ENTRY PATHWAYS

ADMINISTRATION BOOKLET
(September 2024 - September 2025)

Pathways Administration Section
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CONTENT

Page

1. FOREWORD

The Entry Pathways specification, which includes general regulations, administrative arrangements, a list of units and rules of combination, may be downloaded from the WJEC web-site by clicking on the following link:

[Entry Pathways Specification - english version (wjec.co.uk)](https://wjec.co.uk)

Along with improved recognition of all candidates' achievements through statements of credit, a key aim of the new provision is increased flexibility in the way that units may be combined into qualifications rather than having to conform to traditional subject areas.

Details of the units can be accessed on the WJEC website (www.wjec.co.uk/entrypathways). The WJEC website will be updated as units become available and should be regarded as the most up-to-date source of information for details of individual units.

Please also refer to the website for details of Continuing Professional Development (CPD).

2. AVAILABLE QUALIFICATIONS

All units and qualifications are defined in terms of:

o level (their scale of difficulty or challenge to the learner) and
o credit (the volume of work required) – 1 credit = 10 hours' learning time for the learner on average

Qualifications in the WJEC Entry Pathways are available at four levels:

Entry 1
Entry 2
Entry 3
Level 1

And at three sizes:

Award (8 or more credits)
Certificate (13 or more credits)
Diploma (37 or more credits)

The following certification titles are available:

Entry 1

Title	Qualifications	Entry Codes
Personal Progress	Award, Certificate, Diploma	6000/A1, C1, D1
ICT Users	Award, Certificate	6010/A1, C1

Entry 2

Title	Qualifications	Entry Codes
Personal & Social Development	Award, Certificate	6001/A2, C2
Independent Living	Award, Certificate, Diploma	6002/A2, C2, D2
Preparing for Work	Award, Certificate, Diploma	6003/A2, C2, D2
Science Today	Award, Certificate, Diploma	6004/A2, C2, D2
Humanities	Award, Certificate, Diploma	6005/A2, C2, D2
Creative, Media & Performance Arts	Award, Certificate, Diploma	6006/A2, C2, D2
Additional English	Award, Certificate	6007/A2, C2
Maths	Award, Certificate	6009/A2, C2
Welsh	Award, Certificate	6008/A2, C2
ICT Users	Award, Certificate	6010/A2, C2
Healthy Living & Fitness	Award, Certificate	6011/A2, C2, D2
Welsh Second Language	Award, Certificate	6012/A2, C2

Entry 3

Title	Qualifications	Entry Codes
Personal & Social Development	Award, Certificate	6001/A3, C3
Independent Living	Award, Certificate, Diploma	6002/A3, C3, D3
Preparing for Work	Award, Certificate, Diploma	6003/A3, C3, D3
Science Today	Award, Certificate, Diploma	6004/A3, C3, D3
Humanities	Award, Certificate, Diploma	6005/A3, C3, D3
Creative, Media & Performance Arts	Award, Certificate, Diploma	6006/A3, C3, D3
Additional English	Award, Certificate	6007/A3, C3
Maths	Award, Certificate	6009/A3, C3
ICT Users	Award, Certificate	6010/A3, C3
Healthy Living & Fitness	Award, Certificate	6011/A3, C3
Welsh Second Language	Award, Certificate	6012/A3, C3

Level 1

Title	Qualifications	Entry Codes
ICT Users	Award, Certificate	6010/A4, C4

3. KEY DATES

September 2024	Action to be taken
Final date for cashing in June 2024 grades	Centres to submit by 20 September 2024
Certificates for June 2024 Examinations	Issued by WJEC
Examiners' reports on 2024 examinations	Issued on WJEC Web-site
Basedata for January 2025 available on secure website	Centres can start to enter via chosen entry method

October 2024	Action to be taken
Start of Entry Window for January 2025 Examinations	Centres to enter via chosen entry method

November 2024	Action to be taken
Internal Assessment Mark Input System (IAMIS) screens available for January 2025	Available from 20 November - Centres to input outcomes by 12 December 2024
Basedata for June 2025 available on secure website	Centres can start to enter via chosen entry method
Final date for entries and amendments for January 2025 Examinations	Centres to enter via chosen entry method by 11 November 2024

December 2024	Action to be taken
Moderation visits for Healthy Living and Fitness January 2025 (see page 11 for further details)	Take place between 25 November – 12 December 2024
Final date for submission of grades	Centres to submit unit grades to WJEC via Internal Assessment Mark Input System (IAMIS) by 12 December 2024
Final date for submission of coursework samples	Centre to upload samples electronically via IAMIS by 12 December 2024

January 2025	Action to be taken
External moderation of coursework samples	WJEC moderators to verify work and confirm outcomes

February 2025	Action to be taken
Start of Entry Window for June 2025 Examinations	Centres to enter via chosen entry method

March 2025	Action to be taken
Moderation visits for Healthy Living and Fitness June 2025 (see page 11 for further details)	Take place between 10 March - 5 May 2025
Results of January 2025 examinations issued to candidates	Centres to release results to candidate on 6 March 2025
Internal Assessment Mark Input System (IAMIS) screens available for June 2025	Available from 10 March - Centres to input outcomes by 5 May 2025

April 2025	Action to be taken
Moderation visits for Healthy Living and Fitness June 2025 (see page 11 for further details)	Take place between 10 March - 5 May 2025
Final date for cashing in January 2025 grades	Centres to submit 13 April 2025

May 2025	Action to be taken
Moderation visits for Healthy Living and Fitness June 2025 (see page 11 for further details)	Take place between 10 March - 5 May 2025
Final date for submission of grades	Centres to submit unit grades to WJEC via Internal Assessment Mark Input System (IAMIS) by 5 May 2025
Final date for submission of coursework samples	Centre to upload samples electronically via IAMIS by 5 May 2025
Certificates for January 2025 Examinations	Issued by WJEC
Final date for entries and amendments for June 2025 Examinations	Centres to enter via chosen entry method by 5 May 2025

July 2025	Action to be taken
Results of June 2025 examinations issued to candidates	Centres to release results to candidates on 3 July 2025

September 2025	Action to be taken
Final date for cashing in June 2025 grades	Centres to submit by 20 September 2025
Certificates for June 2025 Examinations	Issued by WJEC
Examiners' reports on 2025 examinations	Issued on WJEC Web-site

4. Entries

4.1 ENTRY PROCEDURES

Unit Entry
Entry for individual units **must** be made by submitting the relevant unit and option code as indicated above. Option codes for Entry 1, Entry 2, Entry 3 and Level 1 are E1, E2, E3 and L1 respectively.

For example, the entry code for the *Maintaining Healthy Hair* unit at Entry 2 is 6159/E2; the entry code for the *Maintaining Healthy Hair* unit at Entry 3 is 6159/E3.

Qualification Entry
Entry for aggregation ('cash-in') for a qualification must be made by submitting the relevant qualification and option code as indicated above. Option codes indicate the size of the qualification (Award = A, Certificate = C, Diploma = D) and its level.

For example, the cash-in code for an **Entry 2 Award** in *Personal & Social Development* is 6001/A2; the cash-in code for an **Entry 3 Certificate** in *Personal & Social Development* is 6001/C3.

N.B. Aggregation does not take place automatically: it is necessary to enter the relevant 'cash-in' code for aggregation to take place. This entry will normally be made at the same time that sufficient units are completed for a qualification to be awarded, but may be made at a subsequent series.

4.2 DATES FOR THE RECEIPT OF ENTRIES

The final date for the receipt of entries is:

January Series	**11 November 2024** (any entries received after this date will incur a late fee)
June Series	**5 May 2025** (any entries received after this date will incur a late fee)

For entries enquires: Tel. (029) 2026 5193/5194
Fax (029) 2056 2944
E-mail entries@wjec.co.uk

4.3 FEES

Entry Fees
An entry fee is charged for each unit entry (Please refer to p38 of the WJEC Fees 2024-25 booklet).

Late fees will be charged for any entries made after the entry amendment deadline (please refer to p8 of the WJEC Fees 2024-25 booklet).

Supplementary fees will also be payable for Late Aggregation, Name/DOB changes and re-printed certificates (please refer to pages 10-11 of the WJEC Fees 2024-25 booklet).

https://www.wjec.co.uk/umbraco/surface/blobstorage/download?nodeId=52180

5. **Moderation**

    5.1   COURSEWORK SUBMISSION DATE:

    12 December 2024 (January series)
    5 May 2025 (June series)

    (N.B. Please note that this is the date for the submission of coursework upload. Centres will, of course, need to ensure that the date for the completion of work by candidates will need to **precede the deadline** by a sufficient margin to allow for the assessment, and internal moderation if required of the work by subject teachers.)

    5.2 COURSEWORK MODERATION PROCEDURES

    Copies of assessment records and candidate cover/authentication sheets will need to be downloaded by subject teachers from the relevant subject pages on the WJEC website and can be accessed as follows:

    1.   Click the "Find Qualification" drop-down menu on the left hand side of the WJEC home page (http://www.wjec.co.uk/) and scroll to the qualification you wish to find *then* click on 'related documents' to search for documents on the qualification page *then* on the next screen scroll to 'Internal Assessment Coursework Forms' section.

    2.   Open the required document (in Word/PDF format) and save/print as required.

    Subject teachers are therefore able to begin downloading the required documentation immediately in order that final assessment and internal standardising can take place by 12 December/5 May.

    Please ensure that the relevant subject-teachers are informed of these arrangements as soon as possible in order to ensure that all documentation is completed correctly and all deadlines are met.

    5.3 SUBMISSION OF OUTCOMES (via IAMIS)

    Unit outcomes (Pass or Absent) for each candidate must be submitted via the Internal Assessment Mark Input system by the above specified dates. The system can be accessed on the below dates to input outcomes:

    from 20 November 2024 (January Series)
    from 10 March 2025 (June Series)

    Once unit outcomes have been submitted to WJEC by clicking the **'submit'** button centres can then click the **'generate samples'** button. The system will automatically identify the sample candidates whose work should be electronically uploaded for the moderator. Centres can click the **'view/edit outcomes button'** which will take them back through to the unit page where they can click the cloud upload button next to each sample candidate to electronically upload work.

    Centres can make entry amendments free of charge provided they take place within the entry window dates above. Once an entry amendment has been processed the online system will take 72 hours to update and show the amendment.

A centre can 'withdraw' candidates within the entry dates.

A centre can also change the level of entry or add a new candidate within the entry dates but **must** ensure they re-visit the online system screen to input the candidate's outcome once the entry has been processed and 72 hours have past for updates to take place.

N.B. Any entry amendments that are attempted post the final date for entries will not be processed, therefore, any candidates that are appearing on IAMIS who have not completed all assessment criteria or have been entered at the incorrect level must be marked as 'Absent' and work must not be sent and re-entered for the next session.

For further guidance to the online system please refer to the Pathways Internal Assessment Mark Input System step-by-step Guide 2024/25.

5.4 SUBMISSION OF SAMPLES

Presentation of folders

Specific instructions for the presentation of work may be given for individual qualifications/units in the **E-Submission (IAMIS upload) – Subject Guide**

e-submission-iamis-upload-subject-guide-2024.pdf (wjec.co.uk)

Once outcomes have been submitted to WJEC via the online system, work can be electronically uploaded via the upload cloud button for the candidates identified as samples.

If a candidate that has been marked as 'Absent' is chosen as part of the sample this candidate can be substituted with another candidate by using the tick-boxes under the 'samples' column on the system. For any sample that has been substituted **a letter to the moderator must accompany the samples of work** to inform them of the sample change.

For any centres that cannot electronically upload an **'opt out' request** can be sent to pathways@wjec.co.uk who will review the request and advise on how work can be despatched to a moderator in hard copy, if necessary.

5.5 VISITING MODERATION

5.5.1   Visit Dates

Moderators will visit centres during the period **25 November – 12 December 2024 for January series** and **10 March – 5 May 2025 for June series** for the subjects listed below. The moderator(s) will contact centre(s) to arrange the date of the moderation visit.

The **dates** for the subjects below will be sent to centres **once a date has been agreed between centre and moderator.**

Centres are required to submit outcomes on our Internal Assessment pages on WJEC portal and upload assessment records, declarations and/or witness statements prior to a visit taking place.

Centres must ensure they have printed IAMIS screen and outcomes per candidate in preparation for the visit.

If a candidate is absent/not available on the day of the moderation visit, a **Witness Statement** for the absent candidate should have already been uploaded to IAMIS and the form must be passed to the moderator as evidence that the candidate met the criteria for the unit previously. If no witness statement is provided the candidate will be marked as absent for the unit.

Subject	Moderation Visit Requirements
6430 Adventurous Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.
6431 Creative Activities Dance	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.
6432 Gymnastic Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.
6433 Preparing for Sporting Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.
6434 Individual or Partner Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.

6435 Team Competitive Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.
6436 Frequent and regular Physical Activities	The moderator will need to see samples of practical activities. The moderator will select these samples on IAMIS prior to the visit taking place. Completed assessment records or witness statements should uploaded to IAMIS prior to the visit taking place.

5.5.2 Entry amendments

Candidates must be entered for each unit at the level they have achieved. If at a moderation visit the moderator believes candidates have not achieved at the level entered you may change the entries to the correct level. If at moderation it transpires a candidate has not been entered you may enter them. All entries amendments like **this must be made immediately** on the day of your moderation visit once the moderator has finished his/her verifying. This will ensure that entries amendments can be processed within the entry amendment windows and allow enough time for any entry rejection issues to be resolved.

