

## OCR Life and Living Skills – Frequently Asked Questions

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| How do I get centre approval for Life and Living Skills?                        | <p>You will need to download and complete the Centre Approval Form on the OCR website, Administration area Administration area, <a href="https://www.ocr.org.uk/administration/stage-1-preparation/centre-approval/">https://www.ocr.org.uk/administration/stage-1-preparation/centre-approval/</a> and return it to <a href="mailto:ocrvocationalapprovals@ocr.org.uk">ocrvocationalapprovals@ocr.org.uk</a> or complete it electronically.</p> <p>Alternatively contact the OCR Customer Support Centre on 02476 851509 for advice.</p>   |
| How do I register my centre for Interchange?                                    | <p>Your centre will need to complete an Interchange agreement.</p> <p><a href="https://www.ocr.org.uk/administration/support-and-tools/interchange/">https://www.ocr.org.uk/administration/support-and-tools/interchange/</a></p>   |
| I have been told that I can enter a learner for just one unit, is that correct? | <p>Yes. You can enter a learner for just one unit but you must enter the unit against a Life and Living Skills qualification e.g. Introductory Award, Award, Certificate etc. A unit certificate will be issued and if the unit has at least 2 credits the learner will achieve an Introductory Award at the level of the credits i.e. Entry1, Entry 2 or Entry 3.</p>  |
| Is it possible to 'top up' Life and Living Skills qualifications?               | <p>Yes. You can top up a Life and Living Skills qualification by submitting more units. You will need to enter the further units against a larger/higher qualification e.g. Award, Certificate etc. When new units are submitted they will automatically be added to the units already achieved by the learner. The total credits achieved at each level will determine which qualifications will be awarded.</p>   |
| What do you mean by 'entries'?  | <p>You need to enter your learners for a qualification before you can make a claim for certification. Entries are made electronically via OCR Interchange. Your candidate entries will appear on Interchange and you can then make a claim.</p> <p>You must enter for a qualification even if you are only submitting single units. Your claim will remain on Interchange until the qualification you have entered for has been achieved.</p>   |
| What happens when I make a claim?   | <p>When you make a claim via the OCR Interchange, your OCR Examiner-moderator gets an email to tell them to expect work from you. The work needs to be sent to your OCR Examiner- moderator straight away. There is then a time lapse whilst the work is externally moderated. Results will be issued within 21 days. Your Centre Feedback Report will then be available to access directly from the Interchange and the certificate/s will be posted directly to the centre. Centres can also track the progress of their claim on Interchange before they receive their certificates.</p> |

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| <p>How do learners get a Unique Learner Number (ULN)?</p>   | <p>If your learner does not have a Unique Learner Number (ULN), a qualification entry will still be accepted if you leave this field blank.</p> <p>To generate a ULN you will need to refer to the learners registration service <a href="https://www.gov.uk/government/publications/lrs-registration-documents">https://www.gov.uk/government/publications/lrs-registration-documents</a></p>   |
| <p>Do I have to sign and date all of the evidence sheets?</p>   | <p>The observer/witness statements and the Record of Assessment and Evidence must be signed and dated by the assessor; this is sufficient evidence of authenticity for the candidate evidence.</p>   |
| <p>Do I need to send all of the units in the claim to the examiner-moderator or can I send a sample?</p>  | <p>You need to send all of the units in the claim to the examiner-moderator. This enables the moderator to check all of the candidates' work if there is a problem with the centre's assessment.</p>   |
| <p>Who do I send my candidates' evidence to?</p>  | <p>When you make your first entry for Life and Living Skills this will trigger the allocation of an Examiner-moderator (this takes about one week). Once allocated, your examiner-moderator details can be found on Interchange through the Centre Information&gt;View examiner-moderators option.</p>   |
| <p>When is the deadline for sending evidence for moderation, for those students that will leave us in June?</p>   | <p>Centres should expect to receive certificates 21 days after submitting the work for moderation. This may be quicker at certain times but to be on the safe side you should allow this period of time between making your claim and getting your certificates.</p>   |
| <p>What happens to the evidence that I have sent to the Examiner-moderator?</p> <p>Will it be returned to my centre?</p>  | <p>The candidate evidence you submit to OCR for moderation is retained by OCR and will not be returned to the centre. You should copy any evidence you want to keep.</p>   |
| <p>Do I need to send OCR a Learner Unit Transcript?</p>   | <p>It is no longer necessary to send OCR a Learner Unit Transcript. Instead, centres should indicate the stage reached on the continuum in the box on the Record of Evidence. Should centres wish to complete a Learner Unit Transcript they can of course do this, but please remember that OCR is unable to return these so it should be retained in the centre.</p>   |
| <p>A learner has joined us from another centre and I want to use some units already gained with another Awarding Organisation as part of the learner's OCR qualification claim. What should I send to the Examiner-moderator?</p> | <p>When you make your claim you must indicate on the e-claim that the unit has been achieved with another Awarding Organisation. You must send a photocopy of the original unit certificate with the other evidence in the claim to the Examiner-moderator. Do not send the original certificate, as it will not be returned. The photocopy of the certificate should be signed by the centre assessor to indicate the original has been seen.</p> |

