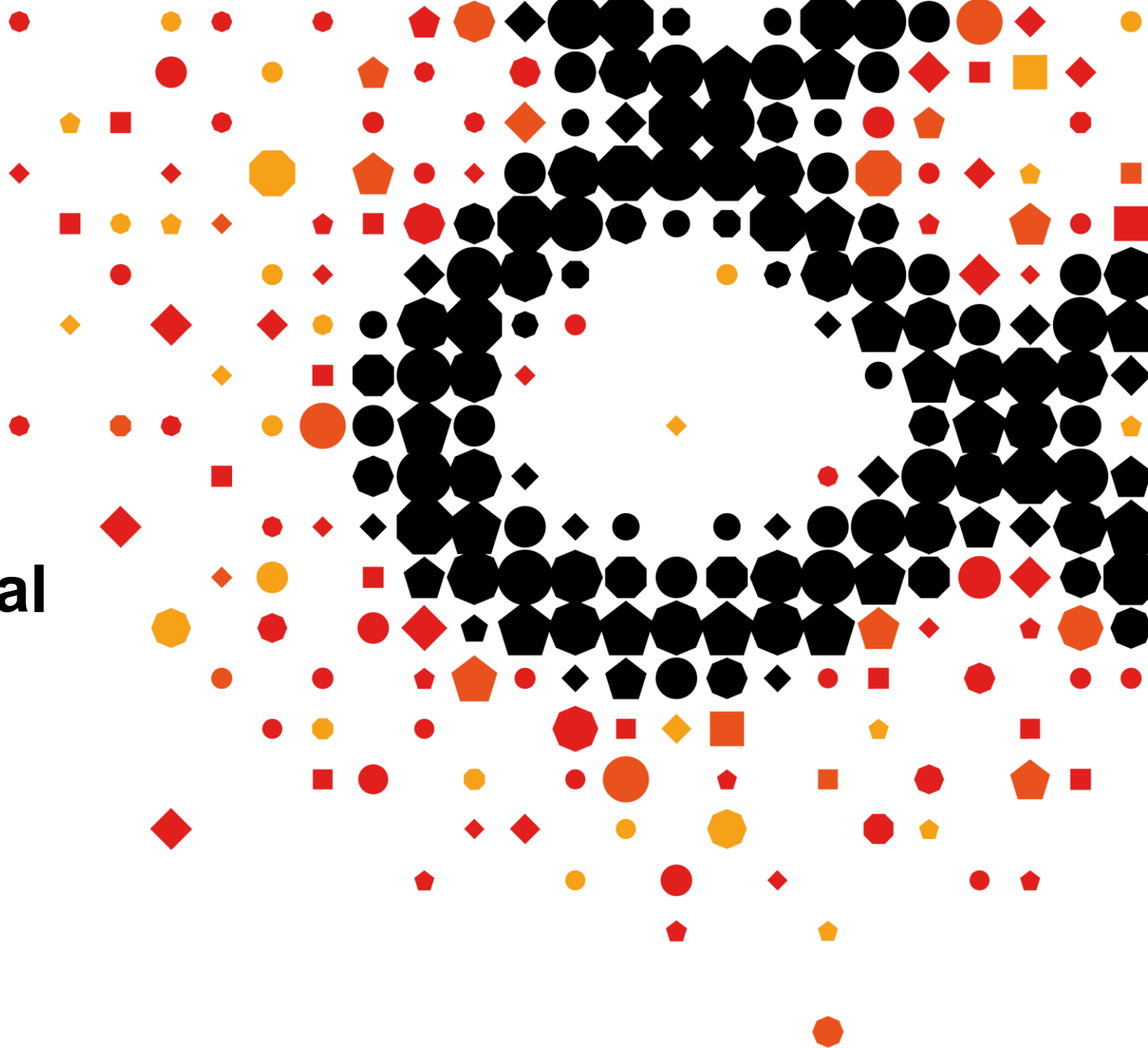




T Level Eligible Provider Approval & Support (Wave 2)

On-site Construction and BSE



Agenda

1	T Level structure
2	Our teams
3	Technical Qualification Associates
4	Approval and support timeline
5	Approval form, criteria and evidence
6	Ongoing support post approval



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



- Industry specific content / Q&A...
- How to deliver the TQs...
- Detail of Core / OS assessment content...
- Industry placement



T Level structure Overview

T Level structure

CORE

20-50% Total TQ time

Graded A* - E

Core 1 Concepts & theories

Core 2 Transferable/Core skills

Assessment:

- External exam
- Substantial employer set project

OCCUPATIONAL SPECIALISM

50-80% Total TQ time

Graded Pass/merit/distinction

Based on occupational maps

No less than 50% of the total qualification
planned time

Threshold competency

Assessment:

- Synoptic practical assignment(s)

TQ

City & Guilds

eal

T Level

WORK PLACEMENT

315-420 hours
Min 45-60 days

Maths, English and digital skills

GCSE or Functional
Skills Level 2

Other Requirements
set by T Level panel

**Enrichment
Activity**

On-site Construction

On-site Construction Core

Occupational specialisms:



Learners must complete:

- The Construction core
- Which is assessed by:
- x2 externally set and marked exams
 - An employer set project

Plus:

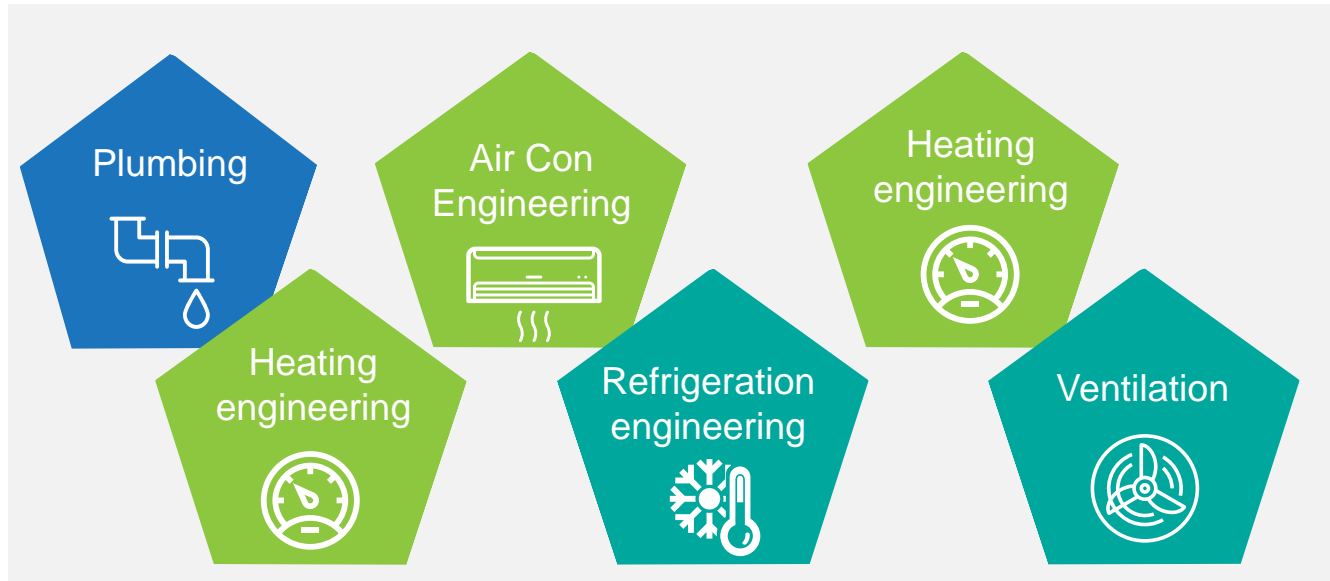
- One occupational specialism
- Which is assessed by:
- A practical assignment for each occupational specialism

