

# Meeting Local Needs

**Application for additional/alternative activities not listed in the:**

**GCSE 2009 Physical Education Specification**

**GCSE 2012 Physical Education Specification**

**Guidance for centres**

**September 2012**

**Version 1.7**

---

**This document must be read in conjunction with page 41 of the GCSE PE specification before applying to Edexcel for approval to run additional/alternative activities.**

## What is the Meeting Local Needs Process?

This process enables centres to deliver and assess practical activities not listed in the GCSE 2009 or GCSE 2012 Physical Education specification.

The following requirements must be met via the application process:

- The activity/activities must be available to the whole GCSE cohort not only for specific individual candidates.
- The activity/activities must be delivered during the centre's curricular or extra-curricular activities e.g. after school club.
- The centre must run/coordinate the activity.
- It must be established as an option within your centre.
- There is support from the Headteacher/Principal to assess candidates in this activity.

The following activities will not be approved for delivery and assessment:

- Any activities that **do not** have a physiological basis for training.
- Any recreational table activities e.g. pool/snooker, darts.
- Any activity that seeks to injure opponents through attacking moves e.g. Mixed Martial Arts (MMA), Thai boxing.
- Any motorised activities e.g. karting, scrambling.
- Any activities that **are not** available to the whole cohort.
- Any activities that do not comply with all the appropriate recommendations related to the safety of students as recognised by the Association of Physical Education in their publication 'Safe Practice in Physical Education and School Sport 2008'.

Edexcel reserves the right to amend, modify or refuse applications for reasons not listed above.

A list of activities already approved by Edexcel can be found within the Meeting Local Needs section on the PE subject page. This list will be updated once new activities have been approved.

### Application Process

Centres are required to complete a:

- MLN1 form – 'application form for additional activities',
- MLN2 form – 'assessment criteria' (only if applying to assess an activity not shown on the already approved list).

Centres do not need to submit assessment criteria for already approved activities. Edexcel will send pre-approved assessment criteria once the centre has demonstrated it fulfils the requirements of meeting local needs on the MLN1 form.

Both forms can be downloaded from the PE subject page from the 'Meeting Local Needs' section. Please see page 7 to 8 for examples of the forms.

The form(s) must be submitted by **30 October** in the academic year of assessment. Edexcel will acknowledge receipt of the application within 5 working days and confirm an outcome to the centre within 30 working days of receipt of an application. Please note if any pre-required information has not been provided this will delay the process.

## **Centres are not allowed to assess the activity/activities until receipt of confirmation from Edexcel.**

Once approval has been given by Edexcel, this will be for the lifetime of the specification. However, if circumstances at the centre change the centre is obliged to inform Edexcel so that we can check that the centre still meets the Meeting Local Needs requirements.

Applications received after 30 October **will not** be considered for that academic year.

Please note there is no guarantee that Edexcel will approve additional/alternative activities therefore centres should apply as early as possible should different activities need to be selected for the specific candidates.

If an application has been approved, proof may be requested by your allocated moderator.

If there are any queries about the Meeting Local Needs process please contact the PE Assessment Team - [physicaleducation@pearson.com](mailto:physicaleducation@pearson.com).

Please note centres do not need approval to assess activities listed in the specification. The assessment criteria for these activities can be found within the controlled assessment guide. The specification and controlled assessment guide can be found on the PE subject specific page:

<http://www.edexcel.com/quals/gcse/gcse09/pe/Pages/default.aspx> click 'specification' or 'controlled assessment'.

## **What to consider when applying to run an additional activity/activities via the meeting local needs process**

### **Activity Groups / Forbidden Combinations**

The list of approved activities also includes details of the activity groups they fall into, and any forbidden combinations, e.g. rugby union & rugby league cannot both be offered by the same candidate.

A description of the different activity groups can be found in the specification on pages 38-39. For additional activities we have indicated which group they fall into on the list on the website.

Please check the list of approved activities and their groups, and indicate on the MLN1 form which group the activity should fall into.

