

22 Key Skills

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22 Key Skills

I Registration and Entry

Due to differing regulatory requirements within the UK the accreditation periods of Key Skills for centres in England, Wales and Northern Ireland vary.

Core Key Skills (Application of Number, Communication and ICT)

Centres in England cannot register learners for Core Key Skills after 31 August 2010. Learners should be registered or entered for Functional Skills.

Centres in Wales cannot register learners for Core Key Skills after 31 August 2010. Learners should be registered for Essential Skills.

Centres in Scotland cannot register learners for Core Key Skills after 31 August 2010. Learners should be registered for Core Skills.

We will still accept entries for all Key Skills core units for any students who were registered prior to 01 September 2010.

Centres in Northern Ireland can continue to register and enter learners for Core Key Skills in 2011/2012.

Wider Key Skills (Working With Others, Improving Own Learning and Performance and Problem Solving)

Registrations for Wider Key Skills will be accepted from all centres until 31 August 2012.

For further information please see our website www.edexcel.com or the National Database of Accredited Qualifications www.accreditedqualifications.org.uk.

2 Registration Procedures

For registration deadlines please see section I above.

All candidates **must** be registered before, or at the time of making an entry.

The process of registration is free for Key Skills candidates. Fees for paper-based tests will be charged when test entries are made. Fees for onscreen tests will be charged when the test is taken. Portfolio or proxy fees are charged when claims are made. No charges are made for portfolio and proxy entries.

Candidates must be registered **once only**. To prevent the generation of duplicate registration numbers, centres must ensure that all candidates' details are entered exactly the same as they were upon initial candidate registration with Edexcel.

Please refer to the Vocational Registration section of this Information Manual for instructions on registering your learners.

3 Entry Procedures

The entry methods for paper-based tests are listed below. For onscreen entry procedures please see the Onscreen Testing section of this Information Manual.

3.1 Electronic entry methods

EDI

Centres may make entries via EDI in both EDIFACT and JCQ Formats.

Edexcel Online

All candidates will have to be registered on Key Skills in order to use this facility, however, they can be registered online at the same time as you make your entry.

You can make entries using Edexcel Online by either entering candidates directly online or by attaching an eSAI when uploading your entries.

Successful completion of entries will be confirmed immediately on-screen and this confirmation can also be printed off. We recommend that centres check their entries (using the 'Entry Summary' facility on Edexcel Online) to ensure that all entries on our system reflect those on your centre's records. This can be done by selecting 'Entries', then 'Entries Summary', and selecting the appropriate session.

eSAI

The eSAI is an electronic entry form that can be downloaded from the Key Skills/ALAN homepage, (indicated by the KS/ALAN tab) on Edexcel Online. It may be created using information on your Centre Management Information System (CMIS). It must meet the requirements listed in the eSAI section. This completed eSAI can be uploaded onto Edexcel Online.

For further details on using the eSAI see part 9, 'How to use the eSAI', in this section of the Information Manual.

3.2 Amendments and withdrawing entries

EDI

You can amend your entries via EDI up to the appropriate electronic entry and amendment deadline. Please refer to the EDI section of the Edexcel website for details on how to do this.

Edexcel Online

You can amend your entries via Edexcel Online up to the appropriate electronic entry and amendment deadline. Once this deadline has passed, you will not be able to make any further withdrawals or amendments on Edexcel Online.

3.3 Late entries

Note: Centres should note that late entries are not applicable to Key Skills portfolio or proxy claims.

Once the respective entry and amendment deadline has passed you will not be able to make any further entries, withdrawals or amendments via EDI or Edexcel Online.

If you wish to request additional entries please contact the Edexcel Customer Service team. We will try to accommodate your request, but it may be the case that we are unable to process your late entries.

Any entries made after the entry deadline will be charged at double the test entry fee.

If a candidate has not been entered, but completes a test, then their entry is referred to as a post-examination entry. If Edexcel receive any post-examination entries the entries will be made on behalf of the centre and test results will be processed.

Post-examination entries will be charged triple the test entry fee.

Please also see the Fees Information published on the Edexcel website.

