

# **BUILDING FUTURES**

## **Technical Qualifications in Construction – On Boarding 2019/20**

Every effort has been made to ensure the accuracy of the presentation but a centre must refer to our web site documents to ensure compliance

# Construction: Craft and Built Environment

## Key Stage 4 (KS4) - Level 2 (120 glh)

6720-21 (601/7245/9) Level 2 Technical Award in Constructing and Maintaining the Built Environment

6720-22 (601/7246/0) Level 2 Technical Award in Designing and Planning the Built Environment

## Key Stage 5 (KS5) - Level 2 (360 glh)

7905-20 (603/0313/X) Level 2 Technical Certificate in Bricklaying

7906-20 (603/0352/9) Level 2 Technical Certificate in Site Carpentry

7906-21 (603/0354/2) Level 2 Technical Certificate in Architectural Joinery

7907-20 (603/0364/5) Level 2 Technical Certificate in Painting and Decorating

7908-20 (603/0319/0) Level 2 Technical Certificate in Plastering

## Key Stage 5 - Level 3 (450glh)

7905-30 (601/7236/8) Level 3 Advanced Technical Diploma in Bricklaying

7906-30 (601/7418/3) Level 3 Advanced Technical Diploma in Site Carpentry

7906-31 (601/7419/5) Level 3 Advanced Technical Diploma in Architectural Joinery

7907-30 (601/7420/1) Level 3 Advanced Technical Diploma in Painting and Decorating

7908-30 (601/7417/1) Level 3 Advanced Technical Diploma in Plastering

Links to specific area  
web pages

[Bricklaying](#)

[Carpentry and Joinery](#)

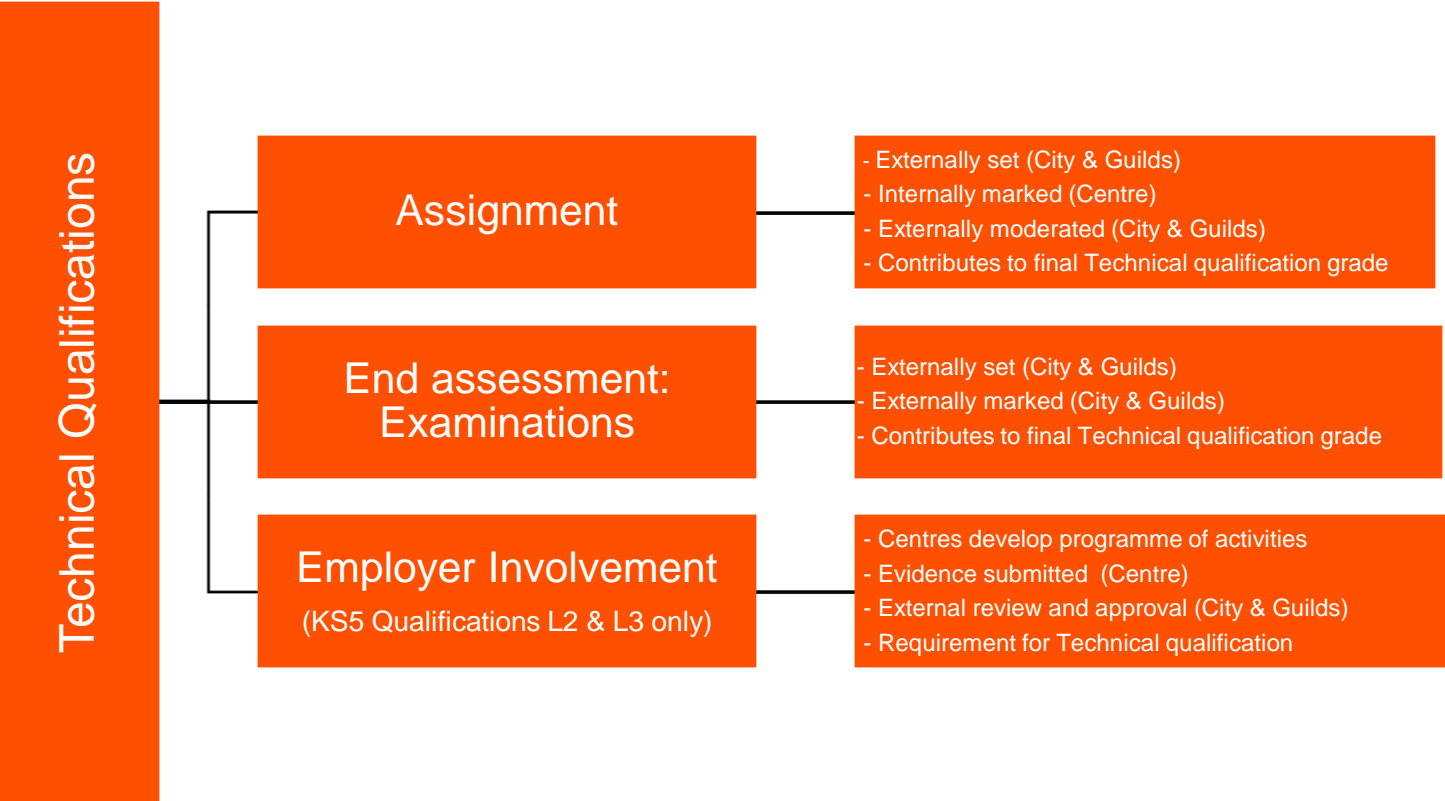
[Painting and Decorating](#)

[Plastering](#)

[CBE](#)

# Key components of our new qualifications

These are the components that make up Technical Qualifications.  
All components must be completed to achieve the qualification.



Contributes to  
**60%** of final  
grade

Contributes to  
**40%** of final  
grade

Does not  
contribute to  
final grade

# How City & Guilds Technical are assessed and graded

- The results of the theory exam, synoptic assignment and overall grade are made available to centres in Walled Garden. The overall qualification grade will be calculated based on the aggregation of the points awarded for the learner's achievement in the (theory) exam and the synoptic assessment (which are converted into grades).
- **Technicals are graded as Fail, Pass, Merit, Distinction and Distinction\***
- Both assessments (the exam and the synoptic assignment) must be achieved at a minimum of Pass for the qualification to be awarded.
- Learners who fail to reach the minimum standard for the Pass grade for an assessment will not have a qualification grade awarded and will not receive a certificate.
- **There is no set pass mark published in advance as this is decided by an expert panel using an awarding process. Although we will be able to indicate the pass grade boundaries from the previous year**
- The contribution of assessments towards the overall qualification grade is set out in each Qualification Handbook.



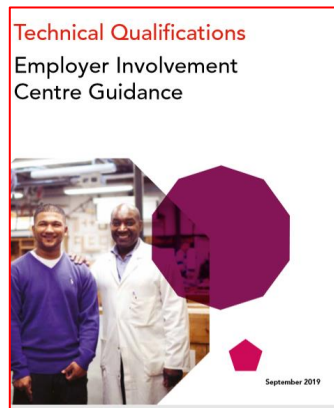
# Employer Involvement

## What is considered 'meaningful' Employer Involvement?

### Yes

It must relate to mandatory content of qualification and could include the following;

- Structured work experience / work placements
- Adapted / locally set tasks and assessments
- Practical activities / visits
- Guest lectures / master classes from employers
- Employers acting as expert witnesses during assessment



### No

The following activities, whilst valuable, do not meet the requirement for meaningful employer involvement;

- employers' or industry practitioners' input to the initial design and content of a qualification;
- employers hosting visits, providing premises, facilities or equipment;
- employers providing talks or contributing to delivery on employability, general careers advice, CV writing, interview training etc;
- attendance at career fairs, events or other networking opportunities;
- simulated working environments run by the centre staff (RWE)
- employers providing students with job references



# Curriculum Planning

## Course delivery



# Planning a one-year course

- There are two opportunities in each academic year for learners to sit the theory exam and one 12-week window in the spring/summer terms when learners can undertake the synoptic assessment
- The theory exam can be taken in the spring or summer term. A spring theory exam sitting allows an opportunity to re-sit in the summer term, if required
- Synoptic assessment must be completed in the 12 week window between Feb-May. There is no re-sit opportunity for the synoptic assignment in the same academic year

## Sample one-year programme

Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					First exam date		Second exam date	
					Synoptic assessment			

# Previous years curriculum plan

## Sample of qualification delivery for the Level 2 Technical Certificate in Bricklaying (7905-20) 603/0313/X (360 GLH)



### Curriculum Plan

Study weeks | Autumn: 23/10/17 | Christmas break: 18/12/17 - 03/01/18 | Spring: 12/02/18 | Easter break: 02/04/18 - 17/04/18 | Summer break: 29/05/17 | Term ends: 02/07/2018

Term 1 Autumn	Week 1 04/09/17	Week 2 11/09/17	Week 3 18/09/17	Week 4 25/09/17	Week 5 02/10/17	Week 6 09/10/17	Week 7 16/10/17	Week 8 30/10/17	Week 9 06/11/17	Week 10 13/11/17	Week 11 20/11/17	Week 12 27/11/17	Week 13 04/12/17	Week 14 11/12/17
Technical Qualification key dates	Technical Qualification registration window opens. Delivery of technical units begin	Delivery						Last registration date for Technical Qualification	Delivery					Last booking date for spring exams
UNIT 201 Principles of construction (60 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 202 Building cavity walls (150 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 203 Building solid walls and piers (90 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 204 Constructing basic arches (30 GLH)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
UNIT 205 Setting out buildings (30 GLH)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Synoptic assignment, optional units and exam guides released to centres	Registration of learners onto qualification								Booking of exam for February/March series					

Term 2 Spring	Week 15 01/01/18	Week 16 08/01/18	Week 17 15/01/18	Week 18 22/01/18	Week 19 29/01/18	Week 20 05/02/18	Week 21 12/02/18	Week 22 19/02/18	Week 23 26/02/18	Week 24 05/03/18	Week 25 12/03/18
Technical Qualification key dates	Delivery					Synoptic assignments released to learners	Assessment/Unit delivery				First exam window covering unit 201 and 202
UNIT 201 Principles of construction (60 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 202 Building cavity walls (150 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 203 Building solid walls and piers (90 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNIT 204 Constructing basic arches (30 GLH)	X	X	X	X	X	X	X	X	X	X	✓
UNIT 205 Setting out buildings (30 GLH)	X	X	X	X	X	X	X	X	X	X	✓
Booking of synoptic assessment			Spring exam series								

Term 3 Summer	Week 26 26/03/18	Week 27 16/04/18	Week 28 23/04/18	Week 29 30/04/18	Week 30 07/05/18	Week 31 14/05/18	Week 32 21/05/18	Week 33 28/05/18	Week 34 04/06/18	Week 35 11/06/18	Week 36 18/06/18	Week 37 25/06/18	Week 38 02/07/18	August 2018 Results
Technical Qualification key dates	Assessment/Unit delivery				Last week for synoptic assessment and evidence submitted to the portal	Submit synoptic assignment marks	Unit delivery revision second attempt				Second exam window covering unit 201 and 202			Results for synoptic assignments released to centre. Grades awarded
UNIT 201 Principles of construction (60 GLH)	X	X	X	Results of external exam released to centre	Book result if needed	X	X	X	X	X	Submission of EI plans to Moderation Portal			Results of second end external exam to be released to centre
UNIT 202 Building cavity walls (150 GLH)	X	X	X	X	X	X	X	X	X	X	X			
UNIT 203 Building solid walls and piers (90 GLH)	✓	✓	✓	✓	✓	X	X	X	X	X	X			
UNIT 204 Constructing basic arches (30 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
UNIT 205 Setting out buildings (30 GLH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Spring exam series			Summer exam series											

Notes: Exams happen from the following - Spring series: week 20 - 26, Summer series week 30-37 of the academic calendar | Synoptic assignments released to centre week 20 | Synoptic window closes week 31. Exam weeks are subject to change. Key: ✓ = suggested delivery of units. X =delivery of units not covered in this period.



# 2019- 20 adaptable curriculum plans



Adaptable delivery plan for \_\_\_\_\_ Level \_\_\_\_\_ QAN \_\_\_\_\_ GLH \_\_\_\_\_ YEAR \_\_\_\_\_ OF \_\_\_\_\_

**Curriculum Plan**  
**Assumed holiday dates - adapt as required (regional differences):** **End of Summer break** Wednesday 4 September 2019, **Autumn Half Term** Friday 25 October 2019 to Monday 1 November 2019, **Christmas** Friday 20 December 2019 to Monday 6 January 2020, **Spring Half Term** Friday 14 February 2020 to Monday 24 February 2020, **Easter Break** Friday 4 April 2020 to Monday 20 April 2020, **May Day Bank Holiday** Monday 4 May 2020, **Summer Half Term** Friday 22 May 2020 to Monday 1 June 2020, **Summer break** Tuesday 21 July 2020.

