

Dear Colleague,

### **Sports and Recreation sector qualifications**

City & Guilds is committed to its role as the global leader in skills development and therefore after years of thorough consideration have decided to transition our Sports and Recreation offer to another well respected awarding body, YMCA Awards. This may come as a surprise so to ensure you continue with business as usual in delivering qualifications we, along with YMCA Awards have a planned transition strategy to support a seamless and smooth transition for you and your learners.

City & Guilds and YMCA Awards have come together to discuss how best to support centres transition qualifications to YMCA Awards. We also want to ensure that learners continue to benefit from a recognised brand which will help them progress their career, and that they are not disadvantaged by this decision. We both feel that there is a great opportunity for centres, if they choose, to seamlessly move themselves and their learners across to YMCA Awards and continue to deliver these qualifications with an organisation that is investing in this sector and has a longstanding industry reputation.

We chose to partner with YMCA Awards as we feel they believe in the same ethos and have complimentary values to City & Guilds. As a recognised charity they have represented this sector and offered highly valued qualifications for more than 18 years.

YMCA Awards was the first awarding organisation to specialise in qualifications for the active leisure industry and this remains its core area of focus. The YMCA brand has a global reach and qualifications from YMCA Awards are delivered and recognised internationally. So far, around 500,000 learners have started or progressed their professional career with a qualification from YMCA Awards.



Below are the City & Guilds qualifications to be transitioned over to YMCA Awards:

City & Guilds Qualification No.	Qualification Title	Last date for City & Guilds registrations	Can I register now with YMCA Awards?
600/4517/6	Level 2 Award in Introductory Work in the Outdoors	31 December 2016	✓
500/6581/6	Level 2 Award in Employment Awareness in Active Leisure and Learning	31 December 2016	✓
500/6580/4	Level 3 Award in Employment Awareness in Active Leisure and Learning	31 December 2016	✓
600/2822/1	Level 3 NVQ Diploma in Leisure Management	31 December 2016	✓
501/0239/4	Level 2 NVQ Certificate in Active Leisure, Learning and Well-being Operational Services	31 December 2016	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - <i>Gym-based exercise</i>	31 December 2016	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - <i>Exercise to Music</i>	31 December 2016	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - <i>Water-Based exercise</i>	31 December 2016	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - <i>Exercise and Physical Activity for Children</i>	31 December 2016	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - <i>Gym Based Exercise</i>	31 December 2016	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - <i>Exercise to Music</i>	31 December 2016	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - <i>Water Based exercise</i>	31 December 2016	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - <i>Exercise and Physical Activity for Children</i>	31 December 2016	✓
500/9410/5	Level 3 NVQ Diploma in Personal Training	31 December 2016	✓
500/8049/0	Level 3 Certificate in Personal Training	31 December 2016	✓
500/9125/6	Level 2 NVQ Certificate in Activity Leadership	31 December 2016	✓
500/5936/1	Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure	February 2017	From February 2017 (TBC)
500/9489/0	Level 1 Award in Sport	February 2017	From February 2017 (TBC)
500/9829/9	Level 1 Certificate in Sport	February 2017	From February 2017 (TBC)
500/9619/9	Level 2 Award in Sport	February 2017	From February 2017 (TBC)

500/9728/3	Level 2 Certificate in Sport	February 2017	From February 2017 (TBC)
500/9667/9	Level 2 Diploma in Sport	February 2017	From February 2017 (TBC)
500/9917/6	Level 3 Award in Sport	February 2017	From February 2017 (TBC)
501/0046/4	Level 3 Certificate in Sport	February 2017	From February 2017 (TBC)
500/9830/5	Level 3 Diploma in Sport	February 2017	From February 2017 (TBC)
501/0098/1	Level 2 Award in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
501/0097/X	Level 2 Certificate in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
501/0099/3	Level 2 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
500/9519/5	Level 3 Award in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
500/9644/8	Level 3 Certificate in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
500/9643/6	Level 3 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings	February 2017	From February 2017 (TBC)
500/5936/1	Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure	February 2017	From February 2017 (TBC)
500/5659/1	Level 2 Award in Understanding Stewarding at Spectator Events	February 2017	From February 2017 (TBC)
600/2178/0	Level 2 NVQ Certificate in Spectator Safety	February 2017	From February 2017 (TBC)
600/1204/3	Level 3 NVQ Certificate in Spectator Safety	February 2017	From February 2017 (TBC)

