

In association with



AQA Greenpower Award

Administration procedures
and assessment
arrangements

March 2017 V1.1



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1. Registration of Centres

Any centre wishing to register on the AQA Greenpower Award must complete and return a Centre Registration Form to Greenpower Education Trust. Registration forms can be downloaded [here](#) and once completed should be forwarded to education@greenpower.co.uk

Where AQA or Greenpower has concerns relating to information provided about a centre during the registration process, they reserve the right to refuse registration. Similarly, registration may be cancelled by AQA or Greenpower if deemed necessary because of a centre's failure to operate the Award to an acceptable standard or for other good reason, eg non-payment of fees.

2. Responsibilities of the Centre

1. To nominate up to two Co-ordinators for the Award and ensure appropriate guidance and training is received before carrying out the role.
2. To agree whether to use the centre name or an alternative name to be printed on the award certificates.
3. To ensure that all teachers involved in the Award receive training in the assessment of the units and the administrative operation of the Award.
4. To use the Award only with learners with whom the centre has a direct involvement or for whom the centre has a direct responsibility.
5. To check and keep Teacher Checklists as specified in the unit.
6. To ensure that any reference to the Award which it makes in published material, both paper and electronic, is accurate, does not refer to the Award as a qualification and makes no use of the AQA logo. You are however permitted to state that your centre is registered with AQA for the delivery of the AQA Greenpower Award.
7. To inform Greenpower as soon as possible in writing of
 - any change to its registered and/or certificate name
 - any change to its coordinator contact details
 - a change of Co-ordinator (see section 10)
 - a planned closure or merger with another centre.

3. Fees

1. All fees information is available from Greenpower at education@greenpower.co.uk

2. Replacement Certificates

1. A charge is normally made for the issue of replacement Certificates unless the need for a replacement arises from an AQA or Greenpower error.

2. Where more than five Certificates are requested for a learner the maximum charge will be five times the replacement certificate charge.

4. Role of the Co-ordinator

1. To ensure colleagues have produced all the teacher checklists for each unit.
2. To verify assessments made by unit teachers by checking that the teacher checklists are present and correct and that all outcomes have been achieved by the learners.
3. To upload Claim Forms and teacher checklists to Gateway and to keep their login and password details secure.
4. To receive, check and distribute Certificates as quickly as possible.
5. To ensure colleagues in the centre are aware of any developments in the Award or changes to procedures.

5. Registering learners

1. Learners should be registered using the Claim Form once they have completed their unit(s) and the work has been internally assessed and verified in the centre. This can happen at any time of the year but must be completed by 31st July.
2. All learners must be given a centre determined **unique four digit number** when registered. This may be the learners examination number, if they have one and if you wish to use it. Otherwise it can be any centre generated number.
3. Learners should be added to the Claim Form in learner surname alphabetical order. Learners should be added to the Claim Form using **uppercase**.
4. All learners must be registered with a date of birth and gender. Where you are unable to provide a date of birth a default of 01.01.1900 must be used. Please note that this default date will not appear on the learners' certificates.
5. When entering the codes of the units the learner has completed, use the full unit code per column using the next available column for the next unit. An example of a completed Claim Form is given in Appendix 1 on page 9.

6. Preparing recommendations for the award of units

1. Role of the unit teacher
 1. To prepare a teacher checklist for each unit he/she is using.
This will list all the learners on one axis including learner number and full

name and the outcomes on the other. It enables the teacher to keep track of which outcomes have been achieved. An example of a completed teacher

checklist is given in Appendix 2 on page 10. Blank teacher checklists are available on the AQA Greenpower webpage for you to download.

2. To teach the unit
3. To complete the teacher checklist by dating the columns as outcomes are achieved.

2. Role of the Co-ordinator

1. To verify assessments made by unit teachers, ie check the teacher checklists to ensure that they are completed correctly and that all outcomes have been achieved by the learners.
2. To complete and upload a Claim Form for each submission detailing all learners successfully completing a unit(s).
3. To upload the associated signed and completed teacher checklists, for each unit included on the Claim Form.

3. Role of the Internal Verifier (Greenpower)

1. To compare the teacher checklists and Claim Form, to ensure that assessments are appropriately recorded, once it has been uploaded to Gateway.
2. To confirm the acceptability of the Co-ordinator's recommendations for the successful completion of units.
3. Provide AQA with an exception report for any centre for whom they have concerns regarding a claim.
4. During the assessment Greenpower will contact the Co-ordinator if there are any issues to resolve. Recommendations which cannot be confirmed by Greenpower will be amended on the Claim Form in Gateway.

