

2021 - 2022 Adaptations

Skills for Work and Life

(English, Maths, Employability, Progression qualifications)

For the period of:
September 2021–Summer 2022





Version history

Version	Amendment type	Section/Qualification
1.0 (September 2021)	Document created and published	All
2.0 (December 2021)	Reference (link) to Remote Assessment Centre Guidance added	All



Introduction

Over the past two years, since the Covid-19 pandemic began, City & Guilds has worked in consultation with regulators and other awarding organisations/bodies, implementing adaptations to normal assessment delivery procedures to ensure that learners were still able to receive valid and reliable results for assessments attempted in this period.

The government's intention is that assessments for Vocational and Technical Qualifications go ahead for the 2021/22 academic year. It is recognised that learners who will be taking assessments will have had significant disruption to their teaching and learning and they may need continued support in the face of any further disruption. Centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials. However, where this is not possible City & Guilds is permitted, under Ofqual's Vocational and technical qualifications contingency regulatory framework ([VCRF](#)) to devise adaptations that mitigate disruption caused by the pandemic to teaching, learning and assessment for learners.

This document sets out the most up-to-date qualification specific adaptations available and the conditions for their adoption. It provides details of what adaptations can be used to provide centres and learners with flexibility to support the delivery of assessment during these challenging times. It has been designed to complement the **City & Guilds Qualification assessment adaptation guidance** document which can be found on City & Guilds COVID-19 webpages.

What is adaptation?

Adaptations should only apply if a learner(s) is not able to be assessed in the way the assessment design intended. The adaptations are in relation to the conditions and controls for assessments, the delivery of the assessments, or in some instances the assessment methodology. This document specifies the adaptations that are permitted and the qualifications and assessments to which they apply. Where an adaptation is permitted it is indicated by ✓ and where there is no adaptation permitted or needed it is indicated by ✗.

Some adaptations that were in place during the 2020/21 academic year may have changed or been removed this academic year. These include the removal of:

- “test-at-home” interim solution for e-volve remote assessment for the 2020-21 academic year which is no longer available. For more information regarding Remote Invigilation, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>
- use of alternative evidence for an externally assessed e-volve test
- use of alternative evidence for a practical skills assessment.

Centres are not permitted to make any further adaptation to the assessments beyond what is set out in this document.



Personal Progress

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6824/6	3803-01	City & Guilds Entry Level Award in Personal Progress (Entry 1)
500/6792/8	3803-01	City & Guilds Entry Level Diploma in Personal Progress (Entry 1)
500/6769/2	3803-01	City & Guilds Entry Level Certificate in Personal Progress (Entry 1)

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	001-032 301-317	X

General Guidance

We recommend that programmes are carefully planned and unit selections made based on facilities and resources available to learners.

We also recommend delivery staff consider how they support candidates to generate evidence remotely, where this approach is used. If the use of technology is planned to support the generation of evidence, candidates should be able to access it and be comfortable and confident in its use. Evidence can then be assessed, and quality assured remotely. Centres still have a responsibility to ensure that any evidence submitted has been produced by the candidate and reflects the candidate's capability and is authentic.

Please refer to our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library



Principles of English and Mathematics

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/1420/4	3844-10	City & Guilds Entry Level Award in the Principles of Using Written and Spoken English (Entry 3)
601/1288/8	3844-20	City & Guilds Entry Level Certificate in the Principles of Using Mathematical Techniques (Entry 3)
600/7655/0	3844-12	City & Guilds Level 1 Certificate in The Principles of Using Mathematical Techniques
600/7917/4	3844-11	City & Guilds Level 1 Award in the Principles of Using Written and Spoken English
600/7918/6	3844-21	City & Guilds Level 2 Award in the Principles of Using Written and Spoken English
600/7656/2	3844-22	City & Guilds Level 2 Certificate in The Principles of Using Mathematical Techniques
601/1420/4	3844-10	City & Guilds Entry Level Award in the Principles of Using Written and Spoken English (Entry 3)

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked e-volve test.	001-003 101-103 201-203	✓ Remote invigilation

For e-volve tests:

