

# Autumn 2019



# Introduction

This edition of our news update includes:

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- Case study: Willow Dene
- Unit submission checklist
- Contacting you
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- Fee updates

## Wave goodbye, say hello!

In June we were very sad to say goodbye to Sue Birch, our UAS Training and Development Manager, who took early retirement after working for AQA for nearly 30 years. Sue had been part of the UAS team since 2000 and many of you will probably have met her, as she delivered our new centre training courses. Whilst sorry to leave us, Sue was also looking forward to having more time to spend on her various interests which include painting and volunteering.

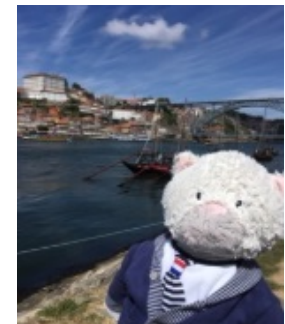
Sue's retirement followed hot on the heels of Sharon Brown, who also took early retirement in April, after working for AQA for 16 years. She had been with the UAS team for the last seven years and particularly enjoyed assessing student work when this function was moved in-house. She'll be greatly missed by her former colleagues, who enjoyed an afternoon tea together with Sharon before her departure.



Chloe Reynard has joined the team as Training and Business Development Manager. Chloe comes to us with many years of experience in management, training delivery and business development. During her first few months, she has started to revamp our new centre training course materials and streamline our systems and processes in areas such as unit validation. She loves dogs and has a passion for food and travel.



Assisting her is Alexis Collins, the new Customer Support Administrator for the Registrations Team. Originally from Wigan, Alexis has taught languages in Russia, Germany and the USA. As well as working on unit validations, she will be responsible for processing all the UAS centre registration forms and dealing with new enquiries. Alexis likes travelling with her hot water bottle cat called Giorgio.



Giorgio on holiday in Portugal

Both Chloe and Alexis form the newly created New Centre Registrations team. You can contact us directly on 01423 534323.



UAS Team

Front row: Matt, Jane, Adrienne, Chloe

Back row: James, Alexis, Linda, Tabatha and Jessica



# Case study: Willow Dene School

Mark Clayton works at Willow Dene School in Croydon and has told us how they use UAS within their centre.

We are a large special school based in Greenwich with a recently opened secondary provision. Last year we had our first cohort of Key Stage 4 learners. In preparation for this, we were keen to establish a route to accreditation that was meaningful and provided a personal recognition of achievement for our learners. After lots of research we decided that the Unit Award Scheme gave us the freedom to create bespoke, appropriate pathways of learning that are tailored to the needs of our children.



We have used the Unit Award Scheme for approximately two years: first running a pilot scheme and then evolving this as the recognised accreditation route for our Key Stage 4 curriculum. Initially we used units from the Unit Award Scheme's existing bank of units and, if necessary, made some minor amendments. As this year has progressed, we have moved towards creating bespoke Unit Award modules for our learners which are finely attuned to their interests, strengths and required skills for their future career paths and education. To help us create these bespoke units, we use knowledge of our children gained through our Key Stage 3 curriculum and our annual Specialist Interest Afternoons where we celebrate each child's personal interests, passions and strengths. In the past, these have included DJ sessions, eye gaze art and photography, amongst many others.

Our use of the Unit Award Scheme is intrinsically linked to our careers strategy which aims to prepare students for their next steps, which may include working and independent living. An example of this is one child's work towards a unit based on the skills required for public speaking. We created and facilitated a meeting with a local employment officer and disability campaigner who has similar medical needs to the student studying the unit. The meeting was powerful and impacted positively, providing inspiration for our learner. The result was a learner who succeeded in gaining the planned UAS skills but, in addition, created a meaningful contacts network in order to assist them in gaining future employment and support.

All of our children will leave the school at the end of Key Stage 4 with real clarity about the direction of their onward journey and a Record of Achievement which gives a personalised overview of their accreditation route so far. The Unit Award Scheme allows our children to demonstrate their certificated skills that are pertinent and meaningful for their future through their portfolio.

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## Unit submission checklist

We have created a brand new unit submission checklist. It is designed to allow you to check new or amended units against the main unit writing criteria before you submit them for validation. You can find the new checklist in the documents section in Gateway.

The checklist replaces the unit writing feedback form that any of you who submitted units last academic year will have received along with your newly validated units.



## Contacting you

As part of our ongoing customer service, members of the team will be in touch with you shortly. If you need any help or support with anything related to the Scheme, please make a note to mention it when you get their call.

## Survey

Each coordinator in your centre will be receiving a survey from us which you can find in the email we sent you with this newsletter. This survey has been designed to capture how you're intending to use UAS in the forthcoming academic year. The information you give is important because it will help us to plan and resource effectively.

## Fees update

Our fees are subject to an annual increase each September. Updated fees are now available on the website for this academic year.

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## Making claims

To help us process your submissions without any hitches, this is just a quick reminder to check you have the most up to date claim form and summary sheet. These can both be found on our website. Alternatively, you can request them by email: [unitawardscheme@aqg.org.uk](mailto:unitawardscheme@aqg.org.uk) or telephone: 01423 534235.

Please remember not to reformat your claim form, add or delete rows or columns, use filters, add worksheets or include learners who have not achieved units.

Always check that the summary sheet: has the correct unit code and title, is signed by both the unit teacher and the coordinator (including any additional pages), matches the claim form, has a completion date on the final sheet and has dates (not ticks) for the outcomes.

We look forward to receiving your claims and assessments and working with you to deliver another successful year, for you and your learners.

## Your experiences of using UAS

We'd love to hear about all the different ways that you're using UAS with learners. We'd also like to hear if UAS has helped learners in their progression to gaining a full qualification; a place on a training course, at college or university; employment; or towards independent living.

Please get in touch so we can share your stories as we're always being asked to share how UAS makes a difference.



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# Contact us

## AQA Unit Award Scheme

Windsor House  
Cornwall Road  
Harrogate  
HG1 2PW

If there's anything you need to know, you can contact us using the details below.

We love to hear from new and existing customers and we'll do everything we can to help.

## New customer enquires

T: 01423 534 323

E: [UASRegistration@aqa.org.uk](mailto:UASRegistration@aqa.org.uk)

## Existing customer enquiries

T: 01423 534 235

E: [unitawardscheme@aqa.org.uk](mailto:unitawardscheme@aqa.org.uk)

W: [aqa.org.uk/uas](http://aqa.org.uk/uas)