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| <p>Is it possible to take a Life and Living Skills Award, Certificate or Diploma for a second time if you use different units?</p> | <p>No, a qualification will only be issued once, however, further units can be added to enable the learner to achieve either a higher level or larger sized Life and Living Skills qualification.</p> <p>For example, if a learner achieved an OCR Award in Life and Living Skills (Entry 2) and completed further units at a later date, depending on the level of the units and the number of credits achieved, they could claim:</p> <ul style="list-style-type: none"> <li>• OCR Award in Life and Living Skills (Entry 3) (i.e. same sized, higher level qualification)</li> <li>• OCR Certificate in Life and Living Skills (Entry 2) (i.e. same level, larger sized qualification)</li> </ul>  |
| <p>What is a Submission Cover Sheet?</p>   | <p>The Submission Cover Sheet is a record of the learner's claim that is being submitted for moderation.</p> <p>A Submission Cover Sheet must be completed for each learner and then attached to their evidence when it is submitted to the OCR Examiner-moderator for moderation.</p> <p>The Submission Cover Sheet is available on the OCR website and can be completed electronically: - <a href="https://www.ocr.org.uk/Images/69588-submission-cover-sheet.pdf">https://www.ocr.org.uk/Images/69588-submission-cover-sheet.pdf</a></p>   |
| <p><b>Assessment</b></p>   |   |
| <p>What support can candidates receive in order to achieve a unit?</p>   | <p>The learner needs to meet all of the requirements of the Learning Outcomes and Assessment Criteria. Learners must demonstrate their individual achievement of the assessment criteria and the activity must provide evidence of the individual achievement of the learning outcome. Learners are entitled to support at all levels and the achievement of assessment criteria should not rely on degrees of support to differentiate achievement from one level to the next.</p> <p>Centre assessors are the best judges of the level of support that individual candidates will need. Learners with learning disabilities or physical disabilities can have assistance with access to achieve a skill. For example in <b>Unit B13, Entry 2, Communication, Providing personal information in writing</b>, the candidate could hand write or word process their evidence, however, it would be unacceptable for the words to be overwritten or copied by the candidate using text <i>supplied by someone else</i>. The candidate must demonstrate that they are able to achieve the assessment criteria.</p> |
| <p>When should the candidates complete their units of work?</p>  | <p>It is expected that candidates will be first taught the skills required to achieve the individual unit Learning Outcome. They should then be given adequate time to practise those skills in order that the evidence as required in the Assessment Criteria may be gathered and assessed.</p>  |

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| <p>Is Life and Living Skills a curriculum and if so, is there a scheme of work?</p>   | <p>No, Life and Living Skills is not a curriculum. It is a qualification and will be the end result/product of work completed by each learner. Centres will have their own curriculum and schemes of work and be able to identify opportunities within their existing curriculum to gather evidence towards the units in the Life and Living Skills qualification.</p>   |
| <p>How much evidence do I need to send to the Examiner-moderator? The unit has been allocated 20 Guided Learning Hours (GLH). The learner has generated a lot of work for the unit. Do I have to send everything?</p>   | <p>You do not have to submit all of the learner's work, only enough evidence to meet all of the Evidence Requirements and the Assessment Criteria in the unit. The Guided Learning Hours reflect a possible time-frame of learning. The evidence sent when a unit is completed, is the final product from the learner and should not include all of the underpinning work.</p>   |
| <p>One of my learners has completed an E1 unit and I have assessed them as being at the Exploration (stage 7). The OCR Guide to stages on the Achievement Continuum says it was suitable for learners at stages 1 – 6. Will OCR accept the evidence for a learner at stage 7?</p> | <p>The stages identified in the OCR Guide to Stages on the Achievement Continuum are only a guide; OCR recognises that the centre assessor is the expert in assessing individual learners' level on the Achievement Continuum and would accept the assessor's judgement.</p> <p>The learner will be issued with an Entry 1 OCR certificate regardless of the stage achieved on the Achievement Continuum, the stage on the AC is recorded on the Record of Assessment and Evidence.</p>  |
| <p>Can I complete the Record of Assessment electronically?</p>  | <p>Yes, but a hard copy must be signed in ink by the assessor and submitted with the claim.</p>  |
| <p>For how long is the evidence that I have collected valid?</p>  | <p>The structure does not have any restrictions on the date the unit was achieved. However, we recommend that centres do not keep units for too long before submitting them; if there is an issue with the internal assessment the learner may have to redo the unit.</p>  |
| <p>How do the P scales map to the Achievement Continuum?</p>  | <p>OCR has not mapped the units to the P scales. The P scales are an internal assessment tool and the Entry Level Achievement Continuum reflects that, but the certification is a summation of the level.</p> <p>An achievement continuum within pre-Entry was first published in 2002 and was used in the development of the P-scales. This 9 stage continuum was adopted in the development of the new Entry 1 Achievement Continuum. Although the continuum itself might not be familiar to all providers working with learners at this level, they should know either the PECF milestones or the P-scales, each of which has links to the continuum. If you compare the descriptors, the relationship should be clear.</p> |