5.5.3 Internal Assessment Mark Input System

Centres must ensure that outcomes for each candidate unit and level are submitted **before** the moderation visit takes place.

Once all outcomes have been submitted centres must print their IAMIS screens which list each candidate and hand printed forms to the moderator when they arrive for them to record their outcome.

If a candidate is absent/not available on the day of the moderation visit, a **Witness Statement** for the absent candidate must be passed to the moderator as evidence that the candidate met the criteria for the unit. If no witness statement is provided the candidate will be marked as absent for the unit.

5.6 FEEDBACK

Feedback will be provided through a moderator's report for each **unit entered by the centre**. The report will cover Administration, Content/Tasks and Assessments.

All moderator reports will be available to view via the 'File Download - Print Results' tab on the secure website.

The outcome of external moderation will be to accept a centre's assessments *or* to provide guidance on actions needed before **re-submission of specified units at a subsequent examination series.**

An overall report by the Principal Moderator for each certification area will be provided at each series and may be accessed on the WJEC secure website.

6. SPECIAL CONSIDERATION

This specification has been designed to offer fair access for all candidates and to minimise the need to make reasonable adjustments for candidates who have particular requirements. It is expected that normally individual candidates' abilities, interests and needs will be appropriately catered for by centres through

(a) the choice of units and qualifications available,
(b) the flexibility offered for different assessment methods and forms of evidence to demonstrate achievement of assessment criteria.

If there are any queries about the use of this flexibility inherent in the specification to meet candidates' needs, or about the use of reasonable adjustments, centres should contact WJEC.

Exceptionally, if a centre wishes to request that a candidate receives special consideration; procedures will follow those outlined in Section E of the JCQ publication *Access Arrangements, Reasonable Adjustments and Special Consideration.*

7. RESULTS AND ENQUIRIES

The results for the 2024 Entry Pathways examinations will be issued to centres on:

January series:
Wednesday 5 March 2025 (centres download)
Thursday 6 March 2025 (release to candidates)

June series:
Wednesday 2 July 2025 (centres download)
Thursday 3 July 2025 (release to candidates)

If a centre is dissatisfied with the result of a candidate, the Head of the Centre should contact the Board noting the nature of the dissatisfaction. Every request should arrive **within 21 days** of the publication date.

8. CERTIFICATES

The certificates will be issued to centres in **late May 2025 for January series** and **late September 2025 for June series**.

Candidates will receive Statement of Credit certificates (listing every unit they have achieved) and Qualification certificates (providing the qualification cash in code has been entered and achieved).

9. CONTACTS

a. General enquiries and information:

Contacts **Administration/Skills Award**	Telephone Number	E-mail
Pathways Team	029 2026 5444	pathways@wjec.co.uk
Appointees/Examiners/Moderators		
Martyn Stallard	029 2026 5156	martyn.stallard@wjec.co.uk
Entries		
Entries Section	029 2026 5193/4	entries@wjec.co.uk
Continuing Professional Development (CPD)		
Nia Jones	029 2026 5405	cpdsection@wjec.co.uk

b. Subject specific enquiries

If centres have subject specific enquiries, please contact the personnel listed below.

Qualification	Subject Officer / Subject Support	Telephone Number	E-mail
Additional English	Guy Melhuish / Justine Brown	029 2240 4293	elcenglish@wjec.co.uk
Creative, Media and Performance Arts	Charmaine Cook / Mike Saltmarsh	029 2240 4306	epcreative@wjec.co.uk
Cymraeg Ail Iaith	Amanda Griffiths / Sara James	029 2026 5480	cymraegailiaith@wjec.co.uk
Healthy Living and Fitness	Sean Williams / Emma Baldwin	029 2240 4271	ephlf@wjec.co.uk
Humanities	Erin Roberts / Caroline Redman	029 2240 4286	entrypathwayshumanities@wjec.co.uk
ICT Users	Ian Gillam / Kwai Wong	029 2240 4267	ict@wjec.co.uk
Independent Living	Karen Morris-Goodman / James Fisher	029 2240 4268	epil@wjec.co.uk
Maths	Kathryn Rees / Ryan Walters	029 2240 4251	mathematics@wjec.co.uk
Personal and Social Development	Amy Thomas / Tania Lucas	029 2240 4269	eppsd@wjec.co.uk
Personal Progress	Sean Williams / Gemma Edwards	029 2240 4270	eppp@wjec.co.uk
Preparing for Work	Ian Gillam / Clare Williams	029 2240 4272	eppfw@wjec.co.uk
Science Today	Llinos Wood / Lauren Butler	029 2240 4252	science@wjec.co.uk