4 Key Skills Test Windows

Key Skills Test Schedule 2011—2012 (September—February)

Test series	Level	Test dates	Electronic entry and amendment deadline*	Receipt of requests for modified papers and special arrangements for tests by	Apply for all access arrangements by	Deadline for applications for special consideration of tests	Level 1 and 2 paper results in centres by**	Deadline for the receipt of Enquiries About Results for Level 1 and 2 tests	Level 1 and 2 certificates in centres from	Level 3 paper results in centres by**	Deadline for the receipt of Enquiries About Results for Level 3 tests	Level 3 certificates in centres from
September 2011	1 & 2 AoN	5 September	12 August 2011	8 July 2011	22 July 2011	7 days after the date of the test	30 September 2011	14 October 2011	21 October 2011	N/A	N/A	N/A
	1 & 2 Com	6 September										
	1 & 2 IT	7 September										
	3 AoN	N/A										
	3 Com	N/A										
October 2011	1 & 2 AoN	3 October	9 September 2011	5 August 2011	19 August 2011	7 days after the date of the test	28 October 2011	11 November 2011	18 November 2011	N/A	N/A	N/A
	1 & 2 Com	4 October										
	1 & 2 IT	5 October										
	3 AoN	N/A										
	3 Com	N/A										
November 2011	1 & 2 AoN	1 November	7 October 2011	2 September 2011	16 September 2011	7 days after the date of the test	25 November 2011	9 December 2011	16 December 2011	N/A	N/A	N/A
	1 & 2 Com	2 November										
	1 & 2 IT	3 November										
	3 AoN	N/A										
	3 Com	N/A										
December 2011	1 & 2 AoN	5 December	11 November 2011	7 October 2011	21 October 2011	7 days after the date of the test	6 January 2012	20 January 2012	27 January 2012	N/A	N/A	N/A
	1 & 2 Com	6 December										
	1 & 2 IT	7 December										
	3 AoN	N/A										
	3 Com	N/A										
January 2012	1 & 2 AoN	4 January	2 December 2011	4 November 2011	18 November 2011	7 days after the date of the test	27 January 2012	10 February 2012	17 February 2012	9 March 2012	23 March 2012	6 April 2012
	1 & 2 Com	5 January										
	1 & 2 IT	6 January										
	3 AoN	N/A										
	3 Com	N/A										
February 2012	1 & 2 AoN	6 February	13 January 2012	9 December 2011	23 December 2011	7 days after the date of the test	2 March 2012	16 March 2012	23 March 2012	N/A	N/A	N/A
	1 & 2 Com	7 February										
	1 & 2 IT	8 February										
	3 AoN	N/A										
	3 Com	N/A										

* The electronic entry and amendment deadline includes all entries submitted via EDI, made on Edexcel Online or on eSAI spreadsheet uploaded via Edexcel Online.

** These results will be available electronically approximately five days earlier than the published deadline (via EDI and Edexcel Online only).

Note: There is no November registration deadline, however all stand alone Key Skills candidates must now be registered at the time of making their first entry. New registrations will only be accepted if part of an Apprenticeship program. Failure to register your candidates at, or before, the entry deadline, is likely to result in a delay or rejection of your entries for that window. If these entries are accepted you will be charged late fees on each unit ordered.

All test windows up to and including July 2012, will have results in time for the required UCAS deadline.

Please photocopy this page to A3 size for your own use.

Key Skills Test Schedule 2012 (March—September)

