COMMUNICATION

INFORMATION AND COMMUNICATION TECHNOLOGY

NUMERACY

WORKING WITH OTHERS

PROBLEM SOLVING

Core Skills Bulletin

May 2011

Contents

- **Introduction**
- **New Workplace Assessed Core Skills Units**
- **Core Skills in Modern Apprenticeships**
- **New On-line Core Skills Screening Tool**
- **Update on Exemplar Materials for the NQ Core Skills Units**
- **Appendix 1 – New and Old Unit Codes for Workplace Assessed Core Skills Units**

Introduction

In this Core Skills Bulletin we remind centres delivering the Workplace Assessed Core Skills Units that they need to move over to the new versions of these Units by August 2011, if they have not done so already, and this is explained in our first article.

We have noticed an increase in queries concerning Modern Apprenticeships this year, so our second article offers some answers to common questions about Core Skills in Modern Apprenticeships.

The third and forth articles focus on our new on-line Core Skills Screening Tool and the development of exemplar packs for the NQ Core Skills Units.

New Workplace Assessed Core Skills Units

New versions of the Workplace Assessed Core Skills Units were first introduced in August 2008 and centres were given three years to move across from the old to the new versions of the Unit specifications. Centres should note that no results can be accepted against the old Unit codes after 31 July 2011.

If you still have candidates entered against the old Workplace Assessed Core Skills Units, please ensure you submit results for these candidates as soon as possible so that they can be processed prior to 31 July. Any new entries should be submitted against the new Unit codes. For full details of the new and old Unit codes please refer to the list provided in the appendix to this Bulletin. All centres that had approval to offer the old Workplace Assessed Core Skills Units have been given automatic approval to offer the new Units.

Copies of the new Unit Specifications and Assessment Support Packs (ASPs) for the Workplace Assessed Core Skills are available on the Core Skills section of the SQA website. To find them, go to the Core Skills Homepage, click on one of the subject icons (e.g. the orange one for Communication or the blue one for Numeracy) and then click on link to the Workplace Core Skills Unit Specifications and ASPs.

Core Skills in Modern Apprenticeships

The Sector Skills Councils (SSCs) have responsibility for setting and maintaining the frameworks for Modern Apprenticeships (MAs), including the Core Skills requirements. Copies of MA frameworks can be accessed via the website for the Alliance of Sector Skills Councils in Scotland – **www.alliancescotland.org** - or from the SSC responsible for the given industry. The requirements for Core Skills are clearly stated within each MA framework.

Learners who have already been certificated for the required level of Core Skills, either through the achievement of Core Skills Units or where they are embedded within other qualifications (such as Standard Grades or National Courses), do not have to repeat those Core Skills. Where Core Skills have been embedded within other qualifications, this will be reflected in the learner's Core Skills Profile, which can be found at the back of their Scottish Qualifications Certificate.

If a learner does not already have the relevant level of Core Skill(s) required by the MA framework, they should complete the Workplace Assessed Core Skills Units.

New On-line Core Skills Screening Tool

In 2006, SQA issued a CD Rom to centres titled '*Core Skills Initial Screening Tool Communication and Numeracy'*. We recently reviewed the content of this Screening Tool and altered some of the questions following feedback from centres. However, rather than re-issue the CD Rom, we have re-packaged the questions and made them available as on-line screening tests.

The link given below will allow you to access the tests. Once you have followed the link, use the drop down 'select subject' menu to find 'Core Skills Test' and click onto it. You can then select from the six listed assessments: Numeracy A, B, and C; and Communication A, B, and C. Please note that it may take a good few seconds to download the test.

http://www.sqasolar.org.uk/mini/29192.html

There is some text at the start of each test which will hopefully explain how it works and how it can be used.

Update on Exemplar Materials for the NQ Core Skills Units

We are continuing to develop exemplar packs to support the delivery of the NQ Core Skills Units. So far there are packs published on the SQA secure website for:

- Communication at SCQF levels 3, 4, 5 and 6
- Numeracy at SCQF levels 3, 4 and 5
- ICT at SCQF levels 3, 4 and 5

Exemplar packs for SCQF level 2 in Communication, Numeracy and ICT are currently being edited and should be ready for publication in the next couple of months. An exemplar pack covering Problem solving should be ready by the end of the summer and a pack covering Working with Others should be ready by the Autumn.

Core Skills contacts

Sandy Riddell (Project Manager)

E-mail: **sandy.riddell@sqa.orq.uk**
Tel: 0845 213 5569

Appendix 1 – New and Old Unit Codes for Workplace Assessed Core Skills Units

Previous Product Code	Previous Product Title	New Product Code	New Product Title	SCQF level
D6C5 04	Communication (Access 3)	F425 04	Communication	3
D6C6 04	Communication (Intermediate 1)	F426 04	Communication	4
D6C7 04	Communication (Intermediate 2)	F427 04	Communication	5
D6C8 04	Communication (Higher)	F428 04	Communication	6
D6C9 04	Numeracy (Access 3)	F429 04	Numeracy	3
D6CA 04	Numeracy (Intermediate 1)	F42A 04	Numeracy	4
D6CB 04	Numeracy (Intermediate 2)	F42B 04	Numeracy	5
D6CC 04	Numeracy (Higher)	F42C 04	Numeracy	6
D6CN 04	Information Technology (Access 3)	F42D 04	Information and Communication Technology	3
D6CP 04	Information Technology (Intermediate 1)	F42E 04	Information and Communication Technology	4
D6CR 04	Information Technology (Intermediate 2)	F42F04	Information and Communication Technology	5
D6CS 04	Information Technology (Higher)	F42G 04	Information and Communication Technology	6
D6CD 04	Problem Solving (Access 3)	F42H 04	Problem Solving	3
D6CE 04	Problem Solving (Intermediate 1)	F42J 04	Problem Solving	4
D6CF 04	Problem Solving (Intermediate 2)	F42K 04	Problem Solving	5
D6CH 04	Problem Solving (Higher)	F42L 04	Problem Solving	6
D6CJ 04	Working with Others (Access 3)	F42M 04	Working with Others	3
D6CK 04	Working with Others (Intermediate 1)	F42N 04	Working with Others	4
D6CL 04	Working with Others (Intermediate 2)	F42P 04	Working with Others	5
D6CM 04	Working with Others (Higher)	F42R 04	Working with Others	6