

2020 - 2021 Adaptations Teaching and Learning

For the period of:
September 2020– Summer 2021





Version history

Version	Amendment type	Section/Qualification
1.1 (October 2020)	Assessment Component Numbers corrected for 5329 Clarification of who needs to be present for Remote Observations	5329 Remote Observations
1.0 (October 2020)	Document created and published	All



Introduction

The Covid-19 pandemic caused significant disruption to the summer 2020 assessment series.

City & Guilds, working in consultation with regulators and other awarding bodies, adopted several mitigation options to ensure that affected learners received a valid and reliable result for assessments they were unable to sit. These were either estimated grades, adapted assessment or delayed assessment until they could be sat safely.

As we move into the 2020/21 academic year, we recognise that the ongoing nature of this pandemic will likely cause further disruptions for learners and centres. The observation of government guidance will bring additional challenges for the administration of assessments

For the academic year 2020/21, centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials.

Where this is not possible City & Guilds has devised adaptation guidance. This will provide details of what adaptations can be used to provide centres and learners with flexibility to support the delivery of assessment during these challenging times.

This document sets out the qualification specific adaptations available and the conditions for their adoption. This document 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 ×.

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

Scope of learners

The adaptations within this document are **ONLY** available to learners who meet the following criteria:

- Are undertaking their assessment in the UK or the Republic of Ireland
- Are scheduled to complete their qualification or assessments during the 2020/21 academic year

Please note these adaptations do not apply to international or End-point Assessment products.



Education and Training

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/9554/4	6502-31	City & Guilds Level 3 Award in Education and Training
601/0253/6	6502-41/42	City & Guilds Level 4 Certificate in Education and Training
601/0254/8	6502-51	City & Guilds Level 5 Diploma in Education and Training

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	301, 305	✓ Remote assessment only
Assessments for practical skills and knowledge. Centre marked assignment with practical observation	302	✓ Remote assessment only
Assessments for occupational competency. Portfolio of evidence.	313, 319 401 – 426 501 - 518	✓

City & Guilds has worked with EFT to agree adaptations to these assessments, EFT's published guidance can be found [here](#). In order to gain approval centres **must** notify City & Guilds before delivering any adapted assessments. The **Centre Intention form** can be found [here](#) to inform City & Guilds they are having to adapt assessments.

DET

It is a priority to seek to maximise face to face opportunities and assessments, wherever possible. Therefore, for the City & Guilds Level 5 Diploma in Education and Training (6502-51) opportunities for experience and assessment will extend through the year, due to the size of the qualification. Centres should seek to delay, insofar as possible, until face to face opportunities allow. Any adaptations to the full qualification guidance should be the exception rather than the rule, and City & Guilds must be



notified before the assessment is carried out. Every effort to be compliant should be made: these adaptations are to be applied in extremis.

Under the current Covid-related circumstances, it is recommended that learners on two-year programmes be observed a maximum of four times in year one, and that the unit 'Developing teaching, learning and assessment in education and training' be delivered and assessed in year two, with knowledge units delivered at the start of the programme.

Therefore, the current position is that centres should comply with the full guidance and 100 hours of teaching practice and 8 observations are required as previously however the below adaptations are permitted:

100 hours teaching practice

This may include one to one, up to a maximum of 15 hours and live remote delivery, i.e. delivery where the tutor and learners are simultaneously present online and engaged and there is live interaction.

8 observations

This may include observations of one to one [to a maximum of 2] and observations of live remote delivery.

CET

The principles outlined above for the DET broadly apply to the CET.

30 hours teaching practice

This may include live remote delivery, i.e. delivery where the tutor and learners are simultaneously present online and engaged and there is live interaction

3 observations

This may include observations of live remote delivery

AET

The principles outlined above for the DET broadly apply to the CET.

The micro teach may be a live remote session

Remote Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for observations. There is no maximum number of observations which can be completed remotely.

If assessment is undertaken remotely by video link, they must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment



- To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needs
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

For centre marked assignments or tasks assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



Assessment and Quality Assurance

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1648/4	6317-30	City & Guilds Level 3 Award in Understanding the Principles and Practices of Assessment
501/1676/9	6317-31	City & Guilds Level 3 Award in Assessing Competence in the Work Environment
501/1677/0	6317-32	City & Guilds Level 3 Award in Assessing Vocationally Related Achievement
501/1679/4	6317-33	City & Guilds Level 3 Certificate in Assessing Vocational Achievement
501/1649/6	6317-40	City & Guilds Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
501/1678/2	6317-41	City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
501/1680/0	6317-42	City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	205, 301, 401	✓ Remote assessment only
Assessments for occupational competency. Portfolio of evidence.	302, 303, 402, 403	✓

For centre marked assignments or tasks assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



For portfolio of evidence:

City & Guilds has worked with EFT to agree adaptations to these qualifications, EFT's published guidance can be found [here](#).

It is strongly recommended that centres delay assessment until a suitable opportunity for face to face assessment does become available, and that delivery and assessment of the knowledge content is prioritised.

However, when assessment cannot be delayed, remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in the working environment, it is recognized that the candidates 'working environment' may be different to what was previously expected due to Covid restricts – i.e. delivery may be taking place online rather than face-to-face.
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needsimage
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

General guidance

It is recommended that centres start their programmes with the knowledge unit.



External Quality Assurance

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1651/4	6312-40	City & Guilds Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	404	✓

For portfolio of evidence:

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needsimage
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>



Learning and Development

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2556/6	6318-02	City & Guilds Level 3 Award in Facilitating Learning and Development
600/2746/0	6318-03	City & Guilds Level 3 Certificate in Learning and Development
600/2773/3	6318-05	City & Guilds Level 4 Diploma in Learning and Development

What adaptations are permitted for assessments?

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

For portfolio of evidence:

These qualifications share the following units with the TAQA (6317) qualifications

014, 015, 016, 017, 018, 027.

City & Guilds has worked with EFT to agree adaptations to these assessments, EFT's published guidance can be found [here](#). It is strongly recommended that centres delay assessment until a suitable opportunity for face to face assessment does become available, and that delivery and assessment of the knowledge content is prioritized.

This is a principle which can be shared across all other units within these qualifications. Therefore the below applies to all units:

When assessment cannot be delayed, remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in the working environment, it is recognised that the candidates' 'working environment' may be different to what was previously expected due to Covid restricts – i.e. delivery may be taking place online rather than face-to-face.
- To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needs image



- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>



Learning Support

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/8001/2	6259-02	City & Guilds Level 2 Award for Learning Support Practitioners
600/6837/1	6259-03	City & Guilds Level 3 Award for Learning Support Practitioners
600/7977/0	6259-04	City & Guilds Level 3 Certificate for Learning Support Practitioners
600/7985/X	6259-05	City & Guilds Level 3 Supporting Literacy, Language and Numeracy
600/7907/1	6259-06	City & Guilds Level 3 Supporting Disabled Learners

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Either Portfolios of Evidence or Centre marked assignments	All	✓ Remote assessment only

Centres already have the optionality to choose between either an assignment or a portfolio for majority of units within these qualifications. Please see below the adaptations for generated a portfolio of evidence and for assignments.

Portfolio of evidence (specifically observations)

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needsimage
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face



- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

Assignments

Assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



Supportin Teaching and Learning in Schools

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1128/0	5329-20	City & Guilds Level 2 Award in Support Work in Schools
501/1136/X	5329-21	City & Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools
501/1132/2	5329-30	City & Guilds Level 3 Award in Supporting Teaching and Learning in Schools
501/1123/1	5329-31	City & Guilds Level 3 Certificate in Supporting Teaching and Learning in Schools
501/1395/1	5329-32	City & Guilds Level 3 Certificate in Cover Supervision of Pupils in Schools
501/1394/X	5329-33	City & Guilds Level 3 Diploma in Specialist Support for Teaching and Learning in Schools

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201-205 301-302 331, 333, 346-347	✓ Remote assessment only
Assessments for occupational competency. Portfolio of evidence.	206-222 303-330, 332, 334-345, 348-352	✓

For centre marked assignments or tasks assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.

For portfolio of evidence:

Units developed by the TDA and partner Awarding Organisations, highlighted within the qualification handbook, specify individual assessment criteria which must be assessed in the workplace. Units



developed by others may include this requirement at the level of learning outcomes or even at a whole unit level.

Where assessment in the workplace is specified, the majority of assessments should be via observation in the workplace, together with examination of work products, questioning, professional discussions and witness testimonies from relevant people. Candidates must provide evidence that shows competence over time and, where specified in the assessment criteria or unit requirements, in a range of circumstances. Additional sources of evidence, if required, might include reflective accounts, written assignments and case studies. These sources can provide the evidence for criteria relating to knowledge and understanding as well as supporting evidence gathered via observation for skills-based criteria.

Centres should plan initial observation dates and plan in contingency dates for these observations to take place. Observations can be conducted using remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) which is permitted for these workplace assessments.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in the working environment, it is recognized that the candidates 'working environment' may be different to what was previously expected due to Covid restricts – i.e. delivery may be taking place online rather than face-to-face.
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needs image
- Consent must be sought and retained as evidence from clients/customers and employers, extra care should be given here given that children (under 16s) may be observed as part of this observation
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded, and we recognize there are additional challenges here due to the likelihood that children would be present, but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

If neither face-to-face or remote observation can take place, an expert witness testimony can be used in place of an observation, provided centres follow the guidance in section 2.5 of the qualification handbook.