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>



English Skills and Mathematics Skills

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/7500/4	3847-01	City & Guilds Entry Level Award in Reading - Reading Words, Signs and Symbols (Entry 1)
600/7282/9	3847-01	City & Guilds Entry Level Award in Reading - Using Reading Skills (Entry 1)
600/7501/6	3847-01	City & Guilds Entry Level Award in Reading - Reading for Meaning (Entry 1)
600/7502/8	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Provide Information (Entry 1)
600/7503/X	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Obtain Information (Entry 1)
600/7504/1	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Take Part in a Conversation (Entry 1)
600/7283/0	3847-01	City & Guilds Entry Level Award in Writing - Using Grammar and Punctuation in Writing (Entry 1)
600/7509/0	3847-01	City & Guilds Entry Level Award in Writing - Writing Letters of the Alphabet and Spelling Words (Entry 1)
600/7284/2	3847-01	City & Guilds Entry Level Award in Writing - Using Structure in Writing (Entry 1)
600/7598/3	3847-01	City & Guilds Entry Level Award in Reading - Reading and Understanding the Meaning of Words (Entry 2)
600/7599/5	3847-01	City & Guilds Entry Level Award in Reading - Using Reading Skills (Entry 2)
600/7604/5	3847-01	City & Guilds Entry Level Award in Reading - Reading for Meaning (Entry 2)
600/7285/4	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Provide Information (Entry 2)
600/7286/6	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Obtain Information (Entry 2)



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7612/4	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening in a Conversation (Entry 2)
600/7605/7	3847-01	City & Guilds Entry Level Award in Writing - Using Grammar and Punctuation in Writing (Entry 2)
600/7287/8	3847-01	City & Guilds Entry Level Award in Writing - Using Spelling Methods in Writing (Entry 2)
600/7288/X	3847-01	City & Guilds Entry Level Award in Writing - Using Structure to Write Simple Text (Entry 2)
600/7613/6	3847-01	City & Guilds Entry Level Award in Reading - Using Different Reading Strategies for Words and Phrases
600/7289/1	3847-01	City & Guilds Entry Level Award in Reading - Using Reading Strategies (Entry 3)
600/7584/3	3847-01	City & Guilds Entry Level Award in Reading - Reading for Meaning (Entry 3)
600/7290/8	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Provide Information (Entry 3)
600/7291/X	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Obtain Information (Entry 3)
600/7292/1	3847-01	City & Guilds Entry Level Award in Speaking and Listening - Speaking and Listening to Take Part in a Discussion (Entry 3)
600/7585/5	3847-01	City & Guilds Entry Level Award in Writing - Using Grammar, Punctuation and Spelling in Writing (Entry 3)
600/7293/3	3847-01	City & Guilds Entry Level Award in Writing - Using Planning and Organisation in Writing (Entry 3)
600/7294/5	3847-01	City & Guilds Entry Level Award in Writing - Writing to Communicate (Entry 3)
600/7610/0	3847-01	City & Guilds Level 1 Award in Reading - Using Reading to Extend Vocabulary
600/7586/7	3847-01	City & Guilds Level 1 Award in Reading - Using Reading Strategies



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7654/9	3847-01	City & Guilds Level 1 Award in Reading - Reading for Meaning
600/7295/7	3847-01	City & Guilds Level 1 Award in Speaking and Listening - Presenting Information by Speaking and Listening
600/7296/9	3847-01	City & Guilds Level 1 Award in Speaking and Listening - Speaking and Listening to Obtain Information
600/7297/0	3847-01	City & Guilds Level 1 Award in Speaking and Listening - Speaking and Listening to Take Part in a Discussion
600/7298/2	3847-01	City & Guilds Level 1 Award in Writing - Using Grammar, Punctuation and Spelling in Writing
600/7299/4	3847-01	City & Guilds Level 1 Award in Writing - Planning and Organising Writing
600/7300/7	3847-01	City & Guilds Level 1 Award in Writing - Using Structure and Content in Writing
600/7301/9	3847-01	City & Guilds Level 2 Award in Reading - Using Reading to Develop Vocabulary
600/7590/9	3847-01	City & Guilds Level 2 Award in Reading - Using Reading Strategies
600/7302/0	3847-01	City & Guilds Level 2 Award in Reading - Reading for Meaning
600/7303/2	3847-01	City & Guilds Level 2 Award in Speaking and Listening - Presenting Information by Speaking and Listening
600/7304/4	3847-01	City & Guilds Level 2 Award in Speaking and Listening - Obtaining Information by Speaking and Listening
600/7592/2	3847-01	City & Guilds Level 2 Award in Speaking and Listening - Speaking and Listening to Take Part in a Discussion
600/7305/6	3847-01	City & Guilds Level 2 Award in Writing - Using Grammar, Punctuation and Spelling in Writing
600/7306/8	3847-01	City & Guilds Level 2 Award in Writing - Planning and Organising Writing



