

# T Levels Provider approval webinar

Welcome, the webinar will start shortly...

**T-LEVELS**



# T Levels Provider approval webinar

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# Hosts



**Hannah McArdle**  
Quality Team Leader  
Quality Delivery team

**Maureen Frew**  
Quality Executive  
Quality Delivery team

**Laura Hartley**  
Quality Executive  
Quality Delivery team

**Jo Whittle**  
Quality Administrator  
Quality Delivery team

# Using the webinar platform



Send any questions in the question area throughout the webinar



All attendees will be set to mute



Webinar resources will be shared on our website shortly after

# Agenda



- Approval process, timelines, criteria
- Contact details for teams, technical advisors
- Resources and support in place for providers
- Qualification structure / build



- Industry specific content or Q&A
- How to deliver the TQs
- Resources and requirements
- Detail of Core / OS assessment content
- Industry placement

## Agenda

- 1 Background information
- 2 Resources on our website
- 3 The City & Guilds team
- 4 Approval timeline
- 5 Technical Qualification Associates (TQAs)
- 6 Routes to approval
- 7 Completing your application
- 8 Next steps



# Reminder

Just to remind you, there are two approval webinars.

This first one looks at the general approach, timeline, what forms to fill in etc.

There is then a follow-up webinar which will support further on preparing for your provider and/or qualification approval activity and show you how to use the evidence submission service.

## T Level Provider Approval webinar

Date: Thursday 12 January 2023

Time: 10.00–12.00 GMT

Register [here](#)

## Preparing for the approval activity

Date: Thursday 16 February 2023

Time: 10.00–11.30 GMT

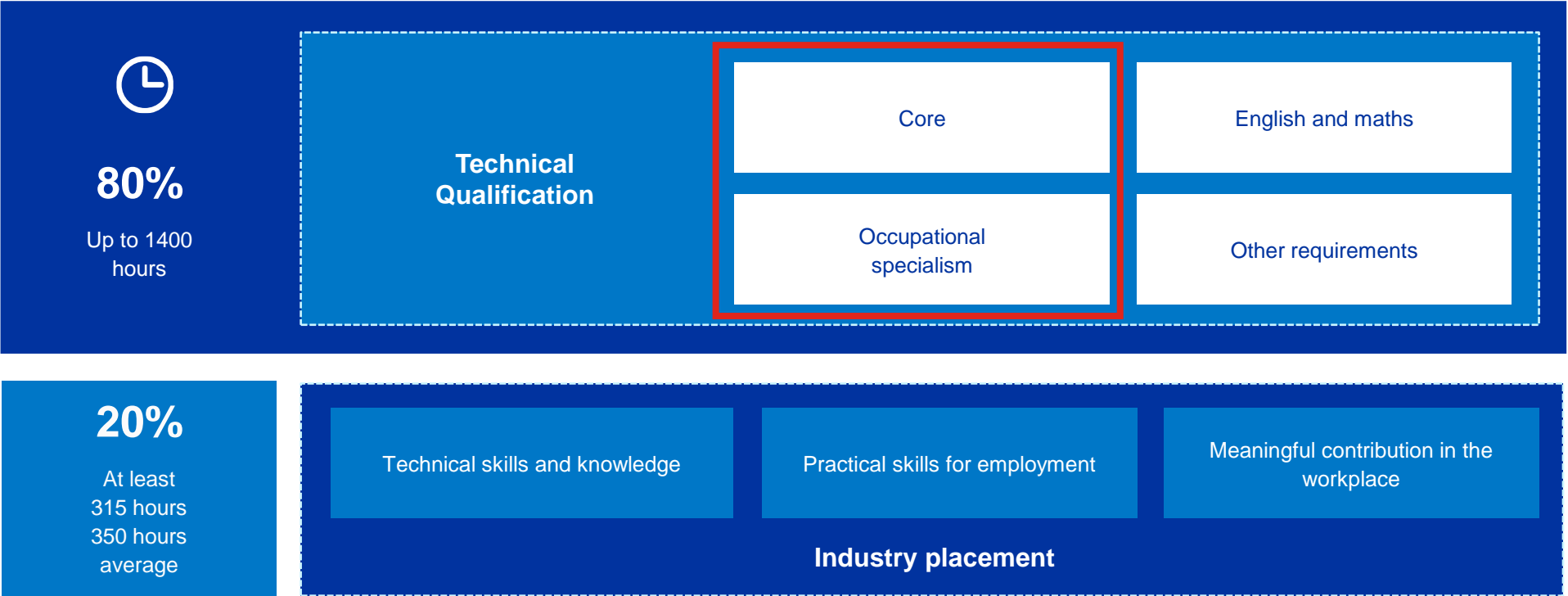
Register [here](#)



# T Level Technical Qualifications

# The T Level Course

2 years





# Route: Management and Administration

**8715-30**

**PATHWAY: Management and Administration**

Occupational Specialisms



**Business  
improvement**

**8715-31**



**Team leadership &  
management**

**8715-32**



**Business support**

**8715-33**

# Route: Engineering and Manufacturing

**8730-12**

## PATHWAY - Maintenance, Installation and Repair for Engineering & Manufacturing

Occupational Specialisms



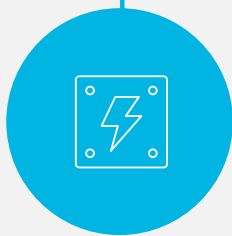
**Mechanical**

**8712-31**



**Mechatronic**

**8712-32**



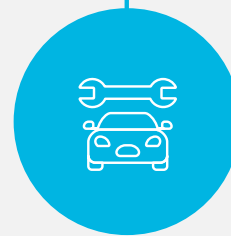
**Electrical &  
Electronic**

**8712-33**



**Control &  
Instrumentation**

**8712-34**



**Light & Electric  
Vehicle**

**8712-35**

# Route: Engineering and Manufacturing

**8730-13**

**PATHWAY – Engineering, Manufacturing, Processing and Control**

Original Occupational specialisms



**Fitting and  
Assembly  
Technologies**

**8713-31**



**Machining and  
Toolmaking  
Technologies**

**8713-32**



**Composites  
Manufacturing  
Technologies**

**8713-33**



**Fabrication and  
Welding  
Technologies**

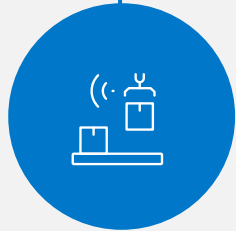
**8713-34**



# Route: Engineering and Manufacturing

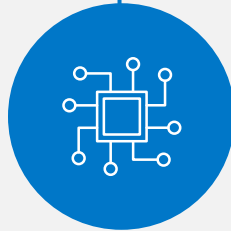
## 8730-14 PATHWAY: Design and Development for Engineering & Manufacturing

Occupational Specialisms



**Mechanical  
Engineering**

**8714-31**



**Electrical &  
Electronic  
Engineering**

**8714-32**



**Control &  
Instrumentation  
Engineering**

**8714-33**



**Structural  
Engineering**

**8714-34**

# Route: Construction

**8711-30**

## **PATHWAY – Onsite Construction**

Original Occupational specialisms



**Bricklaying**

**8711-35**



**Carpentry &  
Joinery**

**8711-36**



**Painting &  
Decorating**

**8711-37**



**Plastering**

**8711-38**

# Route: Construction

**8710-30**

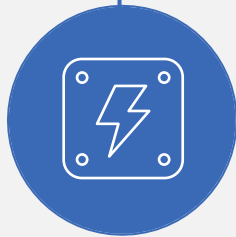
## PATHWAY - Building Service Engineering for Construction

Occupational Specialisms



**Electrical and  
Electronic  
Equipment  
Engineering**

**8710-32**



**Electrotechnical  
Engineering**

**8710-33**



**Gas Engineering**

**8710-34**



**Heating  
Engineering and  
Ventilation**

**8710-35**



**Plumbing and  
Heating  
Engineering**

**8710-36**



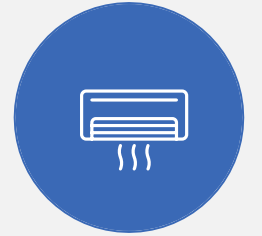
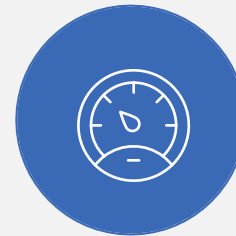
**Protection  
Systems  
Engineering**

