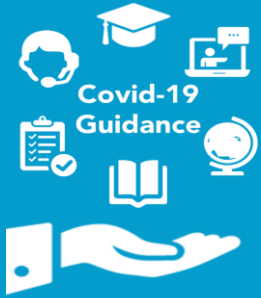


Assessment mitigation centre guidance for Wales and Northern Ireland only in relation to Covid-19 disruption, Summer 2020

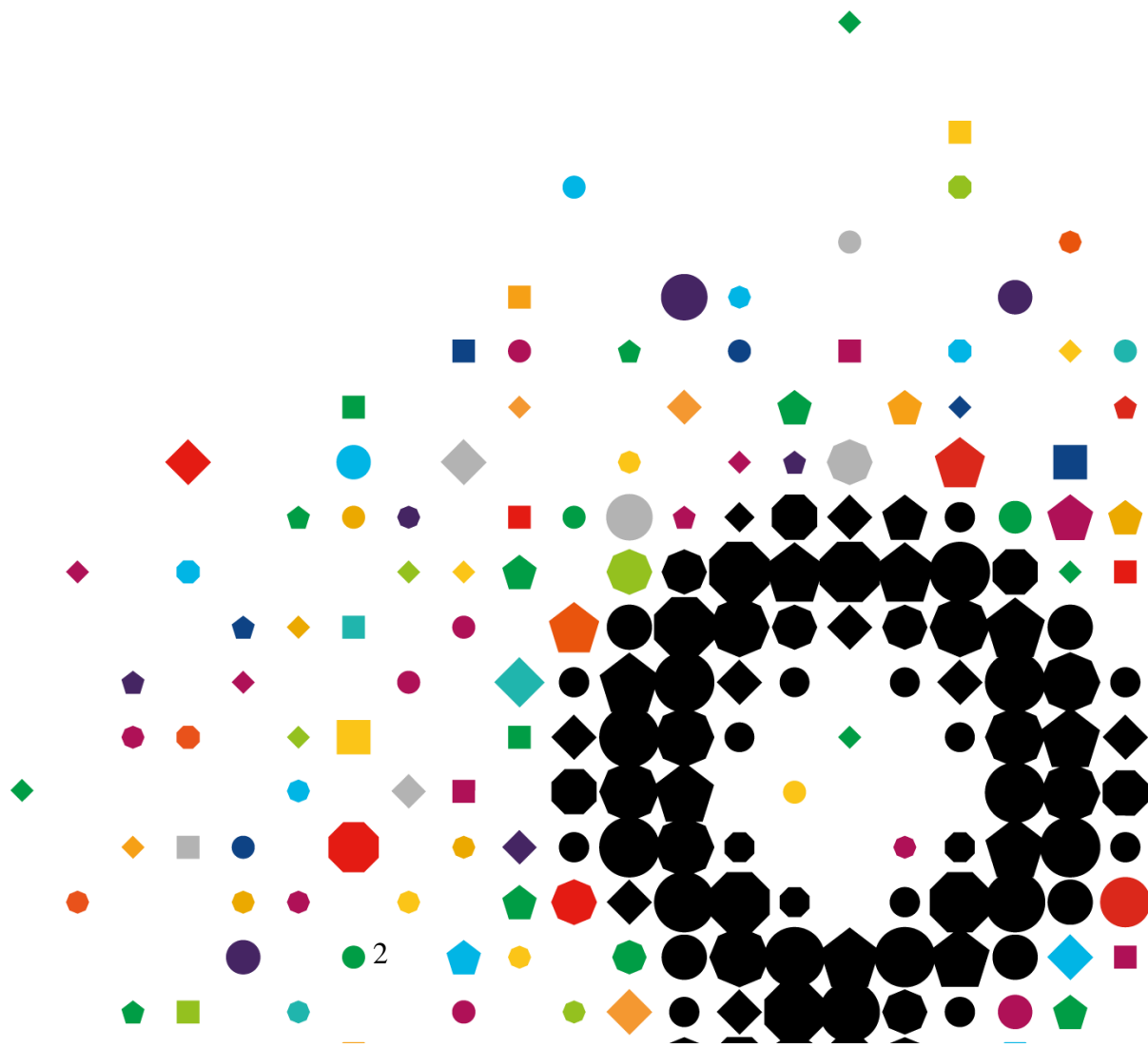
Guidance for the Health
& Social Care and
Childcare Wales and
Northern Ireland
qualifications only





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4. Qualifications where calculated results are permitted
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1. Introduction

This guidance applies to Qualifications Wales and CCEA regulated qualifications delivered in Northern Ireland and Wales only.