Test Series	Level	Test dates	Electronic entry and amendment deadline*	Receipt of requests for modified papers and special arrangements for tests by	Apply for all access arrangements by	Deadline for applications for special consideration of tests	Level 1 and 2 paper results in centres by**	Deadline for the receipt of Enquiries About Results for Level 1 and 2 tests	Level 1 and 2 certificates in centres from	Level 3 paper results in centres by**	Deadline for the receipt of Enquiries About Results for Level 3 tests	Level 3 certificates in centres from
March 2012	1 & 2 AoN	5 March	10 February 2012	6 January 2012	20 January 2012	7 days after the date of the test	30 March 2012	13 April 2012	20 April 2012	11 May 2012	25 May 2012	1 June 2012
	1 & 2 Com	6 March										
	1 & 2 IT	7 March										
	3 AoN	5 March										
	3 Com	6 March										
April 2012	1 & 2 AoN	2 April	9 March 2012	3 February 2012	17 February 2012	7 days after the date of the test	27 April 2012	11 May 2012	18 May 2012	N/A	N/A	N/A
	1 & 2 Com	3 April										
	1 & 2 IT	4 April										
	3 AoN	N/A										
	3 Com	N/A										
May 2012	1 & 2 AoN	9 May	13 April 2012	9 March 2012	23 March 2012	7 days after the date of the test	1 June 2012	15 June 2012	22 June 2012	13 July 2012	27 July 2012	3 August 2012
	1 & 2 Com	10 May										
	1 & 2 IT	11 May										
	3 AoN	14 May										
	3 Com	15 May										
June 2012	1 & 2 AoN	16-18 May	11 May 2012	5 April 2012	20 April 2012	7 days after the date of the test	6 July 2012	20 July 2012	27 July 2012	N/A	N/A	N/A
	1 & 2 Com	11 June										
	1 & 2 IT	12 June										
	3 AoN	13 June										
	3 Com	N/A										
July 2012	1 & 2 AoN	2 July	8 June 2012	4 May 2012	18 May 2012	7 days after the date of the test	27 July 2012	10 August 2012	17 August 2012	N/A	N/A	N/A
	1 & 2 Com	3 July										
	1 & 2 IT	4 July										
	3 AoN	N/A										
	3 Com	N/A										
August 2012	1 & 2 AoN	6 August	6 July 2012	8 June 2012	22 June 2012	7 days after the date of the test	31 August 2012	14 September 2012	21 September 2012	N/A	N/A	N/A
	1 & 2 Com	7 August										
	1 & 2 IT	8 August										
	3 AoN	N/A										
	3 Com	N/A										
September 2012	1 & 2 AoN	5 September	10 August 2012	6 July 2012	20 July 2012	7 days after the date of the test	28 September 2012	12 October 2012	19 October 2012	N/A	N/A	N/A
	1 & 2 Com	6 September										
	1 & 2 IT	7 September										
	3 AoN	N/A										
	3 Com	N/A										

* The electronic entry and amendment deadline includes all entries submitted via EDI, made on Edexcel Online or on eSAI spreadsheet uploaded via Edexcel Online.

** These results will be available electronically approximately five days earlier than the published deadline (via EDI and Edexcel Online only).

Note: There is no November registration deadline, however all stand alone Key Skills candidates must now be registered at the time of making their first entry. New registrations will only be accepted if part of an Apprenticeship program. Failure to register your candidates at, or before, the entry deadline, is likely to result in a delay or rejection of your entries for that window. If these entries are accepted you will be charged late fees on each unit ordered.

All test windows up to and including July 2012 will have results in time for the required UCAS deadline.

Please photocopy this page to A3 size for your own use.

5 Key Skills Verification

The process by which candidates' portfolios are re-assessed is through the accreditation system.

Once a centre has been accredited for a particular key skill and level, it will be accorded direct claim status. This will enable centres to claim portfolio results for that skill and level using the instructions outlined in the Key Skills Standards Verification Guidance to Centres, available in the Key Skills section of www.edexcel.com.

Each centre must ensure that a Key Skills Quality Nominee is appointed. Please refer to the Key Skills Standards Verification Guidance to Centres for the roles and responsibilities of the Quality Nominee.

Retention of direct claim status

Centres that have achieved and/or retained direct claim status for any skill/level in 2010/11 will not be required to reapply for direct claim status from 1st October 2011.

Once accredited, accreditation will last until 31 August 2012.

5.1 Portfolio claims

Centres must ensure that all direct claims are for portfolios that have been passed by the internal moderator and approved by the Key Skills Quality Nominee.

Because of the security implications it is extremely important that no claims for results are made without the clearance of the Key Skills Quality Nominee.

Once a centre is accredited for a key skill/level, entries and claims may be made at any time using Edexcel Online. All claims must be preceded by a portfolio entry. For instructions on how to make portfolio claims on Edexcel Online see part 10 of this section of the Information Manual, 'Making Portfolio or Proxy Claims'.

Copies of individual Candidate Statement of Results will not be posted to centres following successful portfolio claims. However, centres may request copies via Edexcel Online, which will be emailed to their Edexcel Online mailbox.

