

NOTICE TO CENTRES

FAO: Exams Officers/Heads of Department

Date: April 2014

Subject: OCR Admin Guide and Entry Codes: Cambridge Employability

UPDATED VERSION NOW AVAILABLE

We have updated the following pages of the *OCR Admin Guide and Entry Codes: Cambridge Employability 2014/15*

Version number	Section	Page number	Details of change	Date changed
1.2	1, 5, 8	3, 14, 18, 21, 27–30	Added details of new suite of qualifications.	31/3/15

The online version is up to date and available from www.ocr.org.uk/admin-guides. Updated versions of the individual pages are also provided below if you wish to insert them into your hard copy Admin Guide.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.

1.2 Qualification structure

Employability Skills qualifications are available at Entry Level, Level 1 and 2.

The following new Employability Skills qualifications consist of the following guided learning hours and credits:

Level	Entry code	Qualification title	Total guided learning hours (glh)	Total minimum credits required
Entry 3	10399	OCR Entry Level Award in Employability Skills	75	9
	10400	OCR Entry Level Certificate in Employability Skills	125	15
Level 1	10401	OCR Level 1 Award in Employability Skills	75	9
	10402	OCR Level 1 Certificate in Employability Skills	125	15
Level 2	10403	OCR Level 2 Award in Employability Skills	75	9
	10404	OCR Level 2 Certificate in Employability Skills	125	15

The following Employability Skills qualifications are available for certification only.

Level	Entry code	Qualification title	Total guided learning hours (glh)	Total minimum credits required
Entry 3	10345	OCR Entry Level Award in Employability Skills	75	9
	10346	OCR Entry Level Certificate in Employability Skills	125	15
Level 1	10347	OCR Level 1 Award in Employability Skills	75	9
	10348	OCR Level 1 Certificate in Employability Skills	125	15
Level 2	10349	OCR Level 2 Award in Employability Skills	75	9
	10350	OCR Level 2 Certificate in Employability Skills	125	15

The following Employability Skills qualifications are available for certification only. For information on guided learning hours, broken down by unit, please download the centre handbook on the qualification pages of the [OCR website](#).

Level	Entry code	Qualification title	Total minimum credits required
Level 2	10180	OCR Level 2 Award in Employability Skills	9
	00019	OCR Level 2 Certificate in Employability Skills	15

1.3 Changes to this *Admin Guide*

All qualifications within this *Guide* have an accreditation period assigned to them, which means that they have a start date and an end date. We publish a monthly guide to our vocational qualifications which are approaching last entry or last certification date within the next six months. It is important that centres check this document regularly for updates. The guide can be downloaded from the [OCR website](#).

5 Assessment Arrangements

Employability Skills qualifications are on-demand, portfolio-based qualifications, which can take place at any time at a centre's request. These qualifications are internally assessed by centre staff. The candidate work is then sent by post, email or via the OCR MAPS e-portfolio (for qualifications 10399–10404 and 10345–10350) to be externally moderated by an OCR examiner-moderator.

5.1 Assessment

Achievement at unit level is Pass or Fail. Assessment can take place at any time and OCR does not specify the mode by which learners are assessed. However, it is suggested that observation, witness testimony, peer review, self-reflection, written evidence, digitally recorded evidence, and outcome of a practical activity are all valid methods depending on the associated assessment criteria.

Further information about the assessment for each qualification can be found in the centre handbook, which can be downloaded from the Employability Skills qualification pages of the [OCR website](#).

MAPS e-portfolio

MAPS is an online e-portfolio system that can be used to carry out the whole assessment and moderation process. For Employability Skills the use of MAPS is available for qualifications 10399–10404 and 10345–10350 (see [Section 8](#)) and it is optional **not** mandatory. However, we believe MAPS provides many benefits, so we will automatically setup your centre in MAPS when you make an entry for one of these qualifications. If your centre **does not** want to use MAPS for Employability Skills, please let us know by visiting the 'Centre preferences' page in Interchange and completing the opt-out.

Further information about the use of the MAPS e-portfolio can be found in the centre handbook, which can be downloaded from the Employability Skills qualification pages of the [OCR website](#).

5.2 Certification claims

Once the assessment is complete, you need to make a claim in order to obtain the certification.