7. Submitting recommendations for the award of units

1. All the recommendations confirmed by Greenpower will be processed by AQA and certificates issued to Greenpower as quickly as possible. There will be a further sample check by AQA of submitted claims where the decision of the centre and Greenpower may be challenged if appropriate.

8. Special consideration and queries on results

1. There may be occasions when the teacher checklists detailing learners



achievements have been produced but cannot be made available to the Co-ordinator and/or Greenpower. This situation may arise from fire, theft or other unusual circumstances.

2. Provided that the unit teacher can confirm that all the outcomes for each unit were successfully completed and the Co-ordinator and Head of Centre are prepared to endorse the recommendations made, a request for special consideration may be submitted.
3. Requests will be made in writing to Greenpower, detailing the circumstances involved. Greenpower will consider the request and advise accordingly, in writing, of their decision. Where special consideration is approved the written approval should be uploaded in place of the missing teacher checklists.
4. If a centre wishes to query Greenpowers decision to disallow unit recommendations on a Claim Form, the Co-ordinator should contact Greenpowers representative to explain the centre's concerns. This request should be made in writing, setting out clearly the grounds on which the centre disagrees with the decision(s) made.

9. Certification

1. AQA/Greenpower Award Certificates

1. Certificates will be issued to Greenpower for re-distribution upon a learner's successful completion of a unit.
2. The Certificates will give the learner's name, date of birth, unless the default is used, and the certificate name of the centre the learner attended when the unit was achieved. It will also list the outcomes achieved, as they are shown on the unit.
3. You should check the Certificates on receipt and report any errors or any you believe are missing, to Greenpower, as soon as possible.
4. If a centre wishes to change the centre's certificate name they must inform Greenpower in writing.

2. Replacement certificates

1. Where the learner's details are incorrect on a certificate, replacement certificates can be obtained by returning the certificate to Greenpower together with details of the change. A replacement certificate cannot be issued until the original certificate has been received.
2. If a Certificate is lost then a replacement can be requested. Requests must be sent in writing to Greenpower giving full details of how the certificate came to be lost.
3. Replacements are normally issued within 15 days of receipt of the request. Charges will be made if the replacement is required for centre/learner error but not if for AQA or Greenpower error.

10. Changing/Adding a Centre Co-ordinator

1. The Co-ordinator's role within the operation of the Award is a crucial one which carries with it significant responsibility. It is important that when there is to be a change of Co-ordinator, the new Co-ordinator has received sufficient training and guidance to enable him/her to carry out the necessary roles in an appropriate manner.
2. It is recommended that all centres take steps to provide suitable training and guidance to one or more members of staff who could then take on the role of Co-ordinator if the current post- holder was, for any reason, unable to continue.
3. Whenever there is to be a change of Co-ordinator or a centre wishes to advise of a joint Co- ordinator, the centre must contact Greenpower at education@greenpower.co.uk who will consider this request. Greenpower will not consider recommendations made by a new Co-ordinator for the award of units until they have approved the change. Greenpower reserves the right to return units submitted for validation by an unauthorized co-ordinator.

11. Support materials and forms

The following support materials and forms are available on the AQA Greenpower award [website](#):

- Units
- Teacher checklists for each unit
- Centre registration form
- Centre co-ordinator Gateway instructions
- Centre administrative procedures
- Excel spreadsheet Claim Form

AQA 

Greenpower
INSPIRING ENGINEERS

[illegible]

In association with

Sheet No **1** of **1**

AQA/Greenpower Award: 73491 - Design Unit For Goblins - Teacher checklist

Name of centre **First Greenpower Centre**Centre No. **1 2 3 4 5**

*Dates must be used to record the achievement of each outcome in the columns below

Student Details		Outcomes *									
		Correctly labelled at least five parts of a kitcar	Made at least one suggestion for an improvement that could be made to one element of the kit	Contributed to the development of a simple CAD (Siemens Solid Edge) design	Contributed to the production of a simple prototype of the proposed design	Experienced working with CAD (Siemens Solid Edge) system	Experienced working as part of a team				
Number	Name										
1234	James Smith	01/09	10/09	15/09	25/09	30/09	30/09				
5678	Sarah Jones	01/09	15/09	15/09	25/09	30/09	30/09				
9101	David Brown	05/09	15/09	20/09	25/09	30/09	30/09				

Award coordinator signature **Greenpower Coordinator** Digitally signed by Greenpower Coordinator
DN: cn=Greenpower Coordinator, o=AQA,
email=ed@aqasports@aqa.org.uk, c=UK
Date: 2015.12.04 11:40:33 Z Name **Greenpower Coordinator** Date **30/09/15**



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