

Candidates working on 9295

Q1. Can I still register candidates for 9295?

The closing date for registrations for 9295 is 31 December 2006. Please remember to allow time for processing registrations. Last date for certification is 31 December 2008.

Q2. I have candidates registered on 9295. Can they still sit the external assessment for Unit 001 after December 2006?

Yes, there are two windows of opportunity for external testing in 2007 (January and March). Dates are posted on the City and Guilds website.

Main differences between 9295 and 9297

Q3. Is unit 001 still externally marked?

9297 has no externally marked units. Unit 001 of 9297 is marked internally by an Independent Assessor using the City and Guilds mark scheme

Q4. My centre just offered 9295 unit 001, what do we offer now?

The level 2 Award in Literacy, Language, Numeracy and ICT Awareness. A generic unit 001 and a choice of unit (002 Skills check and signposting, 003 Inclusive approaches to providing information or 004 Supporting and promoting a responsive service), depending on the role of the candidate, replace unit 001 of 9295.

Q5. Why are there two different qualifications?

The level 2 Award in Literacy, Language, Numeracy and ICT Awareness replaces Unit 001 in the old scheme. Two units are required. This pathway is for candidates who do not wish to support learners.

The Level 2 Certificate in Learning Support replaces the full 9295. Four units are required for the full Level 2 Certificate.

Q6. Is there still a requirement for a placement?

Candidates for the full Level 2 in Learning Support complete a placement in whichever option they choose: Literacy, Numeracy or ESOL. Candidates choosing to take two options must complete a placement for each option. The placement journal is now mandatory.

Q7. Are there any differences to the option units: Literacy, Numeracy and ESOL?

The coverage of these units is the same as for 9295 although there have been small changes in the handbook for clarity. Some of the example assessment activities have been changed, however, as these are only examples, centres can continue to use the assessments from 9295 for these units.

Requirements for 9297

Q8. How do I become a centre for 9297?

Centres currently offering 9295 can submit a fast track application for 9297 providing there have been no changes to staffing, etc and they have sufficient assessors to meet the additional requirement for an Independent Assessor. If there are any changes, these should be notified on an APU.

Centres who did not offer 9295 will need to submit a full Qualification Approval form (QAP) .

Q9. Who can be an Independent Assessor?

The Independent Assessor is a member of the course team who has not been involved in the delivery of Unit 001. This assessor must meet the recommendations for staffing as stated in the Handbook.

Q10. Do assessors and internal verifiers need D units or A units?

No. Assessor and verifier units are not required for this scheme, however good practice should mirror many of the requirements of these units.

Q11. What documentation do I need?

All the assessment materials including the externally set internally marked assignment for Unit 001 and the Personal Development Journal for Unit 005 are available on a CD which will be sent to all approved 9297 centres.

The scheme handbook is available to download from the City and Guilds website

Support for 9297

Q13. Are there any workshops to introduce the scheme?

City and Guilds are holding workshops for centres in November and December 2006. Dates are published on the website.

Q14. Any other support?

The assignment for Unit 001 and the Personal Development Journal for Unit 005 are on the CD issued to all approved 9297 centres. Examples of assessment tasks for the other units are also included.

Further information and tutor/learner support materials will be available on Smartscreen soon.

The Handbook contains an overview of the content, indicative reading lists and useful website addresses.

Assessment

Q15. How is 9297 assessed?

Unit 001 has an externally set assignment, which is marked internally by the Independent Assessor.

For units 002, 003 and 004, candidates choose whichever unit is relevant to their role and there are example assessment tasks on the CD. These units are internally assessed.

Unit 005 requires candidates to have a placement for a minimum of 8 hours. Candidates complete a mandatory journal

For units 006, 007 and 008, candidates choose whichever unit is relevant to their role and there are example assessments on the CD. These units are internally assessed.

Q16. How do centres obtain copies of the externally set assessment?

A CD will be sent to all approved 9297 centres. The scheme co-ordinator is responsible for maintaining the master copy of the assignment and issuing it to candidates as appropriate.

Q17. Can centres write their own assessment material?

Centres must use the external assignment and mark scheme for Unit 001. The placement journal is mandatory for Unit 005 but can be reproduced with centre logos, etc. Any other changes must be agreed with the EV. The remaining units can be assessed using centre produced assessments as long as these are in line with the assessment examples produced by City and Guilds

Q18. How, and when, should the assignment for Unit 001 be given to candidates?

It is important to remember that the assignment is live assessment material and the scheme coordinator is responsible for ensuring it is held securely. Candidates should only be given the assignment once Unit 001 has been completed and they are judged ready. They must not have advanced sight of the assignment and must hand in all copies once it has been completed.

Q19. How long should candidates spend on the assignment for Unit 001?

The assignment must be carried out under supervised conditions and the maximum time allowance is 1½ hours.

Q20. Are candidates allowed to use dictionaries and notes whilst completing the Unit 001 assignment?

Yes, dictionaries and notes are permitted.

Q21. How can I find out more information about the requirement for supervised conditions for unit 001?

Further information is available on the CD.

Q22. What happens if a candidate does not achieve a pass on the assignment for Unit 001?

The candidate must attempt a second variant of the assignment available from City and Guilds. Both assignments must be available for the external verification visit.