

Key Skills

Registration and Entry

Due to differing regulatory requirements within the UK, the accreditation periods of Key Skills for centres in England, Wales and Northern Ireland vary.

Core Key Skills (Application of Number, Communication and ICT)

Centres in England cannot register learners for Core Key Skills after 30 September 2012.

Learners should be registered or entered for Functional Skills.

Centres in Wales should register their learners for Essential Skills.

Centres in Scotland should register their learners for Core Skills.

We will still accept entries for all Key Skills core units for any students who were registered prior to 30 September 2012.

Wider Key Skills (Working With Others, Improving Own Learning and Performance and Problem Solving)

Registrations for Wider Key Skills will be accepted from all centres until 30 September 2012.

Please note that certification end date for all Key Skills is 30th of September 2013.

Registration procedures

All Learners must be registered before or at the time of making an entry.

The process of registration is free for Key Skills Learners. Fees for paper-based tests will be charged when test entries are made. Fees for onscreen tests will be charged when the test is taken. Portfolio or proxy fees are charged when claims are made. No charges are made for portfolio and proxy entries.

Learners must be registered once only. To prevent the generation of duplicate registration numbers, centres must ensure that all Learners' details are entered exactly the same as they were upon initial Learner registration with Pearson.

Please refer to the Vocational Registration section of the manual for instructions on registering your learners.

Entry procedures

The entry methods for paper-based tests are listed below. For onscreen entry procedures, please see the Onscreen Testing section.

Electronic entry methods

EDI

Centres may make entries via EDI format.

Edexcel Online

All Learners will have to be registered on Key Skills in order to use this facility. However, they can be registered online at the same time as you make your entry.

You can make entries using Edexcel Online by either entering Learners directly online or by attaching an eSAI spreadsheet to upload your entries.

Successful completion of entries will be confirmed immediately onscreen and this can also be printed. We recommend that centres check their entries, using the 'Entry Summary' facility on Edexcel Online to ensure all entries on our system reflect those on your centre's records. This can be done by selecting 'Entries', then 'Entries Summary', and selecting the appropriate session.

eSAI

The eSAI is an electronic entry form that can be downloaded from the Key Skills/ALAN homepage, (indicated by the KS/ALAN tab) on Edexcel Online. It may be created using information on your Centre Management Information System (CMIS). It must meet the requirements listed in the eSAI section. This completed eSAI can be uploaded onto Edexcel Online.

For further details on using the eSAI see part 9, 'How to use the eSAI', in this section of the manual.

Amendments and withdrawing entries

EDI

You can amend your entries via EDI by the appropriate electronic entry and amendment deadline. Please refer to the EDI section of the Edexcel website for details on how to do this.

Edexcel Online

You can amend your entries via Edexcel Online by the appropriate electronic entry and amendment deadline. Once this deadline has passed, you will not be able to make any further withdrawals or amendments on Edexcel Online.

Late entries

Note: Centres should note that late entries are not applicable to Key Skills portfolio or proxy claims.

Once the respective entry and amendment deadline has passed, you will not be able to make any further entries, withdrawals or amendments via EDI or Edexcel Online.

If you wish to request additional entries, please contact your Pearson Work Based Learning Account Specialist. We will try to accommodate your request but it may be the case that we are unable to process your late entries.

If a Learner has not been entered but completes a test then their entry is referred to as a post-examination entry. If Pearson Work Based Learning receive any post-examination entries the entries will be made on behalf of the centre and test results will be processed.

Key Skills moderation

The process by which Learners' portfolios are reassessed is through the standards verification system.

Once a centre has been accredited for a particular key skill and level, it will be accorded direct claim status. This will enable centres to claim portfolio results for that skill and level using the instructions outlined in the Key Skills Standards Verification Handbook available in the Key Skills section of www.pearsonwbl.edexcel.com.

Each centre must ensure that a Key Skills Lead Internal Verifier is appointed. Please refer to the Key Skills Standards Verification Handbook for the roles and responsibilities of the Quality Nominee.

Portfolio claims

Centres must ensure that all direct claims are for portfolios that have been passed by the internal moderator and approved by the Key Skills Lead Internal Verifier.

Because of the security implications, it is extremely important that no claims for results are made without the clearance of the Key Skills Lead Internal Verifier.