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7307/X	3847-01	City & Guilds Level 2 Award in Writing - Writing for Clear Communication
600/7594/6	3847-02	City & Guilds Level 2 Certificate in English Skills
600/7587/9	3847-02	City & Guilds Entry Level Certificate in English Skills (Entry 1)
600/7591/0	3847-02	City & Guilds Entry Level Certificate in English Skills (Entry 3)
600/7593/4	3847-02	City & Guilds Entry Level Certificate in English Skills (Entry 2)
600/7595/8	3847-02	City & Guilds Level 1 Certificate in English Skills
600/7588/0	3847-03	City & Guilds Entry Level Award in English Skills - Reading (Entry 1)
600/7589/2	3847-03	City & Guilds Entry Level Award in English Skills - Speaking and Listening (Entry 1)
600/7614/8	3847-03	City & Guilds Entry Level Award in English Skills - Writing (Entry 1)
600/7615/X	3847-03	City & Guilds Entry Level Award in English Skills - Reading (Entry 2)
600/7601/X	3847-03	City & Guilds Entry Level Award in English Skills - Speaking and Listening (Entry 2)
600/7609/4	3847-03	City & Guilds Entry Level Award in English Skills - Writing (Entry 2)
600/7608/2	3847-03	City & Guilds Entry Level Award in English Skills - Reading (Entry 3)
600/7600/8	3847-03	City & Guilds Entry Level Award in English Skills - Speaking and Listening (Entry 3)
600/7607/0	3847-03	City & Guilds Entry Level Award in English Skills - Writing (Entry 3)
600/7602/1	3847-03	City & Guilds Level 1 Award in English Skills - Reading
600/7611/2	3847-03	City & Guilds Level 1 Award in English Skills - Speaking and Listening
600/7606/9	3847-03	City & Guilds Level 1 Award in English Skills - Writing



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7603/3	3847-03	City & Guilds Level 2 Award in English Skills - Reading
600/7597/1	3847-03	City & Guilds Level 2 Award in English Skills - Speaking and Listening
600/7596/X	3847-03	City & Guilds Level 2 Award in English Skills - Writing
600/7310/X	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Money (Entry 1)
600/7526/0	3847-21	City & Guilds Entry Level Award in Number - Whole Numbers to 10 (Entry 1)
600/7308/1	3847-21	City & Guilds Entry Level Award in Number - Addition (Entry 1)
600/7311/1	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Time (Entry 1)
600/7314/7	3847-21	City & Guilds Entry Level Award in Handling Data - Extract and Sort Data (Entry 1)
600/7527/2	3847-21	City & Guilds Entry Level Award in Number - Whole Numbers to 100 (Entry 2)
600/7316/0	3847-21	City & Guilds Entry Level Award in Number - Addition (Entry 2)
600/7318/4	3847-21	City & Guilds Entry Level Award in Number - Fractions (Entry 2)
600/7528/4	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Money (Entry 2)
600/7320/2	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Time (Entry 2)
600/7325/1	3847-21	City & Guilds Entry Level Award in Number - Whole Numbers to 1000 (Entry 3)
600/7324/X	3847-21	City & Guilds Entry Level Award in Handling Data - Collect and Represent Information (Entry 2)
600/7326/3	3847-21	City & Guilds Entry Level Award in Number - Addition and Subtraction (Entry 3)
600/7525/9	3847-21	City & Guilds Entry Level Award in Number - Fractions (Entry 3)
600/7329/9	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Money (Entry 3)



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7330/5	3847-21	City & Guilds Entry Level Award in Measure, Shape and Space - Temperature and Time (Entry 3)
600/7518/1	3847-21	City & Guilds Entry Level Award in Handling Data - Represent Information (Entry 3)
600/7519/3	3847-21	City & Guilds Level 1 Award in Number - Positive and Negative Numbers
600/7333/0	3847-21	City & Guilds Level 1 Award in Number - Fractions, Ratio and Proportion
600/7335/4	3847-21	City & Guilds Level 1 Award in Measure, Shape and Space - Calculate Shape and Space
600/7522/3	3847-21	City & Guilds Level 1 Award in Number - Decimals
600/7521/1	3847-21	City & Guilds Level 1 Award in Number - Percentages
600/7334/2	3847-21	City & Guilds Level 1 Award in Measure, Shape and Space - Money, Time and Temperature
600/7367/6	3847-21	City & Guilds Level 1 Award in Measure, Shape and Space - Length, Weight and Capacity
600/7336/6	3847-21	City & Guilds Level 1 Award In Handling Data - Extract and Interpret Data
600/7337/8	3847-21	City & Guilds Level 1 Award in Handling Data - Collect, Organise and Represent Data
600/7345/7	3847-21	City & Guilds Level 1 Award in Handling Data - Mean and Range
600/7339/1	3847-21	City & Guilds Level 1 Award in Handling Data - Probability
600/7340/8	3847-21	City & Guilds Level 2 Award in Number - Number and Formulae
600/7520/X	3847-21	City & Guilds Level 2 Award in Number - Decimals
600/7342/1	3847-21	City & Guilds Level 2 Award in Measure, Shape and Space - Money, Time and Temperature
600/7343/3	3847-21	City & Guilds Level 2 Award in Measure, Shape and Space - Length, Weight and Capacity
600/7347/0	3847-21	City & Guilds Level 2 Award in Handling Data - Extract and Interpret Data