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| <p>If a learner achieves an E1 unit at for example Stage 7 on the Achievement Continuum, and when we have re-assessed later we realise that the learner is at Stage 8, can we claim the unit again?</p>  | <p>No, it is not possible to claim for the unit again. If the learner moves a stage on the continuum you should update the Record of Assessment and Evidence to reflect the new level. This also means that as a centre you only need to claim and pay for the unit once.</p>   |
| <p>Can candidates who are visually impaired present evidence using Braille?</p>  | <p>The use of Braille is acceptable including for units where writing is being 'tested' in the Communication skill area. It would also be acceptable for visually impaired candidates to use a computer to produce their work (as can any other candidate) for this or any other unit. However, where Braille is used there should be a translation of the candidate evidence so that the evidence can be checked by the OCR Examiner-moderator.</p>  |
| <p>If you have an observation statement, do you need photographs as support for the statement?</p>   | <p>There is no requirement to submit photographs to support the observation statement. Only include photographs if they form part of the evidence for that unit to clarify how a learner has met the assessment criteria.</p>   |
| <p>In the unit C01, 'Responding to your local natural environment', there is a single Learning Outcome. The Assessment Criteria states 'Show a response to different areas of the local natural environment, how many examples would you expect as evidence?</p> | <p>The Learning Outcome/Assessment Criteria in most units are generally singular so you would only need to submit one example for most assessment criteria. If plural we often give guidance on how many times it needs to be carried out, check the 'Evidence requirements' section on the individual units. For example, in this unit it states 'Candidates demonstrate that they can respond to different areas of the local natural environment' so as long as there are at least two different areas this would be acceptable.</p> |
| <p>How much do we need to annotate evidence?</p>   | <p>Annotation is always helpful for the moderator to understand 'how' the candidate has achieved assessment criteria. The level of annotation will depend on the individual unit and the individual candidate evidence - some units will have less or more than others.</p>   |

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| <p>What units are available at the lower end of the Achievement Continuum?</p>   | <p>The number of units at the lower end of the continuum is limited as often it is the contexts in which the evidence is generated that change, rather than the Learning Outcome and Assessment Criteria.</p> <p>We have provided a guide which indicates where on the Entry 1 Achievement Continuum each of the Entry 1 units fit, this is just a guide and learners may be able to achieve the unit outside of the suggested range. If you feel that a learner who normally operates at the lower stages of the Achievement Continuum could achieve a unit listed at a higher stage, they could do that unit provided they can meet all of the assessment criteria in the unit. The learner's stage of achievement will be identified in their Record of Assessment and Evidence, which you complete as part of their assessment. This may mean your learners have access to more units than are indicated in the Achievement Continuum range guide. In reality, it doesn't matter where on the Continuum or what P levels a learner is at; just that they are able to meet the unit's Learning Outcome and Assessment Criteria.</p> |
| <p>What evidence do we need to send in for each learner? Do we need to send additional evidence for example, photographs or transcripts?</p> | <p>The evidence that must be included for each unit that a candidate is claiming is as follows:</p> <ul style="list-style-type: none"> <li>• A fully completed OCR 'Life and Living Skills Record of Assessment and Evidence' for each unit at Entry 1, 2 and 3</li> </ul> <p>Any other evidence that is included by the centre will depend on the unit that is being claimed and the centre's preference for evidencing a particular unit. There is no requirement to submit other evidence for example photographs, worksheets, transcripts etc but where they are submitted, it must be clear how they relate to the unit and the candidate.</p> <p>The key issue is that the evidence must clearly indicate how the individual candidate has met the Assessment Criteria and therefore achieved the Learning Outcomes for each unit.</p>   |
| <p>My learners were all given the same task to complete. Can I copy and paste the same comments for each learner?</p>                        | <p>Although the learners were given the same task, it would not be expected that the outcomes would all be identical so it is not acceptable to copy and paste the same comments for all candidates. Validity is comprised if all Records of Assessment and Evidence are identical. All witness and observation statements must clearly be produced in relation to an individual learner.</p>  |