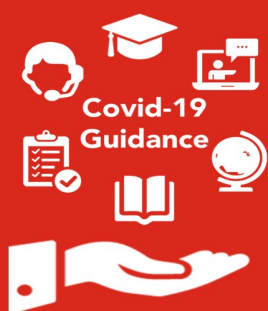


2021 - 2022 Adaptations Teaching and Learning

For the period of:
September 2021– August 2022





Version history

Version	Amendment type	Section/Qualification
1.0 (October 2021)	Document created and published	All
2.0 (December 2021)	Reference to Remote Assessment Centre guidance updated	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 candidates 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 candidates 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 candidates.

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 candidates 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.



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
Centre marked assignments/test which consist of a mixture of knowledge-based assignments, observations, and short answer questions.	301, 302, 305, 306, 312 – 318, 412-420, 423-425, 502 – 505, 508 - 517	✓ Remote assessment when there is a requirement for the assessment to be supervised
Assessments for occupational competency. Portfolio of evidence.	303, 304, 401 – 404, 413, 424, 425, 426, 501, 506, 507	✓

City & Guilds has worked with ETF to agree adaptations to these assessments, ETF's published guidance can be found on the 6502-qualification page. These adaptations will remain in place until January 2022, where the situation may be reviewed the adaptation(s) superseded.

Before implementing these adaptations, centres must make their EQA aware.

Diploma in Education and Training

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.

Under the current Covid-related circumstances, it is recommended that candidates 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 eight observations are required as previously however the below adaptations are permitted should access to face-to-face teaching opportunities persist:

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 candidates are simultaneously present online and engaged and there is live interaction.

This may also now include asynchronous delivery, where the teacher prepares and delivers a session for candidates to engage in at a later point providing

- 1] a full planning rationale for the session is provided
- 2] there is robust evidence of teacher follow up eg critical exchanges with candidates demonstrating some assessment of learning and clarification/adaptation of presentation for particular candidates.

Such asynchronous delivery may be counted to a maximum of 30 hours of teaching practice

Eight observations

This may include observations of one to one [to a maximum of 2] and observations of live remote delivery. Where necessary, one observation of an asynchronous sessions may be counted providing all evidence as above is [present and discussed as part of the review.

Certificate in Education and Training

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 candidates are simultaneously present online and engaged and there is live interaction

This may also now include asynchronous delivery, where the teacher prepares and delivers a session for candidates to engage in at a later point providing

- 1] a full planning rationale for the session is provided
- 2] there is robust evidence of teacher follow up e.g. critical exchanges with candidates demonstrating some assessment of learning and clarification/adaptation of presentation for particular candidates.

Such asynchronous delivery may be counted to a maximum of 10 hours of teaching practice



3 observations

This may include observations of live remote delivery. Where necessary, one observation of an asynchronous sessions may be counted providing all evidence as above is present and discussed as part of the review.

Award in Education and Training

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 candidates 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, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.

For centre marked assignments/tasks assessing knowledge and understanding including short answer questions:

The below only applies to assessments where it is stipulated within the assessment pack that candidates must be supervised when completing this assessment. If the assessment pack states there is no need for formal supervision, centres do not need to remotely supervise the completion of this assessment.

Assessments that require supervision, such as the short-answer questions within the 306, 312 and 313 assignments, can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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



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	✓

City & Guilds has worked with ETF to agree adaptations to these assessments, ETF's published guidance can be found on the 6317 qualification page. This guidance will be subject to review again in January 2022.

Before implementing these adaptations, centres must make their EQA aware.



For centre marked assignments/tasks assessing knowledge and understanding:

These can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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

For portfolio of evidence:

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 candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation** providing all participants are present. All participants must have a clear view and be able to hear throughout the duration of the assessment activities.

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

- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.

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 assessing competency:

Remote assessment (live assessments where the candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

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

- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.



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 ETF to agree adaptations to these assessments, ETF's published guidance can be found on the 6317 webpage.

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

- 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.



- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.



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 Candidates

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 candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

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

- 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.



- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.

For centre marked assignments/tasks assessing knowledge and understanding:

These can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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



Supporting 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/tasks assessing knowledge and understanding:

These can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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



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

- 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.
- 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
- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.



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 candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

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

- 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.
- 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
- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.



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 candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

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

- 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.
- 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
- 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.



- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.

Delivering Training and 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.



Remote Observation

Remote assessment (live assessments where the candidates are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

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

- 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.
- 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
- 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.
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up 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 our Remote Assessment Centre Guide.

For centre marked assignments/tasks assessing knowledge and understanding:

These can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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



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 Candidates

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.

Remote Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the candidates 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, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide'



document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

- 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 our Remote Assessment Centre Guide.

For centre marked assignments/tasks assessing knowledge and understanding:

These can be taken remotely by candidates provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

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



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 candidates 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 candidates own.

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

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

Training Session Observation

Centres should wherever possible conduct observations face to face, however where this is not possible remote assessment (live assessments where the candidates 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, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

- 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 our Remote Assessment Centre Guide.



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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