

## **NOTICE TO CENTRES**

FAO: Exams Officer/Head of Department/Assessor

Date: November 2014

Subject: Cambridge Employability Suite 2013 Update

### **WITHDRAWAL OF CURRENT CAMBRIDGE EMPLOYABILITY SUITE**

SCHEME CODES AFFECTED: 10345–10350

Following valuable feedback from centres, OCR has taken the decision to replace the Cambridge Employability suite and will withdraw the current offer from **28 February 2015**.

We will offer a direct replacement, which we believe will better meet your needs. We will continue to consult with centres as we would like to gain as much feedback as possible. Please contact us if you haven't been involved and would like to be. Further information on this replacement will be sent to you as soon as possible.

#### **What is OCR planning to do?**

We are redeveloping the current qualifications and a direct replacement will be available in February, so we will withdraw the current suite from 28 February 2015.

#### **Why?**

As a result of your feedback, we want to improve our Employability offer. The new suite will offer units that are clearer and more concise, using language that is relevant to the end user. We will achieve this by working closely with centres and employers to produce an improved qualification. We will be providing new resources and surrounding support to help you to deliver these qualifications and to improve engagement of your learners.

#### **When will this happen?**

The new suite will be available from February 2015.

The withdrawal date for the 2013 suite will be 28 February 2015.

For all learners already on programme (registered on the ILR) the final certification dates are:

Entry Level and Level 1 – 28 February 2016

Level 2 – 28 February 2017

#### **How does this impact on centres?**

We want to ensure that the impact on our centres is minimal. However, we understand you may have some questions:

#### **Entries and funding**

We recommend that you use up any entries that you have purchased prior to 28 February 2015 and do not buy extra entries.

# NOTICE TO CENTRES *continued*

## Unnamed entries

- If you have already purchased entries and your learners are registered on programme (on the ILR) prior to 28 February 2015, then the impact will be minimal, as your learners will continue to be funded to the planned end date. All certification claims must be received prior to the last certification dates (which are: Entry Level and Level 1 – 28 February 2016, Level 2 – 28 February 2017).
- If you have purchased entries that are **unused** by the 28 February 2015, you can transfer these. Once you have made entries for the new qualification we will credit you for any unused entries for the 2013 qualification. You have up to the 28 February 2015 to use this option. We will provide further details on this process in our next communication in November.

## Named entries

- If you have purchased named entries and your learners are registered on programme, then you can continue as normal, your learners will continue to be funded to their planned end date. All certification claims must be received prior to the last certification dates (which are: Entry Level and Level 1 – 28 February 2016, Level 2 – 28 February 2017).
- If you have purchased named entries but have not started on the programme and you wish to transfer to the new suite, then we can transfer named entries without you having to make new entries. Full guidance on how to transfer entries will be provided in our next communication in November.

## Learners already engaged in learning/evidence gathering

If your learners are part-way through their learning on the current Employability suite, but you do not wish to continue and certificate on this suite and you prefer to transfer to the new suite, then we will map assessment criteria to the new specification.

## How will OCR support us?

Our commitment to you and your learners is to ensure continuity in the following ways:

- We will transfer your approvals to the new qualifications automatically
- We will transfer any unused entries on request, by refunding unused entry fees against purchase of entries for the new qualifications
- We will map assessment criteria from the current 2013 suite to the new suite: if candidates are already on programme but still wish to transfer to the new suite.

## What are the next steps?

In November we will contact you by telephone as a follow up to this letter. We will also make draft units available on our website, as soon as possible, in order to inform you of proposed content. In addition, we will confirm arrangements for transferring to the new qualification at this time.

We would like to consult with you in order to gather as much feedback as possible. Therefore, it would be helpful if you could complete this survey (you can also indicate your desire to be involved further here):

<https://www.surveymonkey.com/s/Employability14>

In the meantime, if you have any questions, please call our Customer Contact Centre on 02476 851509.