

# City & Guilds

## Category B1 VRQs

### 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 Category B1 VRQs that you intend to submit TAGs for. 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>).

## Centre details

1. Centre number \*

2. Centre name \*

not for submission

## Head of Centre

### 3. 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

### 4. Job title \*

### 5. Full name \*

### 6. Email \*

### 7. Phone \*

## Centre policy

8. \*

*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 collection

9. \*

*Centres must collect evidence of student performance to support determination of TAGs, drawing on existing records and available evidence from any point in the course.*

*Centres should take into consideration the various types of evidence that could contribute towards the determination of the TAG, such as:*

- *Formative assessment*
- *Demonstration and performance of skills-based activities*
- *Previous/other assessments*
- *Results of any completed optional/mandatory centre assessments from year one or year two*
- *Relevant evidence from any centre-assessed components that have not been fully completed or submitted*
- *Overall student performance*
- *Classwork/homework*
- *Internal tutor assessment and progress data*
- *Any other records of student's performance over the course of study.*

*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.*

*We may request centres to provide a sample of evidence used to determine the TAGs after submission, which will be subject to external quality assurance by City & Guilds.*

On behalf of centre I acknowledge and agree to these requirements

not for submission

## Internal Quality Assurance (IQA)

10. Outline the key stages of your IQA process for Category B1 VRQ TAGs \*

11. 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? \*

12. \*

*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

13. \*

*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

not for submission

## Intention to submit

14. Do you intend to submit TAGs for students in Submission Window 1?  
(01 June - 18 June) \*

*It is really important that you answer this question correctly. If you do not provide this information and then submit TAGs in Submission Window 1 it will impact our ability to complete any external quality assurance and release results by the published dates in August.*

Yes

No

15. Please carefully list all of the qualification numbers, qualification titles and expected student volumes you intend to submit in Submission Window 1 (01 June - 18 June) \*

*It is really important that you answer this question correctly. If you do not provide this information and then submit TAGs in Submission Window 1 it will impact our ability to complete any external quality assurance and release results by the published dates in August.*

*Example:*

*3001-11 Level 1 Diploma in Hair and Beauty Vol. 20*

*7107-22 Level 1 Certificate In Introduction to the Hospitality Industry Vol. 15*

*Please provide qualification details only, we do not need you to tell us the assessment unit numbers.*

16. Do you intend to submit TAGs for students in Submission Window 2?  
(21 June - 31 August) \*

*We don't need you to provide information at this stage regarding your TAGs for Submission Window 2. You will be able to submit these in Walled Garden and we will aim to process these within 32 working days of a correct submission, and subject to the outcome of any external quality assurance required.*

Yes

No