



Ascentis Pre-Entry Level Award in Writing

Specification

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ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **an Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual, England), Council for the Curriculum, Examinations and Assessment (CCEA, Northern Ireland) and Qualifications Wales

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

ASCENTIS CONTACT DETAILS

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ASCENTIS PRE-ENTRY LEVEL AWARD IN WRITING

Introduction

This Pre-Entry Award in Writing is aimed at adults and young people who wish to improve their written English. The award is intended to aid progression, to either further study through English Entry level qualifications or Functional Skills English qualifications.

There are several features of these qualifications that make them very appropriate for their target learners:

- Assessed by completion of Ascentis designed assessment
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- The qualification can be delivered in a range of settings
- Each unit is internally assessed
- Assessments are internally marked by centre assessors, internally verified by the centre and then externally verified by Ascentis
- Assessment dates are determined by the centre, not Ascentis
- Mark schemes are user friendly and provide sufficient detailed information to support consistent assessment decisions.

Aims

The aims of this qualification are to enable learners:

- 1 To develop writing skills for forming letters and numbers
- 2 To improve ability to write basic words and personal details
- 3 To progress onto the Ascentis Entry Level 1 Awards in English

Target Group

This qualification is aimed at a range of learners, including those who have had little interaction with literacy and learners who may have had little or no experience of formal learning.

Rules of Combination

Learners must complete the 2 mandatory units in order to gain the Ascentis Pre-Entry Level Award in Writing.

Ascentis Pre-Entry Level Award in Writing			
			Minimum credits: 2
Mandatory Units			
Title	Level	Credit Value	GLH
Writing Letters and Numbers	Pre-Entry	1	10
Forming Words	Pre-Entry	1	10

Unit certification is available.

Guided Learning Hours (GLH)

The recommended guided learning hours for this qualification is 20.

Total Qualification Time (TQT)

The total qualification time for this qualification is 20 hours.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and/or Experience

No previous formal qualifications are required for entry to this qualification.

Age Range of Qualification

This qualification is suitable for young people aged 14-19 and adult learners.

Opportunities for Progression

Learners who have completed this qualification may wish to undertake Entry 1 English qualifications.

Mapping/Relationship to National Occupational Standards

These qualifications are mapped to the Pre-Entry Adult Literacy Core Curriculum. This can be viewed at: https://webarchive.nationalarchives.gov.uk/20100415080816/http://www.dcsf.gov.uk/curriculum_preentry/

Resources to Support the Delivery of the Qualification

These are outlined in the Assessor Guidance.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

Candidates need to be registered electronically via the Ascentis electronic registration portal at least 10 working days before the intended assessment date. Guidance can be downloaded from the Ascentis website at www.ascentis.co.uk.

Status in England, Wales and Northern Ireland

These qualifications are available in England. They are only offered in English. If you wish to deliver them in any other nation, please contact development@ascentis.co.uk.

Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements, reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Inclusive statements

This qualification is intended to be as inclusive as possible to a wide range of learners without affecting the integrity of the qualification. This includes:

- Text is defined as materials that include the use of words that are written, printed, on screen, or presented using Braille and which are presented in a way that is accessible for the intended audience
- A human scribe, speech recognition technology or other writing aid may be used under certain conditions, where its use does not compromise the valid assessment of the learner's own skills

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*¹. Full details of this procedure, including how to make an application, are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

In Northern Ireland it is the CCEA General Conditions of Recognition and Qualifications Wales is the Standard Conditions of Recognition.

Useful Links

Web links and other resources featured in this specification are suggestions only to support the delivery of this qualification and should be implemented at the centre's discretion. The hyperlinks provided were live at the time this specification was last reviewed. Please kindly notify Ascentis if you find a link that is no longer active.

Please note: Ascentis is not responsible for the content of third-party websites and, whilst we check external links regularly, the owners of these sites may remove or amend these documents or web pages at any time.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

The Ascentis Pre-Entry Level Award in Writing requires evidence of achievement of all the skills and activities that are set out in each unit within the specification. The successful achievement of all the tasks for a unit provides confirmation that all learning outcomes and assessment criteria within the units of assessment have been achieved.