**8710-37**



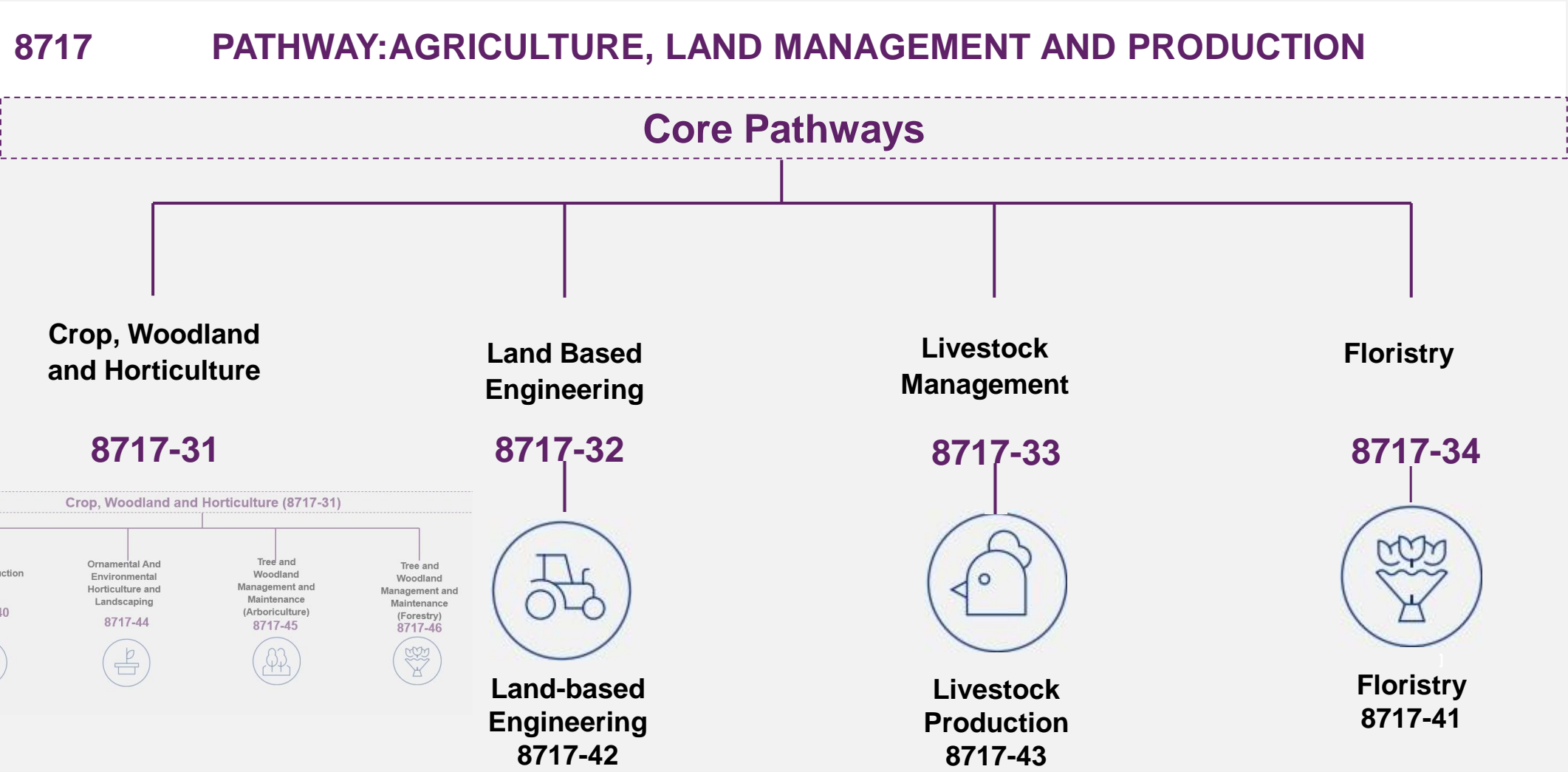
**Refrigeration  
Engineering and  
Air Con  
Engineering**

**8710-38**





# Route: Agriculture, Environment and Animal Care



# Route: Agriculture, Environment and Animal Care

**8717**

**PATHWAY: AGRICULTURE, LAND MANAGEMENT AND PRODUCTION**

**Crop, Woodland and Horticulture (8717-31)**

**Crop Production**

**Ornamental And  
Environmental  
Horticulture and  
Landscaping**

**Tree and  
Woodland  
Management and  
Maintenance  
(Arboriculture)**

**Tree and  
Woodland  
Management and  
Maintenance  
(Forestry)**

**8717-40**

**8717-44**

**8717-45**

**8717-46**





# The City & Guilds team



# The Quality Delivery Team at City & Guilds



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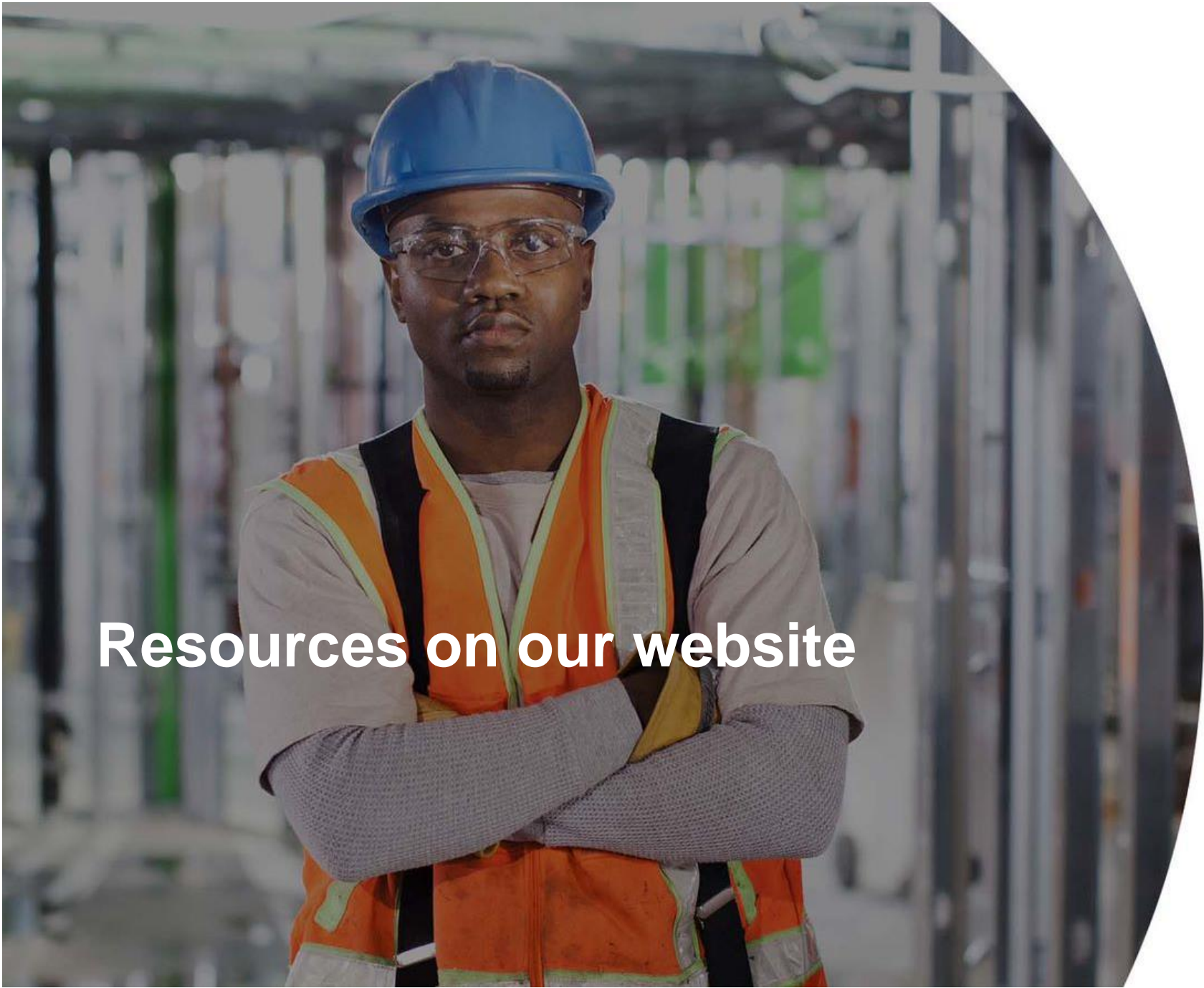
Technical Advisor  
Business

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# Role of the TQA

- Supports providers to prepare for approval, and achievement of approval within 30 working days
- Provides advice, guidance and support to you
- Review approval applications, including supplementary evidence and carry out approval and support activities either in person or remotely
- Conduct and document quality assurance, Technical Qualification advisory and system activities
- Support the training and development of new and existing provider
- Deliver and/or support provider training and standardisation activities (*may be chargeable, available on request*)
- Share relevant occupational and quality assurance experience of the TQ with providers to encourage continuous improvement
- Maintain detailed knowledge and understanding of the TQ delivery and assessment requirements as well as the overall T Level programme, sharing knowledge with providers





**Resources on our website**



# Resource Hub

The Resource and Support Hub for T Level Technical Qualifications contains a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and previous communications.



