

Meeting Local Needs

**Application for Additional/ Alternative Activities
not listed in the:**

GCSE 2009 Physical Education Specification

GCSE 2012 Physical Education Specification

Guidance for centres

September 2014

This document must be read in conjunction with page 41 of the current issue of the GCSE PE specification before applying to Pearson for approval to run additional/alternative activities.

What is the Meeting Local Needs Process?

This process enables centres to deliver and assess practical activities not listed in the GCSE 2009 or GCSE 2012 Physical Education specification.

The following requirements must be **met** via the application process:

- The activity/activities must be available to the whole GCSE cohort not only for specific individual candidates. The exception to this rule is the delivery of activities for disabled candidates.
- The activity/activities must be delivered during the centre's curricular or extra-curricular activities e.g. after school club.
- The centre must run/coordinate the activity.
- It must be established as an option within your centre.
- There is support from the Headteacher/Principal to assess candidates in this activity, evidenced by either a hand signature or distinctive digital signature on the MLN1 form. This is to ensure the leadership of the centre explicitly support your application. Both teacher assessor and Headteacher /Principal must sign application.
- Centres cannot apply for more than **four** activities in each academic year. Activities for candidates with physical disabilities are an exception to this rule since the criteria are openly available to all centres.

Motorised activities can be accepted provided the submitted assessment criteria meets all the published requirements stipulated in this document.

The following activities will not be approved for delivery and assessment:

- Any activities that **do not** have a physiological basis for training.
- Any recreational table activities e.g. pool/snooker.
- Any activity that seeks to injure opponents through attacking moves e.g. Mixed Martial Arts (MMA), Thai boxing.
 - However, if the centre can develop and provide criteria which enable candidates to be assessed through a points' scoring system e.g. Light continuous kickboxing and Amateur boxing, Pearson may consider such applications.
- Any activities that **are not** available to the whole cohort.
- Any activities that do not comply with all the appropriate recommendations related to the safety of students as recognised by the Association of Physical Education in their publication 'Safe Practice in Physical Education and School Sport 2008'.

Pearson reserves the right to amend, modify or refuse applications for reasons not listed above.

A list of activities already approved by Pearson can be found within the Meeting Local Needs section on the PE subject page. This list will be updated with new activities once they have been approved.

The activities must adhere to the requirements stated in the specification:

GCSE (Short Course) in Physical Education: candidates are required to offer two performances in the role of player/participant, official or leader, at least one of the two in the role of player/participant, and the activities chosen must be from two different activity groups.

GCSE in Physical Education: candidates are required to offer four performances in the role of player/participant, official or leader, at least two of the performances in the role of player/participant, and the activities chosen must be from at least two different activity groups.

The completed application form(s) can either be scanned and emailed, or posted to the PE Assessment Team:

physicaleducation@pearson.com

Subject: "MLN Request"

PE Assessment Team

Pearson
One90 High Holborn
London WC1V 7BH

Specifically developed/adapted activities for candidates with physical disabilities

These activities are identified on the approved activities list. Only candidates with a physical disability can be assessed as player/participant in these activities. However, these activities can be made available to all candidates in the role of Leader/Official.

The criteria for these activities is available to download from the meeting local needs section: <http://www.Pearson.com/quals/gcse/gcse09/pe/Pages/default.aspx>

It is not necessary to make these activities available to the entire cohort. Nor are centres required to complete a MLN1 form to notify Pearson if they are offering these activities.

It is only necessary to complete the MLN1 and MLN2 forms when submitting criteria for activities which have not been previously approved by Pearson.

For ideas about activities which can be offered to candidates with physical disabilities please go to:

Paralympic movement - <http://www.paralympic.org/sports>
English Federation of Disability Sports - <http://www.efds.co.uk/>
Disability Sports - <http://www.disabled-world.com/sports/>

Please note not all activities will be suitable for assessment for GCSE Physical Education, and it is the centre's responsibility to provide assessment criteria for review.