Assessments are internally marked by centre assessors and then internally verified to ensure consistency. The assessments will then be externally verified by Ascentis. An attendance list must be completed for each assessment. Marking guidance is provided in the Assessor Guidance document for the assessment, providing sufficient detailed information to support consistent assessment decisions. Assessors should judge their learners' performance against these criteria following the detailed mark schemes. The centre must retain evidence of the assessments for 4 weeks after the date of the external verification in case of appeal.

The specification and the assessor guidance provide an indication of the kind of assessments the learner is going to be asked to perform and of the skills to be assessed.

Learners cannot be assessed through the same task more than once. If a learner is unsuccessful in an assessment, they may be given another opportunity for assessment, but this must be through a different task. It is a centre's responsibility to monitor the use of the assessments and their security.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Further information is available from the login section of the Ascentis website www.ascentis.co.uk.

External Verification

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centre's management of the provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment.

External Verifiers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

Knowledge, Understanding and Skills Required of Assessors and Internal Verifiers

Assessors and those delivering these qualifications should be knowledgeable and competent within the areas of English and Literacy in which they are making assessment decisions/delivering these qualifications.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on QuartzWeb or the Ascentis website.

UNIT SPECIFICATIONS

Writing Letters and Numbers

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: Pre-Entry

Introduction

In this unit learners will be able to trace letters and numbers. Learners will be able to form uppercase and lowercase letters. Learners will also learn how to write numbers from 1-10 as digits.

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1 Form the letters of the alphabet	1.1 Write letters in lowercase
	1.2 Write letters in uppercase
2 Write numbers 1-10	2.1 Write numbers as digits

Indicative Content

Please be aware that the indicative content supplied below is a suggested guide only.

Letters: Learners should be able to trace around uppercase and lowercase letters. Learners should be able to form basic letters

Form letters correctly: With some inconsistencies, form and combine letters to form words from left to right and from top to bottom.

Numbers: Learners should be able to trace around numbers from 1 to 10.

Where learners have difficulty writing with pens or pencils, use alternative methods such as a computer keyboard, whiteboard, tablet, or sandbox.

UNIT SPECIFICATIONS

Forming Words

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: Pre-Entry

Introduction

In this unit learners will learn to associate words with familiar objects. Learners will be able to combine letters to create simple, familiar words. Learners will be able form basic words relating to their personal information.

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1. Write simple CVC words	1.1 Write words with accurate consonant sounds and short vowels
	1.2 Write simple social sight words
2. Write out personal information	2.1 Complete a form with basic personal information, including: • Name • Surname • Hometown

Indicative Content
Please be aware that the indicative content supplied below is a suggested guide only. Word: Learners should have a bank of words that they are familiar with and should be able to link these words to corresponding people, places, or objects Form letters correctly: With some inconsistencies, write and combine letters to form words from left to right and from top to bottom. Form words: Learners should be able to form CVC words (consonant-vowel-consonant words) to be understood by a sympathetic competent reader. Numbers: Learners should be able to trace around numbers from 1 to 10. Where learners have difficulty writing with pens or pencils, use alternative methods such as a computer keyboard, whiteboard, tablet, or sandbox.

APPENDIX 1

Summary Record of Achievement Ascentis Pre-Entry Level Award in Writing

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Writing Letters and Numbers	Pre-Entry	1			
Forming Words	Pre-Entry	1			

Learner Name _____

Minimum Credit Value of Qualification: 2

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

Tracking Sheet
Writing Letters and Numbers

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Write letters in lowercase				
1.2 Write letters in uppercase				
2.1 Write numbers as digits				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet
Forming Words

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Write words with accurate consonant sounds and short vowels				
1.2 Write simple social sight words				
2.1 Complete a form with basic personal information, including: • Name • Surname • Hometown				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____