Award and Certificate in Augmentative and Alternative Communication
FAQs

1 What is the Framework?

Find out more about the Framework and the impact it will have on vocational qualifications by following the link:

http://www.cityandguilds.com/

2 What is Foundation Learning and how will it impact the AAC qualifications?

Find out more about FL and the impact it will have on entry level qualifications by following the link:

http://www.cityandguilds.com/foundation-learning

3 How will the qualifications be assessed and verified?

Qualifications within the Framework will still require EVs to be allocated to centres to ensure the appropriate assessment and quality assurance arrangements are both in place and managed accordingly. EVs will continue to do this through a range of activities, for example, visiting and/or remotely sampling centre activities. Candidates will be required to complete a portfolio of evidence for **each** unit. For more information see the AAC qualification handbook that is freely downloadable as a PDF on **www.cityandguilds.com**

4 What qualifications will I need to teach, assess or verify the new Framework AAC qualifications?

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for this qualification. Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- be occupationally knowledgeable in the areas of AAC systems (low technology: communication book; communication chart; signing etc and high technology: minspeak; spelling and work prediction devices; dynamic display devices and symbol devices) for which they are delivering training. This knowledge must be at least to the same level as the training being delivered.

Makaton, Rebus, Bliss and picture communication symbols can be used with either low or high technology. For more information see the AAC qualification handbook that is freely downloadable as a PDF on **www.cityandguilds.com**

5 What are the main differences between these qualifications and the previous ones?

- Learners are free to adopt a "pick and mix " approach of unit choices providing they select the mandatory and optional units that will satisfy the number of credits required to achieve the desired qualification.

- Only one mandatory unit required regardless of the level or size of the qualification and a wider range of optional units to meet the needs of the learner.
- Minimum of 6 credits for an Award and 14 for a Certificate.
- Now includes 20 units covering a range of Entry 1 to Level 1.
- Bite size units give the learner greater chances to succeed and flexible routes to gain full qualifications enables progression in smaller steps.
- Minimum of 60 to 120 hours of GLH for an Award and a minimum of 140 to 200 hours of GLH for a Certificate.
- Each criterion across all levels only needs to be evidenced on one or two occasions depending on the particular unit.
- One point of registration to all six qualifications for approved centres.

6 What other qualifications are available to centres offering the AAC qualifications?

Centres approved to offer the qualification 3715-01 Entry Level 1, 2 and 3 Effective Augmentative and Alternative Communication (100/3503/5) has automatic approval to offer this qualification. Also included are the following Foundation Learning suites of qualifications to support this qualification:
- 3803-01 Entry level 1 Qualifications in Personal Progress (this includes 32 pre-entry units that can be achieved through an Award, Certificate or Diploma).
- 3803-03 Entry level 3 Certificate in Personal Progression through Supported Employment.
- 7577-01 Entry level 2, 3 and Level 1 Award and Certificate in Personal and Social Development.
- 7546-01 Entry level 2, 3, Level 1 and Level 2 Award and Certificate in Employability and Personal Development.

7 Do approved centres have to fill out a QAP application form to offer any of the Entry 1 or Personal Social Development and Employability qualifications?

Approved centres do not have to fill out a QAP application form for the 3803-01, 03, 7546 or 7577 qualifications as these have been set up for automatic approval for approved centres that have delivered the 3715 qualifications. Whilst there is no charge for centres to offer these qualifications, registration for all qualifications are subject to a learner registration and certification fee, all you need to do is register your candidates directly through Walled Garden for any these qualifications.

8 I would like to offer the AAC and similar qualifications but have not been approved as yet to offer qualifications in this subject area?

Centres not approved to offer qualifications in this subject area, can refer to Appendix 2 in the qualification handbook for further guidance on getting approval.

9 Where can I find out more information about the units and structures

You can find more information about the units and structures within the AAC qualification handbook that is freely downloadable as a PDF on **www.cityandguilds.com**

10 Why has the levels in the new AAC qualifications changed from the previous EAAC, and can you obtain an Entry 1 AAC qualification?

The level of difficulty in the new AAC units has not changed from the original EAAC units they were redeveloped from.

