



City
& Guilds

TECHBAC[®]

IT TAKES TECHBAC[®]

JARGON BUSTER

Crystal
Mark
21470
Clarity approved by
Plain English Campaign



FOREWORD BY PLAIN ENGLISH CAMPAIGN

At Plain English Campaign we are committed to getting rid of gobbledegook, jargon and misleading public information. We believe that everyone should have access to clear and concise facts.

64% of employers think that the use of jargon is used to cover up a lack of skills/qualifications*



Clarity is especially important in education, where a lack of understanding could be the difference between getting a job and not being offered one. What we notice is that among employers and the general public there is a much clearer understanding of academic education than vocational education. Most people can easily name the order from GCSEs to A levels to university but ask those same people and they'll struggle to distinguish their HNDs from their NVQs or know where each one leads.

Tellingly, City & Guilds' new research shows the majority of employers find educational acronyms on CVs confusing, and six out of 10 believe the use of acronyms and jargon suggests candidates are hiding a lack of skills and qualifications. This means that there is a real need for jobseekers and organisations to use simple language that lets their skills speak for themselves and helps potential employers understand the qualifications they have.

City & Guilds is trying to address this confusion with the launch of the TechBac® – a new curriculum that prepares young people for the world of work. We are proud to be supporting City & Guilds as it launches the TechBac® and it is with great pleasure that we can approve the use of our Crystal Mark on this guide.

**57% of employers
revealed that they
found acronyms on
CVs confusing***



*Research conducted by OnePoll to 1,000 small, medium and large businesses, September 2014.




WHY CITY & GUILDS HAS CREATED THE TECHBAC[®]

The City & Guilds group is a global leader in skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth.

[TECHBAC.COM](https://www.techbac.com)

Only 35% of employers believe that today's qualifications adequately prepare candidates for real work*





We are passionate about rebuilding the bridge between education and employment – a bridge that we believe has been broken as today's education moves further away from the needs of business. High levels of youth unemployment and increasing gaps in skills across many sectors show that the education system is not helping young people to develop relevant skills or enough understanding of the workplace to successfully compete and find employment. Employers, learners, parents and educators all agree that the education system needs to move away from focusing only on academic qualifications to having a curriculum that meets all the needs of young people as well as giving employers what they require.

New research we have released backs this up as only a third (35%) of employers feel that today's qualifications adequately prepare learners for work. That's why we have launched the TechBac® – a new curriculum that provides learners with a professional route to their chosen career and the technical qualifications and skills they need to progress in work. A young person who has completed a TechBac® will provide a clear sign to businesses that they are ready for work.

We believe that by offering students a programme which has been developed with and endorsed by employers we are offering young people a new opportunity to equip themselves with the skills, knowledge and experience they need to be tomorrow's industry leaders.



**WORKING IN OVER
80 COUNTRIES**

PROVIDING TRAINING IN 26 INDUSTRIES

WHAT IS THE TECHBAC[®]?

The TechBac[®] is an entirely new professional programme designed to give 14- to 19-year-olds an exciting alternative path towards an apprenticeship, higher education or employment.

TECHBAC.COM





We have designed this inspiring programme in partnership with employers, to equip young people with the skills they need to confidently enter the world of work and pave the way to a successful career.

It combines a technical qualification and an accredited project qualification with practical work experience and essential workplace skills to deliver a dynamic and varied programme of study to get young people ready for work. And it helps them stand out from the crowd.

Online mentoring is a central part of the programme. Learners are paired with a mentor to give them an invaluable insight into their chosen industry and practical advice to help them find a job.

The qualifications are due to be recognised by UCAS, so students starting the course now will be able to get UCAS points when they complete it in 2016, helping them to get into higher education.

From October 2014, the TechBac® will launch in engineering, construction, land, early years and digital/IT. We will continue to add more sectors every year as the TechBac® develops.

IT TAKES TECHBAC®

OUR EDUCATION JARGON BUSTER

We have canvassed opinions and worked with Plain English Campaign to collect the most commonly misunderstood acronyms, abbreviations and education jargon. Check out the list below for a simple explanation of what qualifications really mean or try out the online jargon buster at [TECHBAC.COM](https://www.techbac.com) and test your knowledge of education.

Applied General Qualification

A non-industry-specific qualification that provides transferable skills for young people who want to progress to higher education or in some cases apprenticeship or employment

A level (Advanced level)

General Certificate of Education, second public exam in the UK (the first is GCSEs), taken from age 18

Apprenticeships

A mix of qualifications and on-the-job experience, giving someone the chance to earn while they learn

AS level (Advanced Supplementary level)

Public exam equivalent to half an A level. Was taken as a supplement to A levels but now forms the first year of a standard A level course

AVQs (Adult Vocational Qualifications)

Workplace qualifications that show you have the skills to do a particular aspect of your job

BA (Bachelor of Arts)

A three- or four-year course completed at a university and known as undergraduate education. Students completing the course are awarded a degree

BSc (Bachelor of Science)

A three- to five-year course completed at a university and known as undergraduate education. Students completing the course are awarded a degree

BTEC (Business and Technology Education Council)

A vocational qualification which can be taken as an alternative to GCSEs (levels 1 to 2), A levels (level 3) and university degrees (levels 4 to 7)

City & Guilds Technicals

New qualifications offered as part of the TechBac® that provide entry into apprenticeship, higher education or employment

EFL (English as a Foreign Language)

Qualification for EU and overseas students over the age of 16 who want to improve their English language skills for personal, professional, social or academic purposes

ESOL (English for Speakers of Other Languages)

Qualifications specifically for people for whom English is not their first language, who want to live and work in the UK

Functional Skills

Qualifications in English, maths and ICT (information communications technology) that help develop the practical skills for life, the workplace and education

GCSE (General Certificate of Secondary Education)

First public exam in the UK, generally taken at the end of Key Stage 4

Highers/Higher Grades

Scottish public exam, usually taken at age 17 or 18. Similar to AS/ A2 exams in England

HND (Higher National Diploma)

A well-respected vocational qualification usually taken after A levels or AVCEs

HNC (Higher National Certificate)

A well-respected vocational qualification offered at a slightly lower level than an HND

IB (International Baccalaureate)

A public exam at secondary level, increasingly recognised for entry to university in the UK

IGCSE (International General Certificate of Secondary Education)

Internationally recognised equivalent to GCSE

KS (Key Stage)

The National Curriculum is divided into four key stages according to pupils' ages: KS1 for 5- to 7-year-olds, KS2 for 7- to 11-year-olds, KS3 for 11- to 14-year-olds, KS4 for 14- to 16-year-olds

Levels (Entry level to level 8)

Nine levels that cover all levels of learning in secondary, higher, further and vocational education. As an example, level 2 is equivalent to a GCSE and level 3 is equivalent to an A level

NVQ (National Vocational Qualifications)

Completed in the workplace to show that you have the skills needed to complete a particular job

SATs (Standard Attainment Tests)

Tests English state (and some private) schoolchildren take at ages 7, 11 and 14

SVQ (Scottish Vocational Qualifications)

Scottish equivalent of NVQ

Tech Levels

Part of the Government's new Technical Baccalaureate measure, Tech Levels provide entry to apprenticeship, employment or higher education

TechBac®

A new curriculum that combines a technical qualification and an accredited project qualification, with practical work experience and essential workplace skills

Traineeships

A course consisting of a high-quality work placement and work-preparation training to gain employability skills, English and maths

**To discover more about
the City & Guilds TechBac®
please visit [TECHBAC.COM](https://www.techbac.com)**