General guidance

Use of simulation

The below has been taken from the qualification handbook:



Simulation should only be used for aspects where naturally occurring evidence is difficult to gather eg child protection and health and safety. The assessment requirements will specify which criteria may be evidenced through simulation. Simulations must comply with the following requirements for realistic working environments:

- the contingency to which the candidate is required to respond must be realistic and reasonable in terms of its scale and the speed of response required
- the candidate must be able to demonstrate the actions s/he would take, using equipment and materials commonly found within the school in which they are working
- information available to the candidate on the nature of the contingency and the response expected must be consistent with the policies and practices of the school in which they are working



Advice and Guidance

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1617/6	3569-03	City & Guilds Level 3 NVQ in Advice and Guidance
600/1632/2	3569-04	City & Guilds Level 4 NVQ in Advice and Guidance

What adaptations are permitted for assessments?

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

For portfolio of evidence (specifically observations)

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needsimage
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>



Essential Skills Practitioners

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2783/6	8375-01	City & Guilds Level 3 Essential Skills Practitioners (Literacy)
600/2783/6	8375-02	City & Guilds Level 3 Essential Skills Practitioners (Numeracy)
600/2783/6	8375-03	City & Guilds Level 3 Essential Skills Practitioners (ESOL)
600/2783/6	8375-04	City & Guilds Level 3 Essential Skills Practitioners (Digital Literacy)

What adaptations are permitted for assessments?

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

For portfolio of evidence:

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needsimage
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>



Delivering Training & Presentations

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/7642/2	6258-33	Level 3 Award in Planning and Delivering a Training Session
600/7771/2	6258-93	Level 3 Award in the Principles of Planning a Training Session
600/7642/2	6258-93	Level 3 Award in Planning and Delivering a Training Session
601/0696/7	6258-93	Level 3 Award in the Principles of Delivering Teaching, Training and Assessment
601/0697/9	6258-93	Level 3 Award in Planning and Delivering Presentations to Groups

- **What adaptations are permitted for assessments?**

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	703, 706	✓ Remote assessment only
Assessments for practical skills and knowledge. Centre marked assignment with practical observation	702, 704	✓ Remote assessment only

It is a priority to seek face to face opportunities and assessments, wherever possible. Centres should seek to delay, insofar as possible, until face to face opportunities allow. Any adaptations to the full qualification guidance should be the exception rather than the rule, and City & Guilds must be notified before the assessment is carried out. Every effort to be compliant should be made: these adaptations are to be applied in extremis.

Remote Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the learners are observed and assessed at the



same time and not afterwards) is permitted for observations. There is no maximum number of observations which can be completed remotely.

If assessment is undertaken remotely by video link, they must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
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- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

For centre marked assignments or tasks assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



Standalone specialist diplomas

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0873/3	6503-51	Level 5 Diploma in Teaching English: Literacy
601/0876/9	6503-52	Level 5 Diploma in Teaching Mathematics: Numeracy
601/0875/7	6503-54	Level 5 Diploma in Teaching English: Literacy and ESOL
601/0877/0	6503-55	Level 5 Diploma in Teaching Disabled Learners

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for practical skills and knowledge. Centre marked assignment with practical observation	501, 502, 505, 506, 509, 510, 514, 515	✓ Remote assessment only
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	503, 504, 507, 508, 512, 513, 516	✓ Remote assessment only

It is a priority to seek face to face opportunities and assessments, wherever possible. Centres should seek to delay, insofar as possible, until face to face opportunities allow. Any adaptations to the full qualification guidance should be the exception rather than the rule, and City & Guilds must be notified before the assessment is carried out. Every effort to be compliant should be made: these adaptations are to be applied in extremis.

Remote Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for observations. There is no maximum number of observations which can be completed remotely.



If assessment is undertaken remotely by video link, they must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needs image
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

For centre marked assignments or tasks assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



Introduction to Trainer Skills

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
n/a	7300-01	Introduction to Trainer Skills

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessment tasks for knowledge (eg internally marked question paper).	001	✓ Remote assessment only
Assessment tasks for practical skills .		

Multiple-choice question paper

These can be taken remotely by learners provided the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

Oral questioning is not permitted for multiple-choice tests, due to the potential to disadvantage learners.

Training Session Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for observations. There is no maximum number of observations which can be completed remotely.