- Approval forms and quality assurance documents
- Links to the qualification pages
- Contact update form
- T Level welcome pack
- A range of teaching, learning and planning resources
- Guide for registration and assessment bookings
- Published fees for each Technical Qualification
- Curriculum delivery planners
- Tutor resources including text book samples
- Communications archive, including all our previous ebulletins and newsletters



# Qualification pages

The qualification pages contain the information relevant to the individual T Level Technical Qualification. Use the qualification codes in the search bar or the links in the resource hub.

[8710 - Building Services Engineering for Construction >](#)

[8711 - Onsite Construction >](#)

[8730 – Engineering Core >](#)

[8712 - Maintenance, Installation and Repair for Engineering and Manufacturing >](#)

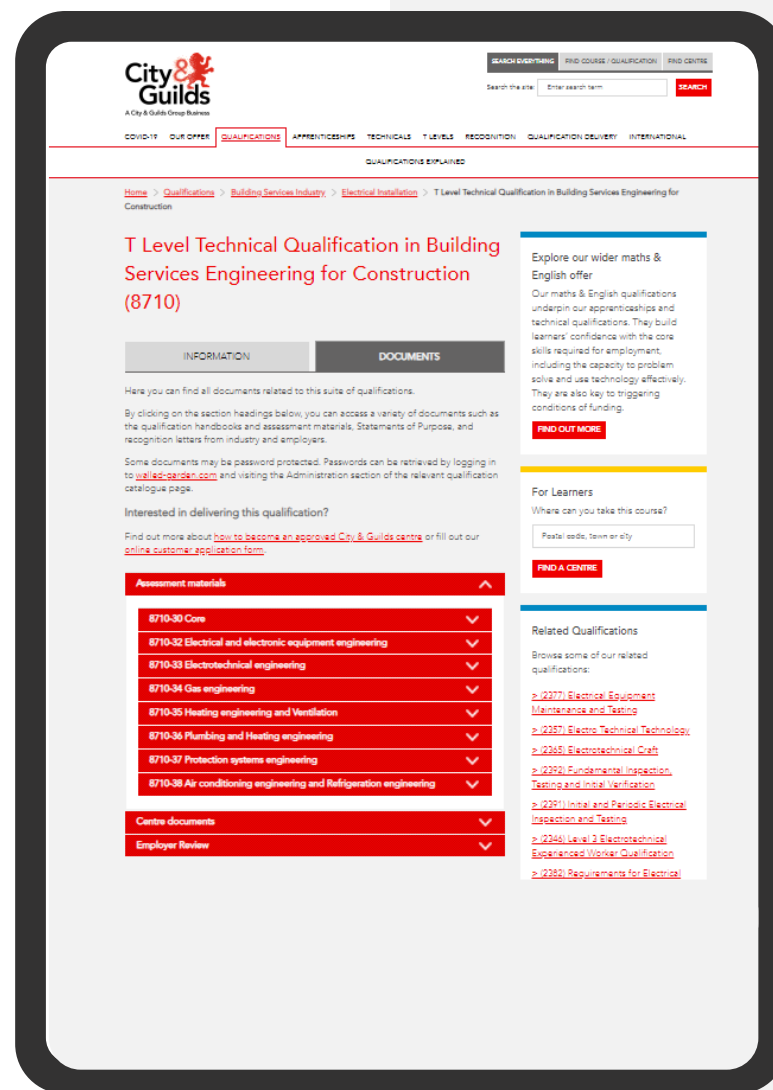
[8713 - Engineering, Manufacturing, Processing and Control >](#)

[8714 - Design and Development for Engineering >](#)

[8715 - Management and Administration >](#)

[8717 - Agriculture, Land Management and Production >](#)

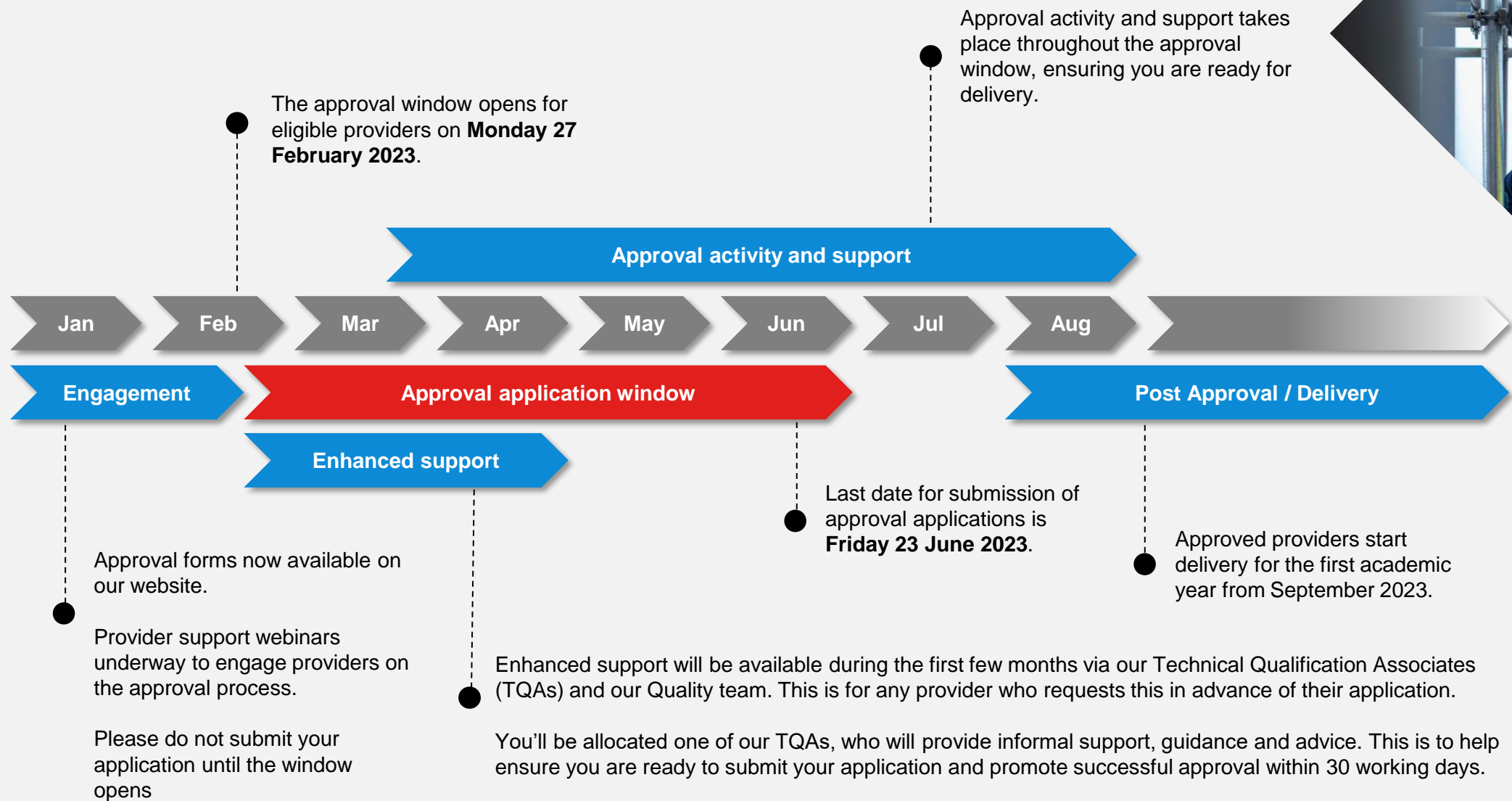
- TQ Specifications (Qualification Handbooks)
- Sample assessments and guidance for the ESP
- Sample assessment materials for Core Paper 1 and Paper 2
- Guide Standard Exemplification Materials (GSEMs) for the Occupational Specialisms
- Sample assessments for the Occupational Specialisms
- Employer review documents





# Approval timeline

# Approval timeline



# What to expect

- The Quality team reviews your provider approval application to ensure it is sufficient and can progress.
- You will be asked to provide evidence for approval to your TQA via our secure platform.
- Your allocated TQA will review your application, listed resources, self-evaluation plan and provide any advice or support as necessary.
- They will then review your delivery, assessment, IQA and standardisation plans.
- Additional TQAs may support you with approval for particular Occupational Specialisms, these TQAs will share their relevant knowledge and expertise.
- Usually the TQA will arrange a visit to your site(s) to meet with staff, check your physical resources and ensure you are ready for delivery.
- The TQA will submit their final report, including a recommendation on approval and any action/improvement plan to the Quality team. The Quality team will review the content of the report and confirm the final decision.