Building Service Engineering

BSE Core

(including Common Construction Core)

Occupational specialisms:



Learners must complete:

- BSE core

Which is assessed by:

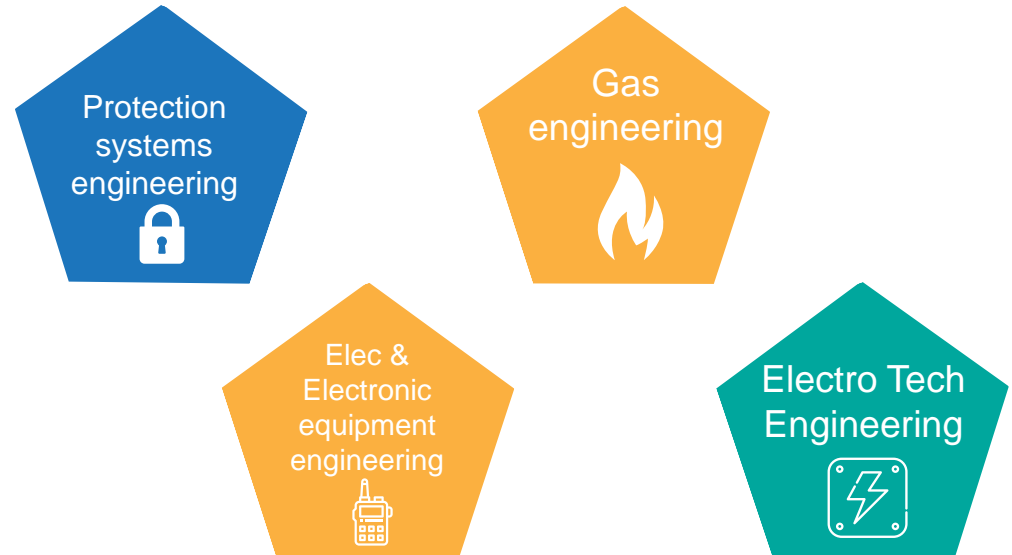
- x2 externally set and marked exam
- An employer set project

Plus

- One occupational specialism, either grouped (left set) or single (right set)

Which are assessed by:

- A practical assignment for each occupational specialism



T Level Technical Qualifications

On-site Construction

8711-30	CORE
8711 - 35	Bricklaying
8711 - 36	Carpentry and joinery
8711 - 37	Painting and decorating
8711 - 38	Plastering

Building Service Engineering

8710-30	CORE
8710 - 32	Electrical and electronic equipment engineering
8710 - 33	Electrotechnical engineering
8710 - 34	Gas engineering
8710 - 35	Plumbing and heating engineering
8710 - 36	Heating engineering and ventilation
8710 - 37	Protection systems engineering
8710 - 38	Air conditioning and Refrigeration engineering



Example rules of combination

On-site Construction

8711-30	CORE
8711 - 35	Bricklaying
8711 - 36	Carpentry and joinery
8711 - 37	Painting and decorating
8711 - 38	Plastering

Example

A learner completing the T Level in On-site Construction with '*bricklaying*' must complete the following elements to achieve the TQ

8711 - 30 CORE

8711 - TBC	Exam paper 1	2 hours	Externally marked	Grade scale A* - E
8711 - TBC	Exam paper 2	2 hours		
8711 - TBC	Employer set project	17 hours		



OCCUPATIONAL SPECIALISM

8711-35		Bricklaying			
	8711 - TBC	Externally set synoptic assignment	24 hours	Externally moderated	Grade scale P/M/D
8711-36		Carpentry and joinery			
	8711 - TBC	Externally set synoptic assignment	27 hours	Externally moderated	Grade scale P/M/D
8711-33		Painting and decorating			
	8711 - TBC	Externally set synoptic assignment	27 hours	Externally moderated	Grade scale P/M/D
8711-34		Plastering			
	8711 - TBC	Externally set synoptic assignment	26 hours	Externally moderated	Grade scale P/M/D

Building Service Engineering

8710-30	CORE
8710 - 32	Electrical and electronic equipment engineering
8710 - 33	Electrotechnical engineering
8710 - 34	Gas engineering
8710 - 35	Plumbing and heating engineering
8710 - 36	Heating engineering and ventilation
8710 - 37	Protection systems engineering
8710 - 38	Air conditioning and Refrigeration engineering

Example

A learner completing the T Level in BSE with '*heating engineering and ventilation*' must complete the following elements to achieve the TQ

8710 - 30 CORE

8710 - TBC	Exam paper 1	2.5 hours	Externally marked	Grade scale A* - E U
8710 - TBC	Exam paper 2	2.5 hours		
8710 - TBC	Employer set project	17 hours		



OCCUPATIONAL SPECIALISM

8710-32		Electrical and electronic equipment engineering			
	8710 - TBC	Externally set synoptic assignment	16 hours	Externally moderated	Grade scale P/M/D
8710-33		Electrotechnical engineering			
	8710 - TBC	Externally set synoptic assignment	24 hours	Externally moderated	Grade scale P/M/D
8710-34		Gas engineering			
	8710 - TBC	Externally set synoptic assignment	24 hours	Externally moderated	Grade scale P/M/D
8710-35		Plumbing and heating engineering			
	8710 - TBC 8710 - TBC	Heating Plumbing	20 hours 21 hours	Externally moderated	Grade scale P/M/D
8710-36		Heating engineering and ventilation			
	8710 - TBC 8710 - TBC	Heating Ventilation	20 hours 20 hours	Externally moderated	Grade scale P/M/D
8710-37		Protection systems engineering			
	8710 - TBC	Externally set synoptic assignment	15 hours	Externally moderated	Grade scale P/M/D
8710-38		Air conditioning and Refrigeration engineering			
	8710 - TBC	Air conditioning Refridgeration	28 hours 28 hours	Externally moderated	Grade scale P/M/D

Further resources & information

We have a bank of resources available on our dedicated T levels web page. This includes all the latest information on the TQs we offer, plus information for employers and providers, how to get involved in TQ development, and a range of support webinars.

This is also where you will find the TQ specifications (qualification handbooks)

For Construction and BSE, make sure your delivery staff are booked on to one of our upcoming familiarisation webinars.

T Level Familiarisation Webinar – Construction and BSE

Date: Wednesday, 25 November 2020

Time: 12.30 – 1.30 GMT

[Register now >](#)

T Level Familiarisation Webinar – Construction and BSE

Date: Friday, 27 November 2020

Time: 12.30 – 1.30 GMT

[Register now >](#)

Construction and BSE – T Level Occupational specialisms introduction

Date: Wednesday, 9 December 2020

Time: 12.30 – 1.30 GMT

[Register now >](#)

Our events provide a great opportunity to network with your peers, and gain expert advice and guidance from our technical advisors and their teams.

Please note that these webinars are ONLY for ESFA eligible providers who have been approved to deliver T Levels.

City & Guilds
A City & Guilds Group business

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EMPLOYERS PROVIDERS PARTNERS

T Levels

Home > T Levels

The next level qualifications

We are delighted to announce that the Institute for Apprenticeships and Technical Education (IfATE) and the Department for Education (DfE) has awarded City & Guilds to be the delivery partner for new T level technical qualifications (TQs) in Engineering and Manufacturing, and Management and Administration, from September 2022.

In collaboration with the specialist engineering awarding organisation, [Excellence Achievement and Learning \(EAL\)](#), we will develop and deliver three Engineering and Manufacturing T Level TQs. This follows on from last year's successful partnership to start delivering Construction qualifications in Wales, and the T Level in Construction: Building Services Engineering from September 2021.