✓ - Phase 1 = centres offering these can register with YMCA with immediate effect

There are certain qualifications that will not be transitioned to YMCA Awards and therefore will close to registrations with no replacement offer from City & Guilds, these are outlined in the table below:

City & Guilds Qualification No.	Qualification title	Last registration date
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Pass Level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Distinction	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Pass level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Distinction	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Pass level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Awarded with Distinction	31 December 2016
500/8459/8	Level 1 NVQ Award in Sport and Active Leisure	31 December 2016
500/9309/5	Level 1 Award in the Principles of Coaching Sport	31 December 2016
500/9028/8	Level 2 Award in the Principles of Coaching Sport	31 December 2016
500/9844/5	Level 3 Award in the Principles of Coaching Sport	31 December 2016
600/2295/4	Level 4 NVQ Diploma in Spectator Safety Management	31 December 2016

How will this work?

- City & Guilds will continue to support approved centres and registered learners until the qualifications end certification dates.
- External verification will continue to be provided in the normal pattern, although centres are reminded that the timing of future external verification may need to be planned ahead in order to ensure candidates are certificated prior to the end certification date.
- A Business Manager from YMCA Awards will contact you shortly to introduce themselves and describe the transfer and approval process, which has been carefully designed to create minimal disruption to you and your learners.

We appreciate you may have a number of questions in relation to this announcement and are happy to discuss them with you,

We have enclosed an FAQ document which may answer many of your queries, if not please contact [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) for City & Guilds queries and [awards.approvals@ymca.co.uk](mailto:awards.approvals@ymca.co.uk) for all YMCA Awards queries.

Yours sincerely,  
*Kerry McLennan-McKenzie*  
 Lead Portfolio Manager  
 City & Guilds

## Frequently asked questions

### Why is City & Guilds withdrawing qualifications?

City & Guilds is committed to its role as the global leader in skills development and therefore after years of thorough consideration have decided to transition our Sports and Recreation offer to another well respected awarding body, YMCA Awards. This may come as a surprise so to ensure you continue with business as usual in delivering qualifications we, along with YMCA Awards have a planned transition strategy to support a seamless and smooth transition for you and your learners. City & Guilds is working with YMCA Awards to ensure that learners and centres are not disadvantaged by these plans and that centres are supported to make a smooth transition.

### When will City & Guilds be withdrawing qualifications?

There will be two end registration dates, 31 December 2016 for phase 1 and 28 February 2017 for phase 2. please see list of operational end dates on the list below. The operational end-date is the last date that you can register learners with City & Guilds.

### Do we have to transition over to YMCA Awards?

No – you may wish to move to another provider however transitioning over to YMCA Awards would allow you to seamlessly move without impact to your learners and your delivery.

### Why choose to transfer to YMCA Awards?

We are recommending that centres transfer to YMCA Awards (Formerly CYQ), based on the quality of their qualifications, products and services and their reputation in the sector. We are also working with YMCA Awards to ensure consistency and efficiency in the process of transferring your centre approval. YMCA Awards is a non-profit awarding organisation, it was the first awarding organisation to specialise in vocational qualifications for the fitness sector and this remains its main area of focus.

City & Guilds and YMCA Awards share a charitable purpose and our respective qualifications are delivered and valued internationally.

You can find out more about YMCA Awards here:

<http://www.ymcaawards.co.uk/sites/ymcaawards.co.uk/files/ymcaawards-brochure.pdf>

### Which qualifications will be offered by YMCA Awards?

City & Guilds Qualification No.	Qualification Title	C&G Operational end date	Can I register now with YMCA Awards?
600/4517/6	Level 2 Award in Introductory Work in the Outdoors	31 August 2017	✓
500/6581/6	Level 2 Award in Employment Awareness in Active Leisure and Learning	30 April 2018	✓
500/6580/4	Level 3 Award in Employment Awareness in Active Leisure and Learning	30 April 2018	✓