Enhanced support is available to any provider that requests additional guidance prior to submitting their application.

Our TQAs can provide informal support, guidance, and advice around all aspects of approval including;

- ensuring you have all the relevant policies and procedures in place
- explaining the approval criteria and application requirements
- discussing various resource requirements
- answering queries and questions you may have

Support for providers doesn't stop after approval. We will continue to ensure you have access to our TQA as well as other resources such as networks, webinars and our Technical Advisors.

We will continually monitor your progress, complete reviews with you through our annual self-assessment process, as well as carry out monitoring, advisory and/or support activities where we feel they are necessary or where you request them.

We can also agree any required training or standardisation sessions you need your TQA to attend and/or deliver.





# Steps to approval



The application is like a self-assessment.

Part of the application will require details of physical resources and staff resources. You'll need to provide details of qualifications and relevant experience for those involved in the delivery of the TQs.

Make sure you have everything ready in advance, including sources of evidence as you'll need to submit these to your allocated TQ Associate (TQA) .



When you're confident you're ready, and that you all the evidence required to enter the approval process, submit your application form in full to us at:

[technicals.quality@cityandguilds.co.uk](mailto:technicals.quality@cityandguilds.co.uk)

We'll review the application, check everything has been completed in full, including the self-assessment action plan.

If there are any concerns, we will return the application to you.



If we're happy, we will agree to process the application and your allocated TQA will review your application, complete an approval activity and support you through the approval process.

Our Technical Qualification Associates (TQAs) have the relevant occupational and quality assurance experience for the TQ, so make sure you get the best use of the time with your TQA.



We aim to acknowledge all applications with two working days and progress your approval (subject to being completed correctly and meeting the initial criteria).

The TQA will contact you within five working days of submission.

As part of the contract with the Institute, the approval process should take no longer than 30 working days.

Where a provider does not cooperate fully during the approval, and 30 working days is reached, we may reject the approval application.





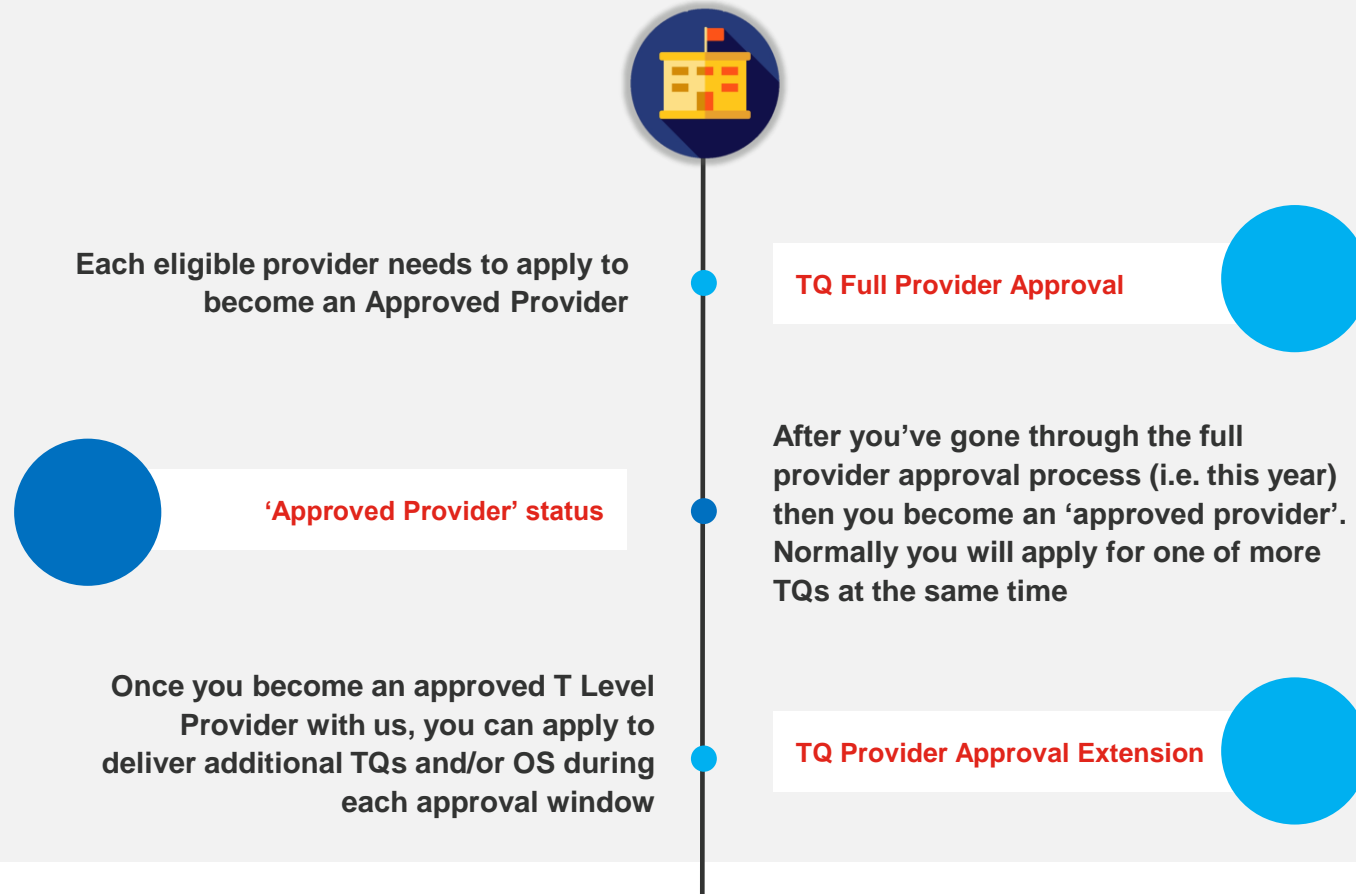
## Routes to approval

# Becoming an Approved Provider

All providers start off as Eligible Providers.

For new customers, you don't need to go through the centre approval process separately (£2,500)

This is regardless of whether you have existing centre approval with City & Guilds, EAL or any other Awarding Organisation



# Approval forms

## TQ Full Provider Approval

Use this form to apply for Full Provider Approval with City & Guilds to deliver T Level Technical Qualifications. You can apply for TQs as part of the application.

This is a very rigorous process all providers must go through initially.

# TL-A1



## TQ Provider Approval Extension

Existing approved providers should use the extension form to apply to deliver additional T Level Technical Qualifications or request additional occupational specialism approval.

This is a much simpler process, as it only focuses on your delivery resources, staff etc.