In addition, by using the experience and expertise from our leadership and management business, ILM, we will be developing the new Business and Administration T Level TQ.

[Read the announcement >](#)

CONSTRUCTION AND BUILDING SERVICE ENGINEERING

The T Level technical qualifications in Building Services Engineering and On-Site Construction will be available from September 2021.

[Find Out More >](#)

ENGINEERING AND MANUFACTURING

City & Guilds and EAL will develop the T Level technical qualifications in Engineering and Manufacturing available from September 2022.

[Find Out More >](#)

BUSINESS AND ADMINISTRATION

City & Guilds and ILM will develop the T Level technical qualification in Business and Administration available from September 2022.

[Find Out More >](#)

Frequently asked questions (FAQs)

- What are T Levels? >
- What does a T Level include? >
- Who are developing the TQs? >
- How will T Levels be graded? >
- Who are the T Level selected providers? >
- How will T Levels work with other post-16 choices? >
- If a learner wants to start a T Level from September 2020, which of your colleges will be offering it? >
- Where can I find your timeline of activities? >
- What is the implementation timeline for T Levels? >
- How do I become eligible to deliver T Levels for 2022 delivery? >
- Which universities recognise and accept T Levels? >
- Where can we access more information from? >
- Which T Level TQs is City & Guilds developing? >
- Are the new T Levels TQs the same as City & Guilds current Technical Qualifications? >

T LEVELS

- Employers >
- Providers >
- Events >

[Learn more about T Levels on the government website >](#)

Contact us

Get in touch with our team to find out how you can get involved with the development of the T Level technical qualifications.

Email us at: qualifications@cityandguilds.com

Or [sign up](#) to stay up-to-date on T Level developments.

T Levels dedicated page

Latest information and resources for T Levels in Construction, BSE, Engineering, Manufacturing and Business & Administration

Employer and Provider pages, all upcoming events and webinars, plus recordings of previous webinars available at a click

Sign up for T Level updates

Our teams

Support in place

Your quality team



Anthony Atkinson
Territory Quality Manager



Liz English
Quality Manager



Gillian Stein
Quality Manager



TQAs
Technical Qualification Associates



Michael, Naomi, Jamie-Lee and Emily
Quality Coordinators (Team 3)

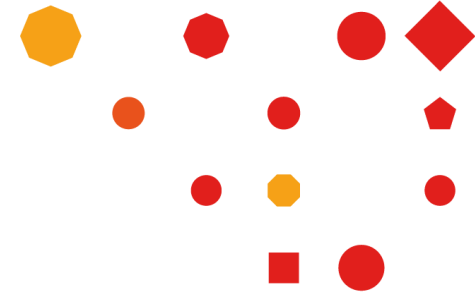


Technicals.Quality@cityandguilds.com



0300 303 53 52

Your industry and specialist contacts



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Rob Mallender

Technical Advisor for BSE

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Michael Scarrott

Product Specialist for EAL

Michael.Scarrott@eal.org.uk

07970 772015

TQA

Our Technical Qualification Associates

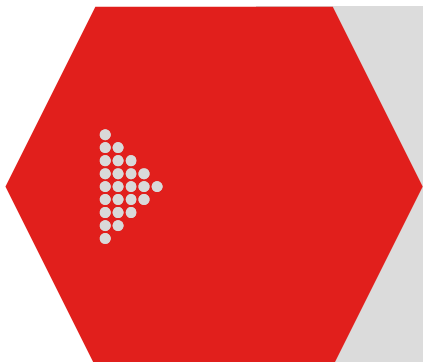
Role of the TQA

- Support providers prepare for approval, and to support achievement of approval within 30 working days within approval window
- Provide advice, guidance and support to providers
- Review approval applications, including supplementary evidence and carry out approval and support activities
- Conduct and document quality assurance, qualification advisory and system activities
- Support the training and development of new and existing provider
- Deliver and/or support provider training and standardisation activities
- 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



TQA	Pathway
Tom Leahy	BSE
David Standing	BSE
Grant Dodd	BSE
Gary Tierney	BSE
Matthew Smith	BSE
Mike Gashe	On-site
Clayton Rudman	On-site
Colin Fearn	On-site
Mark Ablett	On-site

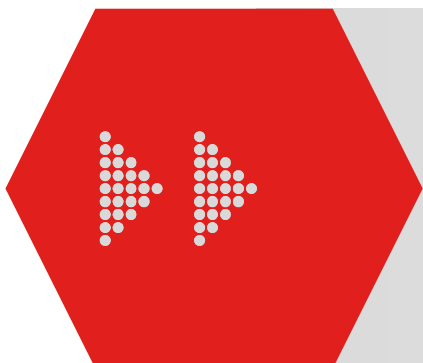




Quality assurance activities

Review eligible provider approval applications, including supplementary evidence and carry out pre-approval and approval and support activities.

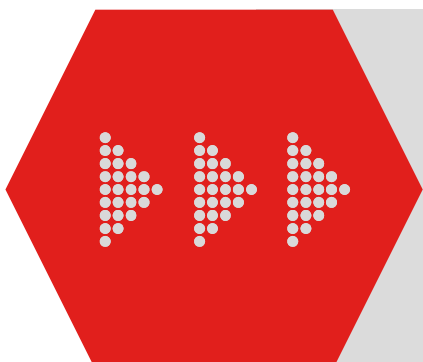
Conduct and document quality assurance, risk review, advisory and system activities with providers, in line with City & Guilds and regulatory arrangements.



Provider advice and support

Provide advice, guidance and support to providers.

Provide technical expertise.



Training, development and standardisation

Support the training and development of new and existing provider

Delivery and/or support provider training and standardisation activities where requested by the provider and/or the Quality Delivery team

