



EXTENDED CERTIFICATE (360GLH) IN CPLD SAMPLE ONE YEAR DELIVERY PLAN

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a sample delivery plan showing how the BTEC National **Extended Certificate** in CPLD could be delivered over **ONE** year, highlighting assessment milestones and indicating where you can teach units holistically

This plan is intended to be used as guidance and is not the only possible delivery model.

Key

R = Revision for external assessment

EXT = External assessment

SA = Summative assessment

WEP = Work Experience placement

This is the smallest of the CPLD qualifications and consists of three mandatory units and one optional unit from a choice of three.

Two of the units are externally assessed with the first assessment taking place in May/June. **Unit 1** takes the form of a written paper and **Unit 2** takes the form of a pre-released set task, to be completed in controlled conditions over two weeks prior to the submission of the evidence in May.

It is important that learners are ready for these assessments, so teaching of these units should start early in the programme and run for the whole year. This means Unit 3 and the optional unit will need to be fitted into the same time scale. Each internally assessed unit has two assignments although they may relate to three or four learning aims, so a single task may cover more than one learning aim at a time.

A Work Experience Placement is mandatory for learners taking the Extended Certificate – learners need to complete **50** hours. This will help them to understand how the theory of the units relates to the practical experiences of the children's learning and development. It is suggested that they spend two weeks on placement before Christmas and/or a week of work experience just before the spring half term. This would keep the information fresh in the learners' minds as they start to compile their assignments.

Unit 1 and **Unit 2** should be delivered all year from September through to June when the final assessment takes place. A three-week revision period has been incorporated into the delivery plan to help consolidate learning. It is important that learning is checked continually throughout the delivery of the two units, as leaving it all until the revision weeks would not be beneficial for learners.

Unit 3 could be started in September, with the first assessment taking place just before the autumn half term and the second assessment just before the Christmas / winter holidays or work experience dates. This is the synoptic unit so learners must bring together learning and knowledge from all their units to complete a defined vocational task. You should ensure learners have developed a broad base of knowledge prior to starting this assessment.

The optional unit is not started until **Unit 3** is completed. The optional unit in this model starts following the Christmas / winter break and runs until Easter. The first suggested assessment period for this unit is placed just before the spring half term or work experience placement week and the second is placed just before the Easter break.

This allows term three to be dedicated to the revision and completion of the two externally assessed units, without distraction.

Completing the internally assessed units earlier in the year also ensures that SV sampling can take place in good time for learner certification in the summer.



Term 1 September 2016 to January 2017

Unit	Unit title	Guided learning hours	Ass'ment method	5.9.16	12.9.16	19.9.16	26.9.16	3.10.16	10.10.16	17.10.16	24.10.16	31.10.16	7.11.16	14.11.16	21.11.16	28.11.16	5.12.16	12.12.16	19.12.16	26.12.16
1	Children's Development	120	EXT														WEP	WEP		
2	Development of Children's Communication, Literacy and Numeracy Skills	120	EXT														WEP	WEP		
3	Play and Learning	60	INT						SA							SA	WEP	WEP	HOLIDAYS	HOLIDAYS
5	Keeping Children Safe(or other optional Unit)	60	INT														WEP	WEP		
Week				1	2	3	4	5	6		7	8	9	10	11	12	13	14		

Term 2 January 2017- April 2017

Term 3 April 2017- July 2017

Unit	Unit title	Guided learning hours	Ass'ment method	2.1.17	9.1.17	16.1.17	23.1.17	30.1.17	6.2.17	13.2.17	20.2.17	27.2.17	6.3.17	13.3.17	20.3.17	27.3.17	3.4.17	10.4.17	17.4.17	24.4.17	1.5.17	8.5.17	15.5.17	22.5.17	29.5.17	5.6.17	12.6.17	19.6.17	26.6.17	3.7.17	
1	Children's Development	120	EXT							WEP														R	R	R	EXT				
2	Development of Children's Communication Literacy and Numeracy Skills	120	EXT							WEP					R	R	R				EXT	EXT	EXT	Submit EXT							
3	Play and Learning	60	INT							WEP																					
5	Keeping Children Safe Optional Unit)	60	INT						SA	WEP							SA														
Week				15	16	17	18	19	20	21		22	23	24	25	26	27			28	29	30	31	32	33	34	35	36	37	38	