We recommend that centres check their claims - using the 'Results Search' facility on Edexcel Online - to ensure that all claims on our system reflect those on their centre's records. This can be done by selecting 'Results', then 'Search', and selecting the appropriate portfolio session.

5.2 UCAS deadline for portfolio claims

UCAS deadline claims should be made by the dates shown below:

	External moderation to be completed by	Claiming by use of form KSPI	Claiming by Edexcel Online
UCAS deadline claims	4 June 2012	18 June 2012	16 July 2012

5.3 Standards Verifier allocation

A standards verifier will be allocated to your centre for the academic year. This standards verifier will be able to arrange for the approval of your centre to make direct claims.

Centres will generally retain the same external standards verifier as allocated in 2010/11. Where there is a change in standards verifier notification will be sent to centres.

6 Key Skills Proxies

6.1 What are proxy qualifications?

Proxy qualifications are those qualifications that have been agreed to assess the same knowledge and skills as aspects of the Key Skills. Because of this overlap candidates can claim exemption from parts of the Key Skills when they are able to provide proof of achievement of the proxy qualification.

The full list of valid proxy qualifications is available on the QCDA website, www.qcda.gov.uk.

6.2 Proxy claim process

Proxy claims can be made at any time using Edexcel Online. All claims must be preceded by a proxy entry. For instruction on how to make proxy claims on Edexcel Online please see part 10 of this section of the Information Manual, 'Making Portfolio or Proxy Claims'.

Note: Centres are reminded that they are responsible for ensuring that the rules for claiming proxies are adhered to.

Centres should claim at the end of the Key Skills programme to ensure that they are following the three-year rule:

- the candidate has claimed/is also claiming the relevant key skills portfolio
- where the candidate is claiming a test and portfolio as a proxy, centres must ensure that this is within the three-year period
- where the candidate is claiming towards the end of the programme (eg claiming a proxy in March and awaiting to submit a portfolio in June), centres must ensure that the three-year period expires after June.

Once a proxy claim has been made for a candidate no further withdrawals or amendments will be permitted.

6.3 Apprenticeship candidates

Candidates for Apprenticeships who wish to claim 'relaxation' should read the details of the 'relaxation ruling' which can be found in 'Key Skills Policy and Practice — Your questions answered', which can be downloaded from www.qcda.gov.uk.

6.4 Proxy audit requirements

All evidence used to support proxy claims must be logged so that, on request from the Skills for Life team, centres will be able to provide accurate details in order to complete the audit. A sample of proxy claims made over the year will be sent to centres and the latter will be required to provide details of the evidence which supports the claims listed. The information which should be logged is:

Required

- Qualification used to claim proxy (eg GCSE English Literature)
- Grade achieved (eg A)
- Date achieved (eg when the GCSE was certificated: 31/08/11)
- Candidate's name

Recommended

- Key Skills registration number (eg U123456)
- Proxy claimed (eg Communication, Level 2)

Centres should note that Key Skills test/portfolio achievements cannot be used to claim a proxy when the Key Skills test/portfolio was achieved through another awarding body, as these do not appear on the QCDA proxy list.

In this situation the appropriate course of action is to send in copies of each candidate's achievements to our Service Operations team who will transfer the result over to Edexcel.

Note: Failure of centres to provide required details may result in centres being unable to make claims on demand via Edexcel Online. For further information on the proxy audit process please refer to the 'Proxy Guide to Centres' which can be downloaded from the Key Skills section of the Edexcel website www.edexcel.com.

7 Unit Entry Codes

Note: These unit entry codes should be used when making entries.

7.1 Test entry unit codes

KA1T — Application of Number Level 1
 KA2T — Application of Number Level 2
 KA3T — Application of Number Level 3
 KA4T — Application of Number Level 4

KC1T — Communication Level 1
 KC2T — Communication Level 2
 KC3T — Communication Level 3
 KC4T — Communication Level 4

KT1T — Information Technology Level 1
 KT2T — Information Technology Level 2
 KT3T — Information Technology Level 3
 KT4T — Information Technology Level 4

7.2 Portfolio unit codes

KA1P — Application of Number Level 1
 KA2P — Application of Number Level 2
 KA3P — Application of Number Level 3
 KA4P — Application of Number Level 4