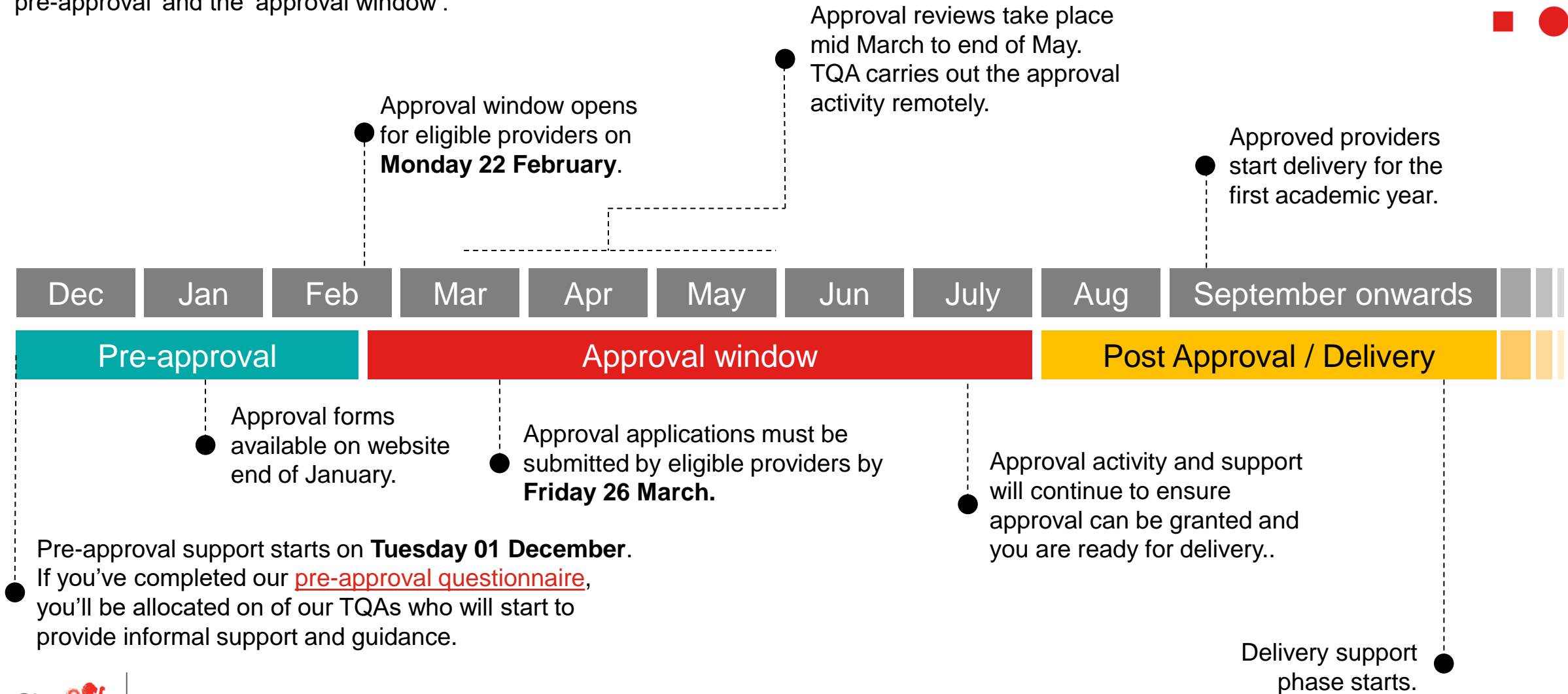


Approval

Timeline of activity for the Approval process

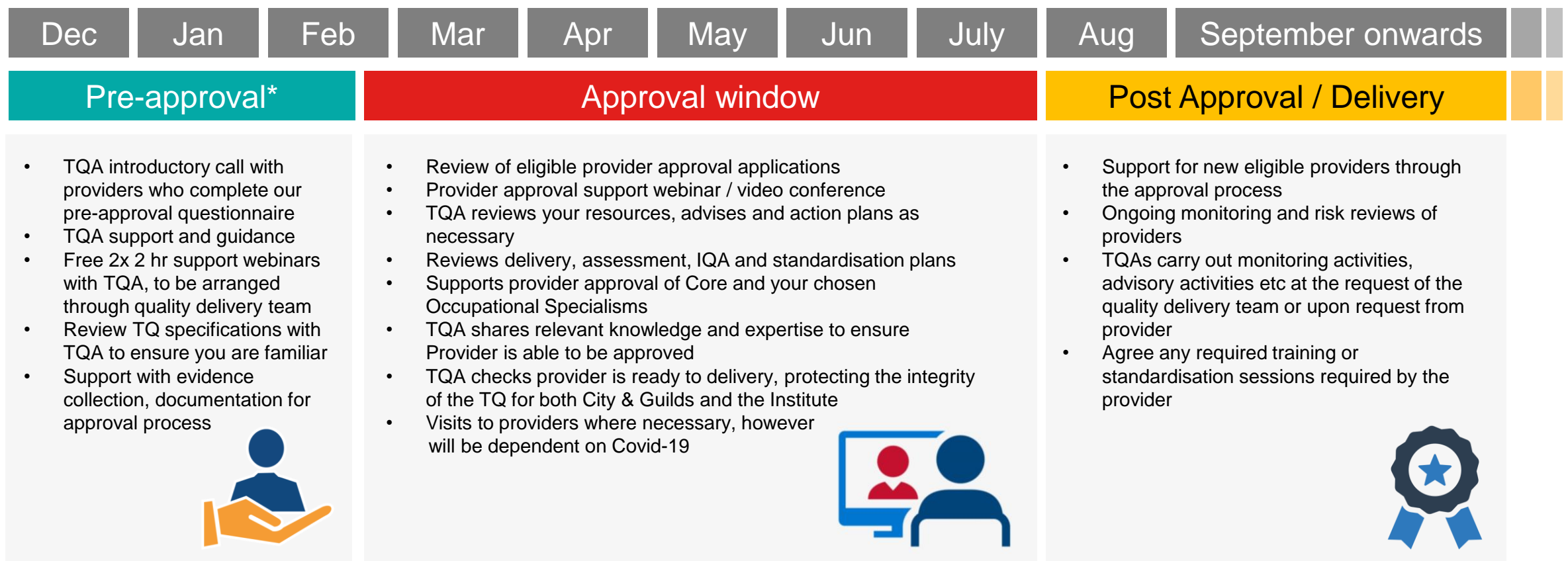
Approval timeline

The approval process is split into two sections; 'pre-approval' and the 'approval window'.



Approval timeline

Here's what to expect from us during the process



Provider Pre-approval (01 December – 21 February)

The TQAs role between 01 December up until the approval window opening on 22 February 21 will be to provide support and guidance to eligible providers, helping you prepare and ensure that you can be approved in time for delivery in September.

This is an informal process, where we will allocate TQAs to eligible providers, provide contact details etc. The aim is to provide support and guidance that enables you the provider to prepare for approval and ensure you application is successful.

During this phase you will be entitled to the following support:

- Informal guidance and advice on TQ criteria, preparing for teaching and delivery etc.
- 2 x 2 hour free of charge online meetings with your TQAs to discuss progress and preparing for the application process. These will be booked via the Quality team



Eligible Provider
submits
application.



We will review
application with
one of our TQ
Associates (TQA)



Approval window opens 22 February 21

Provider Approval (22 February)



Eligible Providers from wave 1 and wave 2 will be contacted by the City & Guilds Quality team in February 2020 and invited to complete the relevant Eligible Provider Approval Application.



The application is in the form of a self-assessment. Part of the application will require detail of physical resources and staff resources. Providers need to provide details of qualifications and relevant experience for those involved in the delivery of the TQ.



TQ Associates (TQAs) have the relevant occupational and quality assurance experience for the TQ. The allocated TQA will review the application, complete an approval activity and support the provider through the approval process.



All applications will be acknowledged within 2 working days and a TQA must make contact with the provider within 5 working days.

The Provider approval process should take no longer than 30 working days from the submission of the approval application and required evidence.

