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Brandon Road, Swaffham, PE37 7DZ



1st October 2024

Dear Parent/Carer

Vocational Subjects Coursework

Your son/daughter is completing one or more of their subjects in our Vocational suite of qualifications. Vocational qualifications are assessed in a different way to traditional GCSE's. Vocational qualifications include coursework/controlled assessment (60% of overall grade) and a final exam (40% of overall grade), whereas traditional GCSEs are assessed through final examination only. The Coursework/Controlled Assessment Units are completed using Assignments sent from the Exam Board and has to be completed at particular times of the year with a set time limit. Students have directed time to complete the assessment during lesson time in controlled conditions. The work is then graded and then sent to the exam board for moderation.

The schedule for each Vocational subject is shown below. The turnaround can be very tight, with little room for students to complete work due to absence. Therefore, can we request that your child has the highest possible attendance, as any absence from lessons will mean less time to complete their assessment.

Year 10

2024-2025	Business BTEC Tech Award	Travel & Tourism BTEC Tech Award	Health & Social care OCR Cambridge National	Child Development OCR Cambridge National	Hospitality & Catering WJEC L1/2 Award	Design Technology AQA GCSE Art & Design (3D)
Half Term 1			R033	R058		Portfolio
Half Term 2			R033	R058		Portfolio
Half Term 3	Component 1	Component 1	R033	R058		Portfolio
Half Term 4	Component 1	Component 1	R033	R058		Portfolio
Half Term 5				R059		Portfolio
Half Term 6			R034	R059		Portfolio

Year 11

2024-2025	Business	Travel & Tourism	Health & Social care	Child Development	Hospitality & Catering	Design Technology
Half Term 1	Component 2	Component 2	R034	R059	Coursework unit Planning	Portfolio
Half Term 2	Component 2	Component 2	R034	R059	Coursework unit 12 hour Practical	Portfolio
Half Term 3						Practical Exam
Half Term 4						Practical Exam
Half Term 5	Final Exam	Final Exam				
Half Term 6			Final Exam	Final Exam	Final Exam	

If you have any concerns or queries, please do hesitate to contact the subject teacher or myself.

Kind regards.

D. Morton-Smith

D. Morton-Smith
Director of Vocational Studies