

MAIN CONTACT (MFL Language Specialist):

Name _____

Telephone _____ E-mail _____

Centre Name _____ Centre Number _____

Is your centre a registered WBQ centre: (please tick) Yes: No:

STAFFING

The language units are internally assessed and tutors responsible for the delivery and assessing of the units need to fulfil the following requirements:

1. **Proven competence in the language they are delivering (i.e. Minimum Level 3 or native speaker)**
2. **Attend a mandatory assessor training course delivered by the WJEC** (see *WJEC website*)

Please complete the table below with the names of the teachers/ tutors who will be responsible for assessing the language units (including external tutors if applicable).

Name of internal assessor(s)	Language Specialism	Language Qualification

DETAILS OF UNITS

Each unit consists of a 10 hour module including assessment. Please, complete the table below identifying the specific units to be delivered in your centre.

If QCF language units are used in the context of the Welsh Baccalaureate, the centre will need to deliver two units to cover the 20 hours required for the language module.

UNIT	LANGUAGE	LEVEL	THEME	Number of candidates (approx.)
1				
2				
3				
4				

DELIVERY

The Delivery Plan will be reviewed by the principle moderator and I understand that I may be required to provide further details to ensure quality assurance of the language modules.

Delivery structure: (please specify how and when the course will be timetabled)

Which series are you going to submit evidence? (*Please tick*) January June

SCHEME OF WORK: Please give details for each 10 hour module (e.g. Language content, activities, tasks, resources, etc. – Please use additional sheet if necessary)

Unit Title <i>(Refer to SPEC)</i>	Details

Name of Language Specialist _____

Signature _____ Date _____