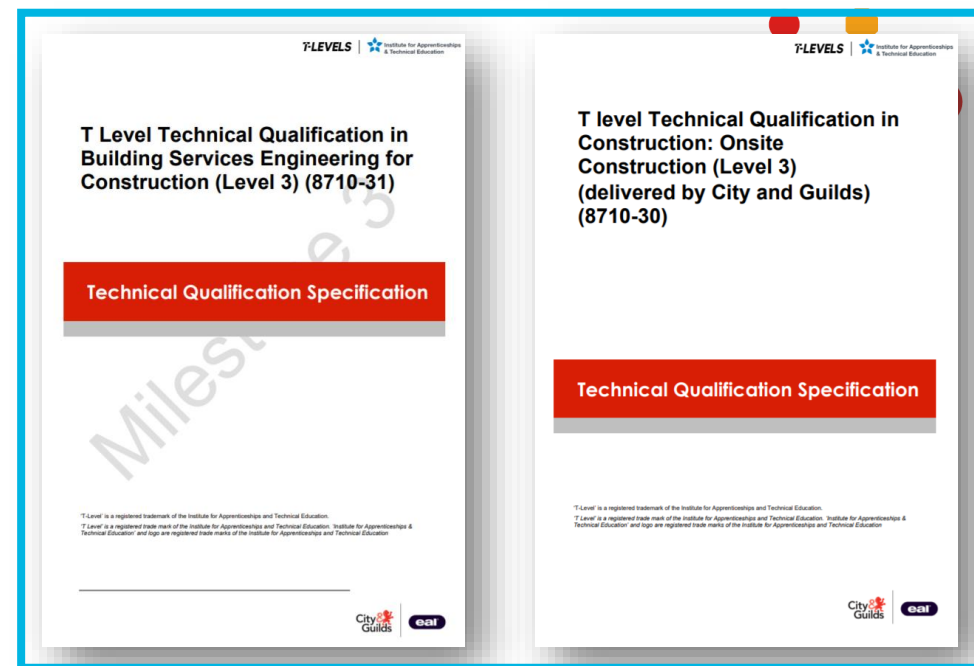
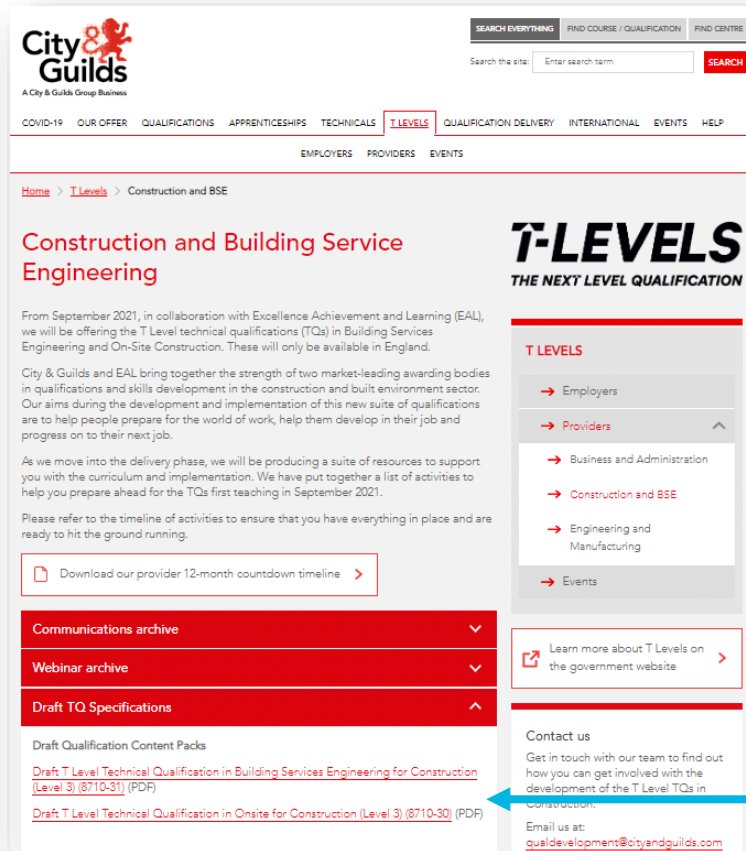
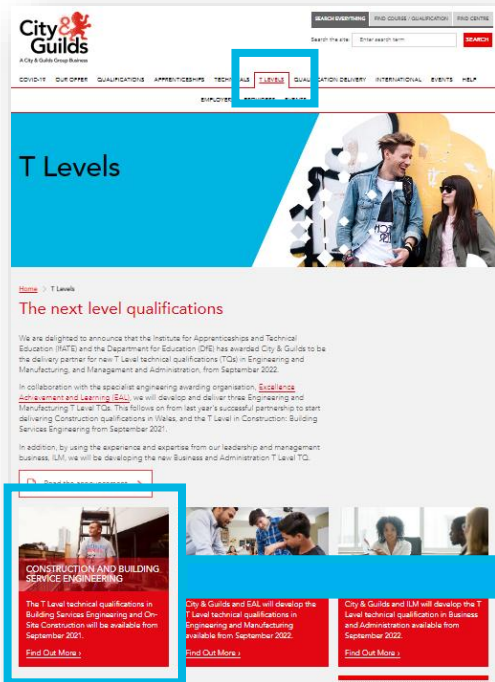


Applications for approval must be submitted by Friday 26 March 21

Approval criteria

Mapped to the TQ specifications

TQ Specifications



T Levels > Construction and BSE > TQ Specifications

Resource requirements

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.

BSE core

Staff who are familiar with L3 Construction/BSE qualifications will be able to teach the core subjects.

Occupational specialisms specific requirements

Electrotechnical engineering

Must hold an NVQ level 3 in Electrical Installations and have an AM2 qualification or have current JIB or ECS Gold card registration.

Gas engineering

Hold a Level 3 Diploma in Gas Utilisation or equivalent including relevant CPD that demonstrates the qualification standards and requirements

Protection systems engineering

Hold an NVQ L3 in Electronic Security and Emergency systems or a suitable L3 Electrical or Electronic engineering qualification and relevant CPD that demonstrates experience of working with the range of electronic security systems included in this qualification.

Electrical and electronic equipment engineering

Hold an NVQ L3 or equivalent in Electrical and Electronic engineering and relevant CPD that demonstrates experience of working with the range of systems included in this qualification.

Familiar with L3 Construction/BSE 4

Occupational specialisms specific requirements

Electrotechnical engineering

Must hold an NVQ level 3 in Electrical Installations and have an AM2 current JIB or ECS Gold card registration.

Gas engineering

Hold a Level 3 Diploma in Gas Utilisation or equivalent including relevant demonstrates the qualification standards and requirements

Protection systems engineering

Hold an NVQ L3 in Electronic Security and Emergency systems or a suitable Electronic engineering qualification and relevant CPD that demonstrates working with the range of electronic security systems included in this qualification

Electrical and electronic equipment engineering

Hold an NVQ L3 or equivalent in Electrical and Electronic engineering
demonstrates experience of working with the range of systems



Approval criteria

The approval criteria you will need to meet are also covered within the TQ specifications.

Criteria cover six distinct categories:

- Management systems (A)
- Industry placement (B)
- Resources (C)
- Delivery (D)
- Assessment and standardisation plan (E)
- Secure live assessment and administration (F)

The approval application and review process will comprise of a self-assessment approach, plus requirement to provide evidence to meet certain criterion (e.g. A5, B2, C9 etc.)

2 Centre requirements

Approval

New centres will need to gain centre approval. Existing centres who wish to offer this qualification must go through City & Guilds' full Qualification Approval Process. There is no fast track approval for this qualification. Please refer to the City & Guilds website for further information on the approval process: www.cityandguilds.com

Provider and technical qualification approval criteria

As part of the approval application, the Provider will be required to demonstrate they meet the TQ approval criteria. The application form will include a self-assessment, where the Provider will confirm the appropriate policies, procedures or processes are in place and provide evidence on how these are met.

Management systems
Effective systems in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.
Effective systems for communication across placements and staff who work remotely or externally to central location.
Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.
Effective systems in place to monitor and review the effectiveness of TQ delivery and assessment.
Robust and effective process in place to monitor delivery and/or assessment risks and to implement changes or allocate resource appropriately.
Provider has appropriate documented policies and procedures relating to: <ul style="list-style-type: none">• Learner recruitment and induction (including registration)• Ongoing Learner support• Ongoing staff support• Safeguarding• Equality, diversity, and inclusivity• Reasonable adjustments• Appeals• Learner/staff malpractice, maladministration, and plagiarism• Complaints• Conflict of Interest• GDPR• Risk assessments• Health & Safety (including public liability)• Contingency planning (to include in cases of withdrawal of Provider approval)
Process in place for annual review of above policies and procedures.
Process to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).

Effective systems in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.

Effective systems for communication across placements and staff who work remotely or externally to central location.

Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.

