



City & Guilds Technical Qualifications Centre Policy and Approach (CPA) form

* Required



Centres must provide detail around your process for determining TAGs, the use of supporting evidence, and how they will be internally quality assured.

It covers your approach for all Technical Qualifications being delivered. It must be completed by the Head of Centre, or someone with the designated authority to act on their behalf, as a statement of compliance.

It demonstrates:

- the process you will use to determine TAGs,
- how you will ensure sufficient range and appropriate use of evidence,
- robust IQA procedures, including effective internal standardisation,
- consideration of comparative centre/qualification data,
- evidence retention policy.

The Head of Centre Declaration is comprised of this form, in addition to the confirmation at the point of submission for TAGs to Walled Garden.

You only need to complete one form per centre.

All personal details provided will be processed in accordance with our Group Privacy Policy
<https://www.cityandguilds.com/help/privacy-statement> (<https://www.cityandguilds.com/help/privacy-statement>)

TAG Support activities

Whilst Moderation will not be used in the TAG process, we are using our external Moderators (subject matter experts) to support our external quality assurance. This will include providing a TAG support activity per industry across April – May.

Centres should complete this CPA form after all support activities have taken place.

1. *

Whilst Moderation will not be used in the TAG process, we are using our external Moderators (subject matter experts) to support our external quality assurance. This will include providing a TAG support activity per industry across April – May.

Centres should complete this CPA form after all support activities have taken place.

☐ Acknowledge

not for submission

Centre details

2. Centre number *

3. Centre name *

not for submission

Head of Centre

4. Who is completing this form? *

If the Head of Centre is unavailable to complete this, it may be delegated to someone with suitable authority to act on their behalf, such as a Head of Department, Curriculum Manager etc.

It cannot be completed by Assessors, IQAs, Exam Officers etc.

- ☐ Head of Centre
- ☐ on behalf of Head of Centre

5. Job title *

6. Full name *

7. Email *

8. Phone *

not for submission

Centre policy

9. *

The Head of Centre is responsible for ensuring that Teacher Assessed Grades (TAGs) submitted to City & Guilds are accurate and fair judgments based on tutor assessment of student performance in the qualification.

Entries must be appropriate for each student and each student must have no more than one entry per subject for each component they were due to complete this year,

Heads of Centre must ensure that the centre has in place an appropriate policy which:

- ensures that teacher assessed grades are determined fairly, consistently, are free from bias and meet obligations in relation to equality and disability,*
- support tutors to make evidence-based decisions,*
- sets out clear and effective processes with clear guidelines and support for tutors, assessors and IQAs,*
- ensures all staff involved in the processes clearly understand their roles and responsibilities,*
- considers historical centre data of student performance (where available), and*
- details internal quality assurance processes to ensure the consistent determination of teacher assessed grades.*

☐ On behalf of centre I acknowledge and agree to these requirements

not for submission

Evidence for the synoptic assignment TAG

10. *

Completed synoptic assignments (with or without permitted adaptations) are recommended as the primary evidence to form the basis for a TAG. However, where it is not possible to complete the synoptic assignment in full then centres can use a range of supporting evidence that maps clearly to any gaps in the assessment.

Centres must ensure that each student's grades will be based on an appropriately broad range of evidence, including evidence from other centres or specialist teachers if relevant, and will be their own work.

Centres are required to provide a sample of evidence used to determine the TAGs which will be subject to external quality assurance by City & Guilds.

☐ On behalf of centre I acknowledge and agree to these requirements

11. Are there any qualifications where you will not be using the synoptic assignment to determine any TAGs? *

If yes, we will contact you separately to obtain further information.

☐ Yes

☐ No

not for submission

Evidence for the exam TAG

12. *

To be eligible for a TAG for the exam components, students must have completed the learning required for the knowledge requirements, as if they were going to sit the exam as normal.

Centres are strongly encouraged to use the additional assessment support materials (sets of questions) published by City & Guilds to assist with the determination of a TAG for the exam components. Where possible, this resource should be completed under supervised conditions (in class or remotely), as this will strengthen it as supporting evidence. Where this is not possible it can be completed in unsupervised conditions (at home). In these instances, centres must take reasonable steps to ensure authenticity, and consider whether any additional supporting evidence will be required.

If this resource is not used by centres, they must use alternative evidence that clearly demonstrates how learners have met the required knowledge and understanding of the exam.

Centres must ensure that each student's grades will be based on an appropriately broad range of evidence, including evidence from other centres or specialist teachers if relevant, and will be their own work.

Centres will be required to provide a sample of evidence that was used to determine the TAGs which will be subject to external quality assurance by City & Guilds.

☐ On behalf of centre I acknowledge and agree to these requirements

13. Are there any qualifications where you will not be using additional assessment support materials (sets of questions) published by City & Guilds to determine TAGs for exam components? *

If yes, we will contact you separately to obtain further information.

☐ Yes

☐ No

Internal Quality Assurance (IQA)

14. Outline the key stages of your IQA process for TAGs for Technical Qualifications *

15. How will you ensure that TAGs are determined in a consistent manner, that neither advantages nor disadvantages learners this year, and that each student has been taught/studied an appropriate amount of content to provide the basis for a grade? *

16. *

Centres must ensure that when submitting TAGs they also provide rationale/commentary for any assessments where there is a significant variation in grade distribution or volumes than in previous years. Where this is not provided, City & Guilds will request this information, which may delay processing of results.

Access arrangements and reasonable adjustments must be provided with appropriate input from specialist teachers (and where they are not, this must be considered when determining TAGs).

Centres must adhere to the requirements set out by City & Guilds for internal quality assurance and will adhere to these requirements.

☐ On behalf of centre I acknowledge and agree to these requirements

Record keeping and retention of evidence

17. *

Centres must ensure that students are aware of the evidence that will form the basis of their TAG. It may be appropriate to provide feedback on evidence to students, however proposed TAGs should not be discussed.

All evidence which is used to support the determination of a TAG must be retained by centres for a minimum period of 12 months after the date of the issue of the result, or the conclusion of any appeal in relation to that result, whichever is later.

☐ On behalf of centre I acknowledge and agree to these requirements

18. Will there be any cohorts or individual students where you do not intend to submit TAGs by 18 June deadline, either because assessment is being delayed or where TAGs will be submitted after the submission deadline? *

If yes, we will contact you separately to obtain further information

☐ Yes

☐ No

not for submission