Once a centre is accredited for a key skill/level, entries and claims may be made at any time using Edexcel Online. All claims must be preceded by a portfolio entry. For instructions on how to make portfolio claims on Edexcel Online, see part 10 of this section, 'Making portfolio or proxy claims'.

Copies of individual Learner Statement of Results will not be posted to centres following successful portfolio claims. However, centres may request copies via Edexcel Online, which will be emailed to their Edexcel Online mailbox.

We recommend that centres check their claims, using the 'Results Search' facility on Edexcel Online to ensure all claims on our system reflect those on your centre's records. This can be done by selecting 'Results', then 'Search', and selecting the appropriate portfolio session.

External moderator allocation

A Standards Verifier will be allocated to your centre for the academic year. This Standards Verifier will be able to arrange for the approval of your centre to make direct claims or complete your audit.

Key Skills proxies

What are proxy qualifications?

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, Learners can claim exemption from parts of the Key Skills when they are able to provide proof of achievement of the proxy qualification.

Proxy claim process

Proxy claims can be made at any time using Edexcel Online. All claims must be preceded by a proxy entry. For instruction on how to make proxy claims on Edexcel Online, see part 10, 'Making portfolio or proxy claims' in this section of the manual.

Note: Centres are reminded that they are responsible for ensuring that the rules for claiming proxies are adhered to.

Centres should claim at the end of the Key Skills programme to ensure that they are following the three-year rule. This is supported by ensuring:

- the Learner has claimed/is also claiming the relevant key skills portfolio
- where the Learner is claiming a test and portfolio as a proxy, centres must ensure that this is within the three-year period
- where the Learner is claiming towards the end of the programme (eg claiming a proxy in March and awaiting to submit a portfolio in June), centres must ensure that the three-year period expires after June.

Once a proxy claim has been made for a Learner, no further withdrawals or amendments will be permitted.

Apprenticeship Learners

Learners for Apprenticeships who wish to claim 'relaxation' against Key Skills should read the details of the 'relaxation ruling' which can be found on the Apprenticeships website at <http://www.apprenticeships.org.uk/>

Proxy audit requirements

All evidence used to support proxy claims must be logged so that, on request from the Vocational Assessment team, centres will be able to provide accurate details in order to complete the audit. A sample of proxy claims made over the year will be sent to centres, which will be required to complete the details of the evidence which supports the claims listed. The information which should be logged is:

Required

- Qualification used to claim proxy (eg GCSE English Literature)
- Grade achieved (eg A)
- Date achieved (eg when the GCSE was certificated: 31/08/08)
- Learner's name

Recommended

- Key Skills registration number (eg U123456)
- Proxy claimed (eg Communication, Level 2)

Centres should note that Key Skills test/portfolio achievements cannot be used to claim a proxy when the Key Skills test/portfolio was achieved through another awarding organisation as these do not appear on the QCDA proxy list.

The correct course of action is to send in copies of each Learner's achievements to our Pearson Work Based Learning Account Support team who will transfer the result over to Pearson.

Note: Failure of centres to provide required details may result in centres being unable to make claims on demand via Edexcel Online. For further information on the proxy audit process, please refer to the 'Proxy Guide to Centres' which can be downloaded from the Key Skills section of the Pearson Work Based Learning website

www.pearsonwbl.edexcel.com.

7 Unit entry codes

Note: These unit entry codes should be used when making entries.

7.1 Test entry unit codes

KA1T — Application of Number Level 1

KA2T — Application of Number Level 2

KA3T — Application of Number Level 3

KA4T — Application of Number Level 4

KC1T — Communication Level 1

KC2T — Communication Level 2

KC3T — Communication Level 3

KC4T — Communication Level 4

KT1T — Information Technology Level 1

KT2T — Information Technology Level 2

KT3T — Information Technology Level 3

KT4T — Information Technology Level 4

7.2 Portfolio unit codes

KA1P — Application of Number Level 1

KA2P — Application of Number Level 2

KA3P — Application of Number Level 3

KA4P — Application of Number Level 4

KC1P — Communication Level 1

KC2P — Communication Level 2

KC3P — Communication Level 3

KC4P — Communication Level 4

KT1P — Information Technology Level 1

KT2P — Information Technology Level 2

KT3P — Information Technology Level 3

KT4P — Information Technology Level 4

KL1P — Improving Own Learning and Performance Level 1

KL2P — Improving Own Learning and Performance Level 2
KL3P — Improving Own Learning and Performance Level 3
KL4P — Improving Own Learning and Performance Level 4

