Adaptations for Technical Qualifications

**For the academic year:
September 2020 – Summer 2021**

Covid-19
Guidance

Version history

Version	Amendment type	Section/Qualification
1.1 (October 2020)	Document created and published	All
1.2 (November 2020)	Missing Technical Qualifications that are still open for certifications added on to the qualifications in scope. Document title header corrected to read 2020-21. Contents page numbers updated.	Section 2
1.3. (February 2021)	Updated guidance around remote supervision for H&S and Biology tests. Title change to '3.3. Optional units and mandatory stand-alone units assessed by assignments - delivery and internal assessment'. To clarify that mandatory stand-alone units come under the same adaptations as optional units.	Section 3.6 Section 3.3

Contents

1. Introduction

For the 2020/21 academic year, we recognise that the ongoing nature of the Covid-19 pandemic will likely cause further disruptions for centres and that the observation of government guidance will provide additional challenges for the administration of assessments. Whilst all effort should be made to deliver City & Guilds qualifications as normal, we are offering a range of possible assessment adaptations to help mitigate challenges to centres.

This document details the specific adaptation approaches available for centres delivering Technical qualifications, along with the conditions of their application.

2. Qualifications in scope

These adaptations will apply to the following Technical Qualifications from September 2020:

Qual no.	Qualification title
Land	
0170-20	Level 2 Technical Award in Land Based Studies
0171-20	Level 2 Technical Certificate in Agriculture
0171-28	Level 2 Technical Certificate in Land-Based Engineering
0171-30	Level 3 Advanced Technical Certificate in Agriculture
0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
0171-32	Level 3 Advanced Technical Extended Diploma in Agriculture (720)
0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
0171-38	Level 3 Advanced Technical Extended Diploma in Land-Based Engineering (1080)
0172-21	Level 2 Technical Certificate in Animal Care
0172-26	Level 2 Technical Certificate in Equine Care
0172-30	Level 3 Advanced Technical Certificate in Animal Management
0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
0172-35	Level 3 Advanced Technical Certificate in Equine Management

0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)
0173-20	Level 2 Technical Certificate in Land and Wildlife
0173-30	Level 3 Advanced Technical Certificate in Land and Wildlife Management
0173-35	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
0173-32	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)
0173-37	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
0174-20	Level 2 Technical Certificate in Horticulture
0174-30	Level 3 Advanced Technical Certificate in Horticulture
0174-36	Level 3 Advanced Technical Diploma in Horticulture (540)
0174-32	Level 3 Advanced Technical Extended Diploma in Horticulture (720)
0174-37	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
0174-21	Level 2 Technical Certificate in Forestry and Arboriculture
0174-35	Level 3 Advanced Technical Certificate in Forestry and Arboriculture
0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
0175-20	Level 2 Technical Certificate in Floristry
0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
Engineering	
1145-20	Level 2 Technical Award in Engineering
1145-21	Level 2 Technical Certificate in Engineering
1145-30	Level 3 Advanced Technical Certificate in Engineering
1145-31	Level 3 Advanced Technical Diploma in Engineering (540)
1145-32	Level 3 Advanced Technical Extended Diploma in Engineering (720)
Health & care	
3134-20	Level 2 Technical Certificate in Working in Dental Settings
3625-20	Level 2 Technical Certificate in Healthcare, Care and Childcare
3625-30	Level 3 Advanced Technical Diploma in Health and Care (540)
3625-31	Level 3 Advanced Technical Extended Diploma in Health and Care (1080)
Automotive	
4292-20	Level 2 Technical Award in Vehicle Technology
4292-21	Level 2 Technical Certificate in Automotive
4292-30	Level 3 Advanced Technical Certificate in the Automotive Industry
Digital	
5220-20	Level 2 Technical Award in Digital Technologies
5220-21	Level 2 Technical Certificate in Digital Technologies
5220-30	Level 3 Advanced Technical Certificate in Digital Technologies
5220-32	Level 3 Advanced Technical Extended Diploma in Digital Technologies (720)
Hair & beauty	
3038-21	Level 2 Technical Award in Hair & Beauty Studies