The Framework criteria for levelling units now demands that **units at Entry level 1 must progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills, knowledge or understanding that relate to the immediate environment.**

The original EAAC entry 1 units did not fit these criteria but matched the Entry 2 Framework criteria that **reflect the ability to make use of skills, knowledge and understanding to carry out simple,**

familiar tasks and activities with guidance. We have recognised that there could well be learners that would fit an Entry 1 criteria therefore centres can register learners to the 3803-01 Entry 1 Qualifications in Personal Progress that contains 32 units which covers a vast range of skills and knowledge at that level. Whilst you cannot obtain an Entry 1 AAC qualification, we have included two Entry 1 units in the AAC qualification that were seen to meet the needs of most AAC learners who were on the cusp of Entry 2. You can find more information about the units and structures within the AAC qualification handbook that is freely downloadable as a PDF on **www.cityandguilds.com**

11 Can units be taken from the other qualifications available to AAC centres and be packaged with the mandatory units for learners to achieve a recognisable Award or Certificate in AAC?

Learners can only achieve a recognisable Award or Certificate in AAC by choosing the units within the AAC qualification. Two units have been imported into the AAC qualification from the Entry 1 Personal Progress qualification to provide access for learners on the cusp of Entry 2, and three units have been imported into the AAC qualification from the Entry 2, Entry 3 and Level 1 PSD (Personal and Social Development) qualifications. These are the only imported units that will count towards an AAC qualification.

12 Can you claim certification for a single unit?

Learners have the option of accumulating 'Certificates of Unit Credit' CUCs from the AAC and other qualifications or can complete several units (that make up the rules of combination) within each qualification to obtain an Award, Certificate or Diploma from the other qualifications.

13 If a student registers for an Entry 2 qualification and through the year takes an optional unit at Entry 3. When they decide to progress to the Entry 3 qualifications the following year, can the optional E3 unit they have gained be used towards the E3 qualification?

Any optional AAC unit that was taken previously can count towards the relevant level at Award or Certificate providing the unit is up to date i.e. if the unit at some point is revised after a review in a year or two years time, then any additional skill or knowledge requirement would need to be completed in order for the unit to count towards certification.

14 Can learners working towards a Certificate in AAC make up the remaining credits from the optional units below the level of the mandatory unit?

Learners wishing to achieve the Entry 2, Entry 3 and Level 1 Certificate in Augmentative and Alternative Communication must take 50% or more credits from the level they are claiming.

15 Can centres modify the Word versions of the recording forms for AAC?

Forms 3, 4, 5, 6 and 7 or approved alternatives, are requirements. The other forms have been designed to support the assessment and recording process. Centres are free to edit and modify the recording forms providing they have had the full approval of their EV and informed their regional office.

16 Would I need to register a learner twice if they have gained an Award in AAC but wish to progress to a Certificate in AAC?

Centres only need to register learners once for the new AAC qualifications and will not need to re-register if the candidate is progressing from an Award to a Certificate regardless of the level.

17 Where can I find the fees for the full and unit routes?

You can get full details of the registration and certification fees via Walled Garden. You can find more information about Walled Garden and how to register on the following link: **http://www.cityandguilds.com/walled-garden**

18 Would candidates need to complete the qualification within a given time to secure funding?

Although there is a minimum of 60 to 120 hours of GLH (Guided Learning Hours) for an Award and a minimum of 140 to 200 hours of GLH for a Certificate, these are upon recommendation it is the centres responsibility to determine how long their foundation learning programme will take.

Qualifications that make up Foundation Learning programmes are eligible for funding. Visit the following link: **http://www.cityandguilds.com/foundation-learning** and click on the Foundation Learning Calculator to understand how much funding your Foundation Learning programmes will attract.

19 How long does the AAC qualifications last?

Entry level qualifications are given a maximum five year certification period. Registration is valid for 48 months from the date made or until the last certification whichever is earlier.

20 When is the last registration and certification date for the previous EAAC qualifications?

The last registration date is the 31.12.2010 and the last certification date is the 31.12.2011.