



Vocational Qualifications (QCF, NVQ, NQF)

Employability Skills

Entry Level 3 Award - **10399**

Entry Level 3 Certificate - **10400**

Level 1 Award - **10401**

Level 1 Certificate - **10402**

Level 2 Award - **10403**

Level 2 Certificate - **10404**

OCR Report to Centres September 2017

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

1. Overview:

OCR has withdrawn this qualification. For further information follow the link:

<http://www.ocr.org.uk/qualifications/vocational-qualifications-gcf-employability-skills-entry-level-3-award-10399-from-2015/>

Candidate entries purchased up to the end of December 2016 can be used for claims up to the end of December 2017.

Centres have confirmed that the current Employability Skills suite is fit for purpose and relevant for each level of learners. Evidence Booklets that support these qualifications are structured appropriately to support the development of learners and provide a record of their achievements.

Assessor decisions are broadly in line with the evidence requirements of each unit leading to only a small number where additional evidence or amendments are necessary. In the main, learners have achieved the qualifications and developed meaningful employability skills.

Centres that use the OCR Evidence Booklets in conjunction with the relevant Mark Schemes reduce the occasions where work is being returned by the External Moderator as incomplete or requiring amendments. Evidence booklets are completed electronically or paper based.

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

2. General Comments

Rules of Combination

For each level learners 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 learner 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. Entry 3 Evidence Booklet tasks often only require brief responses and it should be noted that at this level the learners 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 learners complete application forms, CVs or covering letters. It is expected that learners 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.

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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. Learners have been less successful meeting Level 2 standards than Entry 3 or Level 1. This may be as a consequence of learners being entered who haven't yet developed Level 2 skills.

3. Comments on Individual Units**Unit 3**

Learners should be encouraged to identify all relevant information when preparing for an interview. The location of the interview with both the time and date of attendance is the minimum required. Tasks should be as realistic as possible. For example where a learner has identified the hourly rate, it makes little sense if, for Task 3, a 'question that you could ask at interview' is 'What is the hourly rate?'

Unit 5

Please reward learners who show evidence of 'gathering feedback on strengths and areas for improvement' as per the assessment criterion.

Unit 9

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

Unit 10

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

Unit 14

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

Unit 15

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

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.

4. 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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