600/2822/1	Level 3 NVQ Diploma in Leisure Management	31 October 2016	✓
501/0239/4	Level 2 NVQ Certificate in Active Leisure, Learning and Well-being Operational Services	30 September 2017	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - Gym-based exercise	31 August 2017	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - Exercise to Music	31 August 2017	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - Water-Based exercise	31 August 2017	✓
500/9411/7	Level 2 NVQ Diploma in Instructing Exercise and Fitness - Exercise and Physical Activity for Children	31 August 2017	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - Gym Based Exercise	31 August 2017	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - Exercise to Music	31 August 2017	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - Water Based exercise	31 August 2017	✓
500/8048/9	Level 2 Certificate in Fitness Instructing - Exercise and Physical Activity for Children	31 August 2017	✓
500/9410/5	Level 3 NVQ Diploma in Personal Training	31 August 2017	✓
500/8049/0	Level 3 Certificate in Personal Training	31 August 2017	✓
500/9125/6	Level 2 NVQ Certificate in Activity Leadership	30 November 2017	✓
500/5936/1	Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure	30 September 2017	From February 2017 (TBC)
500/5659/1	Level 2 Award in Understanding Stewarding at Spectator Events	31 December 2016	From February 2017 (TBC)
600/2178/0	Level 2 NVQ Certificate in Spectator Safety	31 December 2018	From February 2017 (TBC)
600/1204/3	Level 3 NVQ Certificate in Spectator Safety	31 December 2016	From February 2017 (TBC)
500/9489/0	Level 1 Award in Sport	31 December 2016	From February 2017 (TBC)
500/9829/9	Level 1 Certificate in Sport	31 December 2016	From February 2017 (TBC)
500/9619/9	Level 2 Award in Sport	31 December 2016	From February 2017 (TBC)
500/9728/3	Level 2 Certificate in Sport	31 December 2016	From February 2017 (TBC)

500/9667/9	Level 2 Diploma in Sport	31 December 2016	From February 2017 (TBC)
500/9917/6	Level 3 Award in Sport	31 December 2016	From February 2017 (TBC)
501/0046/4	Level 3 Certificate in Sport	31 December 2016	From February 2017 (TBC)
500/9830/5	Level 3 Diploma in Sport	31 December 2016	From February 2017 (TBC)
501/0098/1	Level 2 Award in Increasing Participation in Sport and Active Leisure in Community Settings	30 September 2017	From February 2017 (TBC)
501/0097/X	Level 2 Certificate in Increasing Participation in Sport and Active Leisure in Community Settings	30 September 2017	From February 2017 (TBC)
501/0099/3	Level 2 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings	30 September 2017	From February 2017 (TBC)
500/9519/5	Level 3 Award in Increasing Participation in Sport and Active Leisure in Community Settings	30 June 2017	From February 2017 (TBC)
500/9644/8	Level 3 Certificate in Increasing Participation in Sport and Active Leisure in Community Settings	30 June 2017	From February 2017 (TBC)
500/9643/6	Level 3 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings	30 June 2017	From February 2017 (TBC)
500/5936/1	Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure	30 September 2017	From February 2017 (TBC)
500/5659/1	Level 2 Award in Understanding Stewarding at Spectator Events	31 December 2016	From February 2017 (TBC)
600/2178/0	Level 2 NVQ Certificate in Spectator Safety	31 December 2016	From February 2017 (TBC)
600/1204/3	Level 3 NVQ Certificate in Spectator Safety	31 December 2016	From February 2017 (TBC)

✓ - Phase 1 = centres offering these can register with YMCA with immediate effect

## Why will some YMCA Awards qualifications not be available until next year?

Some qualifications will require redevelopment. Both City & Guilds and YMCA Awards want to ensure that the qualifications we offer reflect the latest industry standards. This means that the first registration date for some YMCA Awards qualifications will be next year.

## Why are coaching qualifications not included?

YMCA Awards and City & Guilds both agree that there are other awarding organisations, already specialising in coaching, that can offer better coaching programmes. City & Guilds will continue to certificate our coaching qualifications for 2 years after the operational end date.

### Which qualifications will not be offered by City & Guilds or YMCA Awards?

City & Guilds Qualification No.	Qualification title	Last registration date
Int.	International Award in Spectator Safety	31 December 2016
Int.	International Award in Supervising Spectator Safety	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Pass Level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Distinction	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Pass level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management - Awarded with Distinction	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Pass level	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Awarded with Merit	31 December 2016
100/2928/X	Level 4 Higher Professional Diploma in Sport and Recreation Management (Professional Sports Management pathway) - Awarded with Distinction	31 December 2016
500/8459/8	Level 1 NVQ Award in Sport and Active Leisure	31 December 2016
500/9309/5	Level 1 Award in the Principles of Coaching Sport	31 December 2016
500/9028/8	Level 2 Award in the Principles of Coaching Sport	31 December 2016
500/9844/5	Level 3 Award in the Principles of Coaching Sport	31 December 2016
600/2295/4	Level 4 NVQ Diploma in Spectator Safety Management	31 December 2016

### What will happen to the learners that I've already registered with City & Guilds?

City & Guilds will continue to support approved centres and registered learners until the qualifications end certification dates. Learners that you have already registered with City & Guilds should continue with City & Guilds. City & Guilds will run the assessment and certifications until the end certification date of the qualifications.

