

08 April 2011

Dear Colleague,

**Ref: Changes to the Level 5 Subsidiary and full Diploma in Teaching in the Lifelong Learning Sector Mathematics/Literacy Qualifications**

When you register candidates for the new Level 5 Subsidiary and full Diploma in Teaching in the Lifelong Learning Sector Mathematics/Literacy qualifications 10174, 10175, 10216 and 10217, a Candidate Record Form will no longer be sent to your centre to claim units for candidates. Instead, you will need to log on to OCR's Interchange site and claim the units for each candidate. A candidate submission sheet will need to be completed when submitting any units and this will be loaded on to the OCR website shortly.

You can find instructions on how to claim these units within the, 'Making a claim for certification using Interchange – A guide for Centre Assessors', which is on the OCR website. <http://www.ocr.org.uk/interchange/docs/index.html>

If you incur any problems when making a claim, please contact the OCR Customer Administration Support Team on 02476 470033 ext 5194 who will support you in making a claim.

Also, the following 5 units are now level 5 and not level 4 as in the previous 06943, 06944, 06945 and 06946 qualifications:

- Unit 33 Numeracy and the learners
- Unit 36 Enabling learning and assessment (numeracy)
- Unit 40 Literacy and the learners
- Unit 43 Literacy, ESOL and the learners.
- Unit 45 Enabling learning and assessment (literacy)

The centre handbook, qualification structure and units have been updated to reflect these changes and can be found on the OCR website.  
[http://www.ocr.org.uk/qualifications/type/qcf/tlIs/l5\\_dip/index.html](http://www.ocr.org.uk/qualifications/type/qcf/tlIs/l5_dip/index.html)

Yours sincerely

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