

WHY NOT STICK THIS ON YOUR WALL ...

Key Dates for Principal Learning (PL), Functional Skills (FS) and Projects (PRJ)

ENTRY DEADLINES

EXAMINATION SERIES	INFORMATION REQUIRED	RETURN TO EDEXCEL BY
January 2012	Entries (unit and cash-in) via EDI or Edexcel Online (PL) Unit and cash-in Entries for Level 1, 2 and Extended PRJ	21 October 2011 21 October 2011
June 2012	Entries (unit and cash-in) via EDI or Edexcel Online (PL) Unit and cash-in Entries for Level 1, 2 and Extended PRJ	21 March 2012 21 March 2012

SUBMISSION OF CENTRE MARKS

EXAMINATION SERIES	INFORMATION REQUIRED	RETURN TO EDEXCEL BY
January 2012	Centre marks and sample submission for all units (PL) Project (PRJ) centre marks via EDI or Edexcel Online	10 January 2012 10 January 2012
June 2012	Centre marks and sample submission for all units (PL) Project (PRJ) centre marks via EDI or Edexcel Online	05 June 2012 15 May 2012

RESULTS DATES

EXAMINATION SERIES	LEVEL	RESULTS IN CENTRES ON	CERTIFICATES IN CENTRES BY
January 2012	Levels 1, 2, 3 & FS	7 March 2012	31 May 2012
June 2012	Level 3	15 August 2012	31 October 2012
June 2012	Levels 1, 2 & FS	22 August 2012	31 October 2012

FUNCTIONAL SKILLS

Examination Series	Entry deadline	Electronic Results available via EDi and Edexcel Online
October 2011	16 September 2011	21 November 2011
November 2011	21 October 2011	23 December 2011
January 2012	01 December 2011	17 February 2012
February 2012	12 January 2012	16 March 2012
March 2012	23 February 2012	04 May 2012
May 2012	19 April 2012	22 June 2012
June 2012	17 May 2012	27 July 2012
July 2012	28 June 2012	31 August 2012

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ADMINISTRATION PLANNING

edexcel

ESSENTIAL WORKING DOCUMENTS

GETTING STARTED

Use the administration Checklist to get you started with administration planning and identify areas where further information or support may required.

Administration Checklist

✓	Question	Fill in your answers / action points	If you don't know...
	Do you know your centre number?	My centre number:	Contact our call centre
	Have you completed your approval form?	My consortium ID:	Contact consortium manager or DAS Helpdesk
	Do you know how many learners you have?	L1: L2: L3:	Contact Consortium Lead
	Who is your Diploma Awarding Body (DAB)?	My DAB:	Contact Consortium Lead
	Have you set your centre DAS alias?		Check DAS quick guide link on CD
	Have you opened all learner accounts?		Check DAS quick guide link on CD
	Have you attached the validated ULN with each component entry?	All learners w/ULN? Yes/No	Contact Service Operations - LRS
	Have you indicated in the DAS which DAB you are using?		Check DAS quick guide link on CD
	Have you set your Intention-To-Claim (ITC) for learners' final results with dates?		Check DAS quick guide link on CD
	Have you identified and assigned the roles & responsibilities across your consortium?		Check Roles and Responsibilities Essential Working Document B
	Have you worked out your Diploma delivery plans and ASL components?		Check Diploma Delivery Planning Essential Working Document C
	Have you agreed communication channels and objectives across your centres?		
	Do you know who is in charge?	Name: Tel:	



Contact your DAB Centre Support Officer to answer all further questions.

KEY TERMINOLOGY

Cash-In	Home centre inputs and records final results	CAB	Component Awarding Body
ULN	Unique Learner Number	DAB	Diploma Awarding Body
UCI	Unique Candidate Identification	ASL	Additional and Specialist Learning
LRS	Learning Records Service	PLTS	Personal Learning and Thinking Skills
DAS	Diploma Aggregation Service	PRJ	Project Component

DIPLOMA COMPONENTS

It is very important to consider how your consortium will collaborate in order to include, register and deliver all the following components over one or two years.