Our overarching aim is to allow as many learners as possible that were due to complete/achieve their assessment/qualifications in summer 2020 to receive results, so they can progress onto further education and employment without delay.

This does not include guidance for the new Welsh Health and Social Care and Childcare qualifications delivered as part of the City & Guilds/WJEC partnership. This guidance can be found [here](#).

The qualifications in this sector serve a number of purposes, such as progression to further study, signalling occupational competence, or are linked to occupational regulation, such as licence to practice and as such they vary in their assessment approaches and therefore their assessment and mitigation approaches.

This guidance covers the assessment and mitigation processes that will be applied to the qualifications in this sector. These include:

- Calculated results
- Adaptation
- Delay
- No mitigation required

We are committed to developing a process that, as far as possible, will:

1. be practical and manageable for centres
2. support the validity and reliability of learner results
3. maintain standards.



2. Scope of qualifications

In line with the government's stated aim of ensuring parity between GQ and VTQ learners and to ensure VTQ learners can progress to HE/FE/employment, the following mitigation and assessment approaches apply, arrangements for all qualifications in this sector are detailed in this document.

Calculated results/centre-assessment grades

We have proposed calculated results/centre-assessment grades for qualifications where:

- their primary purpose is either progression to either further or higher education. Learners will receive a calculated result for assessments they were due to complete this academic year
- there is sufficient evidence available to form a valid judgement and where there are no health & safety or safeguarding issues.

Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each learner would most likely have achieved had they had sat their assessments this summer.

These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for learners, these will be used.

Adaptation

We have proposed Adaptation for qualifications where:

- their primary purpose is a mix of either progression to further or higher education or signifying competence, or where the primary purpose is to signify competence.
- a calculated result/centre-assessment grade is not possible
- learners are completing programmes of study where the primary aim is linked directly to occupational or professional competence
- the validity of the assessment will remain protected
- it does not conflict with identified health and safety or safeguarding issues

Delay

For some qualifications, assessments will need to be delayed where neither estimation nor adaptation is possible.

This is very much based on the purpose and nature of the qualification.

Qualifications such as licence to practice qualifications or those qualifications considered 'high risk' will fall under this approach.

Within Health and Social Care, and Children's Care, Learning and Development qualifications, assessment will be delayed for those learners who were unable to complete sufficient Health & Safety units requiring assessor observation BEFORE 20 March 2020.

Please refer to Appendix C : List of qualifications where delay is the approach.



No mitigation required

For some qualifications it will be the case that no mitigation is required as assessments can continue to be delivered and assessed in the usual way according to the acceptable approaches within the assessment strategy/plan.

Please refer to Appendix D : List of qualifications where no mitigation is required.

For a small number of qualifications, a 'hybrid' approach may be proposed with a primary mitigation approach for most outstanding assessments and a secondary mitigation for others. Full details for where this approach exists within the specific qualifications is provided in this guidance document.



3. Scope of Learners

These mitigation approaches are ONLY available to learners who meet the following criteria:

- Were incomplete/still registered as of 20th March 2020
- Were scheduled to complete their qualification/assessments by 31st July 2020
- Have completed a learning programme that addresses a significant proportion of the content of the qualification
- Have met any specific requirements at qualification level as set out later in this document if applicable.

For any learners where access arrangements have been agreed (for example a reader or extra time), this should be taken into consideration in the mitigation approach.

Centres should give consideration of where illness or other personal circumstances might have affected learner performance in assessments or assessment components that have already been undertaken.

