

Information about accreditation, levels and credits

All Elklan courses are externally quality assured and accredited by an OfQual regulated national Awarding Organisation.

What do the different 'levels' mean?

The table below shows the equivalent level of study.

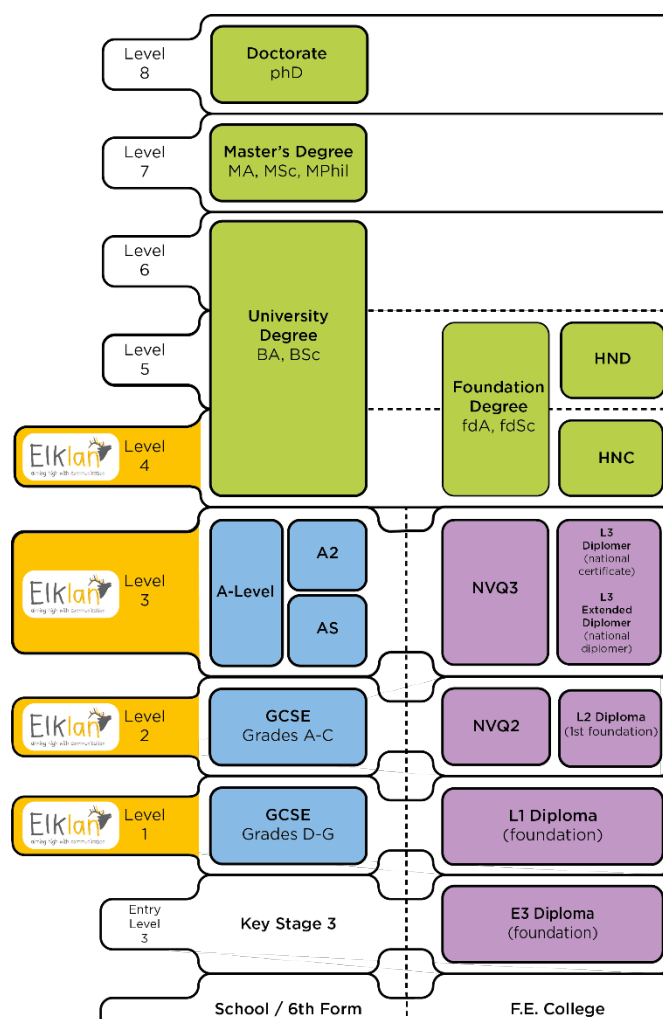
So, an Elklan level 3 requires a similar level of study as an A level or NVQ3 (English and Welsh exam boards). It is important to appreciate that an Elklan level 3 is NOT equivalent to a whole A-level it just indicates the level of study.

An Elklan level 2 requires a similar level of study as a GCSE (English and Welsh exam boards). An Elklan level 2 is NOT equivalent to a whole GCSE-level it just indicates the level of study.

Which level should I study?

The decision about which level to study is yours but here are some guidelines:

- Elklan requires short, concise answers whether you study at level 2 or 3.
- On the e-portfolio there are word counts. There is a maximum word count of 500 words for most assignments. This means you cannot write more than 500 words. If you can answer in less, that is fine. Please note that it is a **maximum** word count guide.



- If you have studied A-levels or above, the level 3 portfolio should be appropriate. At level 3 you have to **evaluate** just about every strategy or activity that you implement. To evaluate you have to explain **why** the strategy worked. Remember, accurate and concise answers are required so you have to be able to understand the task precisely.
- If you have not studied A-levels or have not completed an academic qualification for some time, then level 2 would be more appropriate. Short answers are still all that is needed. At level 2 you choose an activity or strategy and describe how you implemented it. You do not have to evaluate your decisions or the outcome and there are fewer tasks. This means there is less work to do at level 2.
- Whichever level you complete, it should not take you more than one and a half hours to write up your assignments. If it takes longer than this it is advisable to drop down a level.

What happens if I am not achieving at level 3?

- If you start a level 3 portfolio and find that it is too difficult, or your tutor asks you to amend tasks, then it is advisable to drop down to a level 2.
- If your tutor suggests dropping down to a level 2 it is wise to do so.
- If your tutor advises you to drop down to a level 2 but you continue at level 3, please be aware that if your assignments do not meet the achievement criteria after an initial submission and two amendments you may only be awarded a level 2. The final decision is the responsibility of Elklan and the awarding body.

How do I drop from level 3 to 2?

- If you are completing a paper portfolio, simply download/print off the level 2 portfolio and continue from the point where you decide to make the change. You do not have to start again. Your tutor will mark any level 3 portfolio tasks that you have completed against the level 2 achievement criteria, unless she advises you differently.
- If you are completing an e-portfolio, contact Elklan by e-mailing charlie@elklan.co.uk. We will set you up with a level 2 e-portfolio. Continue the level 2 portfolio from the point where you decide to make the change from the level 3. You do not have to start again. Your tutor will mark any level 3

portfolio tasks that you have completed against the level 2 achievement criteria, unless she advises you differently.

What does the term 'credit' mean?

One credit roughly equals 10 hours spent learning. For Elklan courses this includes face-to-face training with a qualified Elklan tutor, e-learning and personal study – observations, reading, planning activities to complete portfolio tasks and writing up portfolios. Most Elklan courses are 9 credit courses but some courses are 3, 6 or 10 credits.

What is an Awarding Centre?

Elklan is an Awarding Centre. This means that Elklan is able to deliver accredited courses which are quality assured by a nationally recognised Awarding Organisation. All Elklan courses are checked by internal verifiers to ensure that the course and your portfolio meet the national standards of the formally recognised Awarding Organisation. A training body such as Elklan has to apply to an Awarding Organisation and undergo a rigorous process of quality assurance to become a centre and to maintain this status which is reviewed annually.

What is an Awarding Organisation?

An Awarding Organisation regulates Awarding Centres. There are a number of different Awarding Organisations in the UK but they are all regulated by a single organisation such as Ofqual in England. It is the Awarding Organisation's responsibility to quality assure courses delivered by their Awarding Centres.

How do the levels compare across different countries?

The following table compares the system of levels offered in England, Wales, Scotland, Ireland and Europe.

England, Wales and Northern Ireland	Scotland	Ireland	Europe
8	12	10	8
7	11	9	7
6	10/9	8/7	6
5/4	8/7	6	5
3	6	5/4	4
2	5	3	3
1	4	2/1	2/1

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