Technical Qualifications
Welcome pack

To support your 2018/19 delivery

Contents

Introduction

Welcome to the new academic year with City & Guilds. