

Circular (S/IF/03/22)

January 2022

To: Examination Officers

For circulation to: Teachers of Occupational Studies

Occupational Studies Qualifications

Instructions to Teachers – Portfolio Submission

Please note Occupational Studies portfolios submitted for Moderation in the summer 2022 Examination Series should be complete portfolios of work, taking into account any adaptations as detailed in the specification addendums. This applies to all unit entries.

Entry Information

For candidates wishing to receive an Occupational Studies Qualification award in 2022, there is the option of only entering for one of the two units taught, or for entering both units taught.

Unit level awards will still be available and moderated in the normal way.

Units previously awarded at unit level without a cash-in at qualification level (i.e. from January 2020 or earlier) may count towards a cash-in in November 2021 or Summer 2022.

Candidates availing of the unit omission

In this scenario only the unit entered will be moderated. The overall grade awarded will be based on the grade awarded for one unit.

Candidates not availing of the unit omission

If candidates are entered for both units in a pathway then both units will be moderated. Again, the sample submitted for moderation will need to consist of complete portfolios. The final grade awarded will be the higher of either the grade awarded based on one unit or the grade awarded based on both units.

Certification requirements for summer 2022

For those candidates cashing in with one unit entry, CCEA will confirm with centres later in the academic year the second unit taught. This is to ensure it is reflected in final certification in September 2022.

Example

A candidate working towards an award in Business and Services studying Customer Service and Modern Retailing who wishes to avail of the omission for Modern Retailing will enter for the following:

- VYGE (Customer Service unit code)
- V4901 (Business and Services cash-in code)

(VYGK Modern Retailing is delivered but not entered)

A candidate working towards an award in Business and Services studying Customer Service and Modern Retailing who does not wish to avail of any omission will enter for the following:

- VYGE (Customer Service unit code)
- VYGK (Modern Retailing unit code)
- V4901 (Business and Services cash-in code)

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

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