

INFORMATION AND GUIDANCE TO CENTRES KEY SKILLS PROXIES

Introduction

This document must be read in conjunction with the:

- **Edexcel Information Manual**

The Edexcel Information Manual outlines the procedure for making proxy entries and claims.
- **Key Skills Policy and Practice: your questions answered**

Candidates for modern apprenticeships who wish to claim under the rule 'relaxation', should read the details of the 'relaxation ruling' in paragraph 8.5 of *Key skills policy and practice: your questions answered (downloadable from the QCA website: http://www.qca.org.uk/qca_5527.aspx)*
- **Proxy Guidelines as detailed on the QCA website**
(http://www.qca.org.uk/qca_6563.aspx)

The QCA website contains:
 - Proxy List
 - Rules for making proxy claims

What is a Proxy qualification?

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.

Edexcel Key Skills Proxy Audit

Edexcel will audit all centres that have made proxy claims in the previous academic year. Centres will be required to complete an audit sheet for a sample of candidates selected by Edexcel indicating the:

- qualification used to claim the proxy (e.g. GCSE English Literature)
- grade achieved (e.g. A)
- date achieved (e.g. when the GCSE was certificated)
- registration date on the apprenticeship programme for any apprenticeship candidates where relevant

Centres' Responsibility

- The QCA guidance on proxies and list of proxy qualifications must be adhered to
- Supporting evidence must be recorded and available for audit purposes
- Centres are responsible for ensuring all qualifications used for claiming proxies have been recorded and witnessed
- Registration date on the apprenticeship programme is included for any apprenticeship candidates where relevant

Notification of the audit will typically be issued to centres at the beginning of each academic year.

See Appendix A - Sample Proxy Audit Sheet

It is essential that all required fields are completed as failure to provide complete information will result in failure of the audit.

Edexcel Key Skills Proxy Audit - Penalty Process

Failure of centres to provide required details and/or provide evidence that the centre has adhered to the proxy rules as detailed on the QCA website may result in centres being unable to make claims on demand via Edexcel Online.

There are three stages to the penalty process as outlined below.

Stage	Explanation and follow-up Action
1	<p>A centre will be placed at Stage 1 of the penalty process where the centre has failed to provide satisfactory evidence on the first occasion.</p> <p>Action: A letter will be sent to the Examinations Officer and Head of Centre citing the inconsistencies in the evidence provided.</p> <p><i>(Note: A centre currently at Stage 1 of the penalty process will be removed from stage 1 should the centre successfully pass their next audit).</i></p>
2	<p>A centre will be placed at Stage 2 of the penalty process where the centre has failed to provide satisfactory evidence in two consecutive audits.</p> <p>Action: The Head of Centre is asked to check the robustness of the centre's proxy recording and witnessing process.</p> <p><i>(Note: Centres on Stage 2 may be required to send details in writing of their current procedure outlining where modifications are to be made to ensure the centre meets the QCA requirement for claiming proxies).</i></p> <p><i>(Note: A centre currently at Stage 2 of the penalty process will be transferred from stage 2 to stage 1 should the centre successfully pass their next audit).</i></p>
3	<p>A centre will be placed at Stage 3 of the penalty process where the centre has failed to provide satisfactory evidence in three consecutive audits.</p> <p>Action: The regulator is informed and no proxy claims are accepted without 100% evidence.</p> <p><i>(Note: A centre currently at Stage 3 of the penalty process will be transferred from stage 3 to stage 2 should the centre successfully pass their next audit).</i></p>

Summary of rules relating to the claiming of proxies

- Exemptions claimed by proxy qualifications must be made **no longer than three years** from the date of award to the date of claim for certification of the key skill. (but see under Relaxation Ruling below)
- Only qualifications that appear on the QCA proxy list are valid proxy qualifications. These have been mapped for the type of overlap required and can guarantee that the candidate has been assessed in the appropriate knowledge and skills.

Centres must refer to the QCA list at http://www.qca.org.uk/qca_6562.aspx

- The 3-year rule applies to all approved proxy qualifications.
- **Relaxation Ruling:** From the 1st August 2004, achievement of the GCSE or A/AS Level must be no longer than 5 years before the registration on the apprenticeship framework. For full details, centres should read the details of the 'relaxation ruling' in paragraph 8.5 of *Key skills policy and practice: your questions answered*.