If assessment is undertaken remotely by video link, they must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment
- • To assist the assessor another person must be present to change/adapt video angles or zoom into certain details as the assessor needs image
- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face



- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>



Appendices

Appendix A

List of qualifications where adaptation of assessments is permitted

Please see relevant qualification section for specific permitted adaptations

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1617/6	3569-03	City & Guilds Level 3 NVQ in Advice and Guidance
600/1632/2	3569-04	City & Guilds Level 4 NVQ in Advice and Guidance
501/1128/0	5329-20	City & Guilds Level 2 Award in Support Work in Schools
501/1136/X	5329-21	City & Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools
501/1132/2	5329-30	City & Guilds Level 3 Award in Supporting Teaching and Learning in Schools
501/1123/1	5329-31	City & Guilds Level 3 Certificate in Supporting Teaching and Learning in
501/1395/1	5329-32	City & Guilds Level 3 Certificate in Cover Supervision of Pupils in Schools
501/1394/X	5329-33	City & Guilds Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
600/8001/2	6259-02	City & Guilds Level 2 Award for Learning Support Practitioners
600/6837/1	6259-03	City & Guilds Level 3 Award for Learning Support Practitioners
600/7977/0	6259-04	City & Guilds Level 3 Certificate for Learning Support Practitioners
600/7985/X	6259-05	City & Guilds Level 3 Supporting Literacy, Language and Numeracy
600/7907/1	6259-06	City & Guilds Level 3 Supporting Disabled Learners
501/1651/4	6312-40	City & Guilds Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice
501/1648/4	6317-30	City & Guilds Level 3 Award in Understanding the Principles and Practices of Assessment



QAN	City & Guilds qualification number	City & Guilds qualification title
501/1676/9	6317-31	City & Guilds Level 3 Award in Assessing Competence in the Work Environment
501/1677/0	6317-32	City & Guilds Level 3 Award in Assessing Vocationally Related Achievement
501/1679/4	6317-33	City & Guilds Level 3 Certificate in Assessing Vocational Achievement
501/1649/6	6317-40	City & Guilds Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
501/1678/2	6317-41	City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
501/1680/0	6317-42	City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
600/2556/6	6318-02	City & Guilds Level 3 Award in Facilitating Learning and Development
600/2746/0	6318-03	City & Guilds Level 3 Certificate in Learning and Development
600/2773/3	6318-05	City & Guilds Level 4 Diploma in Learning and Development
600/9554/4	6502-31	City & Guilds Level 3 Award in Education and Training
601/0253/6	6502-41	City & Guilds Level 4 Certificate in Education and Training
601/0254/8	6502-51	City & Guilds Level 5 Diploma in Education and Training
600/2783/6	8375-01	City & Guilds Level 3 Essential Skills Practitioners (Literacy)
600/2783/6	8375-02	City & Guilds Level 3 Essential Skills Practitioners (Numeracy)
600/2783/6	8375-03	City & Guilds Level 3 Essential Skills Practitioners (ESOL)
600/2783/6	8375-04	City & Guilds Level 3 Essential Skills Practitioners (Digital Literacy)



QAN	City & Guilds qualification number	City & Guilds qualification title
600/7642/2	6258-33	Level 3 Award in Planning and Delivering a Training Session
600/7771/2	6258-93	Level 3 Award in the Principles of Planning a Training Session
600/7642/2	6258-93	Level 3 Award in Planning and Delivering a Training Session
601/0696/7	6258-93	Level 3 Award in the Principles of Delivering Teaching, Training and Assessment
601/0697/9	6258-93	Level 3 Award in Planning and Delivering Presentations to Groups
601/0873/3	6503-51	Level 5 Diploma in Teaching English: Literacy
601/0876/9	6503-52	Level 5 Diploma in Teaching Mathematics: Numeracy
601/0875/7	6503-54	Level 5 Diploma in Teaching English: Literacy and ESOL
601/0877/0	6503-55	Level 5 Diploma in Teaching Disabled Learners
n/a	7300-01	Introduction to Trainer Skills



Appendix B

List of qualifications where no adaptations are permitted/needed

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1681/2	6312-41	City & Guilds Level 4 Award in the External Quality Assurance of Assessment Processes and Practice
600/6106/6	9200-01	City & Guilds Level 4 Award for Professional Recognition
600/6108/X	9200-03	City & Guilds Level 6 Award for Professional Recognition
600/4125/0	9300-02	City & Guilds Level 2 Award in Supporting Adults and Young People in Essential Skills
600/5953/9	6255-01	City & Guilds Level 3 Award in English for Literacy and Language Teaching
600/5954/0	6255-02	City & Guilds Level 3 Award in Mathematics for Numeracy Teaching
601/8141/2	7380-03	City & Guilds Level 3 Award in Assessing against Industry Standards



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.



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or

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0844 543 0000

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

Related documents, Ofqual guidance and updates can be found on our website here

<https://www.cityandguilds.com/covid-19>



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