Please be aware that full and short course activities must be from at least two different activity groups – Meeting Local Needs activities must also adhere to this.

## Frequently asked questions (FAQs)

### **What is the deadline to apply to run an additional/alternative activity via the MLN process?**

**30 October** in the academic year of assessment. Applications received after this date will not be processed.

### **How long is the approval valid for?**

Once approval has been given by Edexcel, this will be for the lifetime of the specification. However, if circumstances at the centre change the centre is obliged to inform Edexcel so that we can check that the centre still meets the Meeting Local Needs requirements.

### **My centre wants to apply to assess an activity not listed within the specification/previously approved by Edexcel what do I need to do?**

This must be done through the Meeting Local Needs (MLN) process. Centres must apply using the appropriate form(s) called MLN1 – application to run additional activities (and MLN2 – assessment criteria if applying to run an additional/alternative activity not currently approved by Edexcel), and supply the required information by **30 October** in the year of assessment. The activity must not fall into any of the criteria listed below:

- Any activities that **do not** have a physiological basis for training.
- Any recreational table activities e.g. pool/snooker, darts.
- Any activities that seeks to injure opponents through attacking moves e.g. Mixed Martial Arts (MMA), Thai boxing.
- Any motorised activities e.g. karting, scrambling.
- Any activities that **are not** available to the whole cohort.
- Any activities that do not comply with all the appropriate recommendations related to the safety of students as recognised by the Association of Physical Education in their publication 'Safe Practice in Physical Education and School Sport 2008'.

If there are concerns please contact the PE Assessment Team - [physicaleducation@pearson.com](mailto:physicaleducation@pearson.com).

### **My centre wants to apply for an activity shown on the approved activities list, can we be sent the criteria without completing the MLN1 form?**

No, The centre must still complete the MLN1 form as this will provide evidence they have fulfilled the requirements to offer the activity/activities, and indicate which criteria we must send to the centre. If the centre is applying to run an activity that has already been approved, there is no need to submit assessment criteria using the MLN2 form.

### **Can I use unapproved assessment criteria without applying through the Meeting Local Needs process?**

No, to ensure rigour between the different assessment criteria, all criteria is reviewed by Edexcel. Where necessary we will ask centres to amend submitted criteria to ensure comparability with already approved and published criteria. Centres must also demonstrate that they meet the requirements of Meeting Local Needs to offer additional activities. Centres that have used unapproved criteria or have not been

approved to assess additional activities will not be able to submit these activity marks for their candidates.

**A nearby centre has been given approval to assess an activity not shown within the specification or control assessment guide, it's the same activity we want to assess our candidates in, can we use their assessment criteria without applying through the meeting local needs process?**

No, approval to assess activities is given on a centre by centre basis. Each centre must demonstrate they fulfil the Meeting Local Needs requirements.

**A candidate within my centre wishes to be assessed in an activity they are completing outside school, my centre will not be able to make this activity available to the rest of the cohort. Can we still apply via Meeting Local Needs for this one candidate?**

No, the Meeting Local Needs process is to support the delivery of specific activities that are provided within a centre's own programme. This requires an activity to be run/co-ordinated by the centre within the school's curricular or extra curricular programme. If this is not possible then approval cannot be given to assess this activity at the centre.

**Do centres need to apply to assess activities which are approved within the specification and controlled assessment guide?**

No, all listed activities within the specification and controlled assessment guide are approved for all centres. Centres do not need to seek approval to assess candidates in these activities.

## Examples of forms

### 1. Completing the MLN1 form

You will need to complete a separate form for each activity you are applying for – even if:

- the candidate(s) offering the activities are the same,
- the activity has been approved by Edexcel before.

An example of the form can be found on page 7.

### 2. Completing the MLN2 form

You will only need to complete this form if you are applying to assess an activity Edexcel has not approved before.

An example of the form can be found on page 8.

The forms can be downloaded from the PE subject page within the Meeting Local Needs section.

