



Oxford Cambridge and RSA

## NOTICE TO CENTRES

FAO: Exams Officer/Employability Skills Tutors

Date: March 2014

Subject: Support materials for 2013 Employability Skills suite (10345–10350)

### SUPPORT MATERIALS FOR 2013 EMPLOYABILITY SKILLS SUITE

#### Candidate Evidence Booklets

When this qualification suite was launched in September 2013, OCR provided draft Candidate Evidence Booklets for those centres who wished to use them, as an interim before final booklets were launched. These draft booklets were removed and replaced by final versions on the OCR website in November 2013.

It is essential that the draft Candidate Evidence Booklets are **not** submitted to your OCR Moderator after **Friday 14 March 2014**. Draft booklets submitted after this date will not be accepted unless mapped to the Candidate Evidence Checklist as they will be moderated as alternative tasks.

Remember that centres wishing to use the Candidate Evidence Booklets may change any task, or part of a task, to make the context more appropriate for their learners. However, alternative tasks or naturally occurring candidate evidence **must** meet the assessment criteria and be accompanied by a Candidate Evidence Checklist. All evidence **must** be marked and internally assessed within the centre before submission. Centre assessors **must** use the OCR Assessment Guidance for the unit when assessing the work. Please see Section 5 of the Centre Handbook and the Introduction for Tutors in the Candidate Evidence Booklet for more information regarding the assessment of these qualifications. These are available to download on the qualification pages of the OCR website at: [www.ocr.org.uk/qualifications/by-type/vocational-qualifications](http://www.ocr.org.uk/qualifications/by-type/vocational-qualifications).

#### Unit 2 and Unit 10 income clarification

Please note that for Unit 2 *Learning to be financially aware* and Unit 10 *Learning to be financially capable* (Assessment Criterion 3.1) the teacher/tutor may provide learners with information in order for the learner to identify their total income for one week, but the learner needs to identify their own total income independently.

The Tutor may provide information to learners regarding income possibilities. For example, which benefits they may receive, or list alternative income possibilities, such as pocket money or a Saturday job. The learner can use the information provided in order to identify their own income. The figure itself should not be provided by the Tutor, as currently stated in the Teaching Content of the units. This announcement also applies to the outgoing Employability Skills qualifications (10178–10180 and 00017–00019) for Units 2 and 10 *Learning to be financially capable*.

#### Free Resources

The Employability Skills suite of qualifications has a wide selection of free resources available, including delivery guides, lesson elements and resources links. Please visit the OCR website to find out more at: [www.ocr.org.uk/qualifications/by-type/vocational-qualifications](http://www.ocr.org.uk/qualifications/by-type/vocational-qualifications).

# **NOTICE TO CENTRES** *continued*

## **Professional Development**

Visit our Continuing Professional Development (CPD) hub to download more free resources, watch a webinar or book on to a face to face event for Employability Skills, at: [www.cpdhub.ocr.org.uk](http://www.cpdhub.ocr.org.uk).

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.