Effective systems in place to monitor and review the effectiveness of TQ delivery and assessment.

Robust and effective process in place to monitor delivery and/or assessment risks and to implement changes or allocate resource appropriately.

Provider has appropriate documented policies and procedures relating to:

- Learner recruitment and induction (including registration)
- Ongoing Learner support
- Ongoing staff support
- Safeguarding
- Equality, diversity, and inclusivity
- Reasonable adjustments
- Appeals
- Learner/staff malpractice, maladministration, and plagiarism
- Complaints
- Conflict of Interest
- GDPR
- Risk assessments
- Health & Safety (including public liability)
- Contingency planning (to include in cases of withdrawal of Provider approval)

Process in place for annual review of above policies and procedures.

Process to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).

Management systems

Effective systems in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.

Effective systems for communication across placements and staff who work remotely or externally to central location.

Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.

Effective systems in place to monitor and review the effectiveness of TQ delivery and assessment.

Robust and effective process in place to monitor delivery and/or assessment risks and to implement changes or allocate resource appropriately.


Provider has appropriate documented policies and procedures relating to:

- Learner recruitment and induction (including registration)
- Ongoing Learner support
- Ongoing staff support
- Safeguarding
- Equality, diversity, and inclusivity
- Reasonable adjustments
- Appeals
- Learner/staff malpractice, maladministration, and plagiarism
- Complaints
- Conflict of Interest
- GDPR
- Risk assessments
- Health & Safety (including public liability)
- Contingency planning (to include in cases of withdrawal of Provider approval)

Process in place for annual review of above policies and procedures.

Process to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).

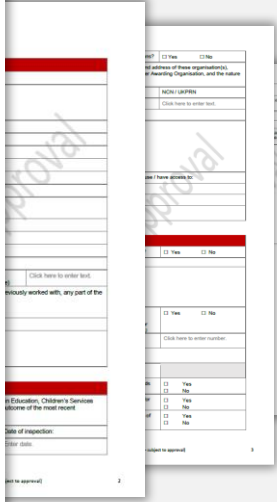
Approval form



T-LEVELS

T Level TQ Provider Approval Application

(TQPA) Version 0.4



This application form should be completed by a Provider new to delivering City & Guilds qualifications. The form should be used to apply to deliver the Technical Qualification (TQ) as part of a T Level.

The approval process should take no longer than 30 working days from the submission of this approval application.

Approval process

Steps	What to expect
Step 1	Please complete this form and return to technicals.quality@cityandguilds.com .
Step 2	The Quality team will review your application to ensure the content meets our approval criteria within 2 working days. Where additional information is required this will be requested in writing.
Step 3	We'll allocate a TQ Associate (TQA) within 5 working days who will carry out an approval and support activity. Their name and contact details will be provided in writing, a guidance document will be provided to help prepare for the approval activity and what to expect. You'll also get access to our secure online portal where you will need to upload evidence to support your application.
Step 4	The TQA will review your application and will contact you to arrange a suitable date for the approval and support activity within 10 working days.
Step 5	The TQA will undertake the approval and support activity and submit their report, including recommendation on approval and any action/improvement plan to the Quality team. The Quality team will review the content of the report and agree a final decision on approval status and any actions/improvements required within 2 working days.
Step 6	Where approval is granted, a letter of confirmation will be sent to you with a copy of the approval report and our Approved Provider Welcome Pack. Where the approval is not granted, an action plan will be set informing you on what steps are required to meet our approval requirements.

Support throughout your application

Our quality team will support you throughout the application process. You can contact us on the details below:

E: technicals.quality@cityandguilds.com

T: 0300 303 53 52

Click [here](#) to chat to us online.

T Level is a registered trademark of the Institute for Apprenticeships and Technical Education (IfATE).
 City & Guilds TQ Provider Approval | September 2020 | Version 0.4 (Draft – subject to approval)

If you're already a customer with City & Guilds you'll need to complete the **TQ Qualification Approval Application** form (TQQA).

If you're new to working with us, you'll need to complete the **TQ Provider Approval Application** form (TQPA).



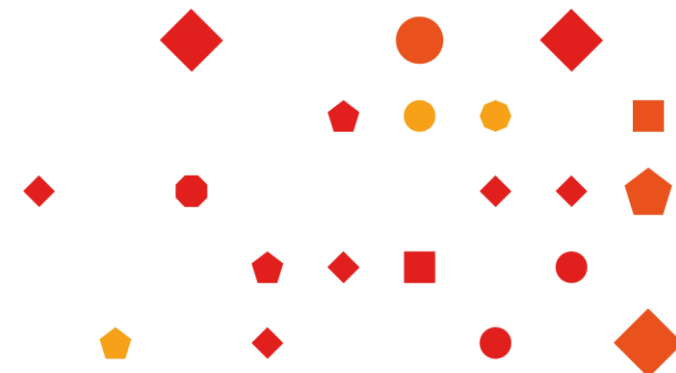
Approval form

Steps	What to expect
Step 1	Complete the form and return to us
Step 2	Our Quality team will review your application to ensure the content meets our approval criteria within 2 working days. Where additional information is required this will be requested.
Step 3	If you didn't engage in the pre-approval support phase, we'll allocated a TQ Associate (TQA) within 5 working days (for each core) and provide them a copy of your application. You'll also get access to our secure online area where you will need to upload evidence to support your application.
Step 4	The TQA will review your application and contact you to arrange a suitable date for your approval and support activity within 10 working days.
Step 5	The TQA will undertake the approval and support activity and submit their report to us, including recommendation on approval and any action/improvement plan. Our Quality team will review the content of the report, agree a final decision on approval status and any actions/improvements required within 2 working days.
Step 6	Where approval is granted, a letter of confirmation will be sent to you with a copy of the approval report. Where the approval is not granted, an action plan will be set informing you what steps are required to meet our approval requirements.

Each month during the approval window, we will update the Institute on your application progress, and share any concerns that are raised by our associates.

The outcome of approval activities, plus any action or improvement plan is also shared with the Institute and is subject to our contractual agreement.

Its worth remembering that you may have already received funding in order to prepare for delivery in 2021, so this should be clarified before any decision to defer delivery until the next academic year.



Approval form

Section 2 TQ Application detail

TQ Application detail

Please select the TQs you are seeking approval for:

TQ	
<input type="checkbox"/> Construction: On-site	<input type="checkbox"/> Construction: Building Service Engineering (BSE)

How many learners do you expect to register within the first two years delivery for each TQ?

Year 1	Year 2	Year 1	Year 2
Volume:	Volume:	Volume:	Volume:
Volume:	Volume:	Volume:	Volume:

Occupational Specialisms

Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volume per specialism:

	Yr1	Yr2		Yr1	Yr2
<input type="checkbox"/> Carpentry & Joinery			<input type="checkbox"/> Gas Engineering		
<input type="checkbox"/> Plastering			<input type="checkbox"/> Electrotechnical Engineering		
<input type="checkbox"/> Bricklaying			<input type="checkbox"/> Electrical and Electronic Equipment Engineering		
<input type="checkbox"/> Painting & Decorating			<input type="checkbox"/> Protection Systems Engineering		
			<input type="checkbox"/> Plumbing and Heating Engineering		
			<input type="checkbox"/> Heating Engineering and Ventilation		
			<input type="checkbox"/> Refrigeration Engineering and Air Conditioning Engineering		

Do you have Provider or TQ approval with another Awarding Organisation for T Levels?

☐ Yes
☐ No

If yes, please provide further detail:
[Click here to enter text](#)

City & Guilds TQ Provider Approval | September 2020, Version 8.4 (BRAFT – subject to approval) 5

Section 1: Provider details

The few pages ask for your provider details and information, which should be completed by the Head of Centre or senior person who is authorised to act on behalf of the organisation. There's less to complete if you're an existing centre with us.