# TL-A2

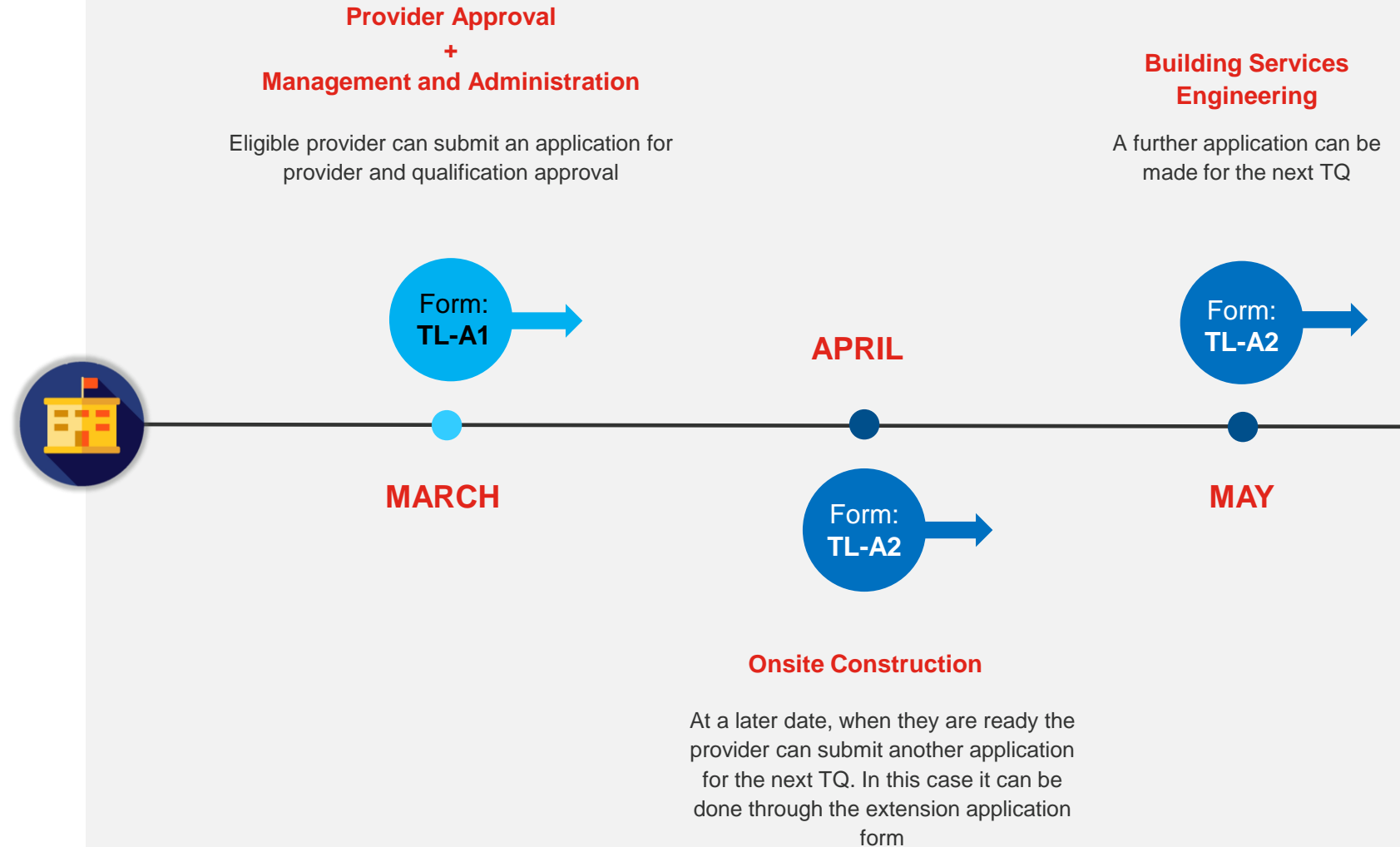


# Options

You don't have to apply for Provider Approval and all TQs you are intending to deliver from September 2023 at exactly the same time.

In fact, we strongly recommend you consider staggering each TQ dependent on when you feel you are ready to enter the approval process. This should also help as different teams may be ready at different times. It also reduces the likelihood of us rejecting approval at the 30 working days.

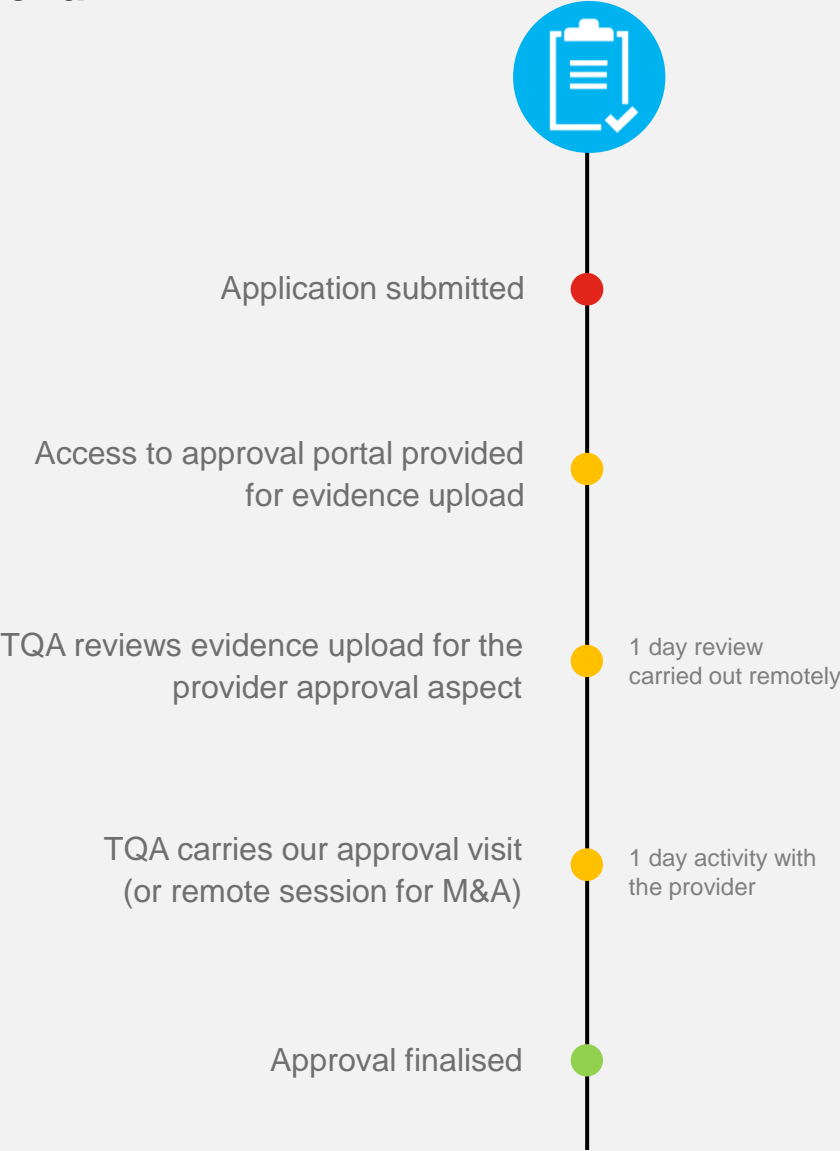
For example here, a new eligible provider is applying for provider approval and also approval for three T Level Technical Qualifications.