KW1P — Working with Others Level 1
KW2P — Working with Others Level 2
KW3P — Working with Others Level 3
KW4P — Working with Others Level 4

KPIP — Problem Solving Level 1
KP2P — Problem Solving Level 2
KP3P — Problem Solving Level 3
KP4P — Problem Solving Level 4

7.3 Proxy entry unit codes

Note: There are no proxies currently offered to exempt a Learner from a Communication portfolio at any level.

KA1X — Application of Number Level 1 Test
KA2X — Application of Number Level 2 Test
KA3X — Application of Number Level 3 Test

KA1Y — Application of Number Level 1 Test and Portfolio
KA2Y — Application of Number Level 2 Test and Portfolio
KA3Y — Application of Number Level 3 Test and Portfolio

KC1X — Communication Level 1 Test
KC2X — Communication Level 2 Test
KC3X — Communication Level 3 Test

KT1X — Information Technology Level 1 Test
KT2X — Information Technology Level 2 Test
KT3X — Information Technology Level 3 Test

KT1Y — Information Technology Level 1 Test and Portfolio
KT2Y — Information Technology Level 2 Test and Portfolio
KT3Y — Information Technology Level 3 Test and Portfolio

8 Certification

Certification is issued automatically, where appropriate, following successful completion of the required unit components.

Learners are required to pass both the test and portfolio for the core Key Skills certificates.

Learners are required to achieve only the portfolio for the wider Key Skills.

8.1 Apprenticeships

Please be aware that Learners on an Apprenticeship scheme (for which the Sector Skills Council (SSC) / Standard Setting Body(SSB) has advised you that Learners are exempt from sitting Key Skills tests) must still pass the test and portfolio in order to obtain a Key Skills certificate from Pearson.

Pearson will not issue a certificate for the core Key Skills based on a portfolio achievement only, where Learners are registered at a centre in either England.

This is in accordance with QCDA regulations governing the issue of certificates. Pearson will, however, issue an Individual Learner Statement of Provisional Results, listing that Learner's achievement, acceptable to the SSC/SSB as proof of the portfolio achievement.

Note: This exemption rule relates to the requirements of the Apprenticeship only and not to the Key Skills qualifications. Please refer to the SSC/SSB for any queries relating to the implications of this rule.

8.2 QCDA accreditation numbers

Key Skills certificates will be printed with the following QCDA accreditation numbers:

Level 1 Key Skills in Application of Number	I00/0285/6
Level 1 Key Skills in Communication	I00/0287/X
Level 1 Key Skills in Information Technology	I00/0289/3
Level 2 Key Skills in Application of Number	I00/0283/2
Level 2 Key Skills in Communication	I00/0288/1
Level 2 Key Skills in Information Technology	I00/0291/1
Level 3 Key Skills in Application of Number	I00/0284/4
Level 3 Key Skills in Communication	I00/0286/8
Level 3 Key Skills in Information Technology	I00/0290/X
Level 4 Key Skills in Application of Number	I00/0292/3
Level 4 Key Skills in Communication	I00/0293/5
Level 4 Key Skills in Information Technology	I00/0294/7
Level 1 Key Skills in Improving Own Learning and Performance	I00/3481/3
Level 1 Key Skills in Problem Solving	I00/3846/2
Level 1 Key Skills Working With Others	I00/3849/8
Level 2 Key Skills in Improving Own Learning and Performance	I00/3842/5
Level 2 Key Skills in Problem Solving	I00/3845/0
Level 2 Key Skills Working With Others	I00/3850/4
Level 3 Key Skills in Improving Own Learning and Performance	I00/3843/7
Level 3 Key Skills in Problem Solving	I00/3847/4
Level 3 Key Skills Working With Others	I00/3851/6

Level 4 Key Skills in Improving Own Learning and Performance	I00/3844/9
Level 4 Key Skills in Problem Solving	I00/3848/6
Level 4 Key Skills Working With Others	I00/3852/8

All QCDA accreditation numbers can be found on www.accreditedqualifications.org.uk.