External verification will continue to be provided in the normal pattern, although centres are reminded that the timing of future external verification may need to be planned ahead in order to ensure candidates are certificated prior to the end certification date.

All new registrations, where possible should be with YMCA Awards.



We understand that for a temporary period this will mean working with two awarding organisations, and both YMCA Awards and City & Guilds will work together closely to make this as convenient for you as possible.

### **Can I get a refund on my current registrations?**

Cancellation of registrations can only be approved if requested within 30 calendar days from when the order was placed.

**IMPORTANT:** If a learner has had any result issued under a registration then requests to cancel that registration automatically become a Results Claimed in Error (RCE) issue and become subject to the RCE Business Rule. This is regardless of the exceptional circumstances below.

We can cancel a registration with credit when:

1. The request is within 30 Calendar days from when the order was placed.
2. The candidate has been re-registered on another City & Guilds qualification within a 6 month period from when the order was placed.
3. The request is not within 30 Calendar days from when the order was placed but exceptional circumstances apply.

### **What about learners who may need to resit?**

City & Guilds would support all learners until the end certification date. After this time learners will need to be registered with YMCA Awards. Where applicable City & Guilds will transfer certificates of those units which have been achieved for recognition of prior learning.

### **Will there be an increase in the fees I pay?**

There is no increase in registration and certification fees.

### **What else can YMCA Awards offer?**

- Access to industry-leading teaching and learning resources to support your delivery
- Manuals, Learner Assessment Records, Syllabus with indicative content
- A dedicated Business Manager and EQA to understand your priorities and how YMCA Awards can support you moving forward
- Customer support service which answers calls within 3 rings on average, and friendly staff who are focused only on this sector
- Fast-track online approval process
- All learners can download the award-winning YMCA Awards 'Y-Go' learner induction app for free
- Free access to YMCA Awards e-Learning for tutors
- An additional range of support products and services is also available, which includes:
  - E-Assessment which enables you to book, schedule and deliver our theory assessments online
  - Digital manuals to support delivery
  - 'Y-Mark' self-marking workbooks currently available for selected qualifications and which help cut internal marking costs
  - E-Learning to support qualifications – interactive e-learning courses to support delivery of key qualifications
  - Online lifestyle courses and eBooks – Centres can also act as a reseller to engage past, current or future learners and earn additional income
  - E-Training for tutors

## **Will I need to pay a centre approval fee or qualification approval fees to YMCA Awards?**

If you are currently an active City & Guilds centre and are already delivering the qualifications you wish to gain approval for, you will not need to pay any fees.

## **What if I am already a YMCA Awards approved centre?**

You can continue to register learners for those YMCA Awards qualifications you currently deliver, but if you are not approved to deliver a specific qualification with YMCA Awards you will need to be approved.

## **How long will it take to become approved by YMCA Awards?**

Within 2 working days of submitting your application and signed centre agreement you will be granted 12 week's temporary approval, during which time you can register learners.

During those 12 weeks an EQA will visit you to check everything is OK and we will confirm your approval status.

## **Will our staff still be approved to deliver/assess the same qualifications?**

We have reviewed procedures to ensure that they are aligned as much as possible to reduce impact on customers.

## **Can I continue to use Learning Assistant?**

Yes. You can continue to use Learning Assistant as your e-Portfolio. This is a City & Guilds product and fees will apply as normal.

## **Will I have to sign a new centre agreement?**

Yes. As part of the approval process you will need to agree to the terms and conditions of centre and qualification approval as set out by YMCA Awards. You can find all YMCA Awards' policies in one place here: <http://www.ymcaawards.co.uk/centres/centre-guidance>

## **What will happen next and what do I need to do?**

- Please make a note of the last registration date for City & Guilds qualifications
- To start your application process with YMCA Awards call **020 7 343 1800** or email [awards.approvals@ymca.co.uk](mailto:awards.approvals@ymca.co.uk)
- Someone from YMCA Awards will be in touch shortly to discuss this with you and answer your questions.