KC1P — Communication Level 1
 KC2P — Communication Level 2
 KC3P — Communication Level 3
 KC4P — Communication Level 4

KT1P — Information Technology Level 1
 KT2P — Information Technology Level 2
 KT3P — Information Technology Level 3
 KT4P — Information Technology Level 4

KL1P — Improving Own Learning and Performance Level 1
 KL2P — Improving Own Learning and Performance Level 2
 KL3P — Improving Own Learning and Performance Level 3
 KL4P — Improving Own Learning and Performance Level 4

KW1P — Working with Others Level 1
 KW2P — Working with Others Level 2
 KW3P — Working with Others Level 3
 KW4P — Working with Others Level 4

KP1P — Problem Solving Level 1
 KP2P — Problem Solving Level 2
 KP3P — Problem Solving Level 3
 KP4P — Problem Solving Level 4

7.3 Proxy entry unit codes

Note: There are no proxies currently offered to exempt a candidate from a Communication portfolio at any level.

KA1X — Application of Number Level 1 Test
 KA2X — Application of Number Level 2 Test
 KA3X — Application of Number Level 3 Test

KA1Y — Application of Number Level 1 Test and Portfolio
 KA2Y — Application of Number Level 2 Test and Portfolio
 KA3Y — Application of Number Level 3 Test and Portfolio

KC1X — Communication Level 1 Test
 KC2X — Communication Level 2 Test
 KC3X — Communication Level 3 Test

KT1X — Information Technology Level 1 Test
 KT2X — Information Technology Level 2 Test
 KT3X — Information Technology Level 3 Test

KT1Y — Information Technology Level 1 Test and Portfolio
 KT2Y — Information Technology Level 2 Test and Portfolio
 KT3Y — Information Technology Level 3 Test and Portfolio

8 Certification

Certification is issued automatically, where appropriate, following successful completion of the required unit components.

In England and Northern Ireland, candidates are required to pass both the test and portfolio for the core Key Skills certificates whereas, in Wales, candidates are only required to pass the portfolio.

Candidates in England, Northern Ireland and Wales are required to achieve only the portfolio for the wider Key Skills.

8.1 Apprentices

Please be aware that candidates on an Apprenticeship scheme (for which the Sector Skills Council (SSC/ Standard Setting Body (SSB)) has advised you that candidates are exempt from sitting Key Skills tests) must still pass the test and portfolio in order to obtain a Key Skills certificate from Edexcel.

Edexcel will not issue a certificate for the core Key Skills based only on a portfolio achievement where candidates are registered at a centre in either England or Northern Ireland. In England and Northern Ireland candidates are required to pass both the test and portfolio in order to obtain the core Key Skills certificates. However, in Wales, as candidates are only required to pass the portfolio for the core Key Skills, a certificate will be issued where candidates have passed the portfolio component only.

This is in accordance with QCDA regulations governing the issue of certificates. Edexcel will, however, issue an Individual Candidate Statement of Provisional Results, listing that candidate's achievement, acceptable to the SSC/SSB as proof of the portfolio achievement.

Note: This exemption rule relates to the requirements of Apprenticeship only and not to the Key Skills qualifications. Please refer to the SSC/SSB for any queries relating to the implications of this rule.

8.2 QCDA accreditation numbers

Key Skills certificates will be printed with the following QCDA accreditation numbers:

Level 1 Key Skills in Application of Number	100/0285/6
Level 1 Key Skills in Communication	100/0287/X
Level 1 Key Skills in Information Technology	100/0289/3
Level 2 Key Skills in Application of Number	100/0283/2
Level 2 Key Skills in Communication	100/0288/1
Level 2 Key Skills in Information Technology	100/0291/1
Level 3 Key Skills in Application of Number	100/0284/4
Level 3 Key Skills in Communication	100/0286/8
Level 3 Key Skills in Information Technology	100/0290/X
Level 4 Key Skills in Application of Number	100/0292/3
Level 4 Key Skills in Communication	100/0293/5
Level 4 Key Skills in Information Technology	100/0294/7
Level 1 Key Skills in Improving Own Learning and Performance	100/3481/3
Level 1 Key Skills in Problem Solving	100/3846/2
Level 1 Key Skills Working With Others	100/3849/8
Level 2 Key Skills in Improving Own Learning and Performance	100/3842/5
Level 2 Key Skills in Problem Solving	100/3845/0
Level 2 Key Skills Working With Others	100/3850/4
Level 3 Key Skills in Improving Own Learning and Performance	100/3843/7
Level 3 Key Skills in Problem Solving	100/3847/4
Level 3 Key Skills Working With Others	100/3851/6
Level 4 Key Skills in Improving Own Learning and Performance	100/3844/9
Level 4 Key Skills in Problem Solving	100/3848/6
Level 4 Key Skills Working With Others	100/3852/8