8.3 Key Skills unit numbers

These unit numbers will be used on all test materials and confirmation of entry documents. The Wider Key Skills Certificates will also quote these unit codes.

Unit No.	Level	Name
U3051244	1	Application of Number
U3051245	2	Application of Number
U3051246	3	Application of Number
U3028611	4	Application of Number
U3051247	1	Communication
U3051248	2	Communication
U3051249	3	Communication
U3028603	4	Communication
U3051250	1	Information Technology
U3051251	2	Information Technology
U3051252	3	Information Technology
U3028607	4	Information Technology
U3050131	1	Improving Own Learning and Performance
U3050132	2	Improving Own Learning and Performance
U3050133	3	Improving Own Learning and Performance
U3050134	4	Improving Own Learning and Performance
U3050135	1	Working with Others
U3050136	2	Working with Others
U3050137	3	Working with Others
U3050138	4	Working with Others
U3050881	1	Problem Solving
U3050882	2	Problem Solving
U3050883	3	Problem Solving
U3050884	4	Problem Solving

9 How to use the eSAI

9.1 Completing the eSAI

Download the eSAI template from the 'Key Skills/ALAN' homepage on Edexcel Online. The eSAI should be saved on your personal drive so this can be accessed easily at a later time.

Once the eSAI has been saved it is now ready to be populated with the Learners' details for which you wish to make an entry.

	A	B	C	D	E	F	G	H	I	J	K
1	Centre's Reference Only	Student's Forenames	Student's Surname	Gender	Date of Birth	ULN	Entry 1	Entry 2	Entry 3	Entry 4	Entry 5
2	no more than 10 characters	no more than 20 characters	no more than 30 characters	M or F	DD-MON-YY	10 characters					
3											
4											
5											
6											
7											

The following rules must be observed when completing the eSAI to enable quick and easy processing:

- only one row should be used per Learner. Where there are multiple entries, these should be specified in 'Entry 1', 'Entry 2'... up to 'Entry 6'
- entry codes must be correct Key Skills unit entry codes, as specified in this manual
- student's forename, surname, gender and date of birth should be specified in the format shown. Where entries are being made for previously registered Learners, all details must be stated in exactly the same way as they were for the initial registration.

Failure to do so will result in Learners being issued with a duplicate registration, leading to problems with certification.

Note: Should you only wish to register Learners using the eSAI, do not complete the entry type fields. Only the student forename, surname and gender fields should be filled.

9.2 Unique Learner Number (ULN)

The ULN is a learner identifier that is allocated by the government agency MIAP (Managing Information Across Partners) and will be used in the aggregation of learner results across awarding organisations for the new Diplomas.

Pearson accepts the ULN in EDI entry, amendment and registration files. We also accept the ULN through any entries/registrations made through Edexcel Online. The ULN must be provided with any learner registrations or entries where the qualification or unit concerned is to be used as a component of a Diploma, in order that Pearson can provide the learner's achievement data to the Diploma Aggregation Service (DAS).

It is not necessary for you to provide the ULN with entries or registrations for learners who are not taking Diplomas.

The ULN is a 10 digit number and it is important that you validate the ULN against MIAP's central Learner Registration Service (LRS) before submitting the learner's entry/registration to Pearson to ensure that the personal details (name, gender and date of birth) being provided with the learner's entry or registration match exactly the details on the LRS. Pearson will check the ULN against MIAP LRS and if there is a mismatch, the ULN will not be accepted and a query will be raised with you.

