSE Computer Studies	D - G	No	No	No	No	Yes	Yes
GCSE ICT	A* - C	No	No	Yes	Yes	Yes	Yes

GCSE ICT	D - G	No	No	No	No	Yes	Yes
Applied ICT GCSE	A* - C	No	No	Yes	Yes	Yes	Yes
Applied ICT GCSE	D – G	No	No	No	No	Yes	Yes
GCSE Information Systems	A* - C	No	No	Yes	Yes	Yes	Yes
GCSE Information Systems	D – G	No	No	No	No	Yes	Yes
Vocational A Level ICT Double Award	A - E	Yes	Yes	Yes	Yes	Yes	Yes
Vocational A Level ICT	A - E	Yes	Yes	Yes	Yes	Yes	Yes
Vocational Advanced Subsidiary ICT	A – E	Yes	Yes	Yes	Yes	Yes	Yes
Advanced GNVQ (Part Award, Single Award or Double Award) ICT	Pass/Merit/ Distinction	Yes	Yes	Yes	Yes	Yes	Yes
Intermediate GNVQ (full award or part one award) ICT	Pass/Merit/ Distinction	No	No	Yes	Yes	Yes	Yes
Foundation GNVQ (full award or part one award) ICT	Pass/Merit/ Distinction	No	No	No	No	Yes	Yes

* Please note that for qualifications pre-2003 the terms ICT and IT are interchangeable.

Special note for GCSE Short Course ICT and GCSE Short Course Information Technology

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Information Technology:</i>					
		Grade	L3 Test?	L3 Portfolio?	L2 Test?	L2 Portfolio?	L1 Test?
GCSE Short Course ICT	A* - C	No	No	Yes	Yes	Yes	Yes
GCSE Short Course ICT	D - G	No	No	No	No	Yes	Yes
GCSE Short Course Information Systems	A* - C	No	No	Yes	Yes	Yes	Yes
GCSE Short Course Information Systems	D - G	No	No	No	No	Yes	Yes

SQA Qualifications (National Courses) that act as proxies for Key Skills

Following discussion between the Regulatory Authorities for England (QCA), Wales (ACCAC) and Northern Ireland (CCEA) and the Scottish Qualifications Authority (SQA) it has been agreed that certain SQA qualifications will act as proxies for the Key Skill tests. These arrangements mirror those already agreed for GCSEs and A/AS levels in England, Wales and Northern Ireland. Please check the tables below for details.

Communication Key Skill – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Communication:</i>					
	Grade	L3 Test?	L3 Portfolio?	L2 Test?	Portfolio?	L1 Test?	Portfolio?
Standard Grade English	General	No	No	No	No	Yes	No
English and Communication	Intermediate 1	No	No	No	No	Yes	No
Standard Grade English	Credit	No	No	Yes	No	Yes	No
English and Communication	Intermediate 2	No	No	Yes	No	Yes	No
English and Communication	Higher	Yes	No	Yes	No	Yes	No
English and Communication	Advanced Higher	Yes	No	Yes	No	Yes	No

Application of Number Key Skill – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Application of Number:</i>					
	Grade	L3 Test?	L3 Portfolio?	L2 Test?	Portfolio?	L1 Test?	Portfolio?
Standard Grade Mathematics	General	No	No	No	No	Yes	No
Mathematics	Intermediate 1	No	No	No	No	Yes	No
Standard Grade Mathematics	Credit	No	No	Yes	No	Yes	No
Mathematics	Intermediate 2	No	No	Yes	No	Yes	No
Mathematics	Higher	Yes	No	Yes	No	Yes	No
Mathematics	Advanced Higher	Yes	No	Yes	No	Yes	No
Applied Mathematics	Advanced Higher	Yes	No	Yes	No	Yes	No