The role of Leader/Official

Centres are able to apply via the MLN process to enable candidates to be assessed in these roles for MLN activities. Once approved, the generic criteria should be used to assess these candidates. However, there are certain activities which will not enable candidates to meet the requirements of the specification. On receipt of the MLN1 form, Pearson will confirm whether or not the activity is appropriate for the role.

Centres do not need to develop subject specific assessment criteria for the role of Leader/Official. Therefore it is not necessary to complete the MLN2 form if applying to offer these roles. However, for the role of player/participant it is necessary when applying to offer an activity not listed on the approved list.

Application Process

Pearson will process applications between **2nd April and 30th October** each year. This will be for activities to be taught for the first time from September in that year. For example, if an activity will be taught for the first time in September 2014, applications will only be processed between April 2014 and 30th October 2014.

Applications received after 30th October will not be processed until the following April. For example, any applications received from November 2014 onwards, where first teaching is shown as September 2014, will not be processed until April 2015 and first teaching cannot take place until September 2015.

Centres are required to complete a:

- MLN1 form – 'application form for additional activities',
- MLN2 form – 'assessment criteria' (only if applying to assess an activity not shown on the already approved list).

Centres do not need to submit assessment criteria for already approved activities. Pearson will send pre-approved assessment criteria once the centre has demonstrated it fulfills the requirements of meeting local needs on the MLN1 form.

Both forms can be downloaded from the PE subject page from the 'Meeting Local Needs' section. Please see page 10 and 11 for examples of the forms.

The form(s) must be submitted by **30 October**, either via email or post. Pearson will acknowledge receipt of the application within 7 working days and confirm an outcome to the centre within 30 working days of receipt of an application. Please note that any applications without the pre-required information, including a signature will be returned to applicant, and may subsequently delay the process.

Centres are not allowed to assess the activity/activities until receipt of confirmation from Pearson.

Once approval has been given by Pearson, this will be for the lifetime of the specification. However, if circumstances at the centre change the centre is obliged to inform Pearson so that we can check that the centre still meets the Meeting Local Needs requirements.

Applications received after 30 October **will not** be considered for that academic year. They will be processed from April in the following year.

Please note there is no guarantee that Pearson will approve additional/alternative activities therefore centres should apply as early as possible should different activities need to be selected for the specific candidates.

If an application has been approved, proof may be requested by your allocated moderator as part of the moderation process.

If there are any queries about the Meeting Local Needs process, please contact the PE Assessment Team - physicaleducation@pearson.com or:

PE Assessment Team
Pearson
One90 High Holborn
London WC1V 7BH

Please note centres do not need approval to assess activities listed in the specification. The assessment criteria for these activities can be found within the controlled assessment guide. The specification and controlled assessment guide can be found on the PE subject specific page: <http://www.Pearson.com/quals/gcse/gcse09/pe/Pages/default.aspx> click 'specification' or 'controlled assessment'.

Criteria developed by external organisations for use for GCSE Physical Education assessment

Pearson is happy to accept applications from organisations with a vested interest in specific activities which they think will be suitable for assessment for GCSE Physical Education.

The process is slightly different for such organisations. You will only need to complete the MLN2 form, and submit this in normal way to the PE assessment team. Please include contact details of the person involved in creating the criteria. Please note once the criteria has been approved it becomes property of Pearson as it will have been specifically designed for assessment of our qualification. The reason for this is that only approved Pearson centres can offer meeting local needs activities.

What to consider when applying to deliver an additional activity/activities via the meeting local needs process

Activity Groups / Forbidden Combinations

The list of approved activities also includes details of the activity groups they fall into, and any forbidden combinations, e.g. Indoor climbing and Outdoor climbing cannot both be offered by the same candidate.

A description of the different activity groups can be found in the specification on pages 38-39. For additional activities we have indicated which group they fall into on the list on the website.

Please check the list of approved activities and their groups, and indicate on the MLN1 form which group the activity should fall into.