All QCDA accreditation numbers can be found on www.accreditedqualifications.org.uk.

8.3 Key Skills unit numbers

These unit numbers will be used on all test materials and confirmation of entry documents. The Wider Key Skills Certificates will also quote these unit codes.

Unit No.	Level	Name
U3051244	1	Application of Number
U3051245	2	Application of Number
U3051246	3	Application of Number
U3028611	4	Application of Number
U3051247	1	Communication
U3051248	2	Communication
U3051249	3	Communication
U3028603	4	Communication
U3051250	1	Information Technology
U3051251	2	Information Technology
U3051252	3	Information Technology
U3028607	4	Information Technology
U3050131	1	Improving Own Learning and Performance
U3050132	2	Improving Own Learning and Performance
U3050133	3	Improving Own Learning and Performance
U3050134	4	Improving Own Learning and Performance
U3050135	1	Working with Others
U3050136	2	Working with Others
U3050137	3	Working with Others
U3050138	4	Working with Others
U3050881	1	Problem Solving
U3050882	2	Problem Solving
U3050883	3	Problem Solving
U3050884	4	Problem Solving

9 How to use the eSAI

9.1 Completing the eSAI

Download the eSAI template from the 'Key Skills/ALAN' homepage on Edexcel Online. The eSAI should be saved on your personal drive so this can be accessed easily at a later time.

Once the eSAI has been saved it is now ready to be populated with the candidates' details for which you wish to make an entry.

	A	E	C	D	E	F	G	H	I	J	K
1	Centre's Reference Only	Student's Forenames	Student's Surname	Gender	Date of Birth	ULN	Entry 1	Entry 2	Entry 3	Entry 4	Entry 5
2	no more than 10 characters	no more than 20 characters	no more than 30 characters	M or F	DD-MON-YY	10 characters					
3											
4											
5											
6											
7											

The following rules must be observed when completing the eSAI to enable quick and easy processing:

- only one row should be used per candidate. Where there are multiple entries, these should be specified in 'Entry 1', 'Entry 2'... up to 'Entry 6'
- entry codes must be correct Key Skills unit entry codes, as specified in this Information Manual
- student's forename, surname, gender and date of birth should be specified in the format shown. Where entries are being made for previously registered candidates, all details must be stated in exactly the same way as they were for the initial registration. Failure to do so will result in candidates being issued with a duplicate registration, leading to problems with certification.

Note: Should you only wish to register candidates using the eSAI, do not complete the entry type fields. Only the student forename, surname and gender fields should be completed.

9.2 Unique Learner Number (ULN)

The ULN is a learner identifier that is allocated by the government agency LRS (Learning Records Service) and is used in the aggregation of learner results across awarding bodies for the Diploma qualification.

Edexcel accepts the ULN in EDI entry, amendment and registration files. We also accept the ULN in any entries/registrations made through Edexcel Online. The ULN must be provided with any learner registrations or entries where the qualification or unit concerned is to be used as a component of a Diploma, in order that Edexcel can provide the learner's achievement data to the Diploma Aggregation Service (DAS).

It is not necessary for you to provide the ULN with entries or registrations for learners who are not taking Diplomas.

The ULN is a 10 digit number and it is important that you validate the ULN against the central Learner Registration Service (LRS) before submitting the learner's entry/registration to Edexcel. Please ensure that the personal details (name, gender and date of birth) being provided with the learner's entry or registration match exactly the details on the LRS. Edexcel will check the ULN against the LRS and if there is a mismatch the ULN will not be accepted and a query will be raised with you.

For further information about the ULN, and to find out how to obtain ULNs for your learners, please refer to the LRS website www.learningrecordsservice.org.uk.