- Principal Learning Units (PL)
- Functional Skills (FS) English
- Functional Skills (FS) Maths
- Functional Skills (FS) ICT
- Work Experience (WE)
- Project (PR)
- Additional and Specialist Learning (ASL)
- Personal Learning and Thinking Skills (PLTS)

Results for BTEC ASL qualifications can be reported by 5 July 2012 giving you more time to process the Summer Series.



IMPORTANCE OF A VALID ULN

5 FIELD VALIDATION

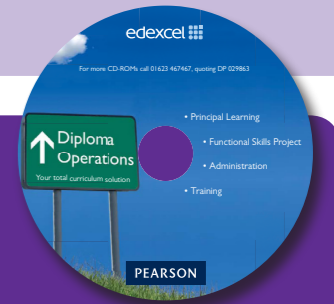


It is imperative that the (1) ULN, (2) given name, (3) family name, (4) date of birth and (5) gender held on the LRS matches exactly the same fields on your MIS system. This is so that the ULN can be validated and used by awarding bodies to post results to the DAS. Should entries be made with awarding bodies using different learner data awarding bodies will be unable to post results to the DAS. Please check that these 5 fields match exactly on both systems, particularly the format of the date of birth (US date style should be changed to UK date style) and any mismatches in names, particularly middle names or initials should be corrected.

Key differences between BTEC, GQ models and Diploma Components

Key differences	Description	BTEC	GCSE/GCE	Principal Learning	Project Qualifications	Functional Skills
JCQ Approval	A National Centre Number (NCN) & approval is required to deliver a qualification	NCN is not required though can be used instead of Edexcel BTEC centre number	NCN approval & number are required	NCN approval & number are required	NCN approval & number are required	NCN approval & number are required
Programme approval	Administration activity to gain permission to deliver a programme of learning	Programme approval required before programme delivery begins	For most programmes programme approval is not required	DCSF Gateway approval must be obtained	Programme approval is not required	Functional Skills pilot approval is required
Registration	Administration activity to register learners on a programme with an awarding body	Registration at the start of the programme	For most programmes registration is not required	Registration at the start of the programme	Registration is not required	Registration required for onscreen but not paper based
Entries	Administration activity to enter learners for a specific assessment window	Entries are not required	Entries are required for each assessment window	Entries are required for each assessment window	Entries are required for each assessment window	Entries are required for each assessment window
External examinations	Externally marked examinations to assess learner performance	All work is assessed through verification process	Learners must complete external assessments on set days	Learners must complete external assessments on set days	Project qualifications do not contain external assessments	Learners must complete external assessments in set windows
Internal standardisation	Centre delivered activity to ensure all centre assessors are marking internal coursework to the same standard	As learners finish at different points of year	Coursework units entered in the same window must be standardised	Coursework units entered in the same window must be standardised	Coursework units entered in the same window must be standardised	No coursework units in qualification
External moderation	Awarding body delivered activity to confirm centre marking through moderation of samples of work	External verification must be completed before results can be issued	Where coursework units are required external moderation must be completed before results can be issued	External moderation must be completed before results can be issued	External moderation must be completed before results can be issued	Centre submitted marks are sampled through external verification

WHAT CAN THE EDEXCEL DIPLOMA OPERATIONS TEAM OFFER ME?



SUPPORT SERVICES

- ✓ Dedicated Diploma Team
- ✓ Dedicated Support Officers
- ✓ Customised Training and Support
- ✓ Ask the Expert
- ✓ Diploma Live Chat