Certification claims should be made via Interchange, unless you are using the MAPS e-portfolio and have made unnamed entries (see [Section 5.4](#)). If you are using MAPS and have made named entries, you will need to create the claim within Interchange and enter the claim number within MAPS (see [Section 5.4](#))

After the claim is made, centre-assessed work is then submitted to the OCR examiner-moderator for moderation so that OCR may sample it, in order to ensure that standards are being met (see [Section 5.5](#)).

There are no specific deadlines for making certification claims; however, it is important only to make claims when you are confident that the requirements for the unit have been met. Under no circumstances must claims be submitted unless, in the final opinion of the centre, the work meets the requirements for certification.

5.4 Submitting an online claim via MAPS e-portfolio

If you are using MAPS for the assessment process for qualifications 10399–10404 and 10345–10350, you can also submit the work electronically to OCR for moderation. However you should **only** submit work for moderation once it has been marked, using the evidence checklist (e-checklist) or the Red Pen Tool in MAPS to confirm it meets all of the assessment criteria required by the unit/s being submitted.

When you are ready to submit work for moderation in MAPS you will need to make a claim. Each claim has a unique number that links the claim in Interchange with the work submitted in MAPS so both **must** contain the same combination of candidates and unit/s. In MAPS unit/s can only be submitted for the same level at the same time, e.g. for Level 2 or Level 3, but not both. Therefore, any claim created in Interchange should also be for unit/s at the same level only.

There are two options for creating the claim:

- If you want to use **unnamed** unit or qualification entries, the claim can be completed directly from MAPS.
- If you want to use **named** unit or qualification entries, the claim has to be completed in Interchange first before submitting the work in MAPS.

Once you are ready to make a claim, within MAPS, you need to select the candidates with work ready to submit, and choose whether you want to use named or unnamed entries. You then need to complete the following steps:

Submitting a claim using unnamed entries:

- If you select unnamed entries, MAPS will show the number of unnamed entries available on Interchange. Where there are sufficient entries available, a 'select' button is available in MAPS. (Where there are insufficient entries available, a red cross is displayed and you will need to make additional unnamed entries in Interchange first before proceeding – see [Section 3.7](#)).
- Click 'select' for the unnamed entries you want to use. The unit and candidate details are automatically sent to Interchange. The claim number is then created within Interchange and appears within MAPS.
- You will be asked to complete the declaration, enter your password and submit the candidate work in MAPS (see [Section 5.5](#)).

Submitting a claim using named entries:

- If you select named entries, you need to follow the steps in [Section 5.3](#) to create your claim within Interchange.
- You then need to submit the candidate work in MAPS, using the claim number from Interchange (See [Section 5.5](#)). It is important that if you are using named entries, the work is submitted in MAPS **immediately after** the claim has been created in Interchange, and that the entries and claims contain the same combination of candidates and unit/s.

For detailed guidance, see the MAPS 3 manuals and the OCR help videos within the 'Help' section on MAPS.

8 Entry Codes

This section contains the qualification entry information for OCR's Employability Skills qualifications.

Employability Skills (QCF) new suite

Entry code	Qualification title	Credit value	Assessment	Qualification number
10399	OCR Entry Level Award in Employability Skills (Entry 3)	9 credits	9 credits	601/5339/8
10401	OCR Level 1 Award in Employability Skills	9 credits	9 credits	601/5341/6
10403	OCR Level 2 Award in Employability Skills	9 credits	9 credits	601/5343/X

These qualifications replace 10345, 10347 and 10349.

These qualifications consist of Units 1–18, from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought (e.g. 2 units at Level 1 and 1 unit at Entry Level 3 enables certification at Level 1).

The units in the old suite (10345, 10347 and 10349) are equivalent to the units in the new Employability Skills suite; however, centres need to make an entry for at least one unit from the new Employability Skills suite to be able to claim the full Award.

Barred combinations for achievement of the full qualification:

- One of Unit 1, 9 or 14 **or** One of Unit 1, 9 or 14 from 10345, 10347 and 10349
- One of Unit 2, 10 or 15 **or** One of Unit 2, 10 or 15 from 10345, 10347 and 10349
- One of Unit 3, 11 or 16 **or** One of Unit 3, 11 or 16 from 10345, 10347 and 10349
- One of Unit 5, 12 or 17 **or** One of Unit 5, 12 or 17 from 10345, 10347 and 10349
- One of Unit 7, 13 or 18 **or** One of Unit 13 or 18 from 10345, 10347 and 10349.

