

Key Dates and Actions for Access Centres between now and July 2007

1. Set your Exam Board date now!

The Exam Board is a critical element of the award process and must be carried out in compliance with the OCN's guidelines. It is vital that centres hold an Exam Board for each Access pathway/course¹. The Exam Board has delegated authority² to award the Access qualification to the students. You must agree this date with the external moderator who must attend. You must also let the OCN know of the date of each one and email this to s.martin@ocnser.org.uk. The Exam Board should meet as soon as possible after the end of the course but only once all assessment & marking is complete. Full details of the Exam Board process including an agenda are available from the OCN. See our website at www.ocnser.org.uk/Access%20Info.htm (follow the 'key documents download link')

2. Internal Moderation

Please ensure that internal moderation activities have or will have taken place well before the summer term. There must be an audit evidence of this in the form of internal moderation reports and/or notes of meetings etc. External moderators are required to look specifically at internal moderation as a part of their visit. You can use NOCN Internal Moderation procedures which are available on

3. External Moderation

Please ensure that you have agreed your external moderation visit(s) with your external moderator. There must be at least one external moderator visit in addition to the Exam Board, and in some cases there will be more than one visit. If you need further information re your moderator please contact the OCN.

4. Annual Centre Reports

It is a QAA requirement of validation that each centre offering Access courses must complete an annual centre report as provided by the AVA³. A template is provided for this purpose. The annual report forms a key element of the process for maintaining the quality of Access provision. A single report can cover more than one Access course as long as data and analysis relating to each Access qualification is separately identified within the report.

The deadline for submission of the report is the middle of September but much of the work can be completed before then and ideally we would like to receive reports as soon as possible after the end of the Access course.

¹ Once courses have become 'Diplomas' this will be an Exam Board per Diploma

² This authority is delegated from the OCN SER Board of Trustees via the Access Quality & Development Committee and overseen by the OCN's external moderator.

³ AVA = Authorised Validating Agency, i.e. OCN SER as approved by the QAA

5. Collection of Statistical Data

This is a further QAA requirement and we will be contacting college management information system (MIS) departments directly for this. We would strongly advise Access Coordinators to make contact with their MIS department and establish who is the best person to provide this data. It will also help in the compilation of the Annual Report.

6. Informing Universities of Student Access Results

There is no centralised mechanism for informing higher education institutions (HEIs) of Access Results and it is the responsibility of centres to forward the results of students to the relevant HEIs. The OCN offers a template for this which can be downloaded from our website. Please ensure that you provide the final results list to a central point in the college so that telephone enquiries from HEIs can be dealt with between July and September.

7. Planning for 2007-08

By now most centres will be well advanced with planning next year's Access provision. We hope the following might help in this process:

Pre-Access Courses using NOCN Progression Qualifications

Consider offering some **'pre-access' course provision** using the NOCN Progression Qualifications as their basis. These are QCA approved, Section 96/97 listed qualifications and are on the Learning Aims database. Ask your OCN development manager for further support and detail. Qualification guides with full unit listings can be obtained at www.nocn.org.uk⁴

Promote the Access brand

Use the OCNSER and QAA logos or refer to the external regulation of Access in college prospectuses etc. We are keen to support the national branding of Access to consolidate its position as one of the major entry route to HE.

Only promote courses as Diplomas if you are sure that they will have been re-validated as such for 2007-08. Contact your OCN development manager if you are unsure.

Visit www.ocnser.org.uk and follow the Access link or go

Please do let us know if you have any comments on this newsletter. Contact your OCN Development Manager or one of the contacts on the following page

⁴ follow the instructions on the home-page re how to get into the 'OCN Centres' section and from there click on 'qualification guides'

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OCNSER Contacts for Access

Role	Name	Email	Tel	Office	Serving ⁵
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Lead Development Manager for Access	Ruth Keynes	r.keynes@ocnser.org.uk	07900 265803	Brighton	SE Region
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Access Development Administrator	Sue Martin	s.martin@ocnser.org.uk	01227 827823	Canterbury	SE Region
Development Manager	Sue Benn	s.benn@ocnser.org.uk	07867 501663	Brighton	Sussex, Hants, Isle of Wight
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Development Manager	Peter James	peterjamesocn@yahoo.com	07771 667797	Addlestone & Home	Buck & Oxon
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Development Manager	Juliet Ward	j.ward@ocnser.org.uk	01227 827371	Canterbury	Kent, Medway, E Sussex

Outline of OCNSER Staff Roles	
Development Administrators (DA)	Our support staff based in the OCN offices. They will field any questions you may have about learner registrations, RAC Forms, certificates etc. They can also deal with other enquiries or refer you on to a development manager
Access Development Administrator	This role is dedicated to supporting Access across the region and will deal with central issues such as validation panels, practitioner forums, marketing, moderation reports and Access Annual reports from Centres
Development Managers (DM)	Our curriculum development staff with extensive experience of working with and in the field of Access. They will support centres in the preparation of Access submission documents as well as offering detailed advice on the design of Access courses

⁵ Indicative guide only to geographical coverage

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