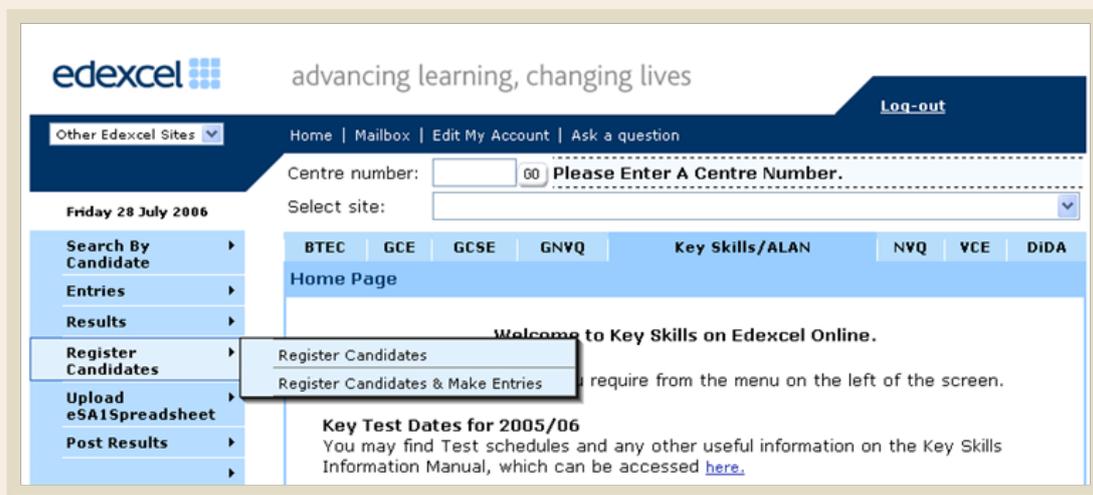
For further information about the ULN, and to find out how to obtain ULNs for your learners, please refer to the MIAP website www.miap.gov.uk.

Once you have finished completing the eSAI, save a copy to an accessible drive on your pc.

9.3 Uploading the eSAI

Registrations

On completing the eSAI, (see part 9.1), log into Edexcel Online and click on the 'Key Skills/ALAN' tab. Select 'Upload eSAI spreadsheet', then click on 'Register Learners'.



The screenshot displays the Edexcel Online user interface. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible, along with a 'Log-out' button. Below this is a navigation bar with links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Centre number' field is present with a warning message: 'Please Enter A Centre Number.'. A 'Select site:' dropdown menu is also shown. The main content area features a navigation menu on the left with options like 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSAI spreadsheet', and 'Post Results'. The 'Register Candidates' option is highlighted, showing a sub-menu with 'Register Candidates' and 'Register Candidates & Make Entries'. The main content area displays a 'Welcome to Key Skills on Edexcel Online.' message and 'Key Test Dates for 2005/06' information.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

State the Learners' enrolment date in this format DD/MM/YY. The enrolment date must be the day the registrations are being made. Completion of the field 'Cohort' is optional.

Click on 'Browse' to locate the eSAI which is to be uploaded.

Click on 'Upload'.

The Learners as indicated in the eSAI will be listed on the screen.

Click on 'Submit'. The Learners will now be allocated a unique registration number.

D.O.B.	Centre Ref.	Cohort	First Name	Last Name	Gender		
01/01/06	OPTIONAL		ANN	EXAMPLE	M	Edit	Delete

Registrations and entries

On completing the eSAI (see part 9.1), log into Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Upload eSAI spreadsheet', then click on 'Register Learners and Make Entries'. If Learners detailed in the eSAI are already registered, this option should still be selected.

Note: Previously registered Learners will not be assigned a new registration number provided all details used are exactly the same as those used when creating the initial registration.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

Select the appropriate entry type from the drop-down list 'Entry Type'. If multiple entry types have been specified in the eSAI, the eSAI should be uploaded separately, by selecting each entry type on that occasion.

State the Learner's enrolment date in the format DD/MM/YY. The enrolment date specified must be the day the registration is being made.

The field 'Cohort' is optional.

Click on 'Browse' to locate the eSAI which is to be uploaded.

Click on 'Upload'.

The Learners as indicated in the eSAI will be listed on the screen. All Learners who have been registered previously will be highlighted in blue. Any Learners who were not registered before will be assigned a registration number at this stage.

Click on 'Submit'. A pop-up screen will then be displayed indicating the proposed entries. You will then be given the option to withdraw any Learners before the entries are finalised.

If all entries are correct, click on 'Save'. A message will then be displayed stating 'The entries have now been made'. Click on 'Finish'.

10 Making portfolio or proxy claims

Before attempting to make portfolio or proxy claims, centres must ensure that an entry for all Learners has been made beforehand. Entries can be made using Edexcel Online, EDI or on an eSAI.