Term 1 Autumn/Winter	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Date	02.09.2019	09.09.2019	16.09.2019	23.09.2019	30.09.2019	07.10.2019	14.10.2019	21.10.2019	04.11.2019	11.04.2019	18.11.2019	25.11.2019	02.12.2019	09.12.2019
Technical Qualification key dates	<b>02.09.2019</b> learner registrations open. <b>02.09.2019</b> booking window for Spring (February/March/April 2020) and Summer (May/June 2020) examinations opens. <b>02.09.2020</b> booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (KSS only).													
Sector specific exam dates														
Employer involvement														
Unit -														
Unit -														
Unit -														
Unit -														
Unit -														
Revision/Recap/Prep														

Term 2 Winter/Spring	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26
Date	16.12.2019	06.01.2020	13.01.2020	20.01.2020	27.01.2020	03.02.2020	10.02.2020	24.02.2020	02.03.2020	09.03.2020	16.03.2020	23.03.2020
Technical Qualification key dates	<b>20.12.2019</b> Deadline for booking first and second spring examinations (March/April 2020). <b>20.12.2019</b> Deadline for booking synoptic assignments, optional assignments and any other centre assessed.											
					<b>31.01.2020</b> Deadline for submitting your Employer Involvement (EI) planner for approval	<b>02.02.2020</b> Synoptic assignment tasks for all Technicals can be released to learners from this date			<b>02.03.2020</b> First Spring examination begins <b>NOTE:</b> Check roster specific	<b>13.03.2020</b> Final day of first Spring examination	<b>16.03.2020</b> Second Spring examination begins. <b>NOTE:</b> Check roster specific dates	<b>27.03.2020</b> Final day of second Spring examination



# Technical Qualifications Timescales and Bookings

# Timelines for starting delivery

## Key dates

Registration: You will need to register your learners in Walled Garden by 1st November.

Exam timetable: published early in the autumn term each year and will have:

- the two (set) dates and times of the theory exam in February /March and May/June
- the dates for the synoptic assessment window (February-May)

Booking assessments: you will need to book theory exams and synoptic assessments in Walled Garden for learners taking their assessments in that academic year. You can request paper-based or online (via evolve) theory exams.

On the Resources and Support webpage <http://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support>

You will find:

[PDF guide 'Technical Qualifications: How to book assessments using Walled Garden'](#)

[Instructional video 'Technical Qualifications: How to book assessments using Walled Garden'](#)

## Timelines for starting delivery (cont.)

Synoptic assignments: these will be released to centres in the autumn term and are available on the website in the assessment materials section of the relevant qualification.

They will be password protected and the password will be in Walled Garden .

The last date for the submission of marks and evidence for the synoptic assignment will be published in the exam timetable

City & Guilds has a Moderation Portal, which allows centres to upload marks and evidence for the components of the Technical Qualifications.

A Moderation Portal centre guide can be found on the Resources and Support webpage

There is also a video to support centres using the Moderation Portal.

It is essential you submit marks and evidence on time. Any late submissions may delay the availability of results.

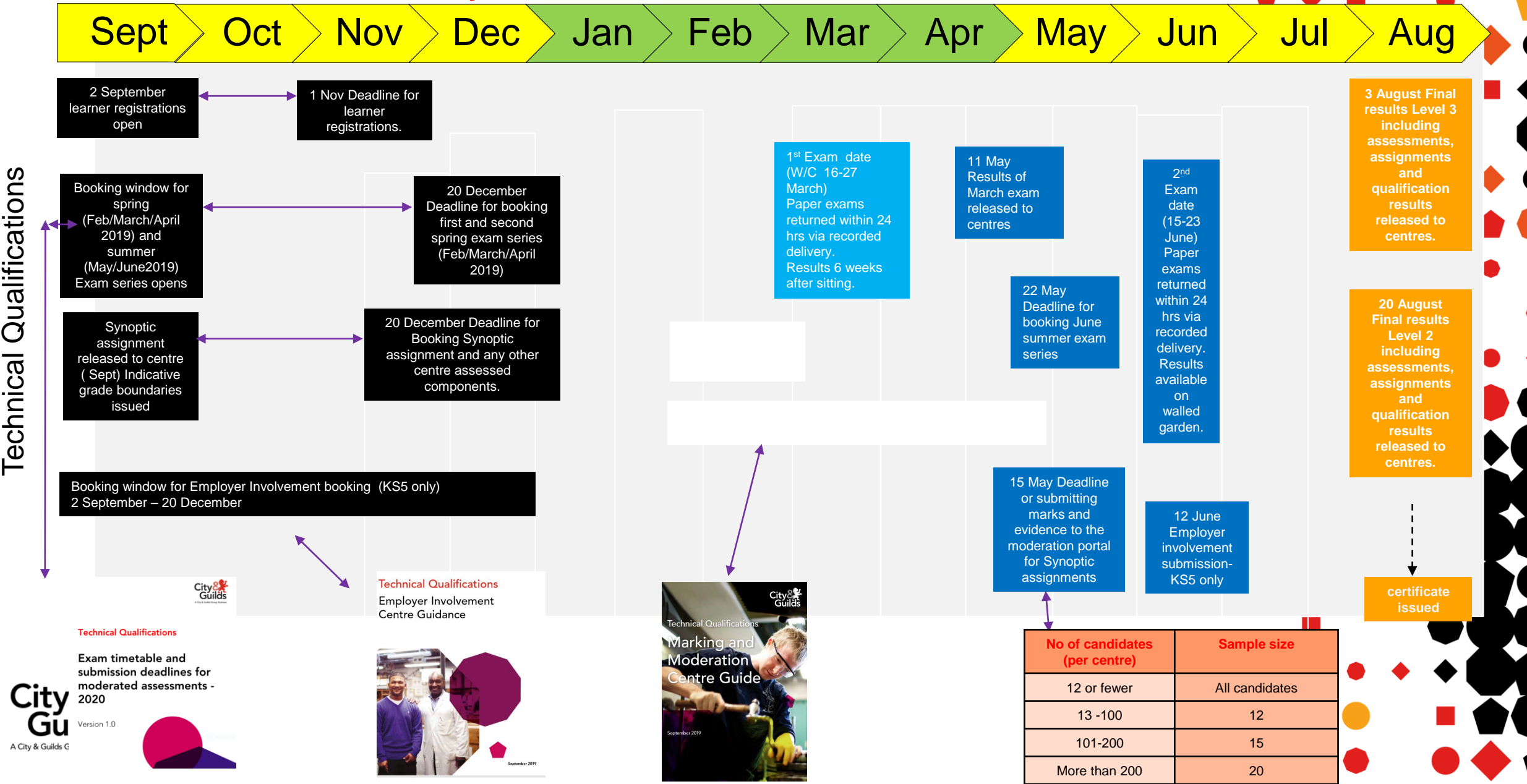
[Exam timetable for 2020](#)



# Key Construction assessment dates 2018

Event ( Centres to check dates against Technicals checklist 2019/20 on web site)	Date
Opening of learner registration window	2 Sept 2019
Synoptic assignments released to centres	Sept 2019
Deadline for learner registration	1 Nov 2019
Booking window for Mar exam series open	2 Sept 2019
Booking window for synoptic assignments and employer involvement (KS5 only) open	2 Sept 2019
Deadline for booking Mar exam series	20 Dec 2019
Deadline for booking synoptic assignments and employer involvement (KS5 only)	20 Dec 2019
Synoptic assignments released to learners <sup>20</sup>	3 Feb 2020
March exam series begins	16-27 March 2020
Results of March exam series	11 May 2020
(Booking window for June exam series opens)	(2 Sept 2019)
Booking window for June exam series closes	22 May 2020
Deadline for submitting evidence and marks onto Moderation Portal for synoptic assignments	15 May 2020
Second exam series (for resits)	15-23 June 2020
Deadline for submitting evidence of employer involvement (KS5 only) onto Moderation Portal	12 June 2020
Final results available	3 Aug 2020 L3 20 Aug 2020 L2

Construction Learner Journey 2019-2020 (centres to check all dates shown)





# Technicals checklist 2019/20

City & Guilds: [cityandguilds.com/technicals](https://cityandguilds.com/technicals)  
Walled Garden: [walled-garden.com](https://walled-garden.com)

**Delivery checklist**  
**FY2020: Technicals**  
**checklist for delivery**  
**(key dates)**



2019				2020	
September	October	November	December	January	February
<b>2 September</b> Learner registrations open		<b>1 November</b> Deadline for learner registrations <input type="checkbox"/> Complete?	<b>20 December</b> Deadline for booking first and second spring exam series March/April 2020 <input type="checkbox"/> Complete?	<b>2 January</b> Synoptic assignment tasks for Land-based Technicals only can be released to learners from this date	<b>3 February</b> Synoptic assignment tasks for all Technicals can be released to learners from this date
<b>2 September</b> Booking window for spring (March/April 2020) and summer (June 2020) exam series opens			<b>20 December</b> Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and Employer Involvement, (KS5 only) <input type="checkbox"/> Complete?	<b>31 January</b> Deadline for submitting your Employer Involvement planner for approval <input type="checkbox"/> Complete?	
<b>2 September</b> Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement, for Key Stage 5 (KS5 only)					
2020					
March	April	May	June	July	August
<b>2 March</b> First spring exam series begins	<b>27 April</b> Results of the first spring exam series released to centres <input type="checkbox"/> Complete?	<b>8 May</b> Deadline for booking first summer exam series <input type="checkbox"/> Complete?	<b>1 June</b> First summer exam series begins		<b>3 August</b> Final results Level 3, including summer series assessments, assignments and qualification results released to centres
<b>13 March</b> Final day of first spring exam series	<b>27/28 April</b> 8202-20 and 30 level 2 and 3 Electrical exams sitting (outside of the first and second spring series)	<b>11 May</b> Results of second spring exam series released to centres	<b>12 June</b> Deadline for submitting outcomes and evidence to the Moderation Portal on optional assignments and any other centre assessed components (if applicable) and Employer Involvement (KS5 only) <input type="checkbox"/> Complete?		<b>20 August</b> Final results Level 2, including summer series assessments, assignments and qualification results released to centres
<b>16 March</b> Second spring exam series begins		<b>15 May</b> Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments <input type="checkbox"/> Complete?	<b>12 June</b> Final day of first summer exam series		
<b>27 March</b> Final day of second spring exam series		<b>18 May</b> Results of 8202-20 and -30 Level 2 and 3 Electrical exams spring series released to centres	<b>15 June</b> Second summer exam series begins		
		<b>22 May</b> Deadline for booking second summer exam series <input type="checkbox"/> Complete?	<b>23 June</b> Final day of second summer exam series		
		<b>29 May</b> Deadline for booking 8202-20 and -30 Level 2 and 3 Electrical summer exams <input type="checkbox"/> Complete?			

# How to register learners

You will need to register your learners by 1st Nov. Registrations should be done in Walled Garden for which you will have:

a user name (your email address) and a password.

To register a learner, click on Catalogue in Walled Garden, then:

Click on catalogue in the second navigation bar

Select City & Guilds

Select qualification by title or code (e.g. 7905-20 or Level 2 Technical Certificate in Bricklaying)

Click on green bar – Place an order

Click on named registration, then for each candidate:

Click on add candidate details

Enter the first name, last name, date of birth and gender

When you have finished, click on added to basket, then click confirm

A series of “how to” guides including one on registration, can be found here:



EXAMPLE HANDBOOK CLIP  
The Level 2 Technical Certificate in Painting and Decorating (7907-20)

Assessment requirements and employer involvement

To achieve the **City & Guilds Level 2 Technical Certificate in Painting and Decorating** candidates must successfully complete **both** mandatory assessment components.

Component number	Title
<b>Mandatory</b>	
003 or 503	Level 2 Painting and Decorating - Theory exam
004	Level 2 Painting and Decorating - Synoptic assignment

In addition, candidates **must** achieve the mandatory employer involvement requirement for this qualification **before** they can be awarded a qualification grade. For more information, please see guidance in *Section 4: Employer involvement*.

Employer involvement	
Component number	Title
<b>Mandatory</b>	
820	Employer involvement



# Synoptic Assessment

# The synoptic assessment

The synoptic assessment is a controlled assessment that is set by City & Guilds.

The synoptic assessment is an assignment which includes written and practical tasks and has to be undertaken within a set window (February to May).

The synoptic assignment is uploaded onto the City & Guilds website in the autumn term in the assessment materials section under the qualification information, document tab and assessment materials.

The synoptic assessment is password protected. The password can be found on Walled Garden under the qualification – enter the 6 digit qualification code e.g. 7906-20.

There is only one opportunity in each academic year for learners to complete the synoptic assignment

Learners who fail or underperform will have one opportunity to re-sit.

The re-sit opportunity will be in the next academic year

The synoptic assignment will be different each year.

If the re-sit is failed, the learner will not achieve the qualification.