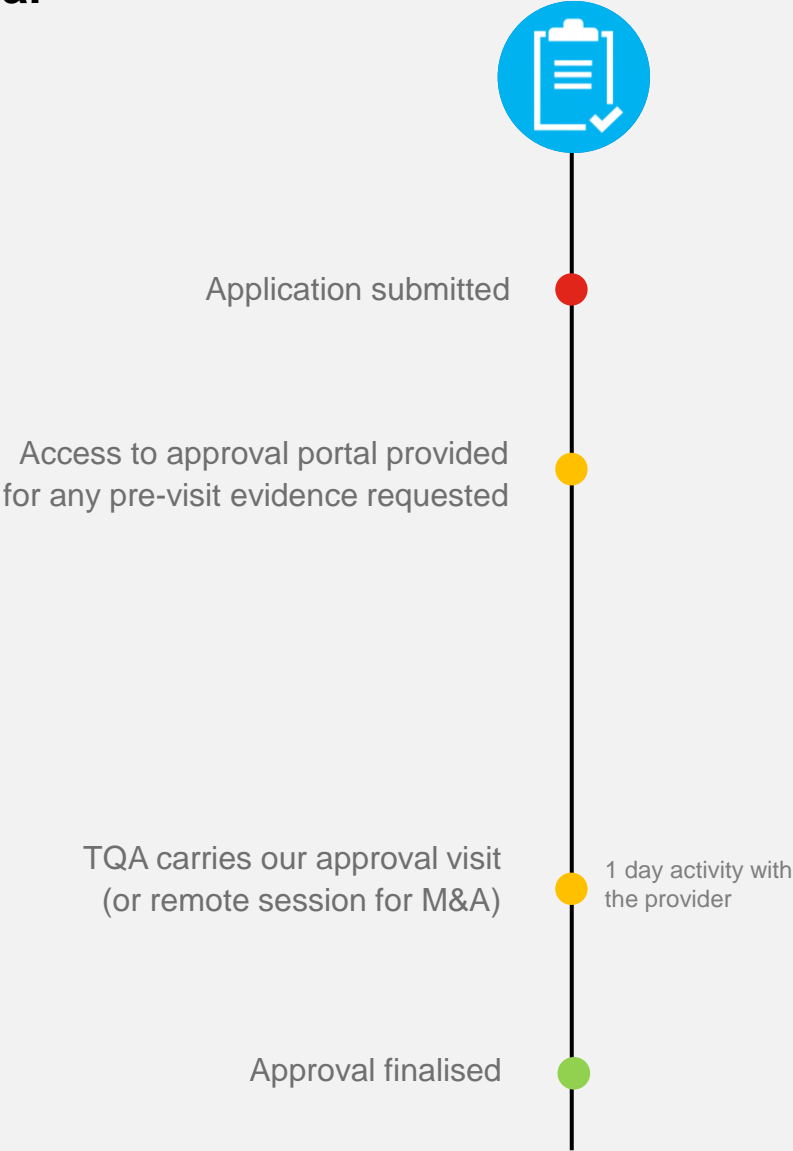


# What does approval look like

## Full Approval



## Extension Approval

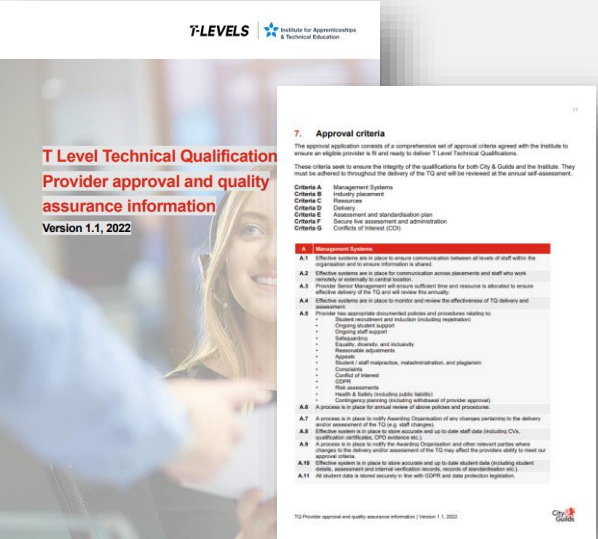
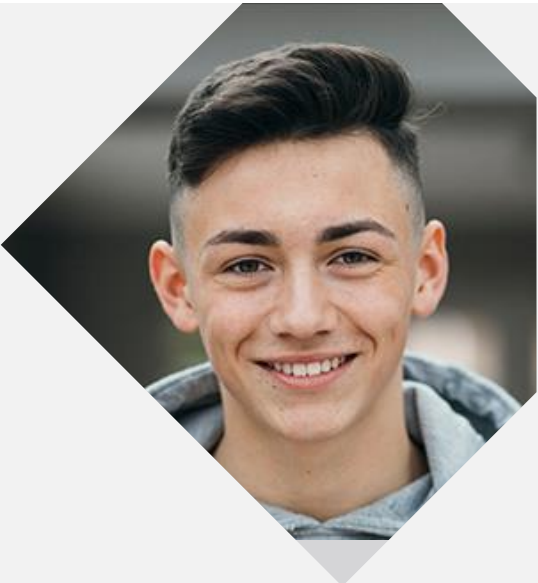




# Completing your application

# Key resources

When it comes to understanding the requirements for approval, and what you need to ensure is in place for both provider and qualification approval, you need to refer to three key documents:



Approval and Quality Assurance Guidance



Technical Qualification Specification(s)



Approval Application form

# Technical Qualification Specification

Within each TQ Specification, there is a breadth of information including structure, assessment methods and core content, physical and staff resources, occupational specialism etc.



### Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessment.

#### Common resources

- Virtual modelling and CAD software.
- PPE.
- Scientific calculator.
- Manufacturer's instructions.
- Manufacturer's datasheets.
- Mechanical equipment (hand tools, portable power tools).
- Electrical / electronic equipment (hand tools, soldering irons).
- Measurement devices, instrumentation and gauges.

#### Maintenance engineering technologies: Mechanical

- Maintenance manuals and instructions
- Material safety data sheets (MSDS)
- Appropriate risk assessments
- Technical representations
- Inspection and test record sheets
- Materials and components - non-ferrous (titanium and alloys), ferrous, thermosetting, thermoplastics, composites, smart materials, fasteners.
- Machines – drills (pillar and bench), centre lathe, milling machine, lathe, compressor, manual and computer numerical control (CNC), chuck, machine vice, jigs, tooling.
- Systems - pulleys, levers, gearbox, torque converters, clutches (mechanical, electronic, fluid), cooling, lubrication, motors, belts, shafts,
- Equipment - pulleys, jacks, cranes, hoists, lifts.
- Tools - spanners, sockets (ratchet, universal joints, extension bars), screwdrivers, torx, pry bars, punches, chisels, hacksaw, pliers, mole grips, side cutters, files, hammers, mallets, crimpers, taps and dies, jigsaw, angle grinder, drills, multitool, reciprocating saw.
- A range of measurement and diagnostic tools and equipment - steel rule, dividers, square (engineers, combination), Vernier callipers, gauges (feeler, pressure, slip, height), multimeters, micrometers, thermocouples, dial test indicator (DTI), coordinate measuring machine (CMM), laser level, comparison plates.

#### Maintenance engineering technologies: Mechatronic

- Maintenance manuals and instructions
- Material safety data sheets (MSDS)
- Appropriate risk assessments
- Technical representations
- Inspection and test record sheets
- A range of components - switches, sensors (temperature, flow, level, pressure, light, proximity, position), diodes, transistors, rectifiers, capacitors, RCD's, resistors, inductors, relays, actuators, motors (electric, stepper, control, flow control), visual display units (VDU), human machine interface (HMI), transformers, operational amplifiers, potentiometers.
- A range of machines – drills, centre lathe, milling machine, manual and computer numerical control (CNC), tooling.
- A range of systems – gearbox, cams and followers, pulleys, levers, actuation, cooling, lubrication, integrated systems, robotics, integrated circuits, amplifiers, power supplies,

### Resource requirements

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

#### Centre staffing

Staff delivering and assessing these qualifications must be able to demonstrate that they meet the following requirements. They should:

- be occupationally competent and qualified at or above the level they are delivering
- have maths and English at Level 2 or be working towards this level of qualification
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD
- have experience or training in the following to support the delivery of this technical qualification:
  - delivering project-based qualifications
  - preparation for exam-based assessments.

#### Engineering common core

Staff who are familiar with L3 Engineering and Manufacturing qualifications will be able to teach the core elements.

#### Occupational Specialisms specific requirements

##### Maintenance engineering technologies: Mechanical

Level 3 or above engineering qualification or equivalent. Industrial experience or relevant CPD that demonstrates the occupational competent and requirements for this specialism.

##### Maintenance engineering technologies: Mechatronic

Level 3 or above engineering qualification or equivalent. Industrial experience or relevant CPD that demonstrates the occupational competent and requirements for this specialism.

##### Maintenance engineering technologies: Electrical and Electronic

Level 3 or above engineering qualification or equivalent. Industrial experience or relevant CPD that demonstrates the occupational competent and requirements for this specialism.

##### Maintenance engineering technologies: Control and Instrumentation

Level 3 or above engineering qualification or equivalent. Industrial experience or relevant CPD that demonstrates the occupational competent and requirements for this specialism.

##### Light and Electric Vehicles

Level 3 or above engineering qualification or equivalent. Industrial experience or relevant CPD that demonstrates the occupational competent and requirements for this specialism.

It is recommended that staff assessing these qualifications must meet the above requirements and hold or be working towards a relevant recognised assessor qualification such as a Level 3

### 300

### Engineering common core content

Level:	3
GLH:	680
Assessment method:	Externally set exam Employer-set project

#### What is this component about?

An introduction to Engineering and Manufacturing, designed to help learners choose a specific pathway and specialism once the common core is delivered.

It covers the theoretical knowledge of the Engineering and Manufacturing industry and various disciplines across all sectors that are indicative to the industry.

Learners gain an understanding of what theoretical principles and practices integral to the industry and sector are required to work in it.

Learners will develop their knowledge and understanding of, and skills in:

- Knowledge of working within the engineering and manufacturing sectors and the professional responsibilities, attitudes, and behaviours required to do so.
- Knowledge of the essential mathematics and science for engineering and manufacturing.
- Knowledge of mechanical, electrical and mechatronic principles.
- Knowledge of health and safety principles.
- An understanding of the business management required within the sector to provide a product or service with success.
- Skills in project management and delivery of a project.

Learners may be introduced to this component by asking themselves questions such as:

- What are the different sectors in engineering and manufacturing?
- What does the future look like for this sector, where could it take me?
- What mathematics and science are involved in engineering and manufacturing?
- How do I read engineering diagrammatic representations?
- How do I manage and present a project?




# Approval criteria

Providers should approach the approval criteria as a self-assessment or confirmatory checklist, to state whether you can meet the criteria necessary for approval.

For each criteria, you'll need to confirm if it is met, selecting either **Yes**, **No** or **Part**.

It is perfectly acceptable to answer 'No' or 'Part' for some criteria (E.g. if a listed policy is not yet in place, you are recruiting staff or are still purchasing equipment)

Some criterion will ask you to detail further information where necessary. We've highlighted them here with the  icon, so please take note of these, as these are the ones you will need to provide evidence for via our approval platform.