For details on how entries can be made using Edexcel Online, see part 9.1 in this section of the manual. Once entries for all Learners have been made, follow the steps below.

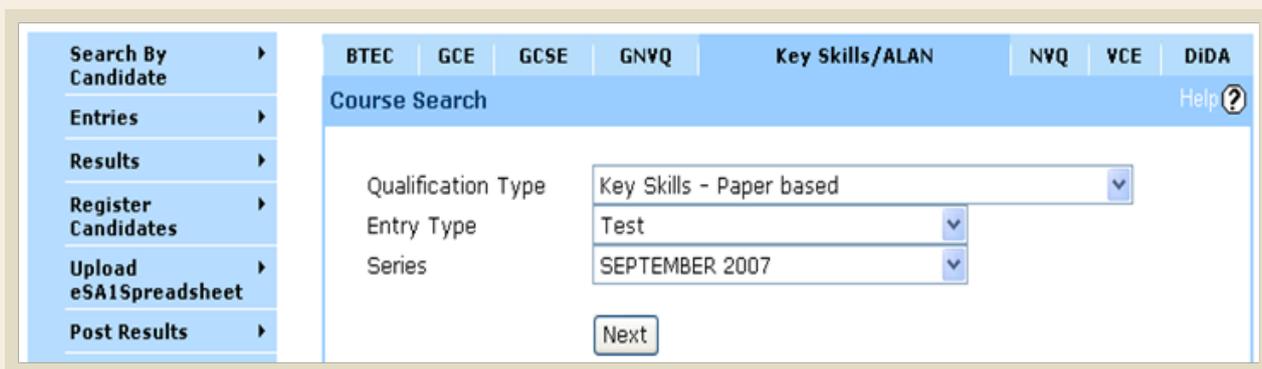
Follow steps 1—2 from part 9.1 'Completing the eSAI'.

Log on to Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Entries', then 'Entries Summary' from the options on the left hand side of the screen.



You will then be asked to specify the 'Qualification Type', 'Entry Type' and 'Series', which you are querying. Select the appropriate fields and click on 'Next'.



A breakdown of all the entries will then be detailed.

Click on the 'Learner list' for the Key Skills unit which you wish to finalise. Should you wish to finalise multiple Key Skills units, you must complete each Key Skills unit separately.

Select the Learners which you wish to finalise using the tick box on the left-hand side. Where a portfolio claim is to be made for all Learners, tick 'All' to select all Learners.

Once the correct Learners have been selected, click on 'Finalise Selected'.

If direct claim status has not yet been given for the Key Skills unit which is being claimed, Learners will be issued with a 'Not Yet Passed Result' should you proceed with finalising the portfolio claim.

A pop-up box will then be displayed requesting confirmation that all portfolio claims are eligible to be processed.

After the required information has been entered, click on 'Accept' to complete the claims process.

11 UCAS points and Key Skills equivalents

Since 2002, UCAS points will be awarded to Learners who achieve any or all of the Key Skills. The tariff for each unit is as follows:

- Level 2: 10
- Level 3: 20
- Level 4: 30

UCAS Tariff Calculator can be found on www.ucas.com/candq/tariff/index.html.

Key Skills equivalents

These levels broadly relate to other qualifications in the National Qualifications Framework, for example:

- Level 1 relates to GCSE grades D to G; it therefore equates to Level 1 NVQs and Level 1 BTECs
- Level 2 relates to GCSE grades A* to C; it therefore equates to Level 2 NVQs and Level 2 BTECs
- Level 3 relates to Advanced GCE (A Level), NVQs at Level 3 and BTEC Nationals
- Level 4 relates to higher level work.

12 Access arrangements and special considerations

Guidance on providing special arrangements for Learners with particular assessment requirements has been agreed between accredited awarding organisations.

Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk.

Transfers of achievement

Please note that, in order to transfer the Learner's achievements from another awarding organisation, centres will need to send a copy of the Learner's results slip confirming their achievements to Pearson Account Support.

Centres should note that Pearson will only transfer partial Key Skills achievement, ie test or portfolio. Where Learners have achieved both components and therefore the achievement has been certificated with the other awarding body, Edexcel will not transfer any achievement.