Please be aware that full and short course activities must be from at least two different activity groups – Meeting Local Needs activities must also adhere to this.

Once a centre has approval to offer an activity, as either a player / participant, leader or official, they should use the generic criteria for leaders and officials and the specific criteria for a player / participant. Please note for certain activities we will not approve assessment in the role of Leader or Official, as candidates are not able to demonstrate the required evidence and access the full range of marks within the assessment criteria.

Off-site/externally assessed activities

Some candidates offer activities in which they participate outside the school curriculum. Early contact should be made with the coach/instructor of the candidate. The coach/instructor should be given a copy of the skills, knowledge and understanding requirements together with the assessment criteria for the activity. The coach/instructor should ensure that the requirements are covered and at a suitable point award an estimated mark to the candidate. The candidate should then undertake a controlled assessment within the 'window - 1st March – 5th May' when the final mark will be awarded. The teacher assessor should be present and where this is not possible, assessment must be recorded and MUST be made available should the moderator to see the performance

- **Off-site activities** – are activities assessed by the teacher examiner but in a venue outside of the school
- **Externally assessed activities** – are activities assessed by an instructor that is not standardised by the centre. These marks have to be verified by the teacher examiner from the centre and signed as the correct marks in order to be accepted by Edexcel.

Frequently asked questions (FAQs)

What is the deadline to apply to run an additional/alternative activity via the MLN process?

30 October in the academic year the activity will be first taught. Applications received after this date will not be processed until the April in the following year.

Why do I need a signature on my application?

We require a signature on your application to prove that the leadership of your centre explicitly supports your application and accepts the requirements for MLN.

What are acceptable signature forms?

We accept handwritten and digital signatures, but not typed.

**How long is the approval valid for?**

Once approval has been given by Pearson, this will be for the lifetime of the specification. However, if circumstances at the centre change the centre is obliged to inform Pearson so that we can check that the centre still meets the Meeting Local Needs requirements.

What are the requirements in case a centre wants to assess an activity outside the window?

For assessment of all meeting local needs activities, both assessed in or out of the assessment window, centres must make sure video evidence is available.

My centre wants to apply to assess an activity not listed within the specification/previously approved by Pearson what do I need to do?

This must be done through the Meeting Local Needs (MLN) process. Centres must apply using the appropriate form(s) called MLN1 – application to run additional activities (and MLN2 – assessment criteria if applying to run an additional/alternative activity not currently approved by Pearson), and supply the required information by **30 October** in the year the activity will be first taught. The activity must not fall into any of the criteria listed below:

- Any activities that **do not** have a physiological basis for training.
- Any recreational table activities e.g. pool/snooker.
- Any activity that seeks to injure opponents through attacking moves e.g. Mixed Martial Arts (MMA), Thai boxing.
 - However, if the centre can develop and provide criteria which enable candidates to be assessed through a points' scoring system e.g. Light continuous kickboxing and Amateur boxing, Pearson may consider such applications.
- Any activities that **are not** available to the whole cohort.
- Any activities that do not comply with all the appropriate recommendations related to the safety of students as recognised by the Association of Physical Education in their publication 'Safe Practice in Physical Education and School Sport 2008'.

If there are concerns please contact the PE Assessment Team: physicaleducation@pearson.com.

My centre wants to apply for an activity shown on the approved activities list; can we be sent the criteria without completing the MLN1 form?

Centre's must still complete the MLN1 form as this will provide evidence they have fulfilled the requirements to offer the activity/activities, and indicate which criteria we must send to the centre. If the centre is applying to run an activity that has already been approved, there is no need to submit assessment criteria using the MLN2 form.

The only exception to this is for pre approved activities for disabled candidates. The available criteria is available to download from the meeting local needs section within the PE subject specific page. For new activities, the standard meeting local needs process must be followed.

Can I use unapproved assessment criteria without applying through the Meeting Local Needs process?