A Management Systems		
A.1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.	Yes ▾
A.2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.	Yes ▾
A.3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.	Yes ▾
A.4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.	Yes ▾
A.5	Provider has appropriate documented policies and procedures relating to; <ul style="list-style-type: none"> <li>• Student recruitment and induction (including registration)</li> <li>• Ongoing student support</li> <li>• Ongoing staff support</li> <li>• Safeguarding</li> <li>• Equality, diversity, and inclusivity</li> <li>• Reasonable adjustments</li> <li>• Appeals</li> <li>• Student / staff malpractice, maladministration, and plagiarism</li> <li>• Complaints</li> <li>• Conflict of Interest</li> <li>• GDPR</li> <li>• Risk assessments</li> <li>• Health &amp; Safety (including public liability)</li> <li>• Contingency planning (including withdrawal of provider approval).</li> </ul>	Part ▾
A.6	A process is in place for annual review of above policies and procedures.	Yes ▾
A.7	A process is in place to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).	Yes ▾
A.8	Effective system is in place to store accurate and up to date staff data (including	Yes ▾

Lines open: Monday to Friday 08.00 to 17.00 GMT

For registrations and booking entry queries, please contact our Centre Support team:

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

T: 01924 930 800

Lines open: Monday to Friday 08.00 to 18.00 GMT

Approval and quality assurance

The approval window for eligible providers opens on 28 February 2022, ready for first teaching in September 2022.

Only eligible providers can apply, please check if you are eligible.

[View the approval timeline](#) (PDF)

[Approval and quality assurance information](#) (PDF)

Application forms

Full Provider approval

Use this form to obtain Full Provider Approval with City & Guilds to deliver T Level Technical Qualifications. All eligible providers must go through the full approval process in the first instance, regardless of whether you are an approved centre.

[Full Provider Approval \(TLA1\)](#) (PDF)

TQ Provider Approval Extension

Use this form if you are already an approved provider with City & Guilds and need to apply for additional T Level Technical Qualification and/or occupational specialism approval.

[Provider Approval Extension \(TLA2\)](#) (PDF)

Specifications and centre documents

Contact update form

Teaching, learning and planning resources

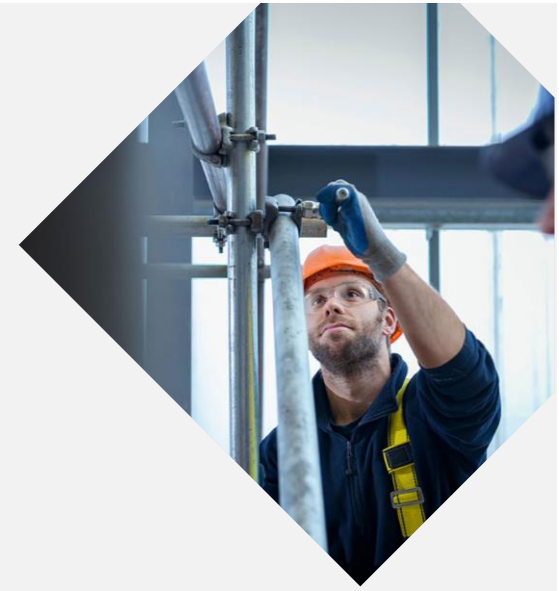


# Approval criteria

The approval criteria are mapped to the TQ specifications and are designed to ensure the integrity of the qualifications can be maintained for both City & Guilds and the Institute.

They are a rigorous set of criteria, agreed as part of our approval with the Institute.

Don't underestimate what is required of you, especially as part of the provider approval process.



Criteria	
A	Management systems
B	Industry placement
C	Resources
D	Delivery
E	Assessment and standardisation plan
F	Secure live assessment and administration
G	Conflicts of interest (COI)

# Criteria A Management Systems

## Full Approval

A	Management Systems
A.1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.
A.2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.
A.3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.
A.4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.
A.5	Provider has appropriate documented policies and procedures relating to; <ul style="list-style-type: none"> <li>• Student recruitment and induction (including registration)</li> <li>• Ongoing student support</li> <li>• Ongoing staff support</li> <li>• Safeguarding</li> <li>• Equality, diversity, and inclusivity</li> <li>• Reasonable adjustments</li> <li>• Appeals</li> <li>• Student / staff malpractice, maladministration, and plagiarism</li> <li>• Complaints</li> <li>• Conflict of Interest</li> <li>• GDPR</li> <li>• Risk assessments</li> <li>• Health &amp; Safety (including public liability)</li> <li>• Contingency planning (including withdrawal of provider approval).</li> </ul>
A.6	A process is in place for annual review of above policies and procedures.
A.7	A process is in place to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).
A.8	Effective system is in place to store accurate and up to date staff data (including CVs, qualification certificates, CPD evidence etc.).
A.9	A process is in place to notify the Awarding Organisation and other relevant parties where changes to the delivery and/or assessment of the TQ may affect the providers ability to meet our approval criteria.
A.10	Effective system is in place to store accurate and up to date student data (including student details, assessment and internal verification records, records of standardisation etc.).
A.11	All student data is stored securely in line with GDPR and data protection legislation.
A.12	Provider will ensure all assessment records are retained for a minimum period of three years post certification.


## Extension Approval

A	Management Systems
A.1	Since your initial Provider Approval with City & Guilds, and any subsequent annual self-assessment report, have there been any changes (such as to policies) in relation to Approval criteria A (Management Systems)?
	Yes No
	If yes, please detail below:

# Criteria B Industry placement

Full Approval

Extension Approval

B	Industry placement
	Provider has appropriate documented policies and procedures relating to: <ul style="list-style-type: none"> <li>• Risk assessment and/or health and safety assessment of placements</li> <li>• Quality assurance of placements</li> <li>• Ongoing monitoring of placements.</li> </ul>
	Please provide detail of how you will safeguard students on their industry placement, as well as your approach to monitoring the quality of the placement.
 B.1	

# Criteria C Resources

## Full Approval

C	Resources	
C.1	The provider will have / has access to the appropriate resources to meet the specification of the TQ and its delivery and assessment.	<input type="text"/>
C.2	There will be / are sufficient staff to meet the demand of the TQ.	<input type="text"/>
C.3	Staff have the relevant competencies, occupational competence and knowledge required for the delivery and/or assessment of the TQ.	<input type="text"/>
C.4	There are effective systems in place to ensure staff are adequately supported in their role.	<input type="text"/>
C.5	Effective systems are in place to ensure Continuous Professional Development (CPD) of all staff involved in the delivery of the TQ.	<input type="text"/>
C.6	Staff have adequate time and access to complete CPD.	<input type="text"/>
C.7	Any third-party agreements are recorded, impact assessed and made available for review. (It may be necessary for the TQA to check suitability of premises and resources for third-party agreements.) Please provide details of resources in place, including any third-party agreements and how you manage these:	<input type="text"/>

## Extension Approval

For qualification approval, these criteria will be checked by the TQA when they complete their approval visit, but you'll be provided access to our portal to upload some evidence in advance.

# Criteria D Delivery

## Full Approval

## Extension Approval

D	Delivery
D.1	There is a detailed programme of delivery in place which is realistic and meets the needs of the TQ specification. Provider is aware that Schemes of Work (SoW) and curriculum plans are published by City & Guilds.
D.2	There is an initial diagnostics process in place for all students to ensure they are suitably supported.
D.3	There is a process in place to ensure students' individual needs are assessed, matched against the requirements for the TQ and an individual assessment plan implemented (including initial diagnostics).
D.4	There are regular opportunities to review student progress and support.
D.5	Students receive a handbook which contains accurate information relating to the delivery of the TQ.
D.6	Students are advised of any technical needs for the TQ and the support that will be delivered by the provider.