Arrangements for learners out of scope

For learners out of scope please continue to offer remote and blended learning where feasible, supporting learners to prepare for their assessments once the government guidance allows them to return to their centres. The following actions should be taken by centres:

- Continue to support learners with their learning remotely in line with current and evolving social distancing requirements
- Tutors/assessors should continue to undertake formative assessment and to support remote learning

Formal summative assessment can be resumed when the centre re-opens.





4. Qualifications where calculated results are permitted

At City & Guilds we want to ensure that wherever possible learners who planned to take assessments this summer for progression to either further or higher education or into employment will be able to receive results.

In many circumstances where progression to either further or higher education is the primary purpose of the qualification, learners will receive a calculated result for assessments they were due to complete this academic year. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each learner would most likely have achieved had they had sat their assessments this summer.

These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for learners, these will be used.

The individual qualification pages that follow provide detail of the specific assessments and conditions where calculated results are permitted.

Please refer to Appendix A: List of qualifications where calculated results are permitted.



5. Qualifications where adaptation of assessments is permitted

Please refer to Appendix B: List of qualifications where adaptation of assessments is permitted.

5.1 Which learners the mitigation arrangements apply to?

These assessment arrangements are **ONLY** available to learners who meet the full criteria stated on page 4 and any specific requirements stated below:

- Within Health and Social Care, and Children's Care, Learning and Development qualifications, only learners who were able to complete sufficient Health & Safety units requiring assessor observation **BEFORE** 20 March 2020 are in scope of these mitigations.

In order to access the adapted assessment, learners must have completed at least **70%** of their qualification as shown in the table located at Appendix E. The remaining **30%** of TQT and credits of the qualifications can be completed using an adapted approach.

In order to best evidence the outstanding 30%, centres must:

- Undertake an audit of each learner to identify completed assessments; assessors and learners must agree a revised assessment plan, incorporating adaptations for the outstanding units to be completed and submitted by the 31st July.
- Continue to support learners where possible with remote delivery to support development of knowledge and understanding across the **WHOLE** qualification and, in particular any incomplete/outstanding units.
- Make best use of existing evidence to capitalise opportunities for holistic assessor judgement and robust, reliable cross referencing of evidence, ensuring compliance with individual unit aims and contexts.
- Ensure that **ALL** units claimed include some performance related evidence e.g. direct observation/ validated Expert Witness Testimony/ validated learner reflection/ professional discussion. See next page for details on adaptations which can be used.
- Apply a judgement-based assessment approach to all units, ensuring that assessor decisions are recorded clearly.
- Assessors will plan and undertake a remote assessor discussion (Level 2) or a professional discussion (Level 3 - Level 5) that will enable the assessor to make the final summative judgement.



5.2 What adaptations to assessments are permitted?

The main types of adaptation that can be used across these qualifications include:

Expert Witness Testimony

The use of additional expert witness testimonies from qualified individuals to act as evidence in place of other assessment activities (e.g. direct observation).

Professional Discussion

The use of a professional discussion element to provide evidence of coverage that may not be possible for learners to produce through typical assessment processes at this time (e.g. instead of a practical task).

Observation

In some instances where direct observation is not possible, the number of required observations for assessment have been reduced. In other instances, alternative methods of assessment may be accepted (e.g. Expert Witness Testimony).

Reflective accounts/statements

The use of reflective accounts or statements that learners can provide to detail activities previously undertaken. The specific guidance will state where retrospective reflection is permitted.



6. Guidance for adaptation

6.1 Assessment adaptation process & information centres need to record

For learners who meet the eligibility criteria, centres must:

- Identify learners who meet the mitigation criteria for assessment adaptation arrangements
- Undertake an audit of each learners work to identify completed units and agree an assessment plan for the outstanding units as per the permitted arrangements outlined above. These must be clearly documented to show a clear audit trail (including the NVQ/VRQ Adaptation Submission spreadsheet)
- For assessments where an adaptation is permitted, ensure that the assessor reviews all evidence, makes sound assessment decisions, and clearly record these
- Clearly identify which units' adaptation has been applied to. Where multiple options of assessment adaptation are available, centres need to identify which adaptation was applied
- All portfolios must contain an individual Learner Declaration which must be signed off by the assessor and internal quality assurer
- Internal quality assurance procedures should be followed to agree final assessment decisions and all associated records retained by the centre.