## Application to run additional activity GCSE Physical Education (5PE02/5PE04) MLN1

Please use a separate MLN1 form for each activity. The MLN1, and where necessary MLN2 form, must be returned to the PE Assessment Team – [physicaleducation@pearson.com](mailto:physicaleducation@pearson.com) or PE Assessment Team, Edexcel, One90 High Holborn, London, WC1V 7BH, by **30<sup>th</sup> October** in the academic year candidates will be assessed in the activity.

<b>Centre information</b>	<b>Ref number:</b> <b>Edexcel use only</b>
<b>Centre name:</b>	<b>Centre number:</b>
<b>Activity name:</b>	<b>Academic year in which the activity will be assessed:</b>
<b>Pre-approved activity:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (see list on PE subject page – tick the appropriate)	<b>Activity group:</b> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group E <input type="checkbox"/> Group F <input type="checkbox"/> (see pages 38-38 in the specification, tick the appropriate)
<b>Name of contact at centre:</b>	<b>Telephone:</b> <b>Email address:</b>

<b>Activity information – where necessary provide written justification</b>	
<b>Available to whole cohort</b> (✓) Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>No. of candidates who wish to be assessed in this activity:</b>
<b>Is this a timetabled activity?</b>	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is the activity delivered during curricular/extra-curricular time?</b>	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>How long is each lesson?</b>	
<b>If taught/assessed at an external venue where?</b>	
<b>If taught/assessed at an external venue how will candidate get to the venue?</b>	
<b>Is the centre running/co-ordinating the activity</b>	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Who is responsible for teaching/assessing the candidates?</b>	
<b>Is there adequate access to and provision of equipment to learn the relevant skills and be assessed</b>	(✓) Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Statement by teacher/assessor</b>	
I understand the Meeting Local Needs process and that if any of the above information is found to be inaccurate Edexcel reserves the right to withdraw permission to assess this activity. Where assessment criteria has been provided by the centre it is appropriate for assessment at GCSE level. The Headteacher/Principal is aware of this application to run an additional activity.	
<b>Signature</b>	<b>Date</b>
<b>Statement by Headteacher/Principal</b>	
I understand the Meeting Local Needs process and that if any of the above information is found to be inaccurate Edexcel reserves the right to withdraw permission for this activity. I confirm that I support this application to assess this activity at the centre.	
<b>Signature</b>	<b>Date</b>

## Assessment Criteria for <<Insert title of activity>> GCSE Physical Education (5PE02/5PE04) MLN2

Please use a separate form for each activity. The MLN1 and MLN2 form must be returned to the PE Assessment Team – [physicaleducation@pearson.com](mailto:physicaleducation@pearson.com) / PE Assessment Team, One90 High Holborn, London, WC1V 7BH by **30<sup>th</sup> October** in the academic year of assessment.

<b>Centre information</b>	<b>Ref number:</b> <b>Edexcel use only</b>
<b>Centre name:</b>	<b>Centre number:</b>
<b>Activity group:</b> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group d <input type="checkbox"/> Group E <input type="checkbox"/> Group F <input type="checkbox"/> (see pages 38-38 in the specification, tick the appropriate)	
<b>Name of contact at centre:</b>	<b>Telephone:</b> <b>Email address:</b>

<b>Skills, knowledge and understanding</b>
Skill area <i>e.g. what will this criteria assess.</i>
Skills to be assessed <i>e.g. what skills will be assessed.</i>
Knowledge and understanding <i>e.g. what candidates have to demonstrate to be assessed in this activity.</i>
Additional information <i>e.g. environmental issues, safety factors.</i>

<b>2.1.1: Player/participant</b>	
<b>0</b>	Performance not worthy of credit
<b>1-2</b>	
<b>3-4</b>	
<b>5-6</b>	
<b>7-8</b>	
<b>9-10</b>	

Please refer to the Controlled Assessment Guide for examples of assessment criteria and the detail of information that is required.



PE Assessment Team  
Edexcel  
One90 High Holborn  
London WC1V 7BH  
Email: [Physicaleducation@pearson.com](mailto:Physicaleducation@pearson.com)  
September 2012