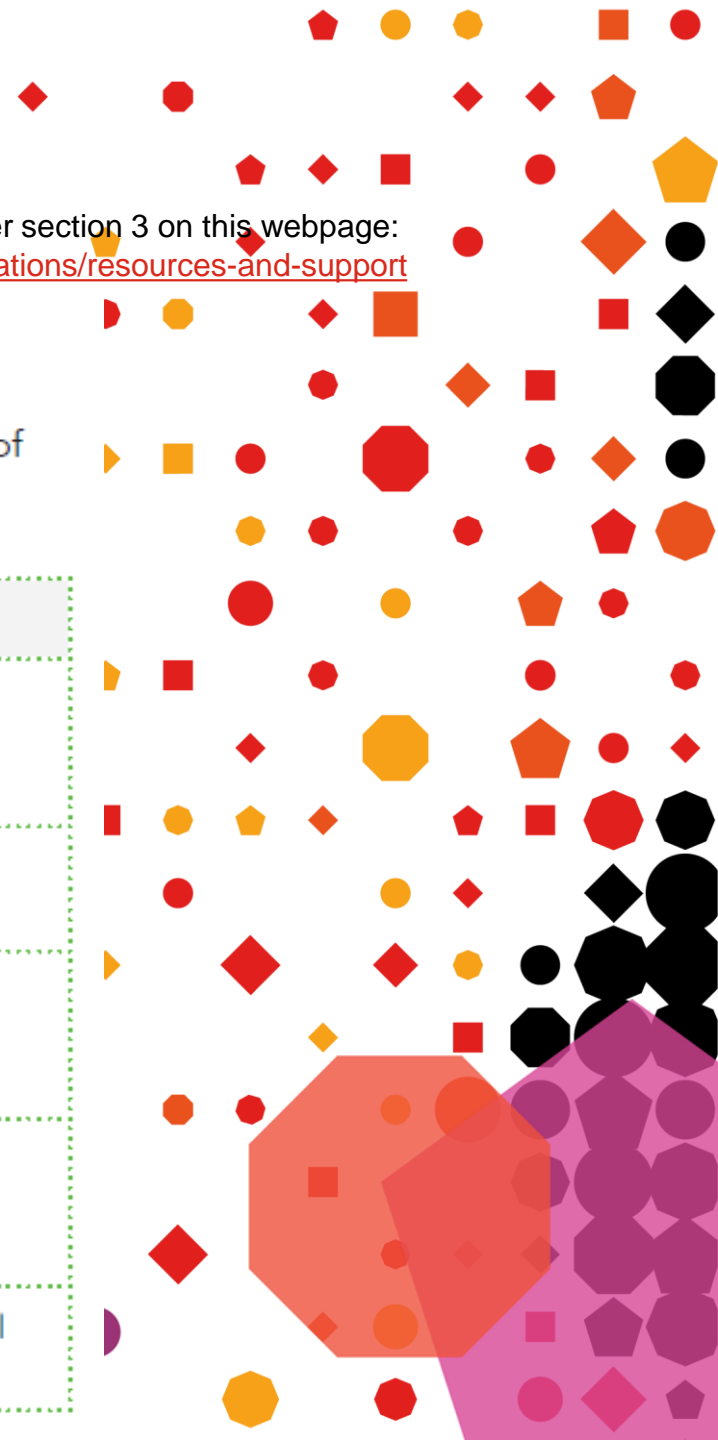
## Centre forms

### 1.3 Centre forms

These are the specific Technical Qualification forms that centres must use during the marking and moderation process. They can be found in the 'Technical Qualifications – Resources and Support' page of the website.

Form	Description
Practical Observation forms	Used by tutors/markers to record candidate evidence of performance during practical observations (assignment-specific forms may be provided to replace the generic form for some qualifications).
Candidate Record Form	Used by tutors/markers to capture the justification for marks awarded, against each AO.
Declaration of Authenticity	Form signed by the candidate and the centre to demonstrate that the work is the learners' own. It also holds information on the amount of any support provided during assessment
Centre Standardisation Declaration Form	This confirms that centres have undertaken internal standardisation for the marking of the synoptic assignment, where there is more than one marker for the assessment.
Personal Interest Form	Used to provide information relevant to moderation, when a marker has a personal interest in a candidate (e.g. a parent or other relation), if required.

Technical qualifications centre forms can be found under section 3 on this webpage:  
<http://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support>

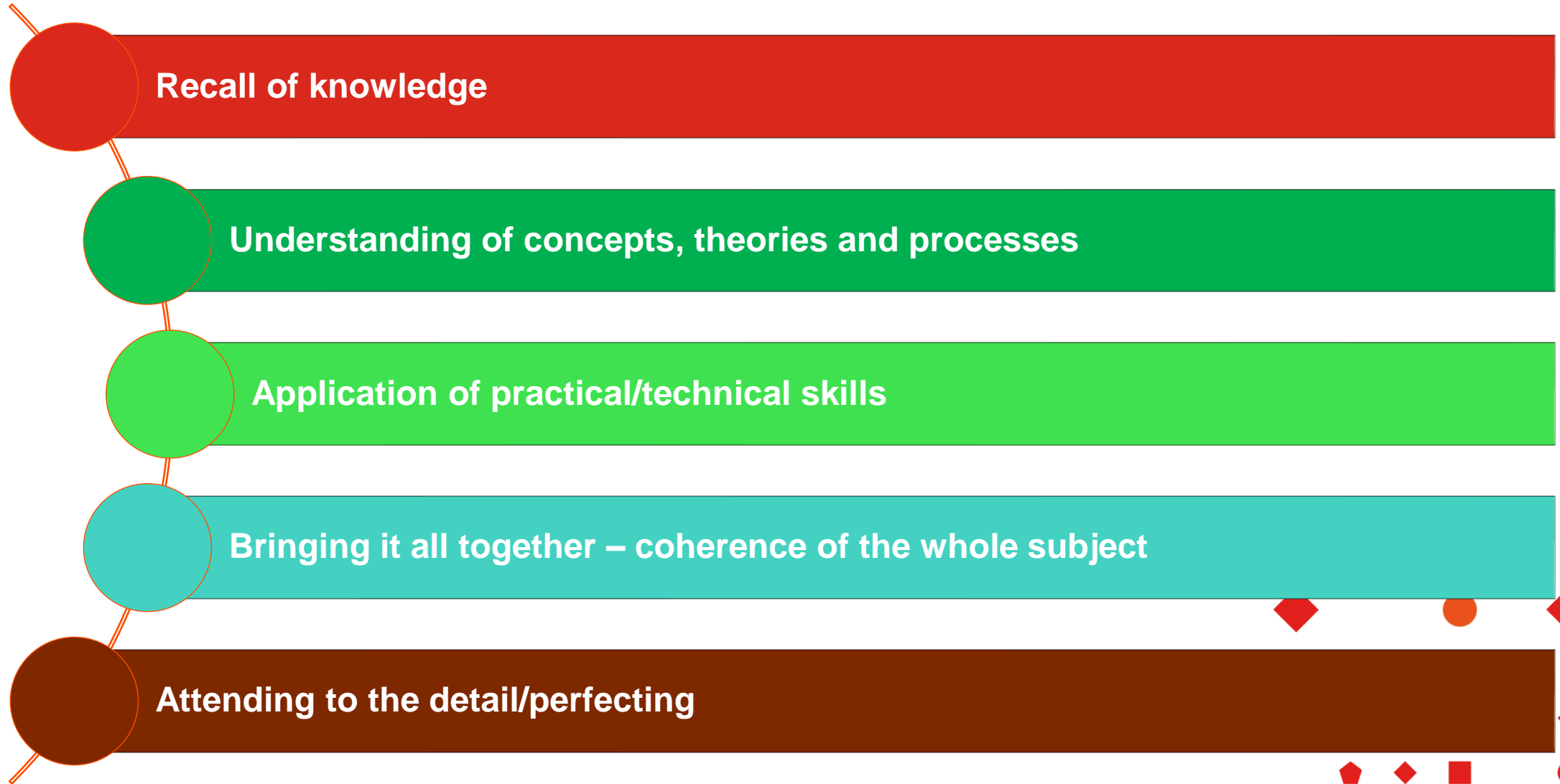


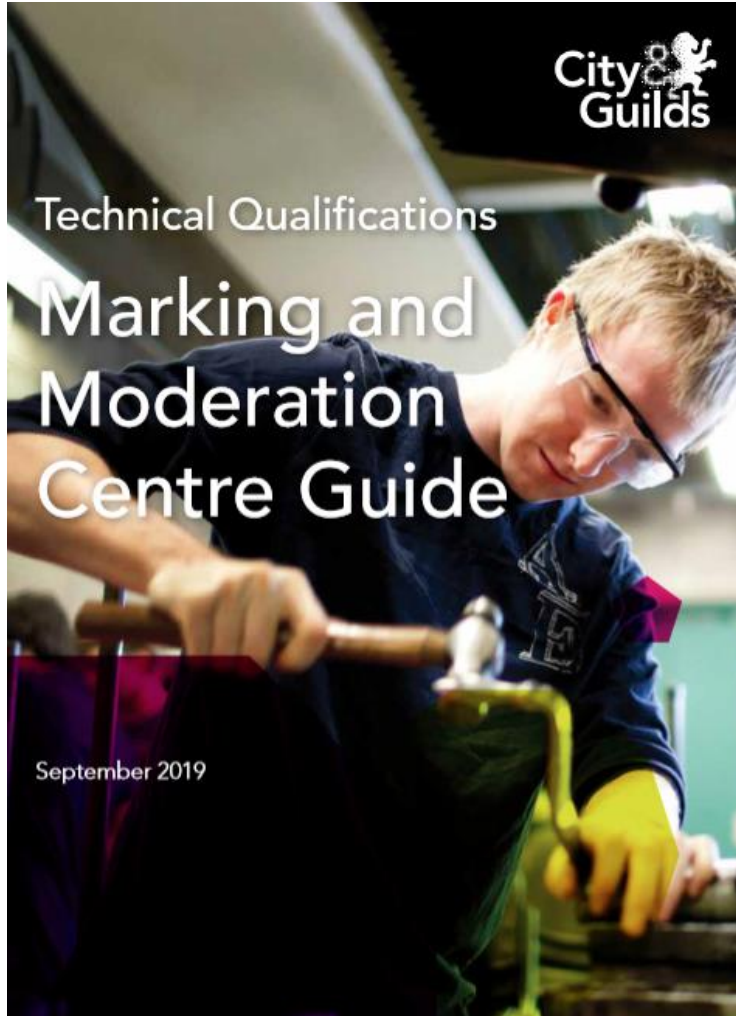


# THE ASSESSMENT OBJECTIVES AND MARKING GRID



# Assessment Objectives for Technicals





All requirements of marking and moderation can be found in this guide on our [website](#).  
We have included a specific link to the guide [here](#).

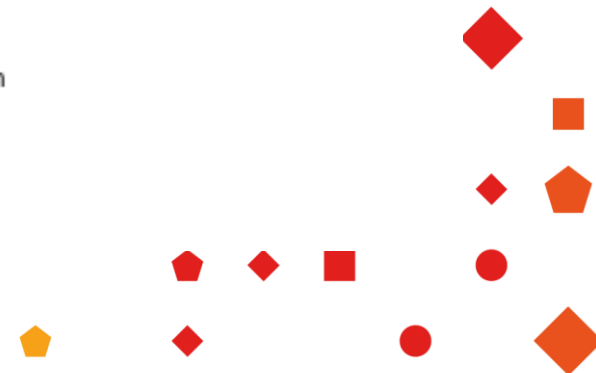
### AO1

Recalls knowledge from across the breadth of the qualification

Security of factual knowledge base that is available to the candidate when presented with a problem. The candidate's ability to recall the specific knowledge that is important in relation to the context is what is being assessed – the breadth of knowledge seen may be limited by the context so should be viewed in this light – in that have they recalled the breadth you expect given the context – gaps in knowledge may still be apparent and should be taken into account. External examination will test this further.

Focus on:

- Relevant breadth and depth
- Accuracy/correctness of content



## AO2

**Demonstrates understanding of concepts, theories and processes from across the breadth of the qualification**

Security of understanding of the theories, concepts and processes that underpin the qualification – the ability of the candidate to correctly apply or explain understanding in the specific context or make plausible adjustments to thinking that demonstrates understanding rather than recall or mimicry.

This is about quality of understanding of individual concepts rather than recall of facts or ability to draw information together.

**Focus on:**

- Security of understanding
- Accuracy, confidence in application
- Willingness to question/formulate new ideas in response to the brief

## AO3

**Demonstrates technical skills from across the breadth of the qualification**

Ability in carrying out the practical and technical skills required by the qualification – for some areas this is typically ease of the hand eye coordination when using tools, but could also relate to confidence in other skills for example interpersonal skills for other areas.

Hand eye coordination, or ease of use and evidence of experience and familiarity with skills is the focus here.

**Focus on:**

- Quality of skill, dexterity, familiarity, fluidity
- Ability to draw on practical experience to adjust practice to avoid or deal with complexity or problems



**AO4** Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes

Recognition of the subject as a whole, interconnected body of knowledge and skills – the ability to use and integrate knowledge from across the qualification rather than compartmentalising learning within topic or unit.

This is about the use of theory to assist implementation of skills, the combination of theory and concepts to address the context or to solve problems.