CONTACT YOUR DAB CENTRE SUPPORT OFFICER

diplomaops@edexcel.com
www.edexcel.com/diplomalivechat

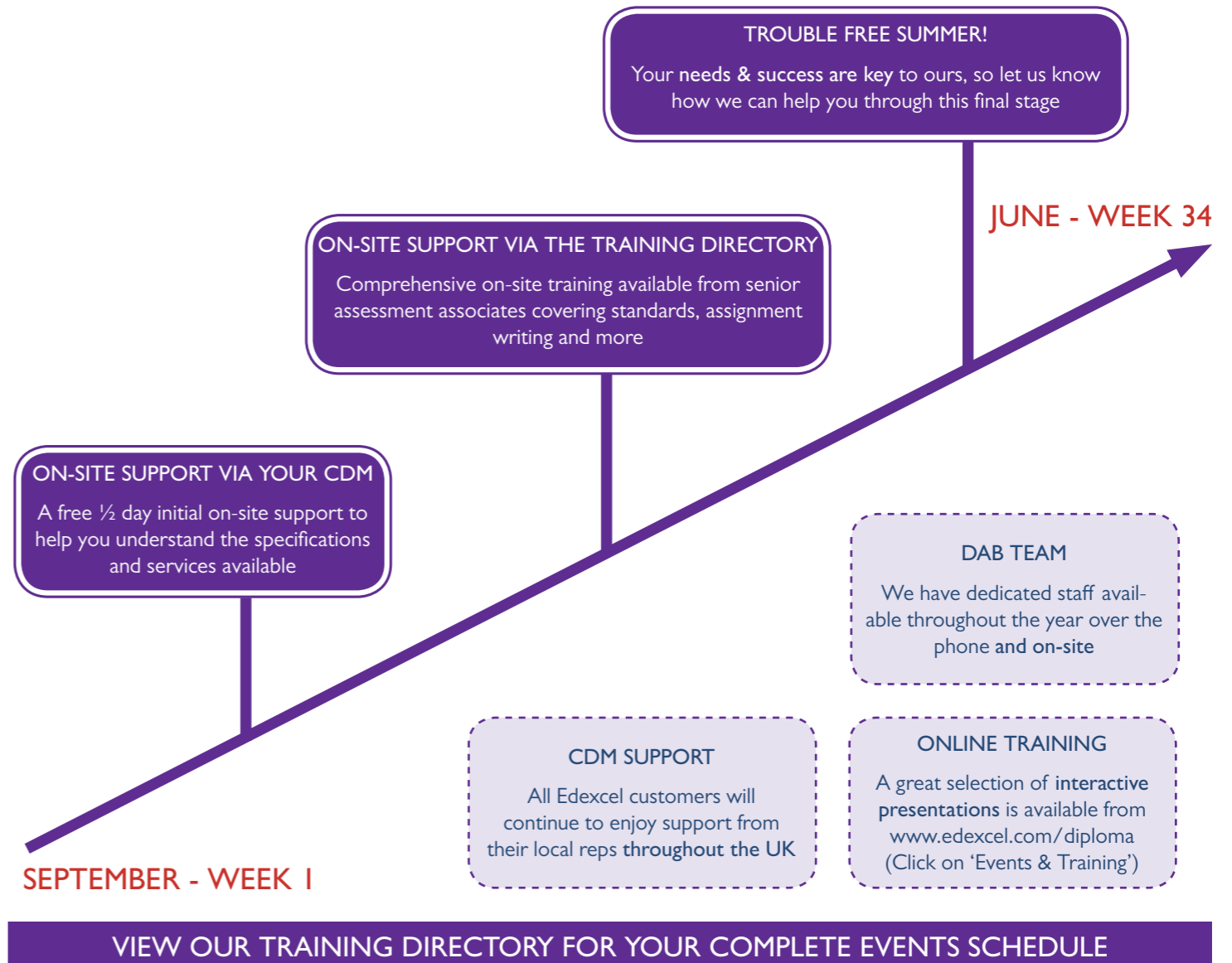


Olu, DAB Centre Support Officer

SUPPORT MATERIALS

- Welcome Pack ✓
- Centre Guidance ✓
- Completion Guidance ✓
- Tutor Support Material ✓
- Resource books and CDs ✓
- Exemplar work ✓
- Webex Presentations ✓

TRAINING AND SUPPORT ALL YEAR ROUND!
BOOK ONLINE AT WWW.EDEXCEL.COM/DIPLOMA OR CALL 0844 576 0028



VIEW OUR TRAINING DIRECTORY FOR YOUR COMPLETE EVENTS SCHEDULE