

Essential Skills Wales in: Application of Number, Communication, ICT

Entry level 1, 2, 3 Level 1 Level 2 Level 3

04091 – 04096/04448 – 04450/04491 – 04493

What are Essential Skills Wales?

Essential Skills Wales are the replacement for Key and Basic Skills in Wales. The Essential Skills Wales standards provide a single ladder of progression from Entry level 1 to level 4 in the skills of Application of Number, Communication and ICT, the standards can be downloaded from the DfES website.

Introduction

The OCR Essential Skills Wales qualifications are available from Entry level 1 to level 3. These qualifications are appropriate for a variety of candidates at all levels and apply to all programmes, ages, abilities and contexts. The process underpinning all Essential Skills Wales qualifications is plan; do; reflect and review.

Key features of the qualifications

- Equip learners with skills that underpin their learning, life and work
- No entry requirements; candidates can be entered at any level
- Single unit qualifications for each skill area and level
- Candidate evidence is centre assessed and OCR moderated
- OCR documentation provided to support assessment
- Certificates can be claimed at any time

Target market

Essential Skills Wales are suitable for both young people and mature learners engaged in a variety of full or part-time learning programmes. They are ideally suited to those learners who wish to gain accreditation for their achievement in a range of practical skills used in every day life. These qualifications are a requirement for those learners undertaking the Welsh Baccaulaureate or an Apprenticeship framework.

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Qualification structure and codes

These qualifications meet the requirements of the Essential Skills Wales skill standards at the relevant level. They are all single unit qualifications, assessed as pass or fail.

Qualification title and level	OCR code	Qualification number	Number of units
OCR Essential Skills Wales in Application of Number			
Entry level 1	04091	600/1126/9	1
Entry level 2	04092	600/1127/0	1
Entry level 3	04093	600/1128/2	1
Level 1	04491	500/7967/0	1
Level 2	04491	500/7968/2	1
Level 3	04491	500/7969/4	1
OCR Essential Skills Wales in Communication			
Entry level 1	04094	600/1129/4	1
Entry level 2	04095	600/1130/0	1
Entry level 3	04096	600/1131/2	1
Level 1	04492	500/7962/2	1
Level 2	04492	500/7963/3	1
Level 3	04492	500/7970/0	1
OCR Essential Skills Wales in Information and Communication Technology			
Entry level 1	04448	600/1132/4	1
Entry level 2	04449	600/1153/1	1
Entry level 3	04450	600/1133/6	1
Level 1	04493	500/7964/5	1
Level 2	04493	500/7965/7	1
Level 3	04493	500/7966/9	1

Assessment

Guidance on the assessment and moderation of these qualifications is provided in the OCR Essential Skills Wales Centre Handbooks, these can be downloaded from the OCR website.

The OCR Essential Skills Wales Entry level qualifications and level 1 – 3 qualifications have different methods of assessment and moderation as summarised below.

Entry level:

At Entry level the OCR Essential Skills Wales qualifications are assessed by OCR set tasks that are available on demand. The context of the tasks can be changed by the centre to reflect their learners' needs and interests. Candidates can take the assessment at any time. The candidate's work is assessed by centre staff and sent by post to an OCR moderator for moderation.

Levels 1 – 3:

At levels 1, 2 and 3 candidates are required to build a portfolio of evidence that meets the standards at the level they are undertaking. OCR portfolio recording documents are provided in the medium of English and Welsh for each skill area. The portfolio is assessed and internally standardised by centre staff. The centre assessment and procedures are moderated by an OCR visiting moderator. When centres have had two successful moderation visits they will be entitled to claim Accredited Centre Status (ACS) which will enable them to claim certification at any time.

Certification

Certification claims can be made at any time via the OCR e-claims system. Certificates will be issued following successful OCR moderation of centre assessment.

Administration

Guidance on centre approval, entries and how to claim certificates is provided in the Administration Guide for Essential Skills Wales which can be downloaded from the OCR website.

Qualification support

The OCR website, www.ocr.org.uk, contains an area dedicated to these qualifications. The following supporting documents can be downloaded from Essential Skills Wales webpages: centre handbooks, subject specific recording documents, Entry level sample assessment material, Admin Guide for Essential Skills Wales. There is also a webpage link to DfES Essential Skills Wales standards.

OCR centres that are approved to deliver Essential Skills Wales qualifications can request an advisory visit which will be facilitated by an OCR moderator who will be able to provide advice and guidance.

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **024 76 496398** or visit the OCR Eventbooker webpage. If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR on **02920 537810** or at EssentialSkillsWales@ocr.org.uk

What to do next?

If your centre has already got approval to deliver OCR Key Skills and/or Basic Skills qualifications, it will be automatically approved to deliver OCR Essential Skills Wales qualifications. If your centre does not already have approval to offer these qualifications, please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

Please note these qualifications are only available to centres in Wales.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential learners and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the learners and a smooth running centre operation.

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our Admin Guide for Essential Skills Wales. Our Fees List contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website www.ocr.org.uk

www.ocr.org.uk
OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

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N228/1108