# Criteria E Assessment and standardisation plan

## Full Approval

## Extension Approval

E	Assessment and standardisation plan
E.1	A plan is in place to ensure all Internal Assessors and key staff are trained in line with the marking, standardisation and moderation guidance provided by City & Guilds.
E.2	Provider has a detailed and robust plan of how they intend to ensure that Internal Assessors and quality assurance staff will be adequately trained to ensure reliable and consistent marking.
E.3	Provider has a detailed and robust plan how they intend to ensure that there is an effective internal quality assurance process to actively monitor marking.
E.4	Provider understands how additional activities (webinars, training workshops etc) provided by City & Guilds will support reliable marking and standardisation.
E.5	An effective standardisation plan is in place to ensure accurate, consistent, and standardised marking across all Internal Assessors.
E.6	Provider can outline how it will identify and mitigate any risk where an Internal Assessor is deemed not to be providing reliable results.
	Please provide detail of your assessment and standardisation plan, how you will implement this and how you intend to mitigate risk to internal assessment:

# Criteria F Secure live assessment and administration

## Full Approval

F	Secure live assessment and administration
F.1	Provider will comply with the requirements set out by City & Guilds for the delivery and assessments of the TQ.
F.2	There are effective procedures in place to identify assessment that may not be the students own work (plagiarism).
F.3	There are effective procedures in place to confirm student identification and record student attendance.
F.4	There is a clearly identified examinations policy and procedure that meets with City & Guilds requirements for the TQ, as well as JCQ ICE requirements.
F.5	The provider has in place a detailed Invigilation policy and can demonstrate that Invigilators are suitably trained.
F.6	Assessment locations are known to City & Guilds and meet with City & Guilds and JCQ ICE requirements.
F.7	The provider ensures the safe storage, distribution, and collection of all assessment and/or exam material in line with JCQ ICE requirements.
F.8	Systems are in place to ensure only authorised personnel have access to assessment or exam material and the platforms used to facilitate online exams.
F.9	Have you been inspected by JCQ within the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date of last activity

## Extension Approval

F	Secure live assessment and administration
F.1	Since your initial Provider Approval with City & Guilds, and any subsequent annual self-assessment report, are there any changes in relation to approval criteria F – Secure live assessment and administration?
	This could include: <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Assessment sites / locations</li> <li>• Changes to safe storage, distribution, and collection of assessment</li> <li>• Relevant staff changes</li> </ul>
	<div>Yes</div> <div>No</div>
	If yes, please detail below:
F.2	Assessment locations are known to City & Guilds and meet with City & Guilds and JCQ ICE requirements.
F.3	Have you been inspected by JCQ since you became an Approved Provider to deliver T level Technical Qualifications with City & Guilds?
	<div>Yes</div> <div>No</div>
F.4	Date of last activity
F.5	Have you received any sanctions from any other Awarding organisation in relation to examinations since Provider Approval (e.g. actions following an exam audit)
	<div>Yes</div> <div>No</div>
	If yes, please detail below:

# Criteria G Conflict of Interest

## Full Approval

G Conflicts of Interest (COI)	
Providers must notify all conflicts of interest (COI) to City & Guilds, adhering to a robust policy and procedure throughout delivery. Any undisclosed COIs will result in prompt intervention by City & Guilds and corrective action taken, which in serious cases will result in sanctions. Failure to address COIs will result in suspension and/or removal of approval.	
G.1	Provider will comply with requirements for notification of all Conflicts of Interest immediately to City & Guilds.
G.2	The provider has in place a robust Conflicts of Interest policy, and will always adhere to this throughout delivery.
G.3	There are effective procedures in place to identify all Conflicts of Interest (potential and actual) and notify these to City & Guilds immediately.
	Are there any Conflicts of Interest to declare as part of your application? If yes, please provide detail below, including which TQ(s) they impact:

## Extension Approval

G Conflicts of Interest (COI)	
Providers must notify all conflicts of interest (COI) to City & Guilds, adhering to a robust policy and procedure throughout delivery. Any undisclosed COIs will result in prompt intervention by City & Guilds and corrective action taken, which in serious cases will result in sanctions. Failure to address COIs will result in suspension and/or removal of approval.	
G.1	Since your initial Provider Approval with City & Guilds, and any subsequent annual self-assessment report, are there any Conflicts of Interest to declare as part of this application? If yes please provide detail below, including which TQ(s) they impact:
	Yes No
	If yes, please detail below:

# Self-evaluation action plan

A	Management Systems	
A.1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.	Yes
A.2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.	Yes
A.3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.	Yes
A.4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.	Yes
A.5	Provider has appropriate documented policies and procedures relating to; <ul style="list-style-type: none"> <li>• Student recruitment and induction (including registration)</li> <li>• Ongoing student support</li> <li>• Ongoing staff support</li> <li>• Safeguarding</li> <li>• Equality, diversity, and inclusivity</li> <li>• Reasonable adjustments</li> <li>• Appeals</li> <li>• Student / staff malpractice, maladministration, and plagiarism</li> <li>• Complaints</li> <li>• Conflict of Interest</li> <li>• GDPR</li> <li>• Risk assessments</li> <li>• Health &amp; Safety (including public liability)</li> <li>• Contingency planning (including withdrawal of provider approval).</li> </ul>	Part
A.6	A process is in place for annual review of above policies and procedures.	
A.7	A process is in place to notify Awarding Organisation of any changes pertaining to the TQ.	

Following the list of criteria, you're then required to provide detail around how you will (prior to starting delivery) address any of the criteria which you answered as "no" or "part".

We understand not everything is going to be in place at your approval visit, so as long as you document this, your TQA will take this into consideration. It also provides clarification where you may need more tailored support.

Each criteria has a unique reference number (such as A.5 or C.2). For any criteria answered 'no' or 'part' you **must** reference this in the self-evaluation action plan.

## Section 4 Self-evaluation Action Plan (Approval Criteria)

For any questions in section 3 (criteria A – G) that require further action, please provide your action plan detailing how you intend to address these criteria prior to approval. Actions must be **Specific, Measurable, Attainable, Relevant and Timely (SMART)**.

Please ensure you provide the criteria reference(s) for each action.

Approval criteria action plan	
Ref.	Action plan detail
A.5	We do not have a contingency planning policy which includes circumstances where approval is withdrawn for T levels. We will need to address this, discussing with the TQA and ensure the policy is provided in first draft for review as part of the approval process.



## Next steps



# Next steps

## 1. Book onto the next Webinar

Date: Thursday 16<sup>th</sup> February 2023

Time: 10.00–11.30 GMT

Register [here](#)

2. Download and digest the information from the approval and quality assurance guide, timelines etc
3. Make sure everyone involved has a comprehensive understand of the TQ Specification, particularly content, resources, staffing, assessment approach etc.
4. Start to prepare evidence for the approval process
5. Reach out to the Quality team if you want to set up any additional support sessions or talk through anything in this webinar today in greater detail.
6. Check the T Levels [Events and Webinars](#) page and book onto any TQ specific webinars

# Quality team



## Contact us

**Monday - Friday | 08:30 - 17:00 GMT**



0300 303 53 52



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

Web chat available [here](#).

# Contact update form

Please make sure that we have your details on our database.

This helps us to ensure we can contact the relevant people at each provider.

Use our [Contact update form](#) which you can find on our Resource Hub.

**City & Guilds**  
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## Resources and support hub

Home > T-Levels > Resource Hub

### Resources and support hub

Welcome to the Resource and Support Hub for T-Level Technical Qualifications. Here you'll find a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and communications for all staff.

**Contact us**

For qualification-specific, approval and quality assurance queries please contact our Quality team:

E: [Technicals.Quality@cityandguilds.com](mailto:Technicals.Quality@cityandguilds.com)  
T: 0300 303 5352  
Lines open: Monday to Friday 08.30 to 17.00 GMT

For registrations and booking entry queries, please contact our Centre Support team:

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)  
T: 01924 930 800  
Lines open: Monday to Friday 08.00 to 18.00 GMT

**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION

**T-LEVELS**

- Employers
- Providers
- Learnners
- Resource Hub
- Events and webinars
- FAQs

**Approval and quality assurance**

**Specifications and centre documents**

**Contact update form**

Please use the contact update form to add/remove contact details for relevant staff involved in the delivery of T-Levels.

[Provider contact update form](#)

Contacts will be added to our database, in line with our privacy policy and we will use these details to contact you about approval and delivery.

**Working, teaching and planning resources**

**Registration and bookings**

## T-LEVELS

### Provider contact update form

Please use this form to provide contact details for relevant staff involved in the delivery of T levels.

Your information will be added to our T Levels database, in line with our privacy policy and we will use these details to contact you about approval and delivery. You'll also receive regular updates regarding T Levels.

Form ref. TL-CU1, version 2.2, January 2022

\* Required

**Your information**

- City & Guilds centre number \***  
This is a six digit number, sometimes with a suffix letter, such as 012345 or 095174A.
- Provider UKPRN \***  
The UKPRN is a unique number allocated to providers. This is an 8-digit number that always start with a 1. Such as 10009876.
- Provider/Centre name \***
- First name \***

# Q&A

Please submit questions via the chat

# Thank you for attending



## Contact us

**Monday - Friday | 08:30 - 17:00 GMT**



0300 303 53 52



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

Web chat available [here](#).