Frequently Asked Questions

Unit CM106 – Skills Report

Q - Can work produced for Unit 5: Presentation be used for Unit 6: Skills Report?

A - Work produced for the presentation is important to the Skills Report as it provides essential information and content. Information from all of the units needs to be thought about and the best evidence collated into the response.

Q - Can learners use downloaded information for Section C of the Skills Report about jobs and the sort of skills that have been developed in Unit 5?

A - The learner can download information, but not cut and paste it into the response. The information needs to be written in their own words and show that they have read and understood the information.

Q - How should the learners be supervised during their completion of the Skills Report?

A - In Annexe E of the specification there are full details of supervision for Controlled Assessment. For Level 1, supervision should be by the centre tutor/assessor for the individual unit specification. The assessment should take place in a normal teaching area with access to computers, but does not require examination conditions.

Q - How do I submit the learners' work to the Examiner?

A - Work is submitted to the examiner on CD-ROM.

One CD per unit should be prepared. Learners' work must be burnt to CD+/-R.

A back-up copy of each CD should be retained in case CDs are damaged or lost within the postal system.

Q - How should I format the CD that is sent to the Examiner?

A - Each learner's work submitted to Edexcel must be in one of the following formats:

.doc Microsoft Word document

.rtf Rich Text Format

.pdf Portable Document Format (Adobe Acrobat)

If you are able to use Word to create your work then you should do so. It will be much simpler for you if you can use Word, because then your work is more likely to be compatible with other computers and it will also be easier to hand in.

If you do not have access to a PC with Word, then try to use an equivalent word processing programme. When the final document is complete it can then be saved as a Rich Text Format document or converted to a pdf file.

Q - How should candidates work be organised and named on the CD?

A - A separate folder on the top-most level of the folder tree should be used for each of the learner's work. Each folder should be named according to the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]

For example, John Smith with candidate number 9876 at centre 12345 would have work in a folder titled, "12345_9876_Smith_J"

Q - Should I test the CD prior to dispatching it to the Examiner?

A - Yes. Prior to the CD being dispatched to the examiner it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed..

Q - How should I label the CD that is sent to the Examiner?

A - A label should be stuck on the top of the CD itself with the following information clearly marked: UNIT, EXAM SERIES
CENTRE NUMBER, CENTRE NAME.
Centre contact: NAME
EMAIL
TELEPHONE NUMBER