

# Circular S/IF/23/14

April 2014

To: The Principals of Post-primary Schools and Directors of Further and Higher Education and Training Organisations

For circulation to: Examinations Officers and Heads of Department

## CCEA Non-General Qualifications

### Instruction Booklets: April 2014 Uploads

Please note the following Instruction Booklets will be available from Friday 11 April 2014 for download from the support materials tab on the relevant subject microsite on the CCEA website: [www.ccea.org.uk](http://www.ccea.org.uk)

- Non-General Qualifications: Instructions to Teachers/Tutors
- Getting the Quality Right: Centre Guidelines (Direct Claims)
- Instructions to Teachers Conduct of Coursework
- OLA Instructions to Teachers: Conduct of Tests and Moderation Process
- QCF Modern Language: Instructions to Teachers

The following qualifications are covered by the booklets above:

QCF, Certificate of Personal Effectiveness, Essential Skills, Key Skills, Occupational Studies and OLA.

Any amendments made to these booklets post publishing will be uploaded directly onto the CCEA website: [www.ccea.org.uk](http://www.ccea.org.uk). A circular will be issued informing the centre if any new information has been uploaded.

If you have any queries regarding the content of this circular please contact:

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