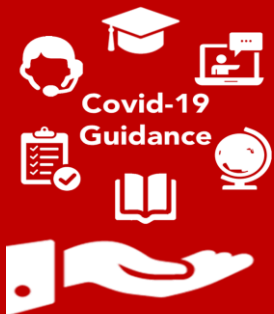


# Adaptations for Technical Qualifications

For the academic year:  
September 2021 – August 2022





## Version history

Version	Amendment type	Section/Qualification
1.1 (October 2021)	Document created and published	All



## Contents

1. Introduction	4
2. Adaptations	4
2.1. Synoptic assignments	4
2.2. Optional units	6
2.3. Optional units and mandatory stand-alone units assessed by assignments - delivery and internal assessment	6
2.4. Suggested types of activities to support Employer Involvement	6
2.5. Changes to the requirement for work experience hours to be completed	6
2.6 Land-based Technical Qualifications specific arrangements	8
2.7 Other sector specific arrangements	8
3. Special considerations	8
4. Monitoring the ongoing situation	9
Appendix: Qualifications in scope	10
Further advice and guidance	



## 1. Introduction

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. Whilst all effort should be made to deliver City & Guilds qualifications as normal, we are offering a range of possible assessment adaptations to help mitigate challenges to centres.

This document details the specific adaptation approaches available for centres delivering Technical qualifications, along with the conditions of their application. Please see Appendix for full list of qualifications to which these adaptations apply.

## 2. Adaptations

### 2.1. Adaptations

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

These adaptations are in place to support potential lost learning and ongoing restrictions. While our Technical Qualifications all have the same assessment structure, there is diversity within the assessment content. As such, some assessments, or tasks may be more suited to adaptation than others. Therefore, we encourage centres to contact our Technicals Quality team where they have any queries about the suitability of an adaptation approach for specific assessments/ tasks. Contact details are at the end of this document.

### 2.2. Synoptic assignments

**Assessment window** - to enable centres to plan effectively and deliver the synoptic assignments in 2022, the opening of the window for the submission of learner marks and evidence has been brought forward to January again this year for all Technical Qualifications.

Synoptic assessment window opens for all Technical Qualifications	<b>4 January 2022</b>
Synoptic assessment window for Level 2 and 3 closes	<b>20 May 2022*</b>

\*May be subject to change



## **Delivery of the synoptic assignment**

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

Within some assignments there are 'research' and 'report' type tasks. Research tasks do not need to be taken under supervised conditions and can be completed remotely whereas report tasks do need to be conducted under supervision. Undertaking research and report tasks remotely can free up time to regain potential lost learning

## **Report tasks**

These can be taken remotely by learners provided they are supervised, and 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 learner's own.

## **Centre marked assignments/tasks assessing knowledge and understanding**

These can be taken remotely by learners 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 the guide on Remote Assessment that will shortly be available on the website. [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19) . Allowed adaptations will be made clear in each synoptic assignment.

## **Practical skills observations**

Remote assessment (live assessments where learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations provided the assessment requirements can be met to ensure valid and reliable judgments. If the assessor is required to be present at the assessment venue, then remote assessment is not permissible (for example if the assessor must taste a dish that a learner has prepared).

Please refer to the guide on Remote Assessment that will shortly be available on the website. [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

## **Merging assignment tasks**

Assessments can be streamlined (for example, to avoid the repetition of testing of a particular skill, or to combine two tasks/assessments into one), provided that all assessment criteria can be met and the marking/grading criteria of the tasks/assessments can still be accurately applied.



### **2.3. Optional units and mandatory stand-alone units assessed by assignments - delivery and internal assessment**

The adaptations that are permissible for tasks assessing knowledge and understanding and for tasks assessing practical skills for the synoptic assignments are permissible for these assessments.

Evidence generated for tasks in other assessments for the qualification can be used where they meet the requirements of the assessment. This evidence will need to be generated under the specified conditions and be clearly cross-referenced to the relevant assessment task.