6.2 Internal Quality Assurance

Quality assurance is fundamental to City & Guilds as an awarding organisation and is embedded in all of our processes, products and services. It guarantees the integrity and value of our qualifications and/or assessments.

Centres need to ensure that the following quality assurance measures are in place:

- check assessors have identified appropriate learners for adaptation
- apply a risk-based approach on the principles of 'CAMERA'
- appropriate assessment methods selected in line with adaptation requirements
- standardisation of assessor decisions across adaptation
- apply policies, procedures and legislation to meet City & Guilds and external/regulatory requirements

All claims must be signed off by a qualified and occupationally knowledgeable Internal Quality Assurer (IQA).





6.3 External quality assurance

External Quality Assurance monitoring will be carried out remotely during the Covid-19 emergency. External Quality Assurers will maintain their usual sampling practice. EQAs will plan, select and review their sample of your processes and record their findings on a CAR sampling report. As part of their remote sample, EQAs will carry out interviews of learners by phone or online.

Centres with Direct Claims Status (DCS) can continue to claim results via the Walled Garden as per the usual process providing the following steps have been implemented:

- Complete individual learner declarations – retain in the portfolio and centre assessment records
- Complete the NVQ/VRQ Adaptation Submission spreadsheet – retain in centre
- Attach the NVQ/VRQ Adaptation Submission spreadsheet to the CA2 in the Walled Garden in preparation for your next remote monitoring activity.
- All evidence must be retained for the next External Quality Assurance activity (as per section 5.2.5 in the Centre Manual).

Centres with a Medium or High-Risk Status will be unable to claim results via the Walled Garden, the following steps must be implemented:

- Complete individual learner declarations – retain in the portfolio and centre assessment records
- Complete the NVQ/VRQ Adaptation Submission spreadsheet – retain in centre
- contact the Quality Delivery Team to confirm when they will be ready for a Remote Monitoring activity to take place. This must take place before any results can be claimed.
- The External Quality Assurer (EQA) will contact the centre to arrange a date for the remote sample
- Centre will attach the NVQ/VRQ Adaptation Submission spreadsheet to the CA2 in the Walled Garden in preparation for the remote monitoring activity.
- All evidence must be retained for the External Quality Assurance activity (as per section 5.2.5 in the Centre Manual).
- The EQA will complete a Centre Activity Report (CAR)
- A Results Override form will need to be completed by the centre for any learners who have been signed off for certification by the EQA.

6.4 Managing Centre Risks

The NVQ/VRQ Adaptation Submission spreadsheet will need to be signed off and dated by the Head of Centre.

It is the responsibility of the Head of Centre to ensure that all claims submitted meet the adaptation criteria.

All evidence must be retained for a period of 3 years (as per section 5.2.5 in the Centre Manual) to support the adaptation process and be available for the on-going external quality assurance sampling process.



Any claims that do not meet the adaptation criteria may be subject to invalidation.

All assessment result claims where adaptation applies must be made by the **31st July 2020**.

The Head of Centre is responsible for reporting any suspected malpractice. Please refer to [Managing Cases of Suspected Malpractice](#)

You can find the **Learner Declaration and the NVQ/VRQ Adaptation Submission form** [here](#).