No, to ensure rigour between the different assessment criteria, all criteria are reviewed by Pearson. Where necessary we will ask centres to amend submitted criteria to ensure comparability with already approved and published criteria. Centres must also demonstrate that they meet the requirements of Meeting Local Needs to offer additional activities. Centres that have used unapproved criteria or have not been approved to assess additional activities will not be able to submit these activity marks for their candidates.

A nearby centre has been given approval to assess an activity not shown within the specification or control assessment guide. It's the same activity we want to assess our candidates in, can we use their assessment criteria without applying through the meeting local needs process?

No, approval to assess activities is given on a centre by centre basis. Each centre must demonstrate they fulfil the Meeting Local Needs requirements.

A candidate within my centre wishes to be assessed in an activity they are completing outside school; my centre will not be able to make this activity available to the rest of the cohort. Can we still apply via Meeting Local Needs for this one candidate?

No, the Meeting Local Needs process is to support the delivery of specific activities that are provided within a centre's own programme. This requires an activity to be run/co-ordinated by the centre within the school's curricular or extra-curricular programme. If this is not possible then approval cannot be given to assess this activity at the centre.

Do centres need to apply to assess activities which are approved within the specification and controlled assessment guide?

No, all listed activities within the specification and controlled assessment guide are approved for all centres. Centres do not need to seek approval to assess candidates in these activities.

If my centre is given approval to offer a MLN activity, can we assess candidates in the role of Leader and/or Official, as well as/or instead of Player/participant?

Yes, but this depends on the activity that has been approved via MLN. There are some activities which will not allow candidates to demonstrate the required evidence for the role of Leader/Official. Therefore we would not allow candidates to be assessed in these roles for those activities.

For activities which we approve centres to assess against the role of Leader/Official, the following must be met: GCSE Physical Education (short course) 5PE04

The two chosen activities are from two different activity groups, and one of the roles is as player/participant. GCSE Physical Education (full course) 5PE02

The four chosen activities are from at least two different activity groups, and two of the roles are as of player/participant.

I have disabled candidates that want to be assessed in Boccia, Petanque, Power Chair Football and table cricket do we need to make these activities available to the entire cohort?

No, you do not need to make these activities available to the entire cohort for assessment purposes.

If a centre gets approval for a specific activity, can they assess it on all three roles of player, official and leader?

In general, centres can assess the approved activities in all three roles, as is with the activities in the specification.

However there are activities that cannot offer many performance opportunities in other than the player/participant role. This means that candidates cannot cover the range of the assessment criteria in their official or leader performance. This is the reason why centres are advised to inform the PE Assessment Team in case they want to assess an approved activity in the role of Leader or Official.

I would like to assess my cohort in the role of Leader or Official for an activity only available to candidates with physical disabilities, is this possible?

Yes it is. It is not necessary to complete the MLN1/MLN2 form, as candidates would be assessed against the generic criteria printed in the specification and coursework assessment guide.

I work for a national governing body and wish to submit activity criteria which Pearson can offer to centres, how can I do this?

Please complete the MLN2 form and email this to the PE assessment team with your contact details. You will need to ensure the submitted criteria meet the specified requirements on page 2 of this document.

Although the criteria is designed in consultation with your organisation, it is 'owned' by Pearson, and you will not be able to issue it to teachers/centres that have not been approved by Pearson via the meeting local needs process. If your organisation issues the criteria to non-approved centres, and candidates are assessed in the activity this may result in part or all of their GCSE Physical Education marks being withheld and ultimately affect the candidates overall grade.

Examples of forms

1. Completing the MLN1 form

You will need to complete a separate form for each activity you are applying for – even if:

- the candidate(s) offering the activities are the same,
- the activity has been approved by Pearson before.

An example of the form can be found on page 10.

2. Completing the MLN2 form

You will only need to complete this form if you are applying to assess an activity Pearson has not approved before.

An example of the form can be found on page 11.

The forms can be downloaded from the PE subject page:

<http://www.Pearson.com/quals/gcse/gcse09/pe/Pages/default.aspx> within the Meeting Local Needs section.