### **2.4. Suggested types of activities to support Employer Involvement**

All Key Stage 5 (KS5) Technical qualifications have a requirement for learners to undertake meaningful Employer Involvement activities, in order to achieve the qualification. This is a requirement for the 2021/22 academic year. For more information, please see the [Employer Involvement Guide](#)

The following types of Employer Involvement activities can also be utilised to help centres and learners to achieve this requirement:

- Demonstrations by professionals on virtual platforms
- Access professional association forums, product house/equipment training
- Virtual tours of local employer workplaces
- Virtual discussions with employers
- Sharing resources with other centres who are not locked down (e.g. remote attendance at an industry lecture)

### **2.5. Changes to the requirement for work experience hours to be completed**

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

#### **Land-based Technicals:**

For Land Technical Qualifications at KS5 Level 2 and Level 3, the recommended number of hours required is between 70 hours and 150 hours. The emphasis must be on the quality of the work experience and not the hours worked. The work experience can be spread across the duration of the programme and can include work experience provided at the centres' own realistic working environment facilities, or other meaningful work experience that is relevant to the qualification. If centres are finding it problematic for their learners to complete these hours, please contact City & Guilds Technical Quality team directly



## Health, Care & Childcare Technicals:

Our Health, Care & Childcare Technicals include completion of mandatory work experience hours as follows:

- Level 2 Technical Certificate in Healthcare, Care and Childcare **(3625-20)**: 120-150hrs work experience
- Level 3 Advanced Technical Extended Diploma in Health and Care (Health) (1080) **(3625-31)**: 200-370hrs work experience

It is acknowledged that during 2021/22, access to work experience may continue to vary across England and at different times during the academic year. Where access to work placements is possible, learners are still encouraged to undertake the full work experience hours as it will provide enrichment to their learning experience.

The work experience is not an assessment component of the qualification and completion does not in itself contribute to the qualification grade. However, it is a mandatory requirement for candidates to complete this as it provides content for the professional discussion that forms part of the synoptic assignment (a task within the non-exam assessment within the qualifications). Learners should look to complete work experience and if they have covered what is required outside of the range of hours suggested then that would be acceptable. For learners that are not able to complete what is required in the work experience we will provide an adapted version of the synoptic assignment. The adapted version of the assignment will retain the level of demand, skills and knowledge.

### **Option 1 - For learners who have completed work experience**

Learners will complete the set task in the synoptic assignment for 2022

### **Option 2 - For learners whose work experience has not meet the requirements**

Learners may take an **adapted version** of the task in the synoptic assignment for 2022 which will be available via the City & Guilds website.

## **2.6. Land-based Technical Qualifications specific arrangements**

### **Level 2 and 3 Health & Safety and Biology mandatory theory assessment**

Adaptations for these assessments can be taken remotely by learners 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.'



## Estate skills and machinery operation tasks within Land synoptic assignments

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

### 2.7. Other sector specific arrangements

All permitted adaptations are clearly stated in the assignment packs. Centres are not to use any other adaptations that are not specified.

## 3. Special Consideration

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

Centres can apply for special consideration where a learner:

- has completed the assessment but has been disadvantaged,
- needs an extension to the deadline to complete the synoptic assignment or an optional unit, is unable to complete any work experience requirements.

If local, regional or individual restrictions prevent a learner from taking an assessment and they do not have an opportunity to take the assessment later in the academic year then the centre should contact City & Guilds.

## 4. Monitoring the situation in this year

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

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

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

The Department for Education (DfE) has published guidance on [Contingencies for 2021 to 2022](#). This includes that if the DfE decided that it is no longer viable for assessments to go ahead, then results would be awarded using Teacher Assessed Grades (TAGs).





## Appendix: Qualifications in scope

These adaptations will apply to the following Technical Qualifications from September 2021:

Qual no.	Qualification title
Land	
0170-20	Level 2 Technical Award in Land Based Studies
0171-20	Level 2 Technical Certificate in Agriculture
0171-28	Level 2 Technical Certificate in Land-Based Engineering
0171-30	Level 3 Advanced Technical Certificate in Agriculture
0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
0171-32	Level 3 Advanced Technical Extended Diploma in Agriculture (720)
0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
0171-38	Level 3 Advanced Technical Extended Diploma in Land-Based Engineering (1080)
0172-21	Level 2 Technical Certificate in Animal Care
0172-26	Level 2 Technical Certificate in Equine Care
0172-30	Level 3 Advanced Technical Certificate in Animal Management
0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
0172-35	Level 3 Advanced Technical Certificate in Equine Management
0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)
0173-20	Level 2 Technical Certificate in Land and Wildlife
0173-30	Level 3 Advanced Technical Certificate in Land and Wildlife Management
0173-35	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
0173-32	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)
0173-37	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
0174-20	Level 2 Technical Certificate in Horticulture
0174-30	Level 3 Advanced Technical Certificate in Horticulture
0174-36	Level 3 Advanced Technical Diploma in Horticulture (540)
0174-32	Level 3 Advanced Technical Extended Diploma in Horticulture (720)
0174-37	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
0174-21	Level 2 Technical Certificate in Forestry and Arboriculture
0174-35	Level 3 Advanced Technical Certificate in Forestry and Arboriculture