7. 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 9am to 5pm excluding UK public holidays.



centresupport@cityandguilds.com

or

general.enquiries@cityandguilds.com

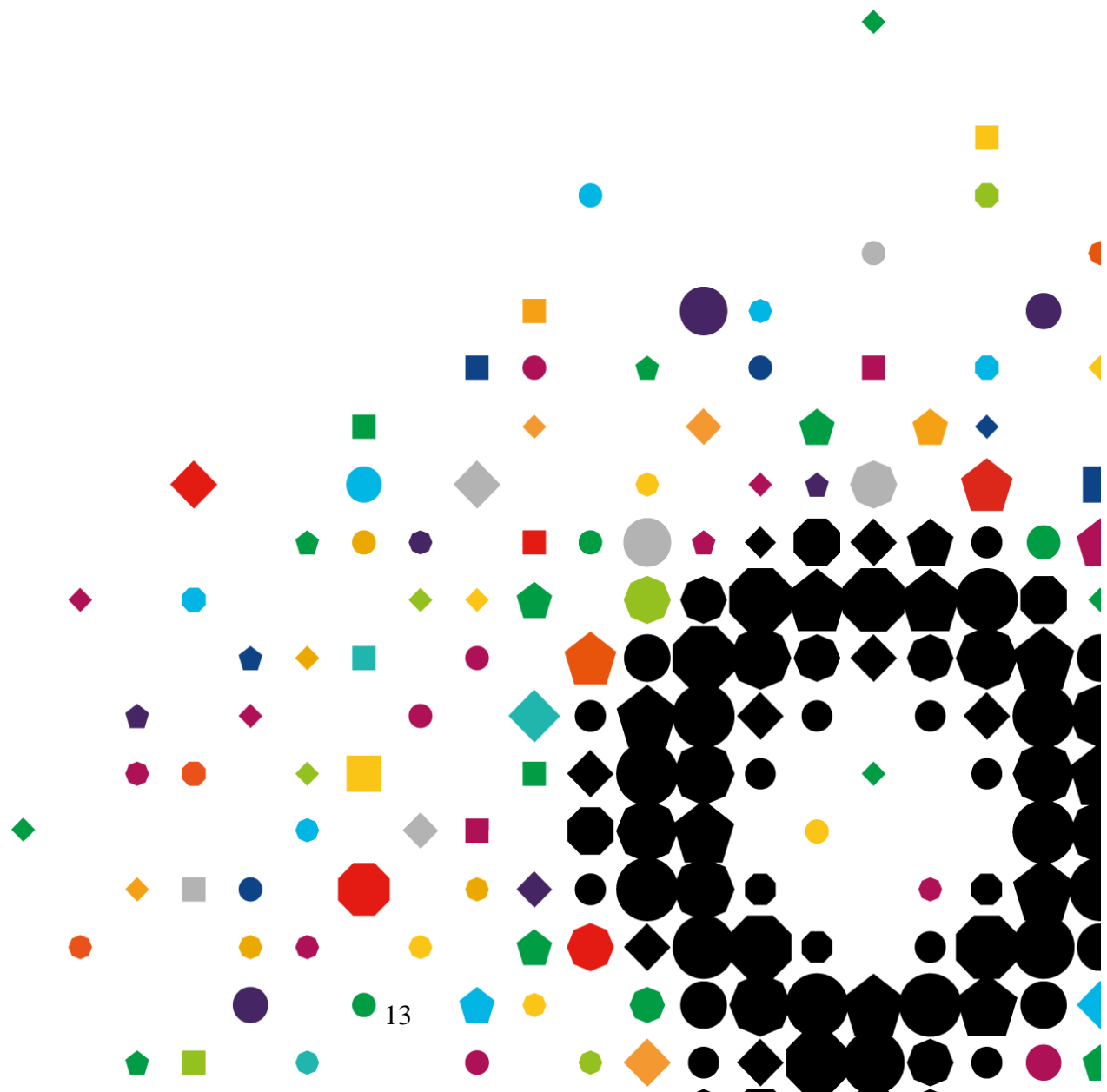


0844 543 0000*

*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>





8. Appendices

Appendix A: List of qualifications where calculated results are permitted.