Section 2: TQ Application detail

This is where you tell us which TQs and relevant Occupational Specialisms you are seeking approval for. You also have to provide learner volumes for the first and second year delivery. These must be accurate in order for us to ensure we have sufficient resource to meet your needs.

Note that the page is split into two columns – so if you're applying for both *On-site Construction*, as well as *Building Service Engineering*, you'll need to complete both parts.



Approval form

Section 3: TQ approval criteria

Providers must now complete a confirmatory checklist, to state whether they can meet the criteria necessary for the approval.

Some of the checklist criteria will require the provider to upload supporting evidence and documents.

Note that the questions are all to be marked “Yes” / “No” by the Provider.

Each of the criteria have a reference number – if any of the criteria are ticked as “no”, there is a further section where the Provider can detail how these criteria will be addressed, prior to approval

Section 3 TQ Approval Criteria

You have an obligation to ensure that at all times during the term of your approval you meet all of the City & Guilds Provider Approval Criteria for the Technical Qualification (TQ).

You must inform City & Guilds if any of the answers to the approval criteria questions below change at any point during or after your approval. Failure to do so may result in withdrawal of Provider Approval.

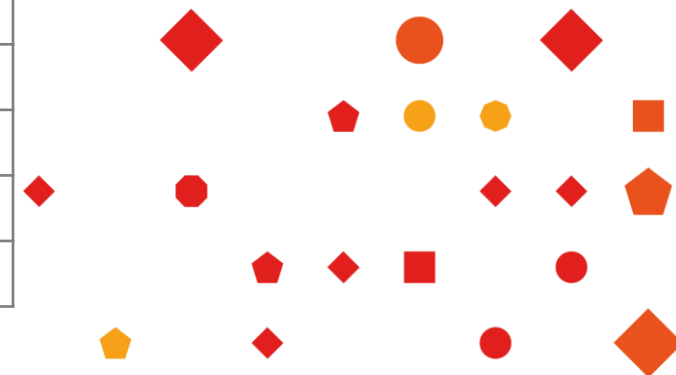
Please confirm that the evidence for each set of Provider/Qualification Approval Criteria will be available at the Provider approval activity by answering **yes** or **no** to each statement and providing further details (where requested).

After you've submitted your application, we'll give you access to a secure online link where you will be requested to upload supporting evidence, policies and procedures for each of the criteria below. This must be completed at least two working days prior to your confirmed TQ Approval activity.

Management Systems			
A1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A5	Provider has appropriate documented policies and procedures relating to: <ul style="list-style-type: none">• Student recruitment and induction (including registration)• Ongoing student support• Ongoing staff support• Safeguarding• Equality, diversity and inclusivity• Reasonable adjustments• Appeals• student / staff malpractice, maladministration and plagiarism• Complaints• Conflict of Interest• GDPR• Risk assessments• Health & Safety (including public liability)• Contingency planning (to include in cases of withdrawal of provider approval).	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A6	A process is in place for annual review of above policies and procedures.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A7	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).	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A8	Effective system is in place to store accurate and up to date staff data (including CVs, qualification certificates, CPD evidence etc.).	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A9	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.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A10	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.).	<input type="checkbox"/>	Yes <input type="checkbox"/> No
A11	All student data is stored securely in line with GDPR and data protection legislation.	<input type="checkbox"/>	Yes <input type="checkbox"/> No

Management Systems

A1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.
A2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.
A3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.
A4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.
A5	Provider has appropriate documented policies and procedures relating to; <ul style="list-style-type: none"> • Student recruitment and induction (including registration) • Ongoing student support • Ongoing staff support • Safeguarding • Equality, diversity and inclusivity • Reasonable adjustments • Appeals • Student / staff malpractice, maladministration and plagiarism • Complaints • Conflict of Interest • GDPR • Risk assessments • Health & Safety (including public liability) • Contingency planning (to include in cases of withdrawal of provider approval).
A6	A process is in place for annual review of above policies and procedures.
A7	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).
A8	Effective system is in place to store accurate and up to date staff data (including CVs, qualification certificates, CPD evidence etc.).
A9	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.
A10	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.).
A11	All student data is stored securely in line with GDPR and data protection legislation.
A12	Provider will ensure all assessment records are retained for a minimum period of three years post certification.



Industry placement



B1	<p>Provider has appropriate documented policies and procedures relating to:</p> <ul style="list-style-type: none"> • Risk assessment and/or health and safety assessment of placement • Quality assurance of placements • Ongoing monitoring of placement.
B2	<p>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.</p>

Resources



C1	The provider has access to the appropriate resources to meet the specification of the TQ and its delivery and assessment.
C2	There are sufficient staff to meet the demand of the TQ.
C3	Staff have the relevant competencies, occupational competence and knowledge required for the delivery and/or assessment of the TQ.
C4	There are effective systems in place to ensure staff are adequately supported in their role.
C5	Effective systems are in place to ensure Continuous Professional Development (CPD) of all staff involved in the delivery of the TQ.
C6	Staff have adequate time and access to complete CPD.
C7	Resources for assessment in the workplace or Realistic Working Environment (RWE) as specified by the standards setting body / specification are available and are robust.
C8	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.)
C9	Please provide details of resources in place, including any third-party agreements and how you manage these:



Delivery

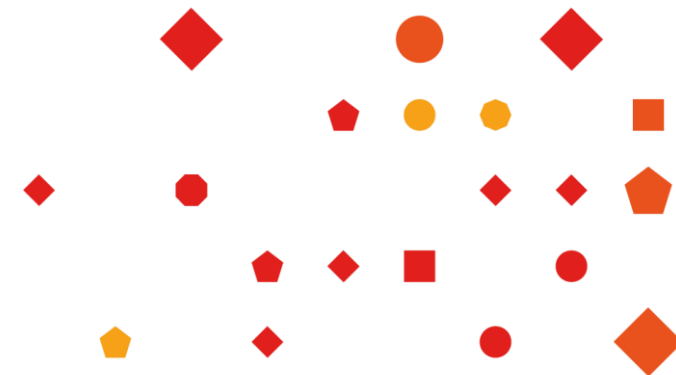
 D1	There is a detailed programme of delivery in place which is realistic and meets the needs of the TQ specification. Evidence of this may include a detailed induction process or plan for students or cohorts, a curriculum plan or scheme of work.
D2	There is an initial diagnostics process in place for all students to ensure they are suitably supported.
D3	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).
D4	There are regular opportunities to review student progress and support.
 D5	Students receive a handbook which contains accurate information relating to the delivery of the TQ.
D6	Students are advised of any technical needs for the TQ and the support that will be delivered by the provider.