10400	OCR Entry Level Certificate in Employability Skills (Entry 3)	15 credits	15 credits	601/5340/4
10402	OCR Level 1 Certificate in Employability Skills	15 credits	15 credits	601/5342/8
10404	OCR Level 2 Certificate in Employability Skills	15 credits	15 credits	601/5344/1

These qualifications replace 10346, 10348 and 10350.

These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought (e.g. 3 units at Level 1 and 2 units at Entry Level 3 enables certification at Level 1).

The units in the old suite (10345, 10347 and 10349) are equivalent to the units in the new Employability Skills suite; however, centres need to make an entry for at least one unit from the new Employability Skills suite to be able to claim the full Certificate.

Barred combinations for achievement of the full qualification:

- One of Unit 1, 9 or 14 **or** One of Unit 1, 9 or 14 from 10346, 10348 and 10350
- One of Unit 2, 10 or 15 **or** One of Unit 2, 10 or 15 from 10346, 10348 and 10350
- One of Unit 3, 11 or 16 **or** One of Unit 3, 11 or 16 from 10346, 10348 and 10350
- One of Unit 5, 12 or 17 **or** One of Unit 5, 12 or 17 from 10346, 10348 and 10350
- One of Unit 7, 13 or 18 **or** One of Unit 13 or 18 from 10346, 10348 and 10350.

Key to assessment

M = Moderated assessment criteria/tasks

P = e-Portfolio

Entry code	Qualification title	Credit value	Assessment	Qualification number
Entry Level 3 Group				
Unit 1	Assess myself for work (Entry Level)	3 credits	M, P*	R/506/8967
Unit 2	Learn about managing money (Entry Level)	3 credits	M, P*	Y/506/8968
Unit 3	Prepare for and learn from a job interview (Entry Level)	3 credits	M, P*	D/506/8969
Unit 4	Know how to complete a job search (Entry Level)	3 credits	M, P*	R/506/8970
Unit 5	Provide personal information for employers (Entry Level)	3 credits	M, P*	Y/506/8971
Unit 6	Know about health and safety in the workplace (Entry Level)	3 credits	M, P*	D/506/8972
Unit 7	Identify goals for a work placement and complete work related tasks (Entry Level)	3 credits	M, P*	H/506/8973
Level 1 Group				
Unit 8	Understand how to complete a job search (Level 1)	3 credits	M, P*	K/506/8974
Unit 9	Assess myself for a job (Level 1)	3 credits	M, P*	M/506/8975
Unit 10	Learn how to manage money (Level 1)	3 credits	M, P*	T/506/9609
Unit 11	Plan for and learn from a job interview (Level 1)	3 credits	M, P*	A/506/8977
Unit 12	Present personal information to employers (Level 1)	3 credits	M, P*	F/506/8978
Unit 13	Prepare for and learn from a work placement (Level 1)	3 credits	M, P*	J/506/8979
Level 2 Group				
Unit 14	Assess myself for a career (Level 2)	3 credits	M, P*	A/506/8980
Unit 15	Understand how to manage money (Level 2)	3 credits	M, P*	F/506/8981
Unit 16	Plan for and reflect on a job interview (Level 2)	3 credits	M, P*	J/506/8982
Unit 17	Adapt personal information for employers (Level 2)	3 credits	M, P*	L/506/8983
Unit 18	Plan for and reflect on a work placement (Level 2)	3 credits	M, P*	R/506/8984
* The use of the e-Portfolio (MAPS) is available for these units, but centres can opt out (see Section 5.1).				

Key to assessment

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Employability Skills (QCF) certification only

