

Summary of Changes

**NCFE Level 3 Applied General Certificate in
Business and Enterprise
QN: 601/8908/3**

Summary of changes

NCFE Level 3 Applied General Certificate in Business and Enterprise (601/8908/3)

- Information regarding the wellbeing and safeguarding of learners added to Section 1 (page 15)
- Information regarding the aggregation methods and grade thresholds added to Section 4 (page 92)

This document summarises the changes in the qualification specification since the last version (Issue 3, December 2018). Please now use the most recent version (Issue 4, April 2018), which is available on the website.

Additional guidance has been added to Section 4 regarding calculating the overall grade for a unit.

Learners are only required to meet the merit/distinction descriptors where they are specified in the qualification specification. For example, if a learning outcome/assessment criteria is only achievable at a pass level, then this grading criteria can be discounted when calculating the overall unit grade.

This document summarises the changes in the qualification specification since the last version (Issue 2 October 2017).

Please now use the most recent version (Issue 3 December 2017).

Type	Summary of changes
About this qualification	Pg 6 Rewording of DfE requirements: "Requires qualification to be graded"
Qualification purpose	Pg 7 Addition: "This qualification is not part of a suite".
Qualification dates	Pg 11 Change to information on end dates.
Subject maps	Pg13 Replacing information on Directory of Products and Services.
Support for centres	Pg13 Amendment to email addresses.
Grading information	Pg 89 Reference to sample portfolio now being available.
Awarding the final grade	Pg 90 Clarification of how the final grade is awarded: "..converting the internal and external assessment components into a UMS score..."
Overall qualification grading descriptors	Pg 92 Addition under Distinction* grading: "..or learners will have achieved a Distinction grade in every unit for the internal assessment and a Distinction grade in the external assessment."

This document summarises the changes in the qualification specification since the last version (Issue 1 September 2017).

Please now use the most recent version (Issue 2 October 2017) which is available [here](#).

Type	Summary of changes
Things you need to know – Assessment requirements	<p>Pg 5</p> <p>Internally assessed and externally quality assured portfolio of evidence (units 01–07).</p> <p>Externally set and assessed question paper (includes pre-release material) (sampled from units 01–05).</p>
Achieving this qualification	<p>Pg 9</p> <p>Learners must also achieve a minimum of a Pass in the external assessment.</p>
How the qualification is assessed	<p>Pg 78</p> <p>Removed column relating to ‘Marks’ in the Assessment Components table.</p>
Submitting unit grades	<p>Pg 84</p> <p>The highest banked grade for a unit will contribute to the overall qualification grade.</p>
External assessment	<p>Pg 85</p> <p>Learners must be taught the unit content prior to sitting the external assessment.</p>

Type	Summary of changes
External assessment	<p>Pg 86</p> <p>‘Did Not Attend’, will not be classed as an attempt at the external assessment. If you know before the assessment date that a learner is no longer able to sit the external assessment please contact NCFE to cancel or transfer the entry. The highest banked grade for the external assessment will contribute to the overall qualification grade.</p>
Grading internally assessed units	<p>Pg 88</p> <p>The grading descriptors for each unit have been included in this qualification specification. Grading descriptors have been written for each learning outcome in a unit. Assessors must be confident that, as a minimum, all learning outcomes have been evidenced and met by the learner. Assessors must make a judgement on the evidence produced by the learner to determine the grading decision for the learning outcome. We’ve provided a grading criteria glossary of terms to help you to make this judgement – see Section 5 (page 91).</p>
Marking the external assessment	<p>Pg 89</p> <p>The weighting of the external assessments and the use of numerical mark schemes will allow for compensation. This will then be converted to a Uniform Mark Scheme (UMS), the following table represents the percentage UMS associated with each awarded grade:</p> <p>A table follows here, where:</p> <ul style="list-style-type: none"> • Level 3 Pass UMS % = 45 • Level 3 Merit UMS % = 55 • Level 3 Distinction UMS % = 65.