

Circular S/IF/31/16

August 2016

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

For circulation to: The Head of the Occupational Studies Department and all Teachers of Occupational Studies

ELQ Occupational Studies

During the first scheduled moderation of ELQ Occupational Studies in June 2016, a number of issues arose which are detailed below. These should be addressed for future submissions.

Please ensure when submitting portfolio evidence for moderation that the following are adhered to:

- Individual portfolios of evidence must be submitted by each candidate for EACH unit taken.
- There is no need for a diary.
- Each unit must have a separate AO1. The evidence should not be identical across units.
- Outcomes should be awarded by level and not by a mark.
- All sections of the specification must be covered for a unit award.
- For an overall EL3 unit award, candidates must meet the specification criteria for EL3 in ALL areas of the specification. This also applies to EL2 and EL1 unit awards.
- Photographic evidence should be for individual candidates and must be annotated relating directly to the specification requirements.
- Portfolio structure must be in order of AO1, AO2, and AO3.
- Individual Learner Tracking Grids (see microsite), should be completed and attached to the front of candidate portfolios.

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

Dawn Agnew at CCEA on: (028) 9026 1200 ext: 2445

Email: dagnew@ccea.org.uk

