

Frequently Asked Questions

Drop In Sessions:

- Level 2 CCPLD Core
- Level 2 & Level 3 CCPLD P&T

June 2021

Level 2 CCPLD CORE

1. *Several learners will not be complete by the end of the mitigations. What support is available for these?*

City & Guilds and WJEC have worked with QW, SCW and HEIW to extend the core mitigations until the 31/10/21. This extension allows learners who are currently on programme and due to complete by the date to avail of the mitigations.

2. *Can CCPLD and HSC core internal assessments be typed instead of handwritten?*

Yes, internal assessments can be typed instead of written. The centre needs to ensure the learner does not have access to the internet during the assessment if using a laptop/PC.

3. *How can we support learners who have failed the core MCQ several times? What support is available?*

Multiple failures of the MCQ can be extremely disheartening to learners and assessment team.

To support learners fully when completing the external assessment, learners should be fully prepared for the assessment beforehand. For example, completing the mock assessment available and completion of any centre devised assessments.

At the end of each assessment, the learner should be provided with a breakdown report outlining the areas of the specification content which needs further development. This information should be used as a revision guide to focus the learner on areas they need to revise and refresh.

4. *How do we apply for special considerations and access arrangements for CCPLD learners?*

For WJEC qualifications, special consideration requests can be made by emailing specialconsiderations@wjec.co.uk

5. What checks should centres complete on internal assessment revision notes?

Prior to completion of internal assessments, the assessor should check revision notes for validity.

The notes should not include prescribed answers that the learner can directly transfer into the question bank answers. Revision notes should not exceed 2 sides of A4. The notes can be typed or hand written and the size of font should be legible.

The notes should allow the learner to reflect on teaching and learning previously taught to answer the question to their full potential.

On completion of the internal assessment, revision notes should be authenticated by the learner and assessor.

6. How much detail is allowed in revision notes?

The notes should not include prescribed answers that the learner can directly transfer into the question bank answers. Revision notes should not exceed 2 sides of A4. The notes can be typed or hand written and the size of font should be legible.

The notes should allow the learner to reflect on teaching and learning previously taught to answer the question to their full potential.

The learner can use words, diagrams and charts to compile their notes.

7. Will more sample assessment materials be available for core qualifications?

At present, we have no immediate plans to offer any additional sample assessment materials.

However, as internal assessment and external assessment retire in time, these will automatically become sample assessment materials. City & Guilds and WJEC will notify centres when this happens and add the papers to the HCLW qualification pages.

Centre can devise their own sample assessment materials if they wish. They can use the approved sample assessment materials as a template and navigate the specification content to formulate more questions and suitable answers. This is good practice to fully prepare learners for external assessment and MCQ style of exam questions.

8. Can internal assessment case studies be posted to the learner?

Internal assessment materials are live assessment materials. Therefore, the centre needs to always ensure the security of the materials.

Many centres transfer the case study electronically to learners using a secure transfer (E-portfolio, drop box etc) The centre can then remove the case study after assessment has taken place.

Some centres will post the case study to the learner by using tracked postage.

We would like to remind all centres that, the security of these case studies is vital to maintain the validity of assessments and overall qualification.

9. Can internal assessment case studies be shared electronically with learners?

Internal assessment materials are live assessment materials. Therefore, the centre needs to always ensure the security of the materials.

Many centres transfer the case study electronically to learners using a secure transfer (E-portfolio, drop box etc) The centre can then remove the case study after assessment has taken place.

Some centres will post the case study to the learner by using tracked postage.

We would like to remind all centres that, the security of these case studies are vital to maintain the validity of assessments and overall qualification.

10. Are papers versions of the MCQ questions available to CCPLD learners?

Yes, paper versions of the MCQ external assessments are available to all learners. Paper assessments are marked by WJEC and can take 30 days to obtain the results.

Paper versions can be requested by emailing pathways@wjec.co.uk

11. How do we access MCQ feedback after completion of the assessment?

The report should appear on the screen after completion of assessment.

At the end of each assessment, the learner should be provided with a breakdown report outlining the areas of the specification content which needs further development. This information should be used as a revision guide to focus the learner on areas they need to revise and refresh.

12. Why are the pass marks different for each MCQ paper?

Each MCQ paper has gone through a rigorous quality assurance process to determine the pass mark.

Early Years subject experts from the Early Years sector were involved in determining the pass mark for each paper. The complexity and difficulty of the paper was reviewed by the

Early Years panel and compared to the minimally competent person needed with the Early Years sector.