0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
0175-20	Level 2 Technical Certificate in Floristry
0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
<b>Engineering</b>	
1145-20	Level 2 Technical Award in Engineering
1145-21	Level 2 Technical Certificate in Engineering
1145-30	Level 3 Advanced Technical Certificate in Engineering
1145-31	Level 3 Advanced Technical Diploma in Engineering (540)
1145-32	Level 3 Advanced Technical Extended Diploma in Engineering (720)
<b>Health &amp; care</b>	
3134-20	Level 2 Technical Certificate in Working in Dental Settings
3625-20	Level 2 Technical Certificate in Healthcare, Care and Childcare
3625-30	Level 3 Advanced Technical Diploma in Health and Care (540)
3625-31	Level 3 Advanced Technical Extended Diploma in Health and Care (1080)
<b>Automotive</b>	
4292-20	Level 2 Technical Award in Vehicle Technology
4292-21	Level 2 Technical Certificate in Automotive
4292-30	Level 3 Advanced Technical Certificate in the Automotive Industry
<b>Digital</b>	
5220-20	Level 2 Technical Award in Digital Technologies
5220-21	Level 2 Technical Certificate in Digital Technologies
5220-30	Level 3 Advanced Technical Certificate in Digital Technologies
5220-32	Level 3 Advanced Technical Extended Diploma in Digital Technologies (720)
<b>Hair &amp; beauty</b>	
3038-21	Level 2 Technical Award in Hair & Beauty Studies
6002-20	Level 2 Technical Certificate in Barbering
6002-21	Level 2 Technical Certificate in Hairdressing (450)
6002-22	Level 2 Technical Certificate for Cutting and Styling Services
6002-23	Level 2 Technical Certificate for Hair Colouring Services
6002-30	Level 3 Advanced Technical Diploma in Barbering (450)
6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
6003-21	Level 2 Technical Certificate in Beauty Retail
6003-20	Level 2 Technical Certificate in Beauty Therapy (450)
6003-22	Level 2 Technical Certificate in Nail Treatments
6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)
6010-20	Level 2 Technical Certificate in Make-up Artistry
6004-30	Level 3 Advanced Technical Diploma in Complementary Therapies (540)
6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)
6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
<b>Hospitality &amp; catering</b>	
6106-20	Level 2 Technical Award in Cookery and Service for the Hospitality Industry
6100-20	Level 2 Technical Certificate in Professional Cookery (450)



6103-20	Level 2 Technical Certificate in Food and Beverage Service (450)
7178-20	Level 2 Technical Certificate in Food Preparation and Service (450)
6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
6100-30	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)
6100-31	Level 3 Advanced Technical Diploma for Professional Chefs (540)
6100-32	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)
6100-33	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)
<b>Construction</b>	
6720-21	Level 2 Technical Award in Constructing and Maintaining the Built Environment
6720-22	Level 2 Technical Award in Designing and Planning the Built Environment
6720-34	Level 3 Advanced Technical Certificate in Constructing the Built Environment
6720-35	Level 3 Advanced Technical Diploma in Constructing the Built Environment (540)
6720-36	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (720)
6720-37	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (1080)
7905-20	Level 2 Technical Certificate in Bricklaying
7905-30	Level 3 Advanced Technical Diploma in Bricklaying (450)
7906-20	Level 2 Technical Certificate in Site Carpentry
7906-21	Level 2 Technical Certificate in Architectural Joinery
7906-30	Level 3 Advanced Technical Diploma in Site Carpentry (450)
7906-31	Level 3 Advanced Technical Diploma in Architectural Joinery (450)
7907-20	Level 2 Technical Certificate in Painting and Decorating
7907-30	Level 3 Advanced Technical Diploma in Painting and Decorating (450)
7908-20	Level 2 Technical Certificate in Plastering
7908-30	Level 3 Advanced Technical Diploma in Plastering (450)
<b>BSE</b>	
8202-20	Level 2 Technical Certificate in Electrical Installation
8202-25	Level 2 Technical Certificate in Plumbing
8202-30	Level 3 Advanced Technical Diploma in Electrical Installation (450)
8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)



## Further advice and guidance

### Contact us

Technicals Quality team

T: 0300 303 5352

Lines open: Monday to Friday 08.30 to 17.00 GMT

E: [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)

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

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2021 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trade mark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

Giltspur House 5-6 Giltspur Street London EC1A 9DE

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

[cityandguilds.com](http://cityandguilds.com)