Once you have finished completing the eSAI, save a copy to an accessible drive on your pc.

9.3 Uploading the eSAI

Registrations

On completing the eSAI, (see part 9.1), log into Edexcel Online and click on the 'Key Skills/ALAN' tab. Select 'Upload eSAI spreadsheet', then click on 'Register Candidates'.

The screenshot shows the Edexcel Online interface. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible. A navigation bar includes 'Home | Mailbox | Edit My Account | Ask a question' and a 'Log-out' button. Below this, there's a 'Centre number' field with a '00' button and a message 'Please Enter A Centre Number.' A 'Select site:' dropdown menu is also present. The main navigation menu on the left includes 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSAI Spreadsheet', and 'Post Results'. The 'Register Candidates' option is highlighted with a tooltip that says 'Register Candidates' and 'Register Candidates & Make Entries'. The main content area shows a 'Welcome to Key Skills on Edexcel Online.' message and a 'Key Test Dates for 2005/06' section with a link to the 'Key Skills Information Manual'.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

State the candidates' enrolment date in this format DD/MM/YY. The enrolment date must be the date the registrations are being made. Completion of the field 'Cohort' is optional.

Click on 'Browse' to locate the eSAI which is to be uploaded.

Click on 'Upload'.

The candidates, as indicated in the eSAI, will be listed on the screen.

Click on 'Submit'. The candidates will now be allocated a unique registration number.

edexcel advancing learning, changing lives

Home | Mailbox | Edit My Account | Ask a question

Centre number:

Select site:

Friday 28 July 2006

Search By Candidate

Entries

Results

Register Candidates

Upload eSA1 Spreadsheet

Post Results

Examiner/Moderator Details

Tracking

BTEC GCE GCSE GNVQ Key Skills/ALAN NVQ VCE DIDA

Registration

Qualification: Key Skills - Paper based

Enrolment Date: 28/07/06 (dd/mm/yy)

Cohort:

Successfully uploaded 1 candidates.

For Key Skills Onscreen tests registrations and entries please visit www.exambase.org.uk

D.O.B.	Centre Ref.	Cohort	First Name	Last Name	Gender		
01/01/06	OPTIONAL		ANN	EXAMPLE	M	Edit	Delete

Registrations and entries

On completing the eSA1 (see part 9.1), log into Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Upload eSA1 spreadsheet', then click on 'Register Candidates and Make Entries'. If candidates detailed in the eSA1 are already registered, this option should still be selected.

Note: Previously registered candidates will not be assigned a new registration number provided all details used are exactly the same as those used when creating the initial registration.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

Select the appropriate entry type from the drop-down list 'Entry Type'. If multiple entry types have been specified in the eSA1, the eSA1 should be uploaded separately by selecting each entry type on that occasion.

State the candidate's enrolment date in the format DD/MM/YY. The enrolment date specified must be the date for which the registration is being made.

The field 'Cohort' is optional.

Click on 'Browse' to locate the eSA1 which is to be uploaded.

Click on 'Upload'.

The candidates as indicated in the eSA1, will be listed on the screen. All candidates, who have been registered previously will be highlighted in blue. Any candidates who were not registered before will at this stage be assigned a registration number.

Click on 'Submit'. A pop-up screen will be displayed indicating the proposed entries. You will then be given the option to withdraw any candidates before the entries are finalised.

If all entries are correct, click on 'Save'. A message will then be displayed stating 'The entries have now been made'. Click on 'Finish'.

10 Making Portfolio or Proxy Claims

Before attempting to make portfolio or proxy claims, centres must ensure that an entry for all candidates has been made beforehand. Entries can be made using Edexcel Online, EDI or on an eSAI.

For details on how entries can be made using Edexcel Online please see part 9.1 in this section of the Information Manual. Once entries for all candidates have been made, follow the steps below:

Follow steps 1—2 from part 9.1 'Completing the eSAI'.


Log on to Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Entries', then 'Entries Summary' from the options on the left hand side of the screen.



You will then be asked to specify the 'Qualification Type', 'Entry Type' and 'Series', which you are querying. Select the appropriate fields and click on 'Next'.

A breakdown of all the entries will then be detailed.