QAN	City & Guilds qualification number	City & Guilds qualification Title
601/3529/3	4230-01	City & Guilds Level 1 Award in Introduction to Health and Social Care (Adults and Children and Young People), Early Years and Childcare (Wales and Northern Ireland)
601/3530/X	4230-02	City & Guilds Level 1 Certificate in Introduction to Health and Social Care (Adults and Children and Young People), Early Years and Childcare (Wales and Northern Ireland)
601/3531/1	4230-03	City & Guilds Level 1 Diploma in Introduction to Health and Social Care (Adults and Children and Young People), Early Years and Childcare (Wales and Northern Ireland)

Appendix B: List of qualifications where adaptation is permitted

QAN	City & Guilds qualification number	City & Guilds qualification Title
Wales only qualifications		
501/2301/4	3978-61	Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Residential Management) Wales
501/2300/2	3978-62	Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Management) Wales.
Wales and Northern Ireland shared qualifications		
501/1260/0	4222-22	Level 2 Diploma in Health and Social Care (Adults) (Wales and Northern Ireland)
501/1200/4	4222-32	Level 3 Diploma in Health and Social Care (Adults) (Wales and Northern Ireland)
501/1201/6	4222-33	Level 3 Diploma in Health and Social Care (Children and Young People) (Wales and Northern Ireland)



501/1907/2	3978-63	Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Advanced Practice) (Wales and Northern Ireland)
501/1994/1	3978-64	Level 5 Diploma in Leadership for Health and Social Care Services (Adults' Residential Management) (Wales and Northern Ireland)
501/1998/9	3978-65	Level 5 Diploma in Leadership for Health and Social Care Services (Adults' Management) (Wales and Northern Ireland)
501/1906/0	3976-66	Level 5 Diploma in Leadership for Health and Social Care Services (Adults' Management) (Wales and Northern Ireland)
501/1904/7	4227-02	Level 2 Diploma for Children's Care, Learning and Development (Wales and Northern Ireland)
501/1401/4	4227-06	Level 3 Diploma for Children's Care, Learning and Development (Wales and Northern Ireland)
501/1930/8	4227-07	Level 5 Diploma in Leadership for Children's Care, Learning and Development (Wales and Northern Ireland)
501/1925/4	4227-08	Level 5 Diploma in Leadership for Children's Care, Learning and Development (Wales and Northern Ireland)
Northern Ireland only qualifications		
603/5088/X	3086-02	Level 2 Diploma in Health and Social Care (Northern Ireland)
603/5087/8	3086-03	Level 3 Diploma in Health and Social Care (Northern Ireland)
603/2024/2	3086-40	Level 4 Diploma in Adult Care (Northern Ireland)
603/5089/1	3087-02	Level 2 Diploma in Children's Care Learning and Development (Northern Ireland)

Appendix C: List of qualifications where delay is required

Within Health and Social Care, and Children's Care, Learning and Development qualifications, assessment will be delayed for those learners who were unable to complete sufficient Health & Safety units requiring assessor observation **BEFORE** 20 March 2020 across any/all listed qualifications.



Appendix D: List of qualifications where no mitigation is needed

Wales		
QAN	City & Guilds qualification number	City & Guilds qualification Title
601/5878/5	3612-22	Level 2 Award in Safeguarding Awareness (Wales)
601/5879/7	3623-12	Level 2 Award in Social Care Induction (Wales)

Northern Ireland		
QAN	City & Guilds/ILM qualification number	City & Guilds qualification Title
600/0506/3	4212-21	Level 2 Certificate in Induction into Adult Social Care in Northern Ireland
600/0505/1	4212-31	Level 3 Certificate in Induction into Adult Social Care in Northern Ireland
603/2567/7	8806-21	Level 4 Certificate in Principles of Leadership and Management for Adult Social Care