Information Technology Key Skill – proxy exemptions

<i>The qualification below</i>	<i>at</i>	<i>exempts a candidate from the Information Technology</i>					
		L3 Test?	L3 Portfolio?	L2 Test?	L3 Portfolio?	L1 Test?	L2 Portfolio?
Standard Grade Computing Studies	General	No	No	No	No	Yes	No
Computing Studies	Intermediate 1	No	No	No	No	Yes	No
Standard Grade Computing Studies	Credit	No	No	Yes	No	Yes	No
Computing	Intermediate 2	No	No	Yes	No	Yes	No
Information Systems	Intermediate 2	No	No	Yes	No	Yes	No
Computing	Higher	Yes	No	Yes	No	Yes	No
Computing	Advanced Higher	Yes	No	Yes	No	Yes	No
Information Systems	Higher	Yes	No	Yes	No	Yes	No
Information Systems	Advanced Higher	Yes	No	Yes	Mo	Yes	No

Appendix 1 Occupational Studies Unit Table

Design and Creativity V4803	Technology and Innovation V4804	Construction V4805	Business and Services V4806	Environment and Society V4807	Engineering and Engineering Services V4808
VXDA Fashion Design	VVXTA Digital Music	VVXCA Plumbing 1	VVXBA Shampooing and Conditioning	VVXEA Communicate and Complete Records for Individuals	VVXNA Electrical Wiring Practices
VVXDB Graphic Design	VVXTB Digital Imaging	VVXCB Plumbing 2	VVXBB Facial Skincare	VVXEB Support Individuals and Participate in Recreational Activities	VVXNB Electronic Circuit Construction
VVXDC Interior Design	VVXTC Introduction to Digital Video Production	VVXCC Wall Tiling (Tiling)	VVXBC Manicure	VVXEC Enable Children to participate in Play	VVXNC Manufacturing Techniques (Sheet Metal Work)
VVXDD Photography	VVXTD Building a Website	VVXCD Brickwork 1	VVXBD Food and Drink Service	VVXED The Physical Care and Development of the Child	VVXND Manufacturing Techniques – Assembly (Hand Fitting)
VVXDE Styling Hair by Blow-Drying	VVXTE Animation in Flash	VVXCE Brickwork 2	VVXBE Health and Safety in the Workplace	VVXEF Animal Care	VVXNE Vehicle Servicing and Valeting Operations *
VVXDF Styling and Dressing Hair	VVXTF Flash game editing	VVXCF Painting and Decorating 1	VVXBF Working in an Office Setting	VVXEG Estate Maintenance	VVXNF Basic Fast-Fit Operations
VVXDG Creating Up Styles on Long Hair	VVXTG Digital TV and film production	VVXCG Painting and Decorating 2	VVXBG Office Procedures	VVXEH Horse Handling and Exercise	VVXNG Basic Vehicle Maintenance
VVXDH Application of Make-Up	VVXTH Radio Production	VVXCH Plastering 1	VVXBH Using Office Equipment	VVXEJ Environmental Improvement	VVXNH Basic Vehicle Body Components and Fitting
VVXDJ Provide a Nail Art Service	VVXTJ Music Production	VVXCJ Plastering 2	VVXBJ Communicating within the Office	VVXEK Growing Plants (Propagation)	VVXNJ Basic Vehicle Electrics
VVXDK Food Preparation and Cooking (patisserie)	VVXTL Carpentry and Joinery 2 *	VVXCK Carpentry and Joinery 1	VVXBK Understanding the Retail Industry	VVXEL Organic Gardening	VVXNK Safe Tractor Operation
VVXDL Food Preparation and Cooking (kitchen and larder)		VVXCL Carpentry and Joinery 2	VVXBL Payment, Stock and Warehousing	VVXEM Plant Care	VVXNL Plumbing 1 *
VVXDM Performing Arts and Performance Skills			VVXBM Customer Service	VVXEN Running a Leisure Event	VVXNM Plumbing 2 *
VVXDN Store Design and Merchandising			VVXBN What are Logistics and Passenger Transport?	VVXEP Sports Leadership	
VVXDP Floristry *			VVXBP The Movement of People and Freight	VVXEQ Investigating Sport, Leisure and Tourism	
VVXDQ Diet and Health			VVXBQ Planning a Journey	VVXER Planning a Tourist Itinerary	
VVXDR Product Development			VVXBR Efficient and Safe Road Use	VVXET Floristry *	
VVXDT Food Manufacture			VVXBT Vehicle Servicing and Valeting Operations *		