Each MCQ has a different pass mark within the tolerance range of 70-80%.

Level 2 CCPLD P&T

Several learners will not be complete by the end of the mitigations. What support is available for these?

City & Guilds and WJEC have worked with QW, SCW and HEIW to extend the core mitigations until the 31/10/21. This extension allows learners who are currently on programme and due to complete by the date to avail of the mitigations.

How do we apply for special considerations and access arrangements for CCPLD and HSC learners?

For WJEC qualifications, special consideration requests can be made by emailing Specialconsiderations@wjec.co.uk

Will more sample assessment materials be available for core qualifications?

At present, we have no immediate plans to offer any additional sample assessment materials.

However, as internal assessment and external assessment retire in time, these will automatically become sample assessment materials. City & Guilds and WJEC will notify centres when this happens and add the papers to the HCLW qualification pages.

Centre can devise their own sample assessment materials if they wish. They can use the approved sample assessment materials as a template and navigate the specification content to formulate more questions and suitable answers. This is good practice to fully prepare learner for external assessment and MCQ style of exam questions.

As a centre, can we reduce the choice of practice optional units to learners?

The learner should have access to all practice units within the qualification tailored to their job role.

However, the centre needs to ensure that that the assessment and internal quality assurance team have the occupational competence to assess and quality assure the units chosen.

How do you enter Level 2 CCPLD: Practice and theory units for certification?

WJEC operates on a certification window cycle of all qualifications.

Therefore, the centre needs to decide which window the learner will complete in and then enter. The centre should enter all practice units. Entry codes and further instructions are available on the HCLW pages.

After entry, your EQA will then arrange sampling with your centre.

Will the EQA sample Unit 216?

No, Unit 216 is a timetabled examination. This is marked by the WJEC.

Level 3 CCPLD P&T

What mitigations will be available to learners completing Level 3 CCPLD: Practice and Theory?

Adaptations for Level 3 CCPLD: Practice and Theory are currently under consultation.

After the consultation is complete, further information will be provided on the HCLW Covid 19 pages.

What is the examination date for Unit 330 in the Autumn?

The Autumn 2021 examination date is 4th October 2021 PM.

Several learners will not be complete by the end of the mitigations. What support is available for these?

City & Guilds and WJEC have worked with QW, SCW and HEIW to extend the core mitigations until the 31/10/21. This extension allows learners who are currently on programme and due to complete by the date to avail of the mitigations.

How do we apply for special considerations and access arrangements for CCPLD and HSC learners?

For WJEC qualifications, special consideration requests can be made by emailing Specialconsiderations@wjec.co.uk

Will more sample assessment materials be available for core qualifications?

At present, we have no immediate plans to offer any additional sample assessment materials.

However, as internal assessment and external assessment retire in time, these will automatically become sample assessment materials. City & Guilds and WJEC will notify centres when this happens and add the papers to the HCLW qualification pages.

Centre can devise their own sample assessment materials if they wish. They can use the approved sample assessment materials as a template and navigate the specification content to formulate more questions and suitable answers. This is good practice to fully prepare learner for external assessment and MCQ style of exam questions.

As a centre, can we reduce the choice of practice optional units to learners?

The learner should have access to all practice units within the qualification tailored to their job role.

However, the centre needs to ensure that that the assessment and internal quality assurance team have the occupational competence to assess and quality assure the units chosen.

How many times can a learner sit the Unit 330 examination?

Unit 330 examination is available in January and June each year.

The Level 3 CCPLD: Practice and Theory qualification is designed over a two year programme. Unit 330 is designed be taken after all specification content is covered.

There is no limit on the amount of times the learner can sit this examination over the two years of programme.

How many times can a learner sit the Unit 331 external assessment?

The Level 3 CCPLD: Practice and Theory qualification is designed over a two year programme. Unit 331 is designed be taken after all specification content is covered in year 2.

Unit 331 encourages the learner to reflect on teaching and learning and experience of work placement to complete the investigation project.

There is no limit on the number of times the learner can sit this examination over the two years of programme. Unit 331 is available in the Spring each year and needs to be submitted to the WJEC in May for marking.

What is the release date for the investigation project (Unit 331)

For cohort 2020/2022 the topics will be released 1st Monday in February 2022. The deadline for submission is 15 May 2022.

For cohort 2021/2023 the topics will be released 1st Monday in March 2023. The deadline for submission is 15 May 2023.