Appendix E: 70% calculation table

City & Guilds Number	Level	Title	Total Qualification Time	70% on-programme completion	Mandatory units - credits	70% Mandatory unit completion	Optional units - credits	70% Optional unit completion	Placement hours requirement	70% placement hours completion
4222-21	Level 2	Diploma in Health and Social Care (Adults) Wales and Northern Ireland	460 hrs	322 hrs	24 Credits	Min 17 Credits	22 credits	Min 15 credits	None allocated by AB	None allocated by AB
4222-32	Level 3	Diploma in Health and Social Care (Adults) Wales and Northern Ireland	580 hrs	406 hrs	28 Credits	Min 20 Credits	30 Credits	Min 21 Credits	None allocated by AB	None allocated by AB
4222-33	Level 3	Diploma in Health and Social Care (Children and Young People) Wales and Northern Ireland	580 hrs	406 hrs	40 Credits	Min 28 Credits	18 Credits	Min 13 Credits	None allocated by AB	None allocated by AB
3978-63	Level 5 (Advance Practice)	Diploma in Leadership for Health and Social Care Services (Children and Young People's Advanced Practice) Wales & NI	800 hrs	560 hrs	46 Credits	Min 32 Credits	34 Credits	Min 24 Credits	None allocated by AB	None allocated by AB
3978-66	Level 5 (Advance Practice)	Diploma in Leadership for Health and Social Care Services (Adults' Advanced Practice) Wales & NI	800 hrs	560 hrs	41 Credits	Min 29 Credits	39 Credits	Min 27 Credits	None allocated by AB	None allocated by AB
3978-61	Level 5 Leadership	Diploma in Leadership for Health and Social Care Services (Children and Young People's Residential Management) Wales	900 hrs	630 hrs	64 Credits	Min 45 Credits	26 Credits	Min 18 Credits	None allocated by AB	None allocated by AB
3978-62	Level 5 Leadership	Diploma in Leadership for Health and Social Care Services (Children and Young People's Management) Wales.	900 hrs	630 hrs	58 Credits	Min 41 Credits	32 Credits	Min 22 Credits	None allocated by AB	None allocated by AB
3978-64	Level 5 Leadership	Diploma in Leadership for Health and Social Care Services (Adults' Residential Management) Wales & NI	900 hrs	630 hrs	52 Credits	Min 36 Credits	38 Credits	Min 27 Credits	None allocated by AB	None allocated by AB
3978-65	Level 5 Leadership	Diploma in Leadership for Health and Social Care Services (Adults' Management) Wales & NI	900 hrs	630 hrs	53 Credits	Min 37 Credits	37 Credits	Min 30 Credits	None allocated by AB	None allocated by AB
4227-02	Level 2	Diploma for Children's Care, Learning and Development (Wales & Northern Ireland)	390 hrs	273 hrs	27 Credits	Min 19 Credits	12 Credits	Min 8 credits	None allocated by AB	None allocated by AB
4227-06	Level 3	Diploma for Children's Care, Learning and Development (Wales & Northern Ireland)	650 hrs	455 hrs	49 Credits	Min 34 Credits	16 Credits	Min 11 Credits	None allocated by AB	None allocated by AB
4227-07	Level 5 (Advance Practice)	Diploma in Leadership for Children's Care, Learning and Development: Advance Practice (Wales & Northern Ireland)	800 hrs	560 hrs	52 Credits	Min 36 Credits	28 Credits	Min 20 Credits	None allocated by AB	None allocated by AB
4227-08	Level 5 Leadership	Diploma in Leadership for Children's Care, Learning and Development (Wales & Northern Ireland)	900 hrs	630 hrs	64 Credits	Min 45 Credits	26 Credits	Min 18 Credits	None allocated by AB	None allocated by AB
3086-02	Level 2	Diploma in Health and Social Care (Northern Ireland)	460 hrs	322 hrs	31 Credits	Min 22 Credits	15 Credits	Min 11 Credits	None allocated by AB	None allocated by AB
3086-03	Level 3	Diploma in Health and Social Care (Northern Ireland)	580 hrs	406 hrs	37 Credits	Min 26 Credits	21 Credits	Min 15 Credits	None allocated by AB	None allocated by AB
3086-40	Level 4	Diploma in Adult Care (Northern Ireland)	700 hrs	490 hrs	39 Credits	Min 27 Credits	31 Credits	Min 15 Credits	None allocated by AB	None allocated by AB
3087-02	Level 2	Diploma in Children's Care Learning and Development (Northern Ireland)	480 hrs	366 hrs	48 credits	34 Credits	N/A	N/A	350-400 hrs	245- 280 hrs