6002-20	Level 2 Technical Certificate in Barbering
6002-21	Level 2 Technical Certificate in Hairdressing (450)
6002-22	Level 2 Technical Certificate for Cutting and Styling Services
6002-23	Level 2 Technical Certificate for Hair Colouring Services
6002-30	Level 3 Advanced Technical Diploma in Barbering (450)
6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
6003-21	Level 2 Technical Certificate in Beauty Retail
6003-20	Level 2 Technical Certificate in Beauty Therapy (450)
6003-22	Level 2 Technical Certificate in Nail Treatments
6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)
6010-20	Level 2 Technical Certificate in Make-up Artistry
6004-30	Level 3 Advanced Technical Diploma in Complementary Therapies (540)
6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)
6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
Hospitality & catering	
6106-20	Level 2 Technical Award in Cookery and Service for the Hospitality Industry
6100-20	Level 2 Technical Certificate in Professional Cookery (450)
6103-20	Level 2 Technical Certificate in Food and Beverage Service (450)
7178-20	Level 2 Technical Certificate in Food Preparation and Service (450)
6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
6100-30	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)
6100-31	Level 3 Advanced Technical Diploma for Professional Chefs (540)
6100-32	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)
6100-33	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)
Construction	
6720-21	Level 2 Technical Award in Constructing and Maintaining the Built Environment
6720-22	Level 2 Technical Award in Designing and Planning the Built Environment
6720-34	Level 3 Advanced Technical Certificate in Constructing the Built Environment
6720-35	Level 3 Advanced Technical Diploma in Constructing the Built Environment (540)
6720-36	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (720)
6720-37	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (1080)
7905-20	Level 2 Technical Certificate in Bricklaying
7905-30	Level 3 Advanced Technical Diploma in Bricklaying (450)
7906-20	Level 2 Technical Certificate in Site Carpentry
7906-21	Level 2 Technical Certificate in Architectural Joinery
7906-30	Level 3 Advanced Technical Diploma in Site Carpentry (450)
7906-31	Level 3 Advanced Technical Diploma in Architectural Joinery (450)
7907-20	Level 2 Technical Certificate in Painting and Decorating

7907-30	Level 3 Advanced Technical Diploma in Painting and Decorating (450)
7908-20	Level 2 Technical Certificate in Plastering
7908-30	Level 3 Advanced Technical Diploma in Plastering (450)
BSE	
8202-20	Level 2 Technical Certificate in Electrical Installation
8202-25	Level 2 Technical Certificate in Plumbing
8202-30	Level 3 Advanced Technical Diploma in Electrical Installation (450)
8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)

3. Adaptations

3.1.   Adaptations

The following section details the available adaptations and conditions for their adoption.

These adaptations aim to support centres in planning their delivery and assessment for the academic year, or to mitigate against localised lock-down measures. While Technical Qualifications have the same assessment structure, there is diversity within the assessment content. As such, some assessments, or tasks may be more suited to adaptation than others. Therefore, we encourage centres to contact our Technicals Quality team where they have any queries about the suitability of an adaptation approach for specific assessments/ tasks. Contact details are at the end of this document.

3.2.   Synoptic assignment

Extension of assessment window - to enable centres to plan effectively and deliver the synoptic assignments in 2021, the window for the submission of learner marks and evidence has been extended and staggered for L2 and L3, for all Technical Qualifications.

If social distancing continues, or we are subjected to further national or local lockdowns, the extra time will help to accommodate smaller group sizes, staggered cohorts, and access to resources.

Synoptic assessment window opens for all Technical Qualifications	**4 January 2021**
Synoptic assessment window for Level 3 closes	**28 May 2021**
Synoptic assessment window for Level 2 closes	**11 June 2021**

Delivery of the synoptic assignment - centres can stagger the release of the synoptic assignment tasks to groups of learners in a cohort. Learners will need to be made aware that providing or receiving prior knowledge would be treated as malpractice and could result in invalidation of results. Learners will be required to sign a declaration form confirming no prior knowledge and assessors must authenticate individual learner work.

Some tasks within the synoptic assignment can be taken remotely rather than in supervised conditions (e.g. where the learner is required to produce a report using their research). Where this adaptation is used the assessor should carry out a professional discussion with the learner to ensure the authenticity of the work

Some tasks may be observed remotely by the assessor and/or moderator (as part of the moderation support activity). If this adaptation is used it is important that salient performance evidence is recorded, and the skills being demonstrated can be clearly observed.

Where centres are looking to adopt these adaptation approaches for synoptic assignment tasks, they should first seek confirmation and approval from City & Guilds. Centres should contact the Technicals Quality team in the first instance and contact details are at the end of this document.

3.3. Optional units and mandatory stand-alone units assessed by assignments - delivery and internal assessment

Some tasks can be taken remotely rather than in supervised conditions e.g. where the learner is required to produce a piece of written work. Where this adaptation is used the assessor must carry out a professional discussion with the learner to ensure the authenticity of the work.

Some tasks may be observed remotely by the assessor. If this adaptation is used it is important that salient performance evidence is recorded, and the skills being demonstrated can be clearly observed.

Evidence generated for tasks in other assessment/unit assessments can also be used where they meet the requirements of the assessment. This evidence will need to be clearly cross-referenced to the relevant assessment task.

3.4. Suggested types of activities to support Employer Involvement

All Key Stage 5 (KS5) Technical qualifications have a requirement for learners to undertake meaningful Employer Involvement activities, in order to achieve the qualification.

We recognise that where centres/employers are impacted by ongoing Covid-19 issues, it may prove difficult to meet this requirement. For this academic year, the following types of Employer Involvement activities can be utilised to help centres and learners to do so:

- Demonstrations by professionals on virtual platforms
- Access professional association forums, product house/equipment training
- Work on own family business if appropriate e.g. own farm, salon etc or sector relevant part-time job
- Virtual tours of local employer workplaces
- Virtual discussions with employers
- Sharing resources with other centres who are not locked down (e.g. remote attendance at an industry lecture)

3.5. Changes to the requirement for work experience hours to be completed

Some Technical Qualifications have a requirement to complete a minimum number of hours of work experience/placement. For those qualifications, the following arrangements have been put in place:

Land-based Technicals:

For Land Technical Qualifications at KS5 Level 2 and Level 3, the number of hours required has been reduced from 150 to 70 hours. With this reduction, the emphasis must be on the quality of the work experience and not the hours worked. These hours could be spread across the duration of the programme and can include that provided at centres' own facilities, or other meaningful work.