Focus on:

- Integration, interplay of theories, concepts, skills having an impact on implementation

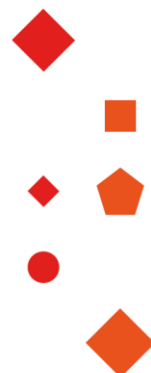
**AO5** Demonstrates perseverance in achieving high standards and attention to detail while showing an understanding of wider impact of their actions

Use of feedback for example sensory (looking, listening, feeling, tasting, smelling), measurements, tests or other feedback mechanisms to check quality in order to improve the outcome. This should include ensuring their actions support quality in the wider picture (for example meeting time commitments, ensuring their actions will enhance rather than have a detrimental impact on the work of others) - this might typically be seen as care and attention, focus, engagement, with the aim to improve quality.

In some areas might occur as much or more in the preparation as finishing. This is in part attitudinal relating to the persistence required to achieve high standards – 'I think it's nearly there' rather than 'it's good enough' or 'that'll do'.

Focus on:

- Evidence of repeated checking for example to get right first time or to revise
- Precision, care, quality



## The Marking Grid explained

<p><b>1</b> The assigned weighting for the qualification.</p>	<p><b>40</b></p>	<p><b>AO3 Application of practical/ technical skills</b></p> <ul style="list-style-type: none"> <li>How practiced/fluid does hand eye coordination and dexterity seem?</li> <li>How confidently does the candidate use the breadth of practical skills open to them?</li> <li>How accurately/ successfully has the candidate been able to use skills/achieve practical outcomes?</li> </ul>	<p><b>(1-8 marks)</b></p> <p>Some evidence of familiarity with practical skills. Some awkwardness in implementation, may show frustration out of inability rather than lack of care.</p> <p>Unable to adapt, frustrated, flaws, out of tolerance, imperfect, clumsy.</p>	<p><b>(9-16 marks)</b></p> <p>Generally successful application of skills, although areas of complexity may present a challenge. Skills are not yet second nature.</p> <p>Somewhat successful, some inconsistencies, fairly adept/ capable.</p>	<p><b>(17-24 marks)</b></p> <p>Consistently high levels of skill and/or dexterity, showing ability to successfully make adjustments to practice; able to deal successfully with complexity.</p> <p>Dextrous, fluid, comes naturally, skilled, practiced.</p>
<p><b>2</b> Assessment Objective</p>			<p><b>Examples of skills expected:</b> measuring skills; working safely; setting out, gauging, levelling and plumbing skills; correct use of tools, equipment and materials; positioning and fixing of components.</p> <p>Few tasks completed, poor quality of work, a few tolerances met.</p> <p><b>To access higher marks</b></p> <p>Most tasks completed but to a generally poor standard. Tasks show inaccuracies. Demonstrates some skills when approaching the tasks.</p>	<p>Most tasks completed to an acceptable standard within a majority of tolerances. Demonstrates good range of skills when approaching the tasks.</p> <p><b>To access higher marks</b></p> <p>All tasks completed to a good standard. Measurements are mostly accurate.</p>	<p>All tasks completed to a high standard. Measurements are consistently accurate. All tolerances met. Demonstrates excellent range of skills when approaching the tasks.</p> <p><b>To access higher marks</b></p> <p>Tasks consistently completed to an excellent standard. Measurements are consistently accurate. All tolerances exceeded.</p>
<p><b>3</b> Questions to use as prompts to focus the marking.</p>				<p><b>6</b> Qualification specific guidance as to what the quality of performance might look like for this qualification</p>	

**4** The minimum and maximum marks that are available to allocate in the band

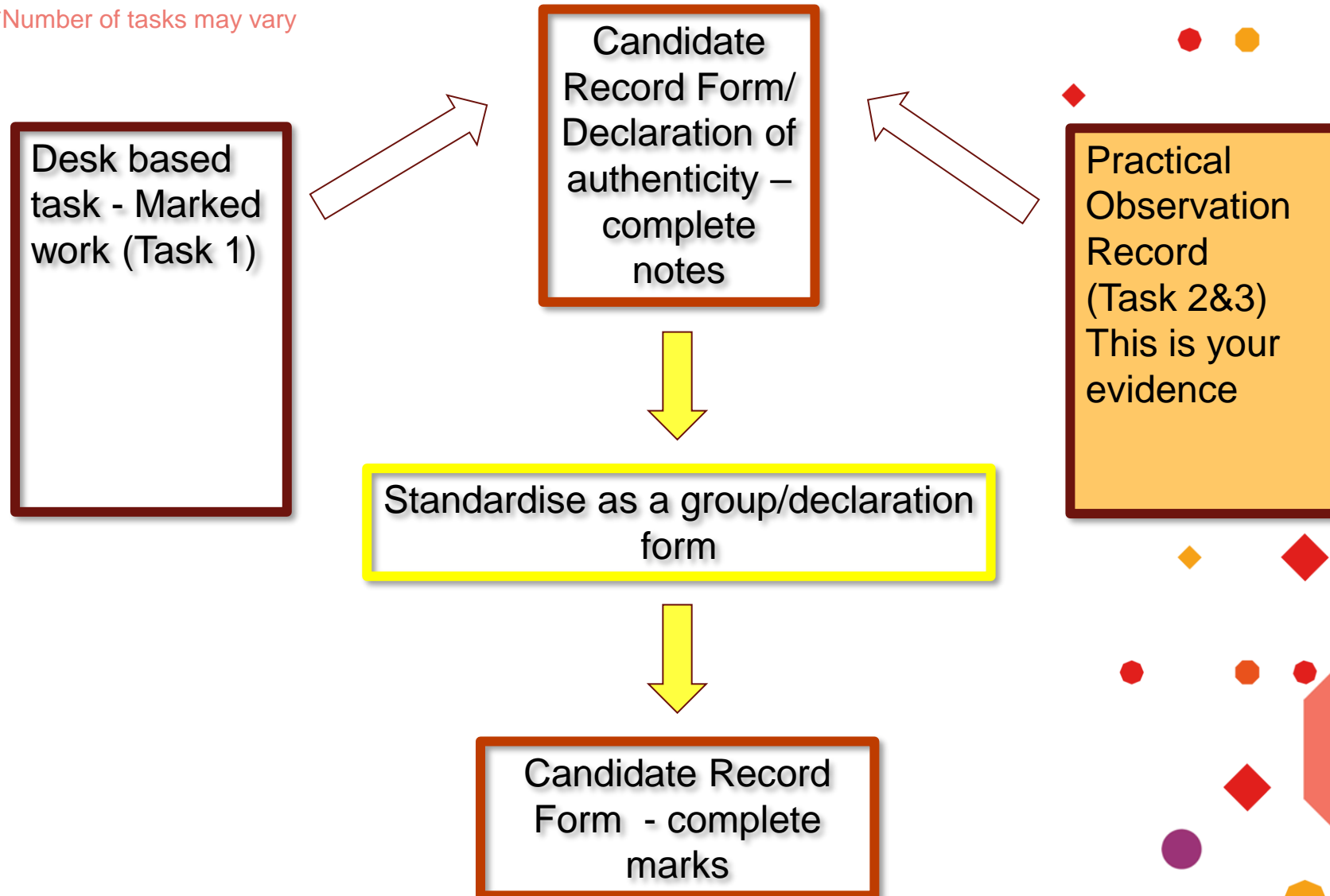
**5** A generic description of performance quality for the band



## Marking of Synoptic Assessments

### Flow Chart

\*Number of tasks may vary



## Tutors responsibilities for marking synoptic assessments

Tutors should:

Ensure they are familiar with the Marking and moderation guide

Comment on the quality of work produced and only allocate marks (NOT grades) against each assessment objective.

Total the marks for each learner.

Submit the marks for the whole cohort.

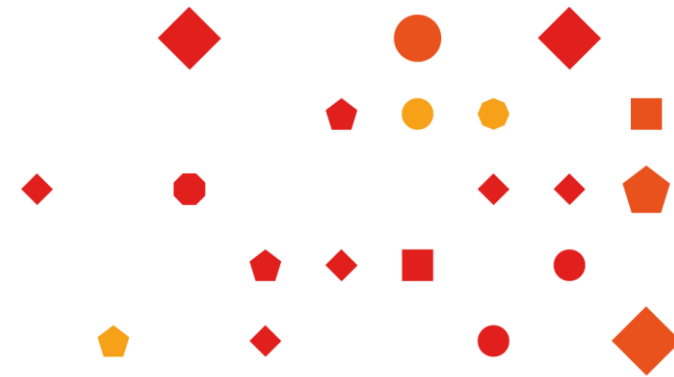
Submit learners' evidence for the sample, depending on the size of the cohort:

No of learners	Sample size	The sample must include:
12 or fewer	All	<ul style="list-style-type: none"><li>• The highest marked learner</li><li>• The lowest marked learner</li><li>• A range in between</li></ul>
13-100	12	
101-200	15	
More than 200	20	

(Refer to Marking and moderation guide)

Ensure that all evidence to be uploaded is collated in a logical order and named with the relevant Task. E.g. Task 1 – Report.

# Moderation: Craft- visit CBE- remote



## Moderator visit

The objective of the moderation visit is to:

- Ensure that evidence gathered by the tutor during the practical sections of the synoptic assessment is **sufficient, valid** and **reliable** enough to support marking or moderation
  - Allow the **independent** collection of evidence by the moderator providing a **benchmark** against which to compare the tutor-produced evidence
- Please note that the moderation visit is not an opportunity for the moderator to give feedback on the accuracy of centre marking, or to comment on whether candidates are likely to pass or fail.

# Arranging moderation visits

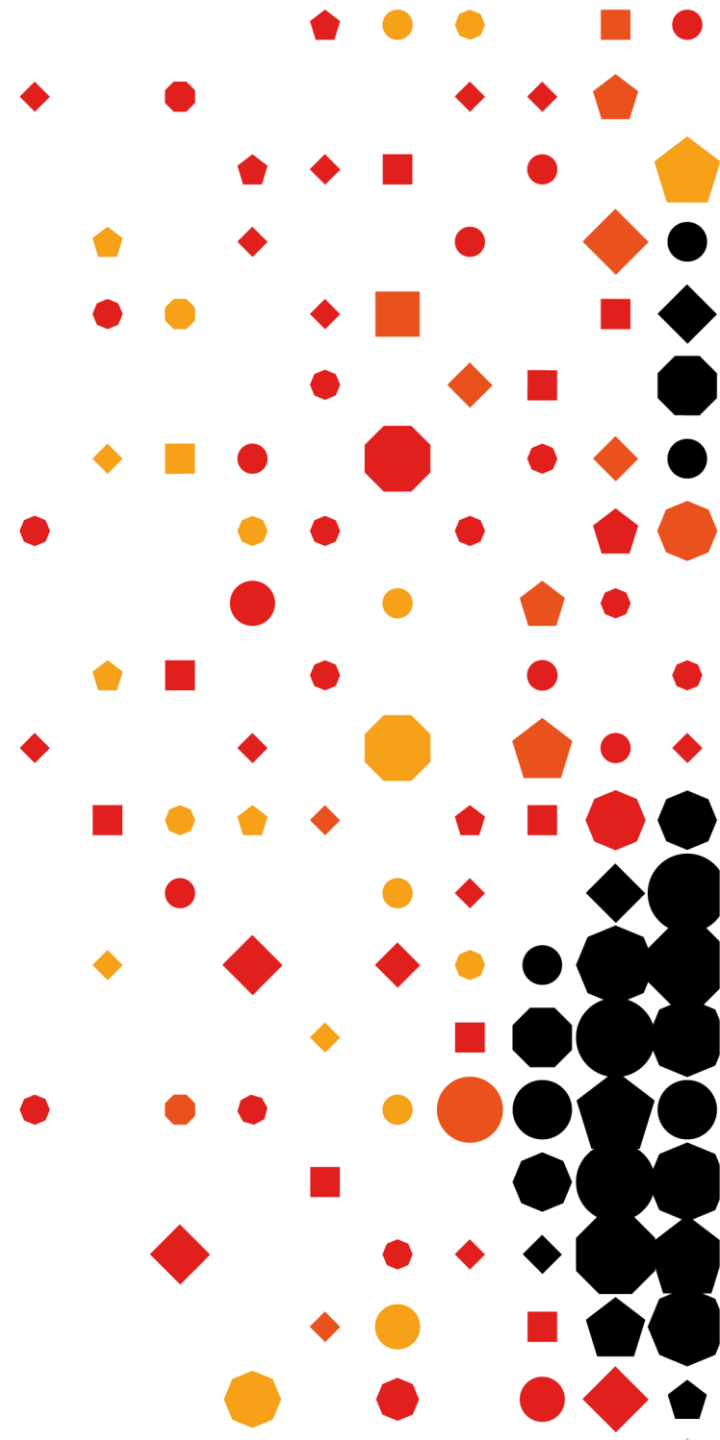
Moderators are allocated to each centre, who are responsible for undertaking the visit.

The moderator will need to observe any practical task, which generate significant ephemeral evidence.

The centre must provide the proposed scheduling for this part of the assessment along with details of all markers and Internal Quality Assurers (IQAs).

The moderator then confirms with the centre the criteria for the sample of candidates they will observe and any other relevant information.

