

6th May 2021

Dear Students,

RE: Confirmation of Qualification Guidelines

We hope that you and your family are safe and well and that you have been able to continue with your studies by working with your tutors remotely and more recently, back on College campuses.

We know that many of you have been continuing to work on your coursework and we appreciate the efforts you have made since September 2020.

We have been waiting for the government, Ofqual (the government agency for all qualifications) and awarding organisations to work out the best way to award qualifications this year without the normal tests, assessments and exams in place. We now have the information we need to ensure you we can claim qualifications this year.

Qualifications fall into two categories: category 1 - qualifications that will be achieved by completing all learning and assessments in full, and category 2 - qualifications that will be achieved by following a QTAG process. Full details are provided below.

Please note, for both categories of qualifications, you will be required to continue to attend College and complete all the learning and assessments scheduled by your tutors. Please continue to attend until you are notified by your tutor that you have completed your course / final exit session.

Category 1: Qualifications/Programmes to be achieved by completing in full

You should be aware if you are required to complete your qualifications in full following information from your lecturers and tutors. Courses in this category include, but are not limited to construction, electrical engineering, hairdressing, beauty therapy, motor vehicle maintenance access to HE.

It is important to note that these full-time courses will run until the end of the academic year in late June.

To ensure that you have the best chance of securing an overall grade for your qualification this year, you will need to continue to attend and complete your studies.

Category 2: Qualifications/Programmes to be achieved through QTAG's

All other full-time courses for students on study programmes will be subject to a Qualification Teacher Assessed Grade (QTAG). This process involves assessing the work you have done this year and using that evidence to award you an appropriate grade.

If you are unsure whether your course is a QTAG course or not, then please contact your tutor. Qualifications with QTAGs this year include nearly all of the College's BTEC qualifications and English and Maths GCSEs.

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Wigston Campus

Blaby Road
South Wigston
Leicestershire
LE18 4PH

Nuneaton Campus

Hinckley Road
Nuneaton
Warwickshire
CV11 6BH

Hinckley Campus

Lower Bond Street
Hinckley
Leicestershire
LE10 1QU

Harrowbrook Campus

Harrowbrook Industrial Estate
Nuffield Road
Hinckley
LE10 3DT

MIRA Technology Institute

MIRA Technology Park
1 Eastern Avenue
Nuneaton
CV10 0UX

Qualification Coursework for QTAGs:

By Friday 14th May, you should ensure any work that was scheduled to be handed in is submitted, as this will be assessed and will enable us to calculate your qualification grade. It is important to note that you will not be able to submit work after 14th May.

After the 14th May, we assess your work and calculate your grades before sending them to the awarding organisations for further checks. If you would like to submit your coursework earlier than the 14th May, just let your tutor know.

Please be aware that we will not be able to release your overall grade until the awarding organisation has checked it. This means your tutors will not be able to confirm your grade until it is released by the awarding organisation and this will be on 10th August for level 3 qualifications and on the 12th August for level 2 qualifications.

After 14th May, you will need to continue to attend College to engage in our Skills for Next Steps programme. This programme will involve opportunities for you to engage in Careers week, enrichment activities, transferable employability skills and a final programme completion meeting. Your Employability Coach will advise you when and where to attend this programme in the near future.

English and Maths GCSEs and Functional Skills Qualifications

GCSE English and Maths

The following information is for all students studying English and maths GCSEs:

The final grade students receive will be based on the range of assessment and classwork evidence that each student has produced, for example, mock exams, tutor devised tasks, end of topic assessments and exam board released questions. We will finish collecting evidence on Friday 14th May 2021, this day will be the last opportunity for students to give work to their tutors to mark.

All evidence provided will undergo a thorough and rigorous internal quality assurance process to ensure that the grades awarded are objective and fair, and students get the grade their work deserves. Tutors and managers are not allowed to confirm grades to students, these will be confirmed on the official GCSE results day.

If you have any questions, please speak to your English or maths GCSE tutor.

Functional Skills English and Maths

The following information is for all students studying Functional Skills qualifications:

If you are on a Study Programme, your Functional Skills exams will be completed by Friday 14th May 2021. However, for those students studying Entry Level Functional Skills qualifications you may continue until the end of June if you need the extra time to be successful.

If you are a 19+ student or an Apprentice studying Functional Skills, your exams will be on-demand and can take place at any point until the end of the academic year in late June.

If you have any questions, please speak to your Functional Skills tutor.

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In summary, your next steps are:

1. For category 2 qualifications (QTAGs), by Friday 14th May, you should ensure any work that was scheduled to be handed in is submitted on time.
2. If your programme fits into category 1 – continue to attend lessons as usual.
3. You should remain in contact with your tutors in relation to your core programme and the Skills for Next Steps programme.
4. Select from the attached timetables what you would like to take part in during the Skills for Next Steps programme, and book on via email or the Box.

If you have any questions on this information, then please contact your tutor.

Yours sincerely,



Tom Hamilton-Dick
Deputy Principal, Curriculum & Innovation

CC: Parents and Carers