

Circular S/IF/35/15

September 2015

To: The Principals of Post-Primary Schools and Directors of Training Organisations.

For circulation to: **Skills Co-Ordinators.**

Essential Skills and Wider Key Skills Direct Claims

Important information for all centres delivering Essential Skills and Wider Key Skills Qualifications

Completion and submission of Direct claims Annual Form September 2015

Centres that hold Direct Claims Status for qualifications are reminded that, in order to retain Direct Claims Status, the Direct Claims Annual Form must be submitted to CCEA.

For this year the Annual Form for Direct Claims will be paper based and posted to the Examinations Officer in your centre at the beginning of October 2015.

Submission Date

All centres are required to submit the completed Direct Claims Annual Form signed by the Principal by Friday 23rd October 2015. This can be faxed or posted in the envelope provided.

Please note that failure to complete and submit the Form will result in the withdrawal of any Direct Claims Status held. As a consequence all coursework will be externally moderated.

If you have any queries please contact Janet O'Reilly on Belfast 028 90 261200 Ext 2377.

Reminder

CCEA Northern Ireland Key Skills

The new CCEA NI Key Skills are not included on the list for Direct Claims.

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

Janet O'Reilly at CCEA on: (028) 90 261200 ext: 2377

Email: joreilly@ccea.org.uk