Assessment and standardisation plan

E1	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.
E2	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.
 E3	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.
E4	Provider understands how additional activities (webinars, training workshops etc) provided by City & Guilds will support reliable marking and standardisation.
 E5	An effective standardisation plan is in place to ensure accurate, consistent, and standardised marking across all Internal Assessors.
E6	Provider can outline how it will identify and mitigate any risk where an Internal Assessor is deemed not to be providing reliable results.
E7	Please provide detail of your assessment and standardisation plan, how you will implement this and how you intend to mitigate risk to internal assessment:



Secure live assessment and administration	
F1	Provider will comply with the requirements set out by City & Guilds for the delivery and assessments of the TQ.
F2	There are effective procedures in place to identify assessment that may not be the students own work (plagiarism).
F3	There are effective procedures in place to confirm student identification and record student attendance.
F4	There is a clearly identified examinations policy and procedure that meets with City & Guilds requirements for the TQ, as well as JCQ ICE requirements.
F5	The provider has in place a detailed Invigilation policy and can demonstrate that Invigilators are suitable trained.
F6	Assessment locations are known to City & Guilds and meet with City & Guilds and JCQ ICE requirements.
F7	The provider ensures the safe storage, distribution and collection of all assessment and/or exam material in line with JCQ ICE requirements.
F8	Systems are in place to ensure only authorised personnel have access to assessment or exam material and the platforms used to facilitate online exams.
F9	Please provide supporting evidence to support the above criteria:
F10	Have you been inspected by JCQ within the last 5 years?
F11	Date of last activity



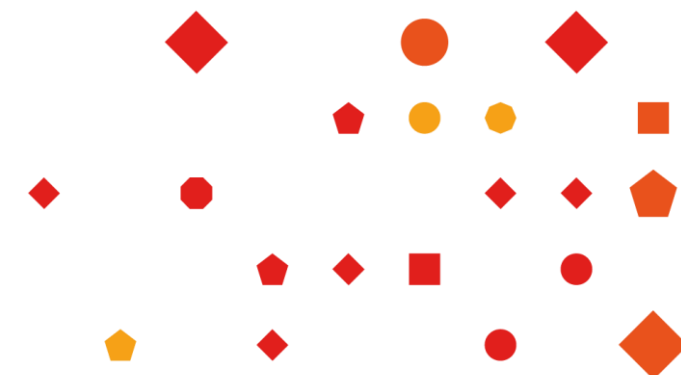
Approval criteria action plan	
A5	Following documents are currently under internal review, and will need to be signed off by the Head of Department prior to approval: <ul style="list-style-type: none"> • Student / staff malpractice, maladministration and plagiarism • Complaints • Conflict of Interest • GDPR
B1	Site visit to West Yorkshire Construction Services is not currently permitted due to Covid-19. We have not been able to complete the risk assessment or health and safety assessment of the placement at this stage.
C8-9	Third-party agreement with Leeds Construction Ltd. Not able to locate the written agreement terms and conditions as part of the application process. This will need to be confirmed with our TQA
D5	Student handbook has not been written, we were not aware this needed to be specific to the TQ / T Level. We will action this and provide as part of the approval review.
F10-11	Reviewed the last JCQ activity on 01 March 2018 and there are outstanding actions which have not been fully addressed. We will complete an internal review and provide details of action taken to address these as part of the approval review.
Ref.	Click here to enter text.
Ref.	Click here to enter text.

Provider self-assessment action plan

Following the list of criteria, you're then required to provide detail around how you will, prior to approval, address any of the criteria which you answered as "no".

We understand not everything is going to be in place by February, 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.

These should be identifiable using the criteria reference numbers in the first column. Some examples have been provided on-screen.



Approval form

Section 4: Delivery and staff information

You are asked to add detail of all key staff who will be involved in the delivery, assessment and internal quality assurance of the TQ(s) for which they are seeking approval.

The staff members' name and role are needed, along with a "profile", which should detail:

- Staff qualifications relevant to the TQ and when they were achieved
- Relevant professional experience within the last 5 years which is relevant to the teaching/assessment/IQA
- Details of relevant CPD and other professional development

Any supporting documents can also be provided.

[illegible]

Section 5: Declaration

The final page is a declaration statement which the provider confirms their agreement to, by ticking the statements and entering their name, date and position into the relevant boxes.

The declaration must be signed with an E-signature.



Supplementary evidence

Evidence platform

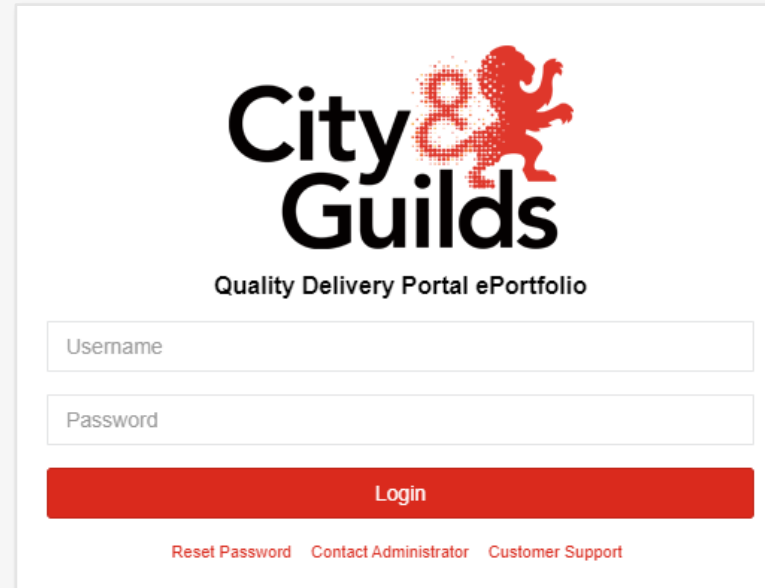
We'll be using a secure platform for you to provide supplementary evidence as part of the application process.

We'll provide you login details once we've received and accepted your approval application.

The approval criterion A - F will be listed in the platform, and you'll be able to upload evidence, either to each individual criteria, or across multiple criteria.

Your TQA will then access and review these remotely.

Evidence can include video recordings, such as a tour of your site facilities etc.



The login screen for the City & Guilds Quality Delivery Portal ePortfolio. It features the City & Guilds logo at the top, followed by the text "Quality Delivery Portal ePortfolio". Below this are two input fields: "Username" and "Password". A large red "Login" button is positioned below the password field. At the bottom, there are three links: "Reset Password", "Contact Administrator", and "Customer Support".



Upload



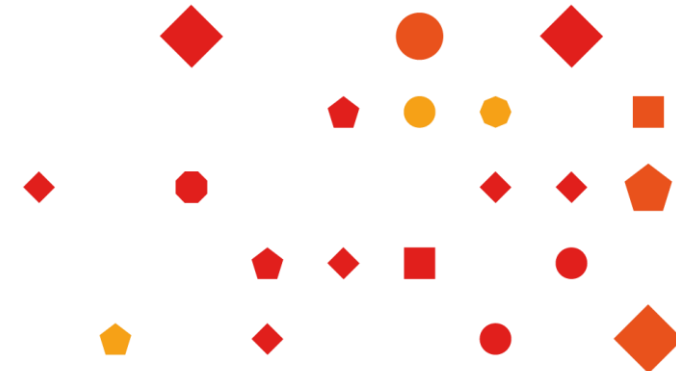
Details



Type



Cross Reference



Ongoing support

Support for approved
provider

Ongoing support to the eligible provider



Annual Monitoring:

- Annual quality assurance activities to ensure successful delivery of the TQ(s), for the Provider to be supported with understanding and successful delivery
- Actions recorded in SMART action plans
- Identifying and reporting risks to delivery to the Quality Delivery teams



Risk Reviews and supporting Provider self-assessment:

- Associates supporting by responding to any identified risks, documenting risk in line with City & Guilds and regulator requirements
- Supporting Providers with early identification of their own risks and to raise / discuss these with their allocated TQA, in order to address these risks and resolve them at an early stage



Delivery of training and/or standardisation with the Provider:

- Supporting with Provider training and development
- Supporting Providers to implement the quality assurance model and ensure the TQA and Providers are mutually understanding of any updates to this quality assurance model
- Standardisation activities to ensure support for continued improvement and consistent performance – documented by TQAs
- Advisory activities – guiding the Provider in best practice to support continued improvement and consistent performance





Thank you

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