Health & Care, Childcare and Dental Technicals:

Due to the challenges currently faced by employers who are unable to provide work experience for learners in health, care and childcare settings, the work experience/work placement practice requirement for the Health & Care/Childcare and Dental Technical Qualifications will be waived for the 2020/21 academic year. The qualification synoptic assessment tasks for 2021 will be adapted to accommodate this change, whilst maintaining the rigour of the assessment.

It is acknowledged that access may vary across England and at different times during the academic year. Therefore, where access to work placements is possible, learners are still encouraged to undertake work experience as it will provide enrichment to their learning experience.

3.6. Land-based Technical Qualifications specific arrangements

Level 2 and 3 Health & Safety and Biology theory exams

These theory exams are externally set and internally marked. They are designed to assess the candidate's depth and breadth of understanding from across the unit content area and will be sat under supervised conditions. For FY21, if need be (and with prior agreement), the assessments can be remotely supervised, and the supervisor can be a member of staff.

In the Qualification handbooks it states that: '*these theory exams are externally set, internally marked and externally moderated. It is designed to assess the candidate's depth and breadth of understanding from across the unit content area and will be sat under supervised conditions. This assessment is available on our website. The assessment can be taken at any point during the academic year, but evidence must be submitted on to the Moderation Portal by the deadline in Assessment and Examination timetable, published on our website. Centres will be required to maintain the security of all live assessment materials. Assessments will be password protected and released to centres through a secure method*'.

In light of the current pandemic and lockdown regulations/future restrictions, centres may use a remote platform to supervise the H&S and Biology tests, such as MS teams.

Please complete an [adaptation form](#) and send to the Technicals Quality team.

Estate skills and machinery operation tasks within Land synoptic assignments

Evidence for the above tasks can be collected at any time throughout the academic year, as long as other tasks within the synoptic assignment are not reliant on them, and they will need to be submitted along with the rest of the synoptic assignment evidence/marks by the revised date.

3.7.   Other sector specific arrangements

For any other sector specific arrangements, centres will need to have adaptations agreed beforehand with City & Guilds. Centres should contact the Technicals Quality team in the first instance and contact details are at the end of this document.

4. Special Consideration

Special consideration is a post-assessment adjustment to a learner's mark to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had an effect on a learner's ability to take that assessment.

Where local, regional or individual restrictions prevent a learner from taking an assessment and they do not have an opportunity to take the assessment later in the academic year then the special consideration process should be followed.

This will take into consideration both individual and cohort-level mitigations to those whose performance is impacted, or those who are unable to complete the assessments at all.

Centres can also apply for special consideration where a learner:

- has completed the assessment but has been disadvantaged,
- needs an extension to the deadline to complete the synoptic assignment or an optional unit,

- is unable to complete any work experience requirements.

5. Moderation support visits

In previous years we have undertaken a moderation support visit for all centres to help ensure that the observation evidence they are collecting will support subsequent marking and moderation. This year we will operate visits based upon a risk-analysis of centres' previous accuracy with evidence collection and marking.

These visits are designed to support centres in ensuring the evidence they collect during observation of practical assessments supports subsequent marking and moderation. In order to reduce the number of non-essential visits to centres, we will look to use remote observation and review of evidence. Observation visits will be undertaken only where necessary.

6. Monitoring the situation in this year

We will continue to monitor the situation throughout the year, providing updates and further guidance accordingly. We would encourage all tutors to plan the following through the delivery phase of the Technical Qualifications to record formative and mock assessments,

- make notes of learner progression through the delivery phase,
- set key tasks/objectives
- carry out a SWOT analysis as part of the tutorial activities.

Monitoring learner progress through the delivery phase is recommended practice in normal circumstances but in the case of the current pandemic it may also prove a useful source of evidence if a situation arises whereby we need to use other types of evidence to make a judgement on the learners' performance.

7. Opportunity for centre feedback

We have created a form that may be used by centres to provide feedback or raise points of clarification for synoptic assignments for Technical Qualifications. You can also provide feedback or questions around any additional difficulties in delivering the synoptic assignments due specifically to potential regional or national coronavirus restrictions or guidelines.

https://www.cityandguilds.com/technical/resources-and-support

8. Further advice and guidance

Contact us

Technicals Quality team

T: 0300 303 5352

Lines open: Monday to Friday 08.30 to 17.00 GMT

E: technicals.quality@cityandguilds.com

Related documents, Ofqual guidance and updates can be found on our website here https://www.cityandguilds.com/covid-19

Giltspur House 5-6 Giltspur Street London EC1A 9DE
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
cityandguilds.com