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7344/5	3847-21	City & Guilds Level 2 Award in Handling Data - Collect and Use Data
600/7513/2	3847-21	City & Guilds Level 2 Award in Handling Data - Statistics
600/7529/6	3847-21	City & Guilds Level 2 Award in Handling Data - Probability
600/7341/X	3847-21	City & Guilds Level 2 Award in Number - Fractions, Ratio and Proportion
600/7629/X	3847-21	City & Guilds Level 2 Award in Number - Percentages
600/7346/9	3847-21	City & Guilds Level 2 Award in Measure, Shape and Space - Shape and Space
600/7523/5	3847-22	City & Guilds Entry Level Certificate in Mathematics Skills (Entry 1)
600/7515/6	3847-22	City & Guilds Entry Level Certificate in Mathematics Skills (Entry 2)
600/7512/0	3847-22	City & Guilds Entry Level Certificate in Mathematics Skills (Entry 3)
600/7514/4	3847-22	City & Guilds Level 1 Certificate in Mathematics Skills
600/7516/8	3847-22	City & Guilds Level 2 Certificate in Mathematics Skills
600/7499/1	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Handling Data (Entry 3)
600/7505/3	3847-23	City & Guilds Level 1 Award in Mathematics Skills - Number
600/7506/5	3847-23	City & Guilds Level 1 Award in Mathematics Skills - Measure, Shape and Space
600/7507/7	3847-23	City & Guilds Level 1 Award in Mathematics Skills - Handling Data
600/7508/9	3847-23	City & Guilds Level 2 Award in Mathematics Skills - Number
600/7524/7	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Number (Entry 1)
600/7492/9	3847-23	City & Guilds Entry Level Award in Mathematics Skills (Measure, Shape and Space) (Entry 1)



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7493/0	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Handling Data (Entry 1)
600/7494/2	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Number (Entry 2)
600/7495/4	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Measure, Shape and Space (Entry 2)
600/7496/6	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Handling Data (Entry 2)
600/7497/8	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Number (Entry 3)
600/7498/X	3847-23	City & Guilds Entry Level Award in Mathematics Skills - Measure, Shape and Space (Entry 3)

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	See qualification handbook.	X

General Guidance

We recommend that programmes are carefully planned and unit selections made based on facilities and resources available to learners.

We also recommend delivery staff consider how they support candidates to generate evidence remotely, where this approach is used. If the use of technology is planned to support the generation of evidence, candidates should be able to access it and be comfortable and confident in its use. Evidence can then be assessed, and quality assured remotely. Centres still have a responsibility to ensure that any evidence submitted has been produced by the candidate and reflects the candidate's capability and is authentic.

Please refer to our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library



Employability Skills

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/3623/6	5546-01	City & Guilds Entry Level Introductory Award in Employability Skills (Entry 2)
601/3625/X	5546-01	City & Guilds Entry Level Introductory Award in Employability Skills (Entry 3)
601/3628/5	5546-01	City & Guilds Level 1 Introductory Award in Employability Skills
601/3631/5	5546-01	City & Guilds Level 2 Introductory Award in Employability Skills
601/3624/8	5546-02	City & Guilds Entry Level Award in Employability Skills (Entry 2)
601/3626/1	5546-02	City & Guilds Entry Level Award in Employability Skills (Entry 3)
601/3629/7	5546-02	City & Guilds Level 1 Award in Employability Skills
601/3632/7	5546-02	City & Guilds Level 2 Award in Employability Skills
601/3627/3	5546-03	City & Guilds Entry Level Extended Award in Employability Skills (Entry 3)
601/3630/3	5546-03	City & Guilds Level 1 Extended Award in Employability Skills
601/3633/9	5546-03	City & Guilds Level 2 Extended Award in Employability Skills
601/3635/2	5546-03	City & Guilds Entry Level Extended Award in Employability Skills (Entry 2)
601/3634/0	5546-04	City & Guilds Entry Level Certificate in Employability Skills (Entry 2)
601/3641/8	5546-04	City & Guilds Entry Level Certificate in Employability Skills (Entry 3)
601/3643/1	5546-04	City & Guilds Level 1 Certificate in Employability Skills
601/3645/5	5546-04	City & Guilds Level 2 Certificate in Employability Skills
601/3638/8	5546-05	City & Guilds Entry Level Extended Certificate in Employability Skills (Entry 2)