Application to run additional activity

GCSE Physical Education (5PE02/5PE04) MLN1

Please use a separate MLN1 form for each activity. The MLN1, and where necessary MLN2 form, must be returned to the PE Assessment Team – physicaleducation@pearson.com or PE Assessment Team, Pearson, One90 High Holborn, London, WC1V 7BH, by **30th October** in the academic year this activity will be first taught. Applications that miss this deadline will not be processed for teaching until April in the following year.

Please note that a signature is required to process your application, failure to include a suitable hand or electronic signature may result in the application being returned and delay processing for your centre. See MLN Guidance document for acceptable signature types.

Section A							
Centre information	Ref number: Pearson use only						
Centre name:	Centre number:						
Activity name:	Academic year in which the activity will be first assessed:						
Is this a pre-approved MLN activity: Yes <input type="checkbox"/> No <input type="checkbox"/> (see list on PE subject page under 'meeting local needs' – tick the appropriate)	Activity group: <table border="1"> <tr> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>D</td> <td>E</td> <td>F</td> </tr> </table> (see pages 38-38 in the specification, tick the appropriate)	A	B	C	D	E	F
A	B	C					
D	E	F					
Name of contact at centre:	Telephone: Email address:						

Section B	
Activity information – where necessary provide written justification	
1. Available to whole cohort (✓) Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of candidates who will be taught this activity:
2. Which role(s) will be offered in this activity? (For Leaders/officials please use the generic criteria in the specification. Do not complete a MLN2 form)	Player/participant (✓) <input type="checkbox"/> Leader <input type="checkbox"/> Official <input type="checkbox"/>
3. Is this a timetabled activity?	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Is the activity delivered during curricular/extra-curricular time?	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
5. How long is each lesson?	
6. If taught/assessed at an external venue where?	
7. If taught/assessed at an external venue how will candidate get to the venue?	
8. Is the centre running/co-ordinating the activity	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Who is responsible for teaching/assessing the candidates?	
10. Is there adequate access to and provision of equipment to learn the relevant skills and be assessed	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C		
Statement by teacher/assessor		
I understand the Meeting Local Needs process and that if any of the above information is found to be inaccurate Pearson reserves the right to withdraw permission to assess this activity. Where assessment criteria have been provided by the centre it is appropriate for assessment at GCSE level. The Headteacher/ Principal is aware of this application to run an additional activity.		
Signature	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Statement by Headteacher/Principal		
I understand the Meeting Local Needs process and that if any of the above information is found to be inaccurate Pearson reserves the right to withdraw permission for this activity. I confirm that I support this application to assess this activity at the centre.		
Signature	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Assessment Criteria for <<Insert title of activity>> GCSE Physical Education (5PE02/5PE04) MLN2

Please use a separate form for each activity. The MLN1 and MLN2 form must be returned to the PE Assessment Team – physicaleducation@pearson.com / PE Assessment Team, One90 High Holborn, London, WC1V 7BH by **30th October** in the first year the activity will be taught.

Centre information	Ref number: Pearson use only
Centre name:	Centre number:
Activity group: Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group d <input type="checkbox"/> Group E <input type="checkbox"/> Group F <input type="checkbox"/> (see pages 38-38 in the specification, tick the appropriate)	
Name of contact at centre:	Telephone: Email address:

Skills, knowledge and understanding
Skill area <i>e.g. what will this criteria assess.</i>
Skills to be assessed <i>e.g. what skills will be assessed.</i>
Knowledge and understanding <i>e.g. what candidates have to demonstrate to be assessed in this activity.</i>
Additional information <i>e.g. environmental issues, safety factors, activity specific equipment.</i>

2.1.1: Player/participant	
0	Performance not worthy of credit
1-2	
3-4	
5-6	
7-8	
9-10	

Please refer to page 30 in the specification for guidance about content of the assessment criteria and the Controlled Assessment Guide for examples of assessment criteria and the detail of information that is required.