

Personal Development & Employability Assessment Windows

Academic Years 2026–2028

Throughout each academic year, students participate in three assessment windows, one per term, providing structured opportunities to submit evidence of their personal development, employability and community learning for internal sign-off and, where required, external verification by King's Trust.

Year 10

Window	Submission Deadline	Evidence Submitted for Approval	Units Assessed
Window 1 Autumn	Friday 4 December 2026	Personal wellbeing plan and SMART target record; digital work-task and workplace-readiness self-assessment	Personal Development; Wellbeing; Preparing for the World of Work; Digital Skills
Window 2 Spring	Friday 26 March 2027	Assessed team-task evidence; personal budget, weekly planner and habit-change plan	Teamwork Skills; supporting evidence for Personal Development and Wellbeing
Window 3 Summer	Friday 4 July 2027	Community Project plan, delivery log, partner sign-off and evaluation; completed Year 10 portfolio	Community Project; Certificate claim (Units 1–2) and Award progress confirmed

Year 11

Window	Submission Deadline	Evidence Submitted for Approval	Units Assessed
Window 1 Autumn	Friday 3 December 2027	Supported-placement log and reflection; work placement diary and employer feedback	Supporting Other People in the Community; Experiencing the World of Work
Window 2 Spring	Friday 24 March 2028	CV, application and mock-interview record; independent living and transition plan	Supporting evidence for Preparing for the World of Work, Experiencing the World of Work
Window 3 Summer	Friday 2 July 2028	Completed tracking sheets for all eight units; IQA sampling record; Authentication Forms; full portfolio	Certificate and Award claim submitted (Units 1–8); certification issued

KEY PRINCIPLE

Approval Process

1. **Submission.** Students submit their completed evidence to their subject teacher by the window deadline.
2. **Internal assessment.** The subject teacher, as internal assessor, reviews evidence against the qualification's tracking sheet criteria and signs off completed units.
3. **Internal verification.** The Curriculum Lead samples assessment decisions across the cohort for consistency and accuracy.
4. **External verification.** Sample evidence is submitted to King's Trust for moderation, where required by the qualification.
5. **Certification.** Once verified, the Certificate or Award is claimed and issued to the student.

Roles & Responsibilities

Role	Responsibility
Subject teacher (internal assessor)	Assesses evidence against tracking sheet criteria and signs off units as complete
Curriculum Lead (internal verifier)	Samples assessment decisions for consistency and accuracy across the cohort
King's Trust (external verifier)	Moderates sampled evidence and confirms certification where required

RESUBMISSION

Where evidence submitted at a window does not yet meet a unit's tracking sheet criteria, the student is given clear written feedback and a resubmission opportunity at the next window. No student's Certificate or Award claim is closed off before the Window 3 deadline, so every student has at least one further opportunity across the year to complete outstanding evidence.