Entry code	Qualification title	Credit value	Assessment	Qualification number
10345	◊ OCR Entry Level Award in Employability Skills (Entry 3)		9 credits	601/0668/2
10347	◊ OCR Level 1 Award in Employability Skills		9 credits	601/0670/0
10349	◊ OCR Level 2 Award in Employability Skills		9 credits	601/0672/4
<p>◊ Certification only: last certification date for Entry Level and Level 1 is 29 February 2016 and last certification date for Level 2 is 28 February 2017.</p> <p>These qualifications replace 10178, 10179 and 10180.</p> <p>These qualifications consist of Units 1–18, from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought (e.g. 2 units at Level 1 and 1 unit at Entry Level 3 enables certification at Level 1).</p> <p>Barred combinations for achievement of the full qualification:</p> <ul style="list-style-type: none"> • One of Unit 1, 9 or 14 • One of Unit 2, 10 or 15 • One of Unit 3, 11 or 16 • One of Unit 5, 12 or 17 • One of Unit 13 or 18. 				
10346	◊ OCR Entry Level Certificate in Employability Skills (Entry 3)		15 credits	601/0669/4
10348	◊ OCR Level 1 Certificate in Employability Skills		15 credits	601/0671/2
10350	◊ OCR Level 2 Certificate in Employability Skills		15 credits	601/0673/6
<p>◊ Certification only: last certification date for Entry Level and Level 1 is 29 February 2016 and last certification date for Level 2 is 28 February 2017.</p> <p>These qualifications replace 00017, 00018 and 00019.</p> <p>These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought (e.g. 3 units at Level 1 and 2 units at Entry Level 3 enables certification at Level 1).</p> <p>Barred combinations for achievement of the full qualification:</p> <ul style="list-style-type: none"> • One of Unit 1, 9 or 14 • One of Unit 2, 10 or 15 • One of Unit 3, 11 or 16 • One of Unit 5, 12 or 17 • One of Unit 13 or 18. 				
Entry Level 3 Group				
Unit 1	Assessing myself for work (Entry Level)	3 credits	M, P*	L/505/4047
Unit 2	Learning to be financially aware (Entry Level)	3 credits	M, P*	D/505/3842
Unit 3	Preparing for and learning from a job interview (Entry Level)	3 credits	M, P*	R/505/4048
Unit 4	Researching and selecting a job opportunity (Entry Level)	3 credits	M, P*	F/505/4207
Unit 5	Providing personal information for working life (Entry Level)	3 credits	M, P*	Y/505/4049
Unit 6	Understanding health and safety in the workplace (Entry Level)	3 credits	M, P*	L/505/4050

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Entry code	Qualification title	Credit value	Assessment	Qualification number
	Level)			
Unit 7	Understanding workplace values and practices (Entry Level)	3 credits	M, P*	R/505/4051
Level 1 Group				
Unit 8	Preparing for and learning from a job search (Level 1)	3 credits	M, P*	Y/505/4052
Unit 9	Assessing myself for a job (Level 1)	3 credits	M, P*	D/505/4053
Unit 10	Learning to be financially capable (Level 1)	3 credits	M, P*	M/505/3845
Unit 11	Planning for and learning from a job interview (Level 1)	3 credits	M, P*	K/505/4055
Unit 12	Providing personal information for the workplace (Level 1)	3 credits	M, P*	T/505/4057
Unit 13	Preparing for and learning from a work placement (Level 1)	3 credits	M, P*	Y/505/4083
Level 2 Group				
Unit 14	Assessing myself for a career (Level 2)	3 credits	M, P*	L/505/4095
Unit 15	Learning to manage finance (Level 2)	3 credits	M, P*	A/505/3847
Unit 16	Planning for and reflecting on a job interview (Level 2)	3 credits	M, P*	Y/505/4097
Unit 17	Presenting personal information for the workplace (Level 2)	3 credits	M, P*	D/505/4098
Unit 18	Planning for and reflecting on a work placement (Level 2)	3 credits	M, P*	L/505/4100
* The use of the e-Portfolio (MAPS) is available for these units, but centres can opt-out (see Section 5.1).				
10180	◊ OCR Level 2 Award in Employability Skills		9 credits	501/1064/0
◊ Certification only: last certification is 31 December 2015. These qualifications consist of Units 1–18 (excluding Unit 6), from which 3 must be chosen for a full award. Of those 3, 2 must be from the level at which certification is sought. Barred combinations for achievement of full qualification: <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. 				
00019	◊ OCR Level 2 Certificate in Employability Skills		15 credits	500/6056/9
◊ Certification only: last certification date is 31 December 2015. These qualifications consist of Units 1–18, from which 5 must be chosen for a full certificate. Of those 5, 3 must be from the level at which certification is sought. Barred combinations for achievement of the full qualification: <ul style="list-style-type: none"> Units with the same title at different levels cannot be combined. 				
Unit 1	Assessing myself for work (Entry 3)	3 credits	M	R/502/1292
Unit 2	Learning to be financially capable (Entry 3)	3 credits	M	Y/502/1293
Unit 3	Preparing for and learning from interviews (Entry 3)	3 credits	M	T/502/1298
Unit 4	Learning about the range of opportunities in work (Entry 3)	3 credits	M	A/502/1299
Unit 5	Presenting personal information effectively (Entry 3)	3 credits	M	H/502/1300
Unit 6	Carrying out and learning from practical tasks set in a work context (Entry 3)	3 credits	M	K/502/1301

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