



## Vocational Qualifications (QCF, NVQ, NQF)

### Employability Skills

Entry Level 3 Award - **10399** (from 2015)

Entry Level 3 Certificate - **10400** (from 2015)

Level 1 Award - **10401** (from 2015)

Level 1 Certificate - **10402** (from 2015)

Level 2 Award - **10403** (from 2015)

Level 2 Certificate - **10404** (from 2015)

### OCR Report to Centres September 2015

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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# Entry Level 3, Level 1 and Level 2 Employability Skills - 10399-10404

## Overview:

The new Employability Skills suite was launched in March 2015 and has been welcomed by Centres as fit for purpose and appropriate for each level of candidates. Supporting Evidence Booklets are also well received as they provide a sound structure for learners and assessors to follow whilst meeting the requirements.

Early submissions suggest that assessment decisions are generally consistent with the demands of the qualifications and where additional evidence or amendments are necessary they are often because of an oversight or a misinterpretation of the requirements – usually corrected without too much difficulty. Candidates are therefore achieving the qualifications and developing meaningful employability skills.

Centres are advised to use the OCR Evidence Booklets in conjunction with the relevant Evidence Requirements for Centre Assessors to reduce the occasions where work is being returned by the External Moderator as incomplete or requiring amendments to satisfy the Assessment Criteria.

Internal Quality Assurers have provided good support to Centre Assessors and can help further by checking that all sections/tasks in the Evidence Booklets have been completed in full and that the candidate responses address the criteria as indicated in the Evidence Requirements for Centre Assessors.

IQAs can also check that there are signatures at the front of each Evidence Booklet – dated correctly – and that there is a Submission Cover Sheet for each candidate.

Candidate work should not be submitted if any evidence is incomplete. Each task in Evidence Booklets should be ticked or annotated by the assessor to confirm that assessment has taken place.

## General Comments

### Rules of Combination

For each level candidates must select the majority of units from the level they are being entered for. For example for a Level 1 Certificate - where 5 units are required – the candidate must choose three units at Level 1, although the remaining two units can be at any level – as long as they are not 'barred' for being too similar.

### Entry 3

There are seven Entry 3 units with units 1 and 3 being the most popular to date. Entry 3 Evidence Booklet tasks often only require brief responses and it should be noted that at this level the candidates should not be penalised for incorrect spelling, punctuation or grammar as long as the meaning is clear. There is no need for learners to write in sentences. The exception is when candidates complete application forms, CVs or covering letters. It is expected that candidates will carefully proof read, use spell and grammar checks and seek help to improve the presentation of these documents.

## **Level 1**

There are six Level 1 units. These units are more demanding than those Entry 3 units with similar titles. There is no Health & Safety unit at Level 1, although unit 6 can be used towards an Award or Certificate at Level 1 under the Rules of Combination.

## **Level 2**

There are five Level 2 units. These units are more demanding than those Level 1 units with similar titles. There is no Health & Safety unit or Job Search unit at Level 2 although units from other levels can be used towards an Award or Certificate at Level 2 under the Rules of Combination. Candidates have been less successful meeting Level 2 standards than Entry 3 or Level 1. This may be a consequence of learners being entered who have not yet developed Level 2 skills.

### **Comments on Individual Units**

Common errors/reasons for claims being withdrawn are listed below:

#### **Unit 1**

AC 4.1 The plan must include a start date and target date/s. ‘Ongoing’ is not acceptable as a target date.

#### **Unit 2**

AC 2.3 Candidates must calculate the difference between income and expenditure and state whether they ‘have enough money to cover outgoings’.

#### **Unit 3**

AC 1.1 Candidates must identify the day/date the interview will take place and the time the interview will take place.

#### **Unit 8**

AC 4.1 Candidates must enter the job title, some details about the job and the source used to find the job.

#### **Unit 9**

AC 4.1 Candidates must show the date of the action plan as well as Target and Review dates.

#### **Unit 10**

AC 1.2 Candidates must identify four key terms found on a wage slip and four key terms found on a bank statement

#### **Unit 11**

AC 1.1 Candidates must state the day/date the interview will take place and the time of the interview. For Task 2 (AC 2.1, 2.2, 2.3) the working arrangements must be completed in full – in the Evidence Booklet candidates need to delete as appropriate and state the working hours at the top of page 6.

#### **Unit 14**

AC 4.1 Candidates must plan to develop specific skills or personal attributes for their chosen career – not generic skills or personal attributes.

#### **Unit 15**

AC 3.2 Candidates must explain two problems that debt can cause for an individual and two problems that debt can cause for a family.

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For all units

Ensure that Witness Statements are dated and signed. Ensure all sections of witness statements are completed or ticked appropriately.

Ensure Action Plans have start dates, target dates and where required review dates.

**Sector Update**

There are many useful resources available to Centres in the Employability Skills section of the OCR website. Resources include tutor support, resource links, delivery guides and lesson elements.

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