QAN	City & Guilds qualification number	City & Guilds qualification title
601/3642/X	5546-05	City & Guilds Entry Level Extended Certificate in Employability Skills (Entry 3)
601/3644/3	5546-05	City & Guilds Level 1 Extended Certificate in Employability Skills
601/3646/7	5546-05	City & Guilds Level 2 Extended Certificate in Employability Skills
601/3559/1	5546-06	City & Guilds Level 1 Diploma in Employability Skills
601/3560/8	5546-06	City & Guilds Level 2 Diploma in Employability Skills
601/3561/X	5546-06	City & Guilds Entry Level Diploma in Employability Skills (Entry 3)
601/3639/X	5546-31	City & Guilds Level 2 Introductory Award in Personal and Social Skills
601/3667/4	5546-31	City & Guilds Entry Level Introductory Award in Personal and Social Skills (Entry 2)
601/3670/4	5546-31	City & Guilds Entry Level Introductory Award in Personal and Social Skills (Entry 3)
601/3673/X	5546-31	City & Guilds Level 1 Introductory Award in Personal and Social Skills
601/3534/7	5546-32	City & Guilds Level 2 Award in Personal and Social Skills
601/3536/0	5546-32	City & Guilds Level 1 Award in Personal and Social Skills
601/3538/4	5546-32	City & Guilds Entry Level Award in Personal and Social Skills (Entry 2)
601/3539/6	5546-32	City & Guilds Entry Level Award in Personal and Social Skills (Entry 3)
601/3637/6	5546-33	City & Guilds Level 2 Extended Award in Personal and Social Skills
601/3668/6	5546-33	City & Guilds Entry Level Extended Award in Personal and Social Skills (Entry 2)
601/3671/6	5546-33	City & Guilds Entry Level Extended Award in Personal and Social Skills (Entry 3)
601/3724/1	5546-33	City & Guilds Level 1 Extended Award in Personal and Social Skills



QAN	City & Guilds qualification number	City & Guilds qualification title
601/3532/3	5546-34	City & Guilds Level 2 Certificate in Personal and Social Skills
601/3533/5	5546-34	City & Guilds Entry Level Certificate in Personal and Social Skills (Entry 3)
601/3535/9	5546-34	City & Guilds Level 1 Certificate in Personal and Social Skills
601/3537/2	5546-34	City & Guilds Entry Level Certificate in Personal and Social Skills (Entry 2)
601/3636/4	5546-35	City & Guilds Level 2 Extended Certificate in Personal and Social Skills
601/3640/6	5546-35	City & Guilds Level 1 Extended Certificate in Personal and Social Skills
601/3669/8	5546-35	City & Guilds Entry Level Extended Certificate in Personal and Social Skills (Entry 2)
601/3672/8	5546-35	City & Guilds Entry Level Extended Certificate in Personal and Social Skills (Entry 3)
601/3634/0	5546-40	Entry Level Certificate in Employability Skills (Entry 2)
601/3641/8	5546-40	Entry Level Certificate in Employability Skills (Entry 3)
601/3643/1	5546-40	Level 1 Certificate in Employability Skills
601/3645/5	5546-40	Level 2 Certificate in Employability Skills
601/3638/8	5546-41	Entry Level Extended Certificate in Employability Skills (Entry 2)
601/3642/X	5546-41	Entry Level Extended Certificate in Employability Skills (Entry 3)
601/3644/3	5546-41	Level 1 Extended Certificate in Employability Skills
601/3646/7	5546-41	Level 2 Extended Certificate in Employability Skills
601/3561/X	5546-42	Entry Level Diploma in Employability Skills (Entry 3)
601/3559/1	5546-42	Level 1 Diploma in Employability Skills
601/3560/8	5546-42	Level 2 Diploma in Employability Skills
601/3537/2	5546-45	Entry Level Certificate in Personal and Social Skills (Entry 2)