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Qualification Details		
Qualification	Session	Entry Type
Key Skills	2005/06 CLAIMS	Portfolio

Units						
Code	Title	Level	Entries	Entry Type	Timetable Date	
KA1P	APPLICATION OF NUMBER	1	4	PORTFOLIO		Candidates list
KA2P	APPLICATION OF NUMBER	2	9	PORTFOLIO		Candidates list
KA3P	APPLICATION OF NUMBER	3	1	PORTFOLIO		Candidates list
KC1P	COMMUNICATION	1	1	PORTFOLIO		Candidates list
KT1P	INFORMATION TECHNOLOGY	1	1	PORTFOLIO		Candidates list

If the Unit you are looking for is not on this list, then there are no entries for that unit at your centre/site.

Click on the 'Candidate list' for the Key Skills unit which you wish to finalise. Should you wish to finalise multiple Key Skills units, you must complete each Key Skills unit separately.

Select the candidates which you wish to finalise using the tick box on the left-hand side. Where a portfolio claim is

to be made for all candidates, tick 'All' to select all candidates.

Once the correct candidates have been selected click on 'Finalise Selected'.

If direct claim status has not yet been given for the Key Skills unit which is being claimed, candidates will be issued with a 'Not Yet Passed Result' should you proceed with finalising the portfolio claim.

Candidates							
<input type="checkbox"/> All	Reg No	Centre Ref	First Name	Last Name	Raw Mark	Cohort	
<input checked="" type="checkbox"/>	X876655		DUMMY	CANDIDATE			Details

A pop-up box will then be displayed requesting confirmation that all portfolio claims are eligible to be processed.

After the required information has been entered click on 'Accept' to complete the claims process.

11 UCAS Points and Key Skills Equivalents

Since 2002, UCAS points have been awarded to candidates who achieve any or all of the Key Skills. The tariff for each unit is as follows:

- Level 2: 10
- Level 3: 20
- Level 4: 30

The UCAS Tariff Calculator can be found on www.ucas.com/candq/tariff/index.html.

Key Skills equivalents

These levels broadly relate to other qualifications in the National Qualifications Framework, for example:

- Level 1 relates to GCSE grades D to G; it therefore equates to Level 1 NVQs and Level 1 BTECs
- Level 2 relates to GCSE grades A* to C; it therefore equates to Level 2 NVQs and Level 2 BTECs
- Level 3 relates to Advanced GCE (A Level), NVQs at Level 3 and BTEC Nationals
- Level 4 relates to higher level work.

12 Access Arrangements and Special Considerations

Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between accredited awarding bodies.

Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk.

13 Transfers of Achievement

Please note that, in order to transfer the candidate's achievements from another awarding body, centres will need to send a copy of the candidate's results slip confirming their achievements to Edexcel Customer Services.

Centres should note that Edexcel will only transfer a partial Key Skills achievement, ie test or portfolio. Where candidates have achieved both components, and therefore the achievement has been certificated with the other awarding body, Edexcel will not transfer any achievement.

14 General Queries

If any of the following issues are encountered please contact the Edexcel Customer Service team for advice on how to proceed:

- duplicate registrations
- invoice queries
- missing test materials.

See the Contact Information section of this Information Manual for details of how to get in touch with us.

15 Onscreen Testing

Onscreen testing is available for Key Skills at Level 1 and Level 2.

For further details about onscreen testing, how to become an onscreen test centre and how to make test bookings, please visit the Onscreen Testing section of this Information Manual or visit www.edexcel.com/iwantto/Pages/onscreen-find.aspx.

15.1 Benefits

- On demand testing
- Schedule up to 365 days in advance
- Only pay for tests taken
- Portable
- Free installation
- No limit to number of re-sits
- Instant printable results
- Item level feedback on Edexcel Online
- Practice tests available

15.2 Results

Provisional results are available instantly to centre staff once the tests have been completed. These can also be printed out and given to candidates.

Key Skills tests require a completion of a portfolio before a certificate is issued.

15.3 Invoices

Invoices are generated once a result has been uploaded to Edexcel, there are no late entry or withdrawal charges for tests. In addition, there is no charge for tests not taken.

Please see the onscreen testing section of the Information Manual to obtain an overview of the system, and to find out how to apply to delivery tests.