The visit will take place as early as possible in the synoptic assignment assessment window, in order to ensure that any guidance and feedback on evidence gathering and recording can be applied to the whole cohort.



# During the visit – role of the moderator (1)

## Before the practical

- Review the practical plans provided by the centre. Establish the plan for the day and ensure that the agreed sample can be observed at the appropriate stage
- **State the format and ‘rules of the game’**
  - Moderator won’t interfere with the practical
  - Will work alongside (independently) of the tutor / marker gathering evidence
  - Moderator will not be providing feedback on the marking

## During the practical

- **Take notes on the performance of the candidates - independently of markers**
- **Take initial notes on the tutor / marker’s approach to the practical task / gathering evidence, e.g.**

## After the moderation visit

Once the visit has taken place, the centre will be provided with a copy of the completed Moderation Visit Feedback Form. They should continue with their assessment and marking activity as planned, taking into account this feedback.



## During the visit – role of the moderator (2)

The moderator will provide feedback to the IQA (or lead marker) on the following areas:

whether the evidence produced by the assessor/s was appropriate for the task, focused on the right areas and aligned with the correct AOs.

whether the evidence collected by the learner was sufficient, valid and of the appropriate quality to support marking and moderation.

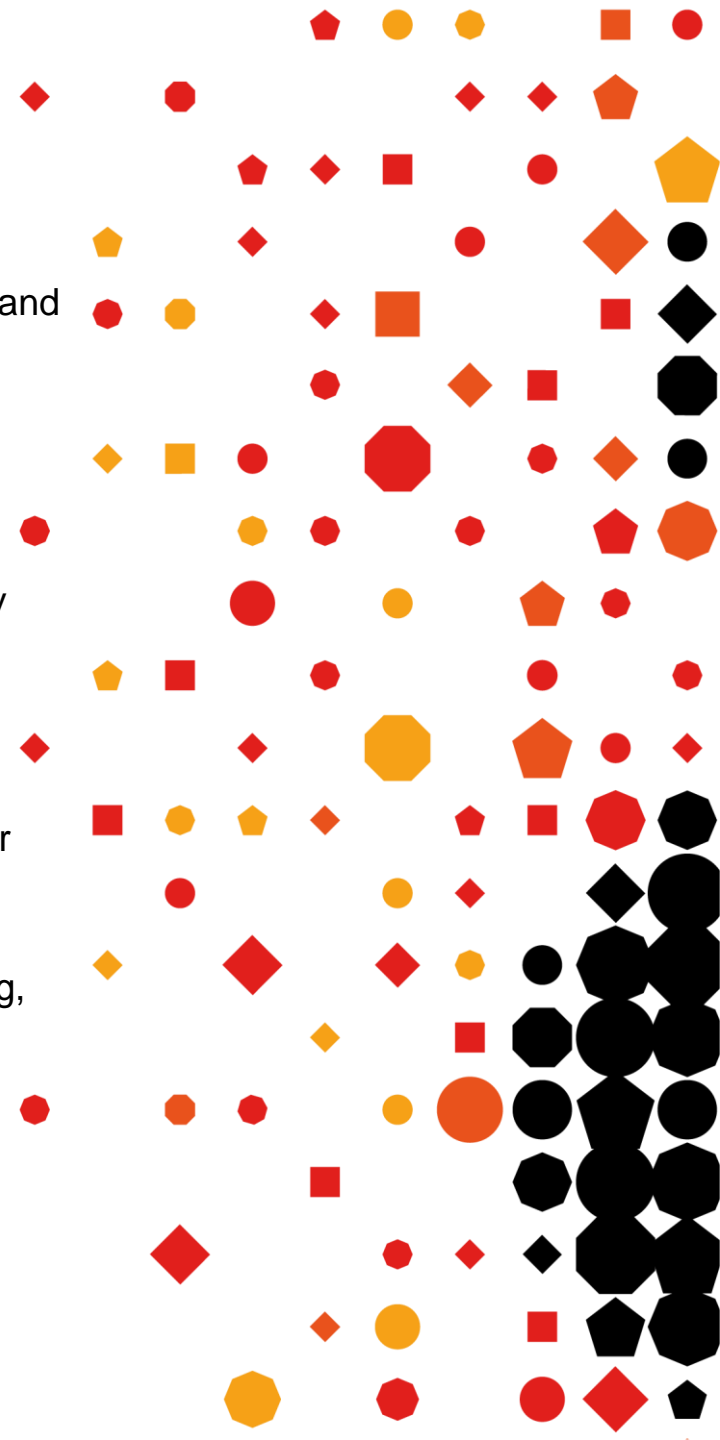
whether the evidence collected provided clear descriptions of the performance which validated/justified any subjective language/conclusions (e.g, what about the performance made it 'good' or 'excellent')

whether markers/tutors are collecting evidence on learner performance across the full range of AOs

whether additional evidence could be provided to ensure that the moderator gets a clear view of the learner performance

advice and guidance on the format of the tutor/marker notes and the nature of any supporting evidence (e.g, whether photographs validly represent the candidates' work, how to label/identify this evidence)

a comparison of the evidence gathered by different tutors/markers highlighting examples of good and poor practice (where relevant) any follow-up actions that the centre should take.





# City & Guilds Moderation Portal E-Portfolio

# Moderation portal

HomePackagesCoursesCompaniesTeamModerationReportsSettings

Hi Rachel Roberts, Welcome to Moderation Portal.

With the launch of our new Learning Assistant e-portfolio system, candidates are able to complete their qualification online! Saving time, money, petrol and paper, Learning Assistant will improve the efficiency of our training delivery. Learning Assistant's tailored service results in immediate learning benefits.

DashboardSummaryLicenceProfileResources

Duchy College 053955S (053955S)	Level 3 Working dogs (0173-332)	Moderation Complete	06 Oct 17 12:38
London Design & Engineering UTC (006686)	Level 2 Designing and Planning the Built Environment - Synoptic assignment (1) (6720-003)	Moderation Complete	22 Sep 17 16:52
North Kent College (061109)	Level 3 Media Makeup Artistry - Synoptic assignment (1) (6010-031)	Moderation Complete	22 Sep 17 16:32

Moderation Group Filter

Use the drop-down to find your Group.

Moderation Group:

Centre 100002,TEST COURSE 1

Select

Moderation Group Detail

Centre 100002

TEST COURSE 1

Moderation Status:

Ready For Marks

Uploaded Date:

21/12/2016

Candidate Units

Candidate	Assessed Mark/Grade	Assessor
Learner11, Test		Default Assessor
Learner11, Test	---	Default Assessor
Learner12, Test		Default Assessor
Learner12, Test	---	Default Assessor

City&Guilds

A City & Guilds Group Business

# Moderation Portal – Centre Forms

These are the key forms that are used by centres, and City & Guilds during the marking and moderation process. These are available in the Quality Assurance documents section of the City & Guilds website.

Centre forms	
<b>Practical Observation forms</b>	Contained in the assignment pack and used by tutors to record candidate evidence during practical observations (assignment specific forms may be provided to replace the generic form for some assignments).
<b>Declaration of Authenticity</b>	Used by the candidate and centre to record information used for authentication of evidence and as a declaration of authenticity. It also holds information on the amount of any support provided during assessment
<b>Candidate Record Form</b>	Contained in the assessment pack and must be used by tutors to log remarks and justifications for the marks awarded for each AO
<b>Centre Standardisation Declaration Form</b>	This confirms that the centres undertook internal standardisation for the marking of the synoptic assessment, where there is more than one marker for the assessment. It must be submitted along with the results and sample evidence
<b>Personal Interest Form</b>	Used by centres to upload additional information relevant to moderation to the platform e.g. indication when a marker has a personal interest in a candidate (for example a parent or other relation)

# Moderation Portal – Evidence Upload

Detailed below are the evidence requirements for upload to both the 'Group Evidence' section and for individual candidate evidence. Evidence for candidates is only required for a certain number of candidates within the cohort. Sample sizes can be found in the Marking & Moderation Guide.

Group Evidence	Candidate Evidence
Employer Involvement evidence*	Candidate Record Form
Employer involvement planner *	Declaration of Authenticity
Centre Standardisation Declaration	Candidate Assessment evidence
Personal Interest form (if required)	Practical Observation form
	Centre Assessed Components - sample of candidate evidence

12 or fewer	All candidates
13-100	12
101-200	15
More than 200	20

# Employer involvement evidence to upload

Centre name	
Centre no.	
Academic Year (e.g. Sep 2016 / 2017)	

Planning						
Qualification no.	Employer name	Employer contact name	Employer Telephone	Employer Email	Planned type of activity (Please select from the drop down list)	When activity (approx. month approval)

**City & Guilds** K56 Technical Qualifications  
Employer Involvement Planner and Tracker  
Version 1.1

The planner can be used to capture your centre's involvement with the employer involvement requirements for the qualification at the appropriate stage.  
Following completion of an ongoing baseline audit, the planner will record and record evidence of employer involvement activities.  
It is a record for your centre to use to provide evidence of employer involvement activities to the awarding body.

Centre name: Andrew College  
Centre no.: 2001  
Academic Year (e.g. Sep 2016/2017): 2016/2017

Qualification no.	Employer name	Employer contact name	Employer Telephone	Employer Email	Planned type of activity (Please select from the drop down list)	When activity will take place (approx. month approval)	Notes (an additional document attached)	Did activity take place? YES/NO	If YES please outline date of activity	If YES please indicate number of employees	Location attendance / participation record attached? YES/NO
9013-00	London School of Design	Stephen Leggett	020 7000 0000	stephen.leggett@london-school.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-03	Borehampton School	Stephen Leggett	020 7000 0000	stephen.leggett@london-school.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-11	London School of Design	Stephen Leggett	020 7000 0000	stephen.leggett@london-school.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-27	NRU	Harish Vohra	020 7000 0000	harish.vohra@nru.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-28	NRU	Harish Vohra	020 7000 0000	harish.vohra@nru.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-30	NRU	Harish Vohra	020 7000 0000	harish.vohra@nru.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				
9013-30	NRU	Harish Vohra	020 7000 0000	harish.vohra@nru.co.uk	Work placement	Various times for individual learners	Agreement on the equipment to be provided and the project and service and the agreed to be provided including general education opportunities in the area				

Attendance / participation record led? YES/NO

**Centre Declaration**  
To be completed by the Centre Contact (the key contact for Employer Involvement at the centre) at **submission** stage

☐ By ticking this box I / we confirm that the information in this form is accurate and that I / we have the necessary consents to provide any personal information set out in this form to The City and Guilds of London Institute to use for the purpose of quality assuring the employer involvement requirements for the Technical Qualifications

Title	
First name	
Surname	
Job title	
Email	
Telephone	
Submission date	

- Confirmation that all candidates have met the requirement
- Completed Planner and Tracker
- Sample of group evidence (e.g. attendance register)



# Theory exam



# PROPOSED TECHNICAL EXAMINATION TIMETABLE 2020

Centres to refer to exams timetables on web site for confirmation of dates and times etc

Suite No.	Component Title	E-volve	Paper Based	Written or M- Choice	Spring exam Week No	Spring Exam Date	Summer exam Week No	Summer exam Date	Start Time	Finish Time
6720-21 22	L2 Constructing & Maintaining the Built Environment –Theory Exam (1)	002	502	Written	26	25-Mar-20	35	17-Jun-20	09:30	11:30
	L2 Designing and planning the Built Environment – Theory Exam (1)	004	504		26	27-Mar-20	36	23-Jun-20	09:30	11:30
6720-34	L3 Constructing the Built Environment (360) Theory Exam (1)	040	540	Written	26	26-Mar-20	35	17-Jun-20	09:30	11:30
6720-35	L3 Constructing the Built Environment (540) Theory Exam Construction (1)	042	542	Written	26	26-Mar-20	35	17-Jun-20	09:30	12:30
	L3 Constructing the Built Environment (540) Theory Exam D and P (1)	044	544	Written	26	26-Mar-20	35	17-Jun-20	09:30	12:30
6720-36	L3 Constructing the Built Environment (720) Theory Exam (1)	040	540	Written	26	26-Mar-20	35	17-Jun-20	09:30	11:30
	L3 Constructing the Built Environment (720) Theory Exam Construction (2)	046	546	Written	25	20-Mar-20	35	16-Jun-20	09:30	11:30
	L3 Constructing the Built Environment (720) Theory Exam D and P (2)	048	548	Written	25	20-Mar-20	35	16-Jun-20	09:30	11:30
	L3 Constructing the Built Environment (720) Theory Exam C and E (2)	N/A	550	Written	25	20-Mar-20	35	16-Jun-20	09:30	11:30
6720-37	L3 Constructing the Built Environment (1080) Theory Exam Construction (1)	042	542	Written	26	26-Mar-20	35	17-Jun-20	09:30	12:30
	L3 Constructing the Built Environment (1080) Theory Exam Construction (2)	052	552	Written	25	20-Mar-20	35	16-Jun-20	09:30	12:30
	L3 Constructing the Built Environment (1080) Theory Exam D and P (2)	054	554	Written	25	20-Mar-20	35	16-Jun-20	09:30	12:30
	L3 Constructing the Built Environment (1080) Theory Exam C and E (2)	N/A	556	Written	25	20-Mar-20	35	16-Jun-20	09:30	12:30
7905	L2 Bricklaying – Theory Exam (1)	003	503	M-Choice	26	23-Mar-20	35	15-Jun-20	09:30	11:30
	L3 Bricklaying – Theory Exam (1)	001	501	Written	26	24-Mar-20	35	16-Jun-20	09:30	12:00
7906	L2 Site Carpentry –Theory Exam (1)	007	507	M-Choice	25	16-Mar-20	35	15-Jun-20	09:30	11:30
	L3 Site Carpentry –Theory Exam (1)	001	501	Written	26	23-Mar-20	36	22-Jun-20	09:30	12:00
7906	L2 Architectural Joinery –Theory Exam (1)	005	505	M-Choice	25	16-Mar-20	35	15-Jun-20	13.30	15:30
	L3 Architectural Joinery –Theory Exam (1)	003	503	Written	26	23-Mar-20	36	22-Jun-20	13.30	15:30
7907	L2 Painting and Decorating –Theory Exam (1)	003	503	M-Choice	26	24-Mar-20	35	16-Jun-20	09:30	11:30
	L3 Painting and Decorating –Theory Exam (1)	001	501	Written	26	25-Mar-20	35	17-Jun-20	13.30	15.45
7908	L2 Plastering –Theory Exam (1)	005	505	M-Choice	26	26-Mar-20	35	18-Jun-20	09:30	11:30
	L3 Plastering –Theory Exam (1)	001	501	Written	26	27-Mar-20	36	22-Jun-20	09:30	12:00
	L3 Plastering –Theory Exam (1)	003	503	Written	26	27-Mar-20	36	22-Jun-20	13:30	16:00

# How do I know what units are covered within each exam?

Each handbook has a full listing of all unit criteria available. Not all these units will appear on Walled Garden. Some of the units will be completed within the Synoptic Assignment or the Theory Exam.

## Qualification structure

To achieve the **City & Guilds Level 2 Technical Certificate in Painting and Decorating** the teaching programme must cover the content detailed in the structure below:

Unit number	Unit title	GLH
<b>Mandatory</b>		
201	Principles of construction	60
202	Access equipment	30
203	Preparation of surfaces for decoration	60
204	Application of surface coatings	60
205	Application of papers to wall and ceilings	90
206	Producing decorative colour effects	60
<b>Total GLH</b>		<b>360</b>

Exam 003\* - online  
Exam 503\* - paper  
\* Select one of these codes in Walled Garden to choose a paper or online theory exam

The way the exam covers the content of the qualification is laid out in the table below:

**Assessment type:** Multiple choice exam\*

**Assessment conditions:** Invigilated examination conditions

**Grading:** X/P/M/D

003/503	Duration: 2 hours		
Unit	Unit title	Number of marks	%
201	Principles of construction	12	20
202	Access equipment	6	10
203	Preparation of surfaces for decoration	15	25
204	Application of surface coatings	15	25
N/A	Applied knowledge and understanding	12	20
<b>Total</b>		<b>60</b>	<b>100</b>

\*These exams are sat under invigilated examination conditions, as defined by the JCQ:  
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Entry for exams can be made through the City & Guilds Walled Garden.

## EXAMPLE

The Level 2 Technical Certificate in Painting and Decorating (7907-20) has units 201-206. For the theory exam units 201-204 are covered within the criteria of unit 003/503 – The online or paper based Theory Exams.

The exams are based on the following set of assessment objectives (AOs). These are designed to allow the candidate's responses to be assessed across the following three categories:

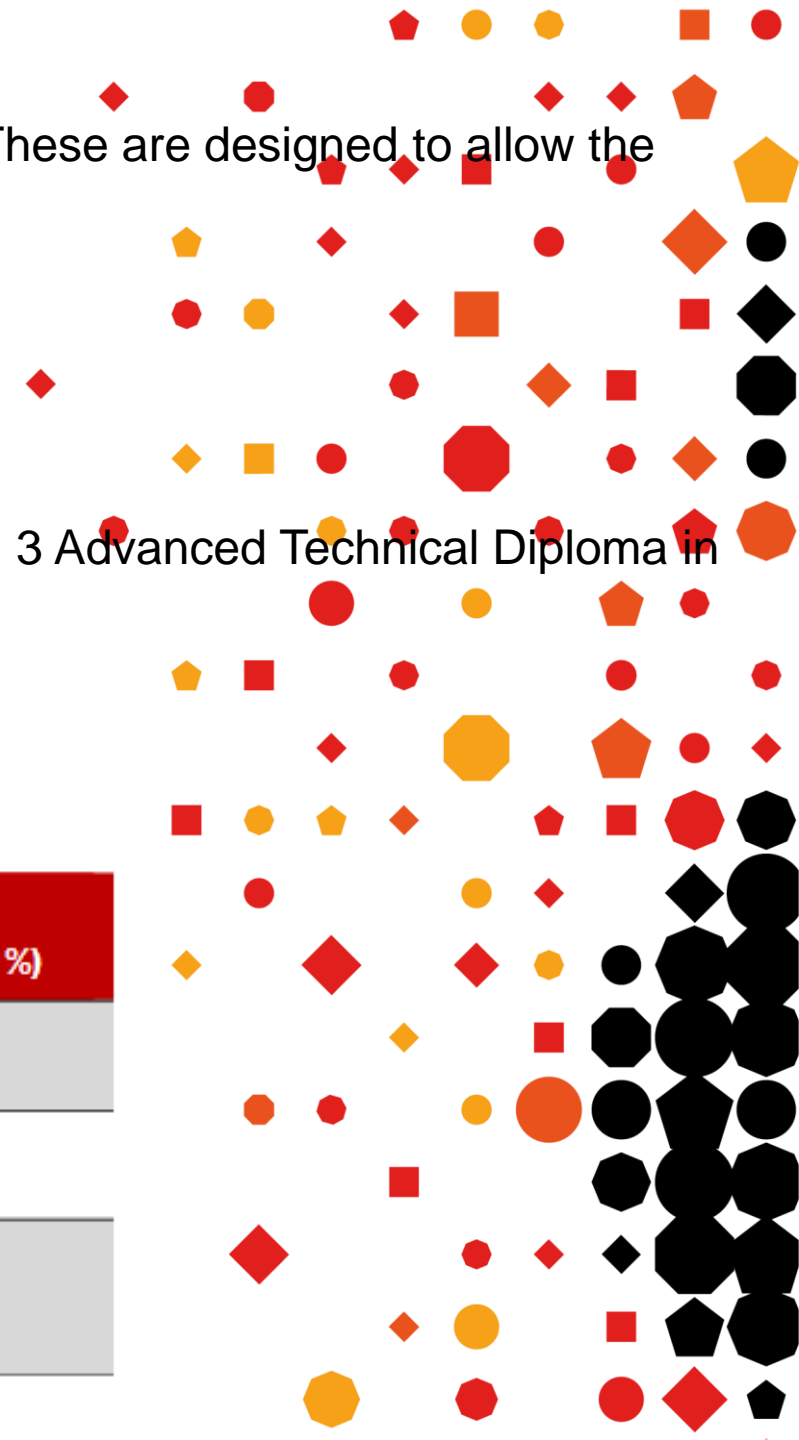
- **Recollection** of knowledge.
- **Understanding** of concepts, theories and processes.
- **Integrated application** of knowledge and understanding.

In full, the assessment objectives covered by the exam for the 7906-30 Level 3 Advanced Technical Diploma in Site Carpentry are:

### Exam specification

Assessment Objective weightings per exam.

Assessment Objective	Exam 001/501 weighting (approx. %)
AO1 Recalls knowledge from across the breadth of the qualification.	41
AO2 Demonstrates understanding of concepts, theories and processes from across the breadth of the qualification.	42
AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	17



# The theory exam

Results of exams will be made available in Walled Garden – City & Guilds secure website.

If a learner fails or underperforms, they are allowed one opportunity to re-sit.

The re-sit can be taken in the next sitting or in the next academic year.

A re-sit opportunity will need to be planned into your programme according to the duration of your course

The re-sit will be a different exam paper and if the re-sit is failed the learner will fail the Technical Award.

Learners who have passed the theory exam but want to attempt to achieve a higher mark can be entered for a second opportunity

The best result will count.

There is a fee for the re-sit exam.



## The theory exam (cont)

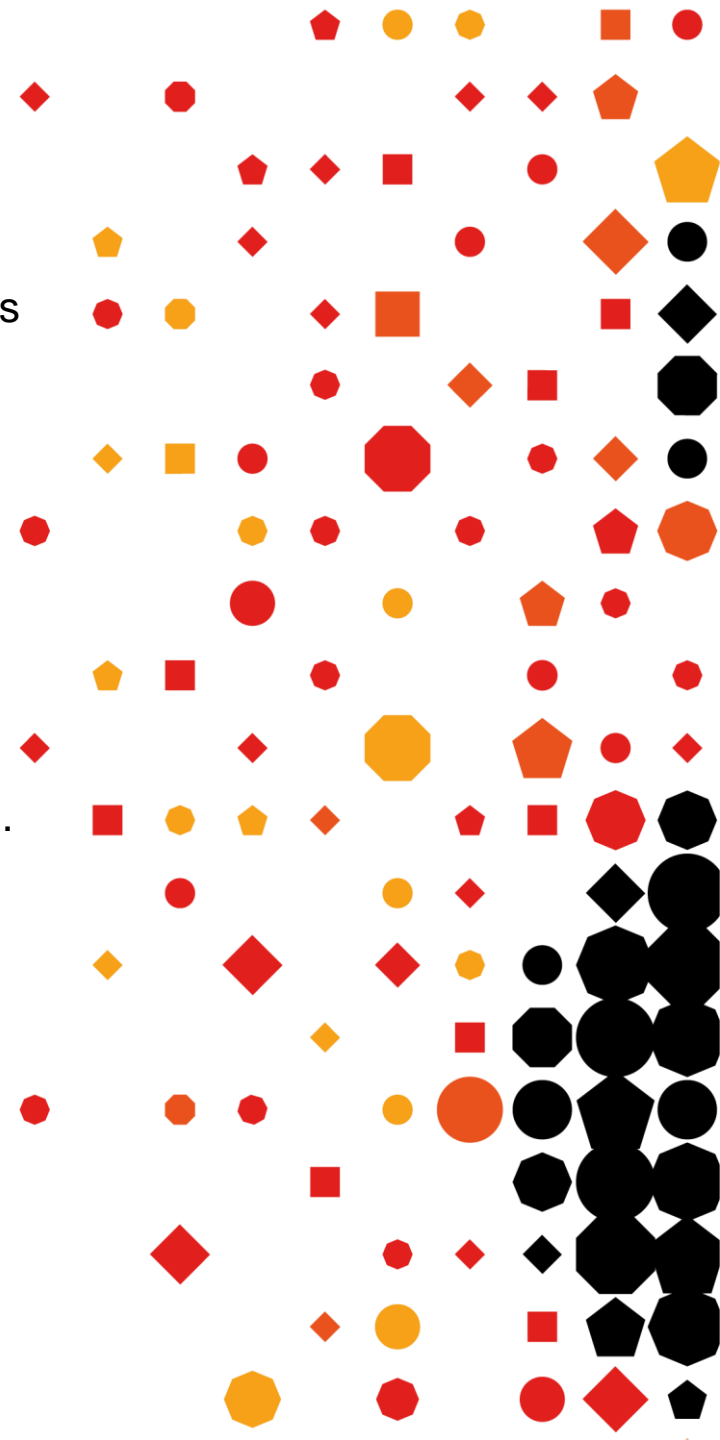
The theory exam is the externally assessed component. The exam is written by City & Guilds and marked by a City & Guilds examiner.

The exam is designed to assess the learner's depth and breadth of understanding across content in the qualification at the end of the period of learning, using a range of question types. The exam contributes 40% of the overall mark.

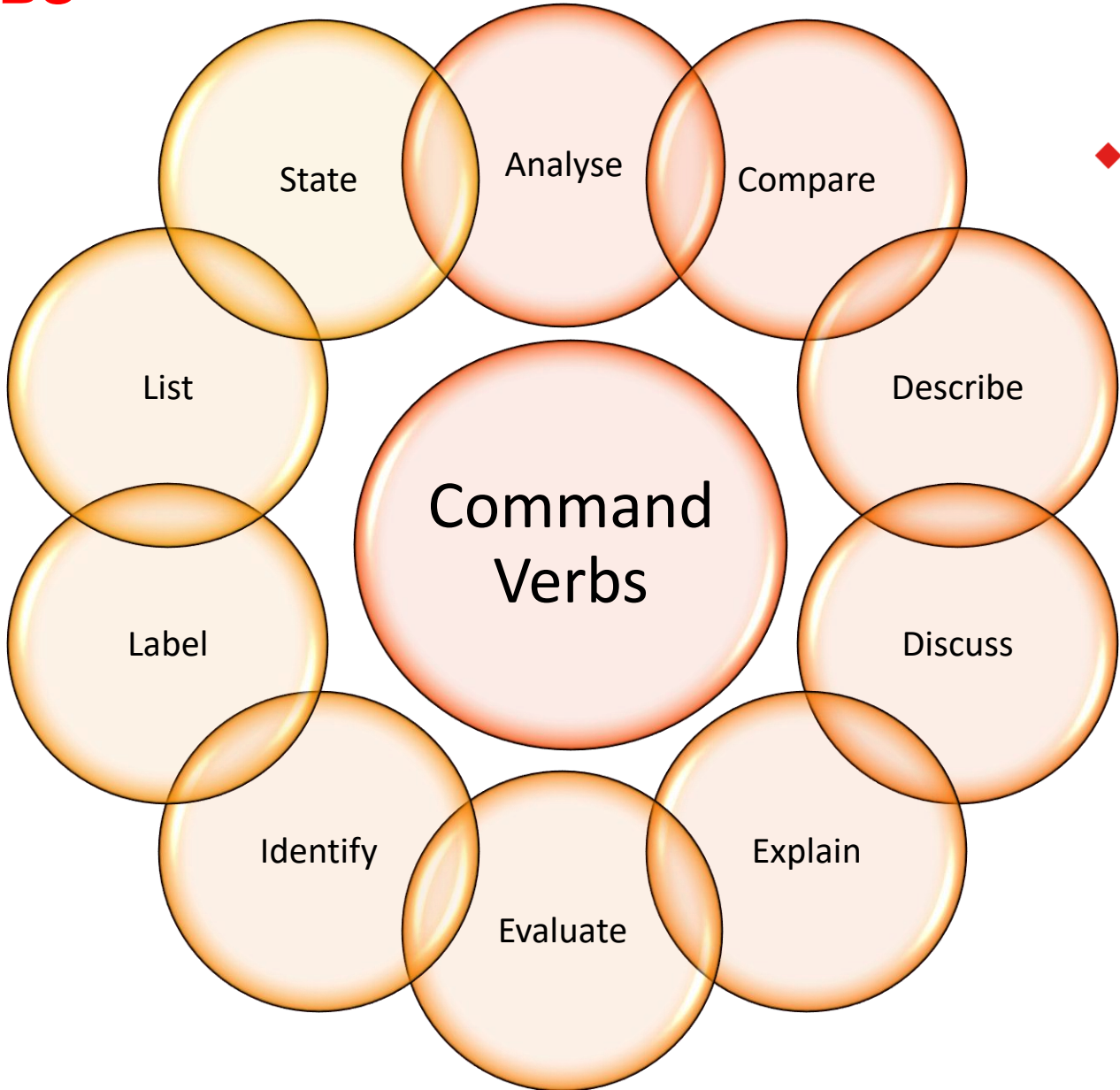
Centres can choose paper-based or online exams (via evolve) for their learners.

Exam papers are despatched to centres two weeks before the exam date and centres are given log in details approximately ten days before the exam date to access the online exam. Centres must comply with JCQ's requirements for keeping question papers and other exam materials secure.

Exams must be conducted under invigilated examination conditions. See JCQ requirements for details: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>



# COMMAND VERBS



Give a rationale  
Justify  
Name  
Propose  
Select  
Summarise

Calculate  
Define  
Differentiate  
Distinguish  
Evaluate  
Give examples/illustrate



## Question Types

- Exam will have a mix of question formats/types which:
- assess essential knowledge/understanding
- provide 'stretch and challenge' to:
  - differentiate candidates on their ability to demonstrate how fully they understand a topic (depth)
    - *How: ask for causes and effects, benefits and limitations, advantages and disadvantages, to compare and contrast, full topic coverage*
  - differentiate candidates on their ability to demonstrate upper levels of cognitive demand
    - analysis (differentiate), evaluation (critique), create (generate, propose)
    - command verbs to use - Discuss, Justify, Assess, Examine, Propose etc
- use knowledge and understanding from across units to answer the question (integration of knowledge/understanding)



## Short answer question - breadth

Name

Name the document used to determine the type and quality of materials to be used on a building project?

- a) Building regulations.
- b) Bill of quantities.
- c) Specification.
- d) Schedule.

AO1 Knowledge – recall of facts

## Short answer question - depth

Compared

What is the main advantages of using dry lining system compared to traditional system?

- a) Shorter drying time, better insulation, less wastage.
- b) Better insulation, faster process, more durable.
- c) Shorter drying time, better insulation, faster process.
- d) Faster process, longer drying time, more durable.

Answer C

AO1 Knowledge and AO2 Understanding

## Extended response question

Discuss

An external wall has a vertical crack as shown in Figure 3. Discuss the probable causes, investigation method and monitoring and suggest a suitable remedy and repair. (12 marks)



Figure 3

# Example learner marked work (1)

Stem	Candidate Response	Mark Achieved	Mark Available	Model Answer
When fitting cavity wall insulation, describe the importance of ensuring that the sheets are fixed in place securely and mortar is removed.	It is vital that sheets are <u>secruely fixed in place</u> , if a sheet is fixed incorrectly it may create a <u>cold spot</u> where <u>heat may transfer</u> to or create an area for any moisture to transfer across and penetrate the inside leaf of a cavity wall. If <u>mortar isn't removed</u> this may also create a <u>path for moisture</u> to penetrate. Any mortar may also <u>effect</u> the <u>insulations thermal properties</u> , possibly increasing heat loss, effecting R and U values.	5	5	<ul style="list-style-type: none"> <li>• If sheets are not <u>securely fixed</u> then they could come loose (1 mark) and bridge the cavity (1 mark)</li> <li>• Gaps in sheets could cause cold spots and condensation inside the building (1 mark)</li> <li>• Poorly fitted sheets will affect the insulation property of the completed wall. (1 mark)</li> <li>• If mortar <u>is left between</u> the sheets then it could <u>allow water to track</u> across the cavity (1 mark)</li> <li>• Clear of mortar droppings</li> </ul>
Name two components used in the construction of a fireplace opening.	A <u>constructional hearth</u> is used when constructing a fireplace opening, this forms the base of the fireplace opening. A fireback is used in the <u>contruction of a fireplace</u> opening to form the rear and help guide smoke up and away.	2	2	<p>Any <u>two of the following</u> for two marks, <u>one mark of each</u> Any other suitable answer accepted</p> <ul style="list-style-type: none"> <li>• Fireback</li> <li>• Throat unit</li> <li>• Vermiculite fill</li> <li>• Corrugated cardboard</li> <li>• Throat lintel</li> <li>• Jambs</li> </ul>

## Guide to the examination

The document comprises four sections:

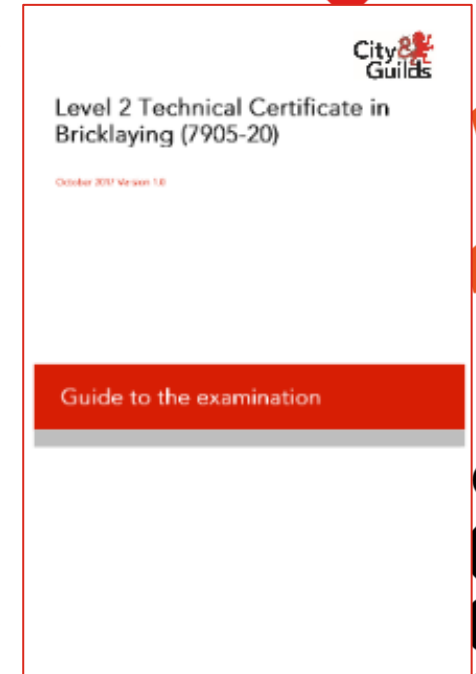
1. **Details of the exam.** This section gives details of the structure, length and timing of the exam.
2. **Content assessed by the exam.** This section gives a summary of the content that will be covered in each exam and information of how marks are allocated to the content.
3. **Guidance.** This section gives guidance on the language of the exam, the types of questions included and examples of these, and links to further resources to support teaching and exam preparation.
4. **Further information.** This section lists other sources of information about this qualification and City & Guilds Technical Qualifications.

### How the exam is structured eg at level 2

Each exam has a total of 60 marks and is made up of:

- approximately 10-12 short answer questions (Marks range from 2-8)
- 1 extended response question worth 12/15 marks.

- Short answer questions are used to confirm **breadth of knowledge and understanding**.
- The extended response question is to allow candidates to demonstrate **higher level and integrated understanding** through written discussion, analysis and evaluation. This question also ensures the exam can differentiate between those learners who are 'just able' and those who are higher achieving.





# QUALITY ASSURANCE STANDARDISATION

# Standardisation

Standardisation is vital in ensuring that centre marking is **consistent, valid and reliable**. Where centre marking is not standardised there is an increased risk that the moderation process will result in adjustments being made, or even a complete remark taking place, so it is an important process to understand and implement. Standardisation activities will involve the following:

- It is the IQA's role to ensure standardisation takes place and, along with the lead marker (where appointed), to ensure a common standard has been agreed and is being adhered to during marking
- Individually, markers should mark in draft a common sample of candidate work, using the candidate mark sheets.
- The common sample should be chosen to give coverage of the range of evidence expected, and to give examples of work that may be at the borderline between marking bands on the marking grid
- Where there are discrepancies in marks given, markers should examine these collectively and come to a consensus in interpreting the marking grid. If there is any disagreement, the Lead Marker/IQA will have the final say. There should not be an 'agreement to disagree', a final mark must be agreed
- Markers are encouraged to make and keep notes during standardisation to support them in maintaining the agreed standard throughout marking
- Fresh common pieces of evidence should then be marked to confirm closer agreement has been reached

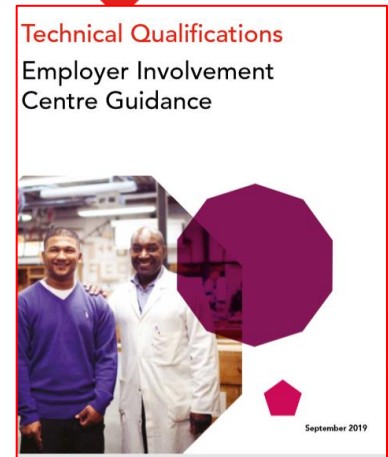
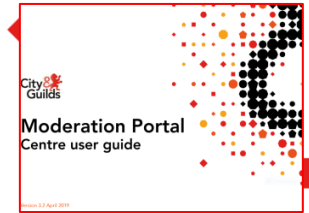
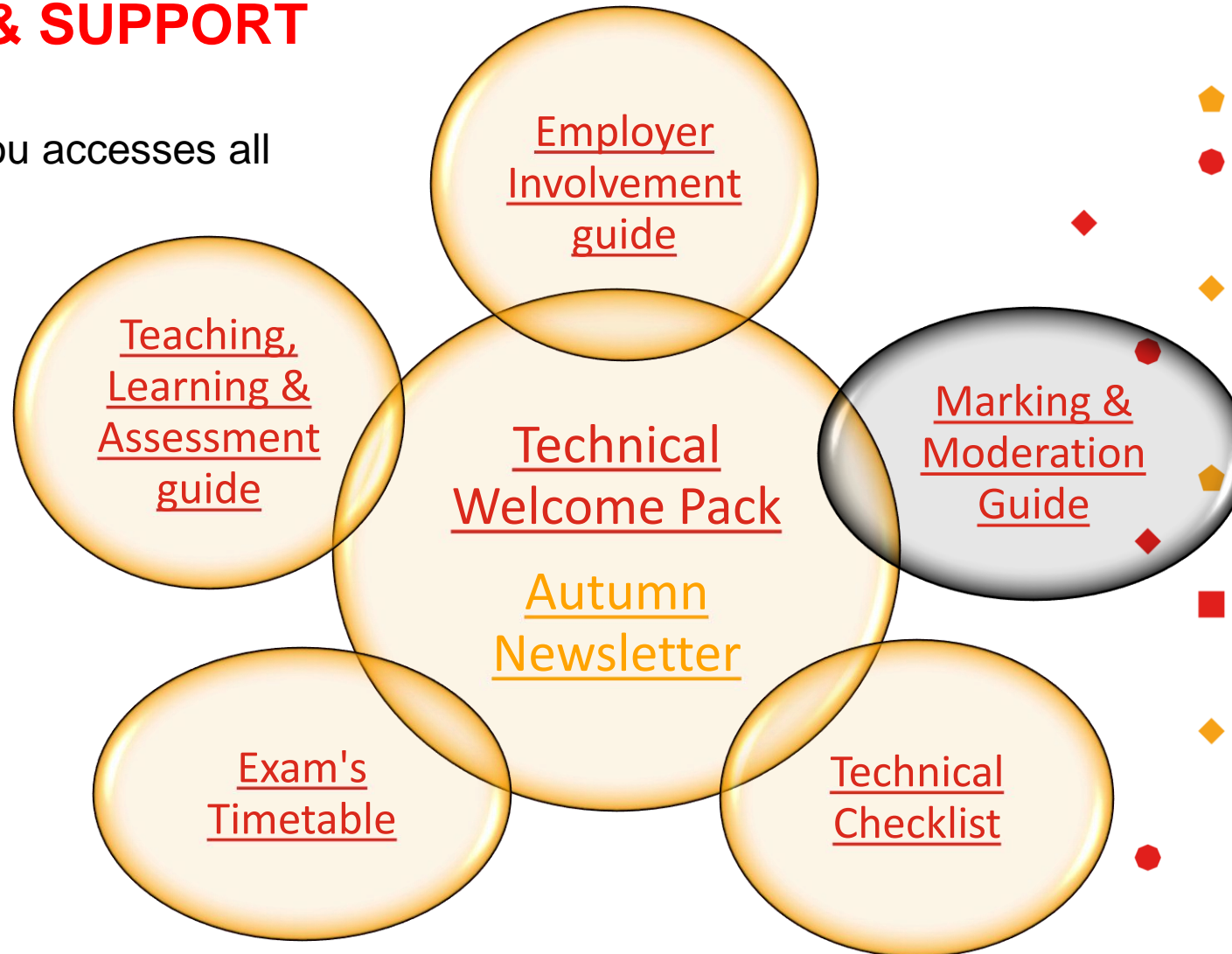


# Technical Qualifications Resources



# RESOURCES & SUPPORT

**Preparation:** Have you accesses all these?



# Getting started- resources to support your delivery

Before starting delivery, it is important that you read the relevant Qualification Handbook to familiarise yourself with the content and assessment requirements of the qualification. Please note that Qualification Handbooks may have been revised for September 2019 delivery. The changes are outlined on page 3.

City & Guilds has a range of resources to help you, including:

Technical Qualifications Welcome Pack

Resource list and a Purpose Statement for each Technical Award

Sample curriculum planners for one- and two-year courses

Teaching, learning and assessment guide

Marking and moderation guide

Exam timetable

Sample assessment materials (theory exam and synoptic assignment)

Exam specification document to help tutors prepare learners for exam (coming soon)

Principal moderator reports (on website) and events to support marking of synoptic assignments (from January 2019 onwards)

# **Preparation:** Have you got all your resources for assessment?

Qualification handbooks – Teaching syllabus

Synoptic assignment packs – Live assignment to deliver from 2nd Feb

2019 qualification reports – insight into last years national picture

Principal moderator reports – insight into synoptic assignments from last year (national picture)

Chief examiner reports – insight into exam series from last year (national picture)

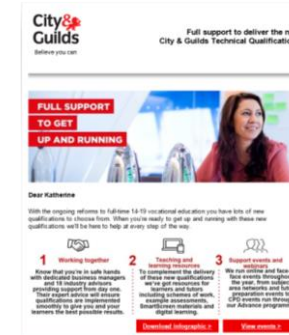
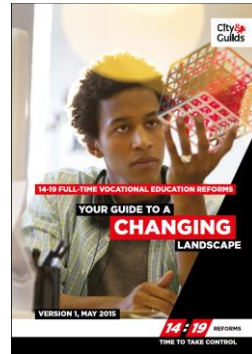
Past papers & marking guides – can be used as exam preparation resources

Sample synoptic assignments - can be used as formative assignments

Example question types – preparation resources for learners

Specific qualification exam guides – tutor/learner support in preparation for spring/summer 2018 exam series

## Tutors

[illegible][illegible]

Exam Officers



## Curriculum

Technical Qualifications  
Employer Involvement  
Centre Guidance



September 2019

City  
Guilds

**Moderation Portal**  
Centre user guide



Version 3.2 April 2015



September 20

## Technical Qualifications

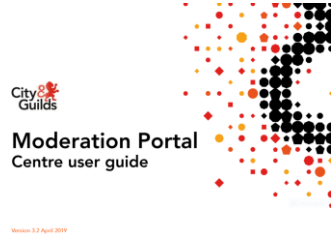
### How to book assessments



Version 2.0 | August 2018  
Technicals and Moderation Support



# Information guides



## Moderation Portal Centre Guide

This new guide supports centres using the Moderation Portal, our online platform used in the delivery of Technical Qualifications. The Moderation Portal allows centres to upload marks and evidence for the components of the Technical Qualifications.



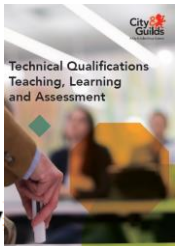
## Employer Involvement Centre Guidance

This helpful guide breaks it down for you what is really required from centres in terms of employer involvement including What is 'meaningful' employer involvement? What does good practice look like? What kind of evidence is required?



## Marking and Moderation Guide

All you need to know about the City & Guilds marking and moderation process for Technical Qualifications.



## Teaching Learning and Assessment Guide

This handy guide breaks down the differences between QCF qualifications and the new Technical Qualifications. It also provides useful information on supporting excellent teaching, learning and assessment.

**E-Learning** - enhanced SmartScreen packages: interactive activities and detailed animations  
City & Guilds has joined with MidKent College to develop e-learning materials for the Level 2 Bricklaying and Level 2 Site Carpentry and Bench Joinery

e-learning Bricklaying and Carpentry SmartScreen modules



**Benefits for centre:**

Delivery of the theory through interactive and engaging material

Save time and resources with materials mapped to the City & Guilds units

Automatic learner progress tracking and monitoring can be achieved using the SmartScreen reporting functionality

Can be used as a tool for helping any learners who have missed sessions to catch up

Can be used to focus on specific areas of weakness that groups of learners may have

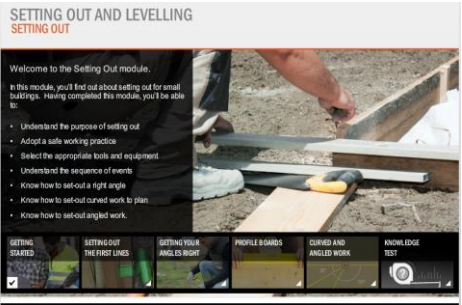
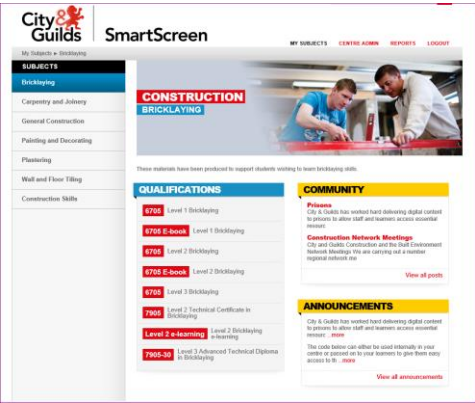
**Benefits for learners**

A practical experience that 'shows' as well as 'tells' what they need to know

Valuable feedback on their answers to questions, with prompts and hints being offered

Practice questions to test understanding at the end of each module

Direct access anytime, anywhere on tablets or PCs



**Try before you buy**

[Sample SmartScreen materials](#)

[Information on City & Guild textbooks](#)

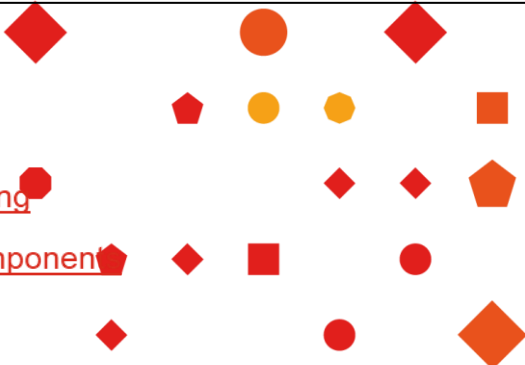
Sample material



Bricks, blocks and bonding

Roof types and their components

Floors





# Practical Exercise Tasks



**Training Manual**  
**Level 2 Bricklaying**

This new training manual is the essential practical resource for any learner starting out in the brickwork industry. Suitable for use with both the new City & Guilds technical qualification specification (7905-20), as well as for Level 2 Bricklaying Diplomas, this resource provides the learner with a series of practical tasks to complete to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Bricklaying.

The manual includes 19 work-based tasks which covers construction of different types of cavity walls, solid walls and piers, and basic arches, as well as how to set out a building.

Each task includes:

- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.

**Information**

Code: TL219693

ISBN: 9780851933979

Size: A4

Published: November 2017



**Training Manual**  
**Level 2 Site Carpentry**

This new training manual is the essential practical resource for any learner starting out in the Site Carpentry industry. Suitable for use with both the new City & Guilds technical qualification specification (7906-20), as well as for Level 2 Site Carpentry Diplomas, this resource provides the learner with a series of practical tasks to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Site Carpentry.

The manual includes 21 work-based tasks which covers construction of structural carpentry, construction of non-structural carpentry both prior to and following plastering, as well as how to use a circular saw.

Each task includes:

- theory questions to get the learner to think about the task before starting
- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.

**Information**

Code: TL311291

ISBN: 9780851933962

Size: A4

Published: October 2017

**City & Guilds**

**Level 3 Advanced Technical Diploma in Bricklaying (450)**

**(7905-30)**

**Version 1.1**

**Practice Tasks**

Level 3 Advanced Technical Diploma in Bricklaying (Desales)

**City & Guilds**

**3) Explain how you will support the brickwork over the opening to allow you to remove the existing lintel.**

**Answer to include:** Indicate content using a jointing chisel, remove the bed joints immediately above the defective lintel to allow the stronoys to be positioned to support the load above.



**3 Remove Lintel**

Once the defective lintel is removed, candidates will need to prepare the bearing to receive the new lintel.



**4 Replace Lintel**

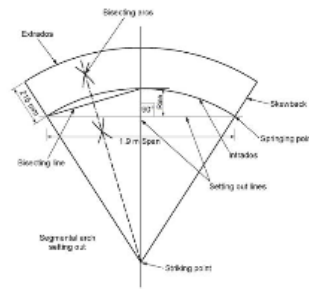
When the new lintel is in position, candidates should fill the joints above the lintel to ensure that it is able to support the load.



Level 3 Advanced Technical Diploma in Bricklaying (Desales)

**City & Guilds**

**Figure 1 Set out segmental arch**



Level 3 Advanced Technical Diploma in Bricklaying (Desales)

# Web page sample of support material



Level 2

Assessment materials

Synoptic assignment

2020

Past assignment

Samples

Theory exam

Exam guide

Past papers

Reports

Samples

Centre documents

Purpose and recognition

7905 Level 3			
Assessment materials			
	7905-001 and 501 L3 Bricklaying-Sample Mark Scheme v1.0 pdf	226 KB	18 Nov 2016
	7905-001 and 501 L3 Bricklaying-Sample Theory Exam v1.0 pdf	125 KB	18 Nov 2016
	7905-002 L3 Bricklaying -Sample Assignment v1.0 pdf	370 KB	30 Nov 2016
	7905-002 L3 Bricklaying Assignment Version 2017 v1.0 pdf	670 KB	31 Jan 2017
	7905-002 L3 Bricklaying-2017 Materials list.pdf	68 KB	18 Nov 2016
	7905-30 L3 Advanced Technical Diploma in Bricklaying Practice Task Pack v1.1 pdf	1013 KB	18 Nov 2016
Centre documents			
	7905-30 L3 Adv Tech Dip in Bricklaying 450 QH8 v1.1 pdf	412 KB	30 May 2016
	7905-30 Level 3 Schemes of learning.zip	2 MB	20 Jul 2016

# CUSTOMER ON-BOARDING

Recorded Generic  
Webinar [link](#)

[Link here](#) to further recordings  
part 1-4

## Guide to synoptic assessment centre webinars

This four part audio presentation, led by one of City & Guilds Principle Moderators, aims to guide and support centres in the delivery, evidence collection and marking of the Technical Qualification Synoptic Assessments. These bite size webinars cover the following and each will illustrate common pitfalls as well as recommendations for best practise in centres:

- Part 1 – [Delivery of the Synoptic assessment](#)
- Part 2 – [Learner and centre produced evidence for the synoptic assessment](#)
- Part 3 – [Marking and standardisation](#)
- Part 4 – [Submission of the evidence to City & Guilds via the Moderation Portal](#)

# City & Guilds

## Technicals & Moderation Support Team



[Technicals.quality@cityandguilds.com](mailto:Technicals.quality@cityandguilds.com)



0300 303 5352 (option 2, then option 3)

The Technicals & Moderation Support Team are available Monday to Friday 9am to 5pm to offer dedicated support with general queries regarding the moderation process for Technical Qualifications.

What we support with:

- Where to find the right documents and information
- General queries about technical qualifications
- Timeline for registrations, bookings and the moderation process
- Technical Qualification Approvals (QAPs)
- Exam timelines
- Moderation timelines
- Support and guidance with the Moderation Portal



Further information can also be found on our website:

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



# Construction Technical Advisors



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## Useful links

Email us for more information on the Construction sector:

[construction@cityandguilds.com](mailto:construction@cityandguilds.com)

**Twitter:** [@C&G Construction](https://twitter.com/C&G_Construction)

**Sign-up** to receive future communications on Construction using our [email updates form](#).

Upcoming Construction events are listed on our [Eventbrite page](#).

For further information on Construction, visit:  
[CONSTRUCTION SECTOR PAGE](#)

How we can support you: [link](#)