QAN	City & Guilds qualification number	City & Guilds qualification title
601/3533/5	5546-45	Entry Level Certificate in Personal and Social Skills (Entry 3)
601/3535/9	5546-45	Level 1 Certificate in Personal and Social Skills
601/3532/3	5546-45	Level 2 Certificate in Personal and Social Skills
601/3669/8	5546-46	Entry Level Extended Certificate in Personal and Social Skills (Entry 2)
601/3672/8	5546-46	Entry Level Extended Certificate in Personal and Social Skills (Entry 3)
601/3640/6	5546-46	Level 1 Extended Certificate in Personal and Social Skills
601/3636/4	5546-46	Level 2 Extended Certificate in Personal and Social Skills
601/7374/9	5546-60	City & Guilds Entry Level Certificate for Skills for Working in the Construction Industry (Entry 3)
601/7375/0	5546-60	City & Guilds Level 1 Certificate for Skills for Working in the Construction Industry
601/7376/2	5546-61	City & Guilds Level 1 Certificate for Skills for Working in the Health Care, Adult Care and Child Care Sectors
601/7377/4	5546-62	City & Guilds Level 1 Award for Skills for Working in the Retail Industry
601/7379/8	5546-62	City & Guilds Entry Level Award for Skills for Working in the Retail Industry (Entry 3)
601/7380/4	5546-62	City & Guilds Entry Level Certificate for Skills for Working in the Retail Industry (Entry 3)
601/7381/6	5546-62	City & Guilds Level 1 Certificate for Skills for Working in the Retail Industry
601/7409/2	5546-64	City & Guilds Level 1 Award for Skills for Employment in the Hospitality Industry
601/7410/9	5546-64	City & Guilds Level 1 Certificate for Skills for Working in the Food Service Industry
601/7411/0	5546-64	City & Guilds Level 1 Certificate for Skills for Working in the Professional Cookery Industry



What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	X

General Guidance

We recommend that programmes are carefully planned and unit selections made based on facilities and resources available to learners.

We also recommend delivery staff consider how they support candidates to generate evidence remotely, where this approach is used. If the use of technology is planned to support the generation of evidence, candidates should be able to access it and be comfortable and confident in its use. Evidence can then be assessed, and quality assured remotely. Centres still have a responsibility to ensure that any evidence submitted has been produced by the candidate and reflects the candidate's capability and is authentic.

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Work-based Experience/Undertaking a work placement

Learners must meet the minimum requirements in terms of number of hours and meet all assessment criteria in relation to these units.

Centres should consider the individual units that are chosen for delivery. The assessment for practical units for example maybe difficult to manage where Covid-19 restrictions are in place.



Employment and Personal Learning at Work

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2819/1	7591-02	Level 2 Subsidiary Award in Employment and Personal Learning at Work
600/2831/2	7591-02	Level 2 Award in Employment and Personal Learning at Work
600/2956/0	7591-02	Level 2 Extended Award in Employment and Personal Learning at Work
600/2839/7	7591-02	Level 2 Certificate in Employment and Personal Learning at Work
601/1856/8	7591-31	Level 3 Certificate in Enhanced Employability Skills

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	101 – 175, 201 – 283, 301 – 326, 401	X



Award and Certificate in Augmentative and Alternative Communication

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1052/4	3716-01	Entry Level 2 Award in Augmentative and Alternative Communication
501/1050/0	3716-01	Entry Level 3 Award in Augmentative and Alternative Communication
501/1051/2	3716-01	Level 1 Award in Augmentative and Alternative Communication
501/1048/2	3716-01	Entry Level 2 Certificate in Augmentative and Alternative Communication
501/1049/4	3716-01	Entry Level 3 Certificate in Augmentative and Alternative Communication
501/1084/6	3716-01	Level 1 Certificate in Augmentative and Alternative Communication

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Portfolio of evidence.	301, 302, 303, 304, 401, 402, 403, 404	✓

Adaptation to the requirements

The requirement for the candidate to engage with an unfamiliar person is relaxed for the period of these Covid-19 adaptations



Further advice and guidance

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 8am to 6pm excluding UK public holidays.



centresupport@cityandguilds.com



0844 543 0000

Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

For specific queries, including those in relation to quality assurance, please contact your allocated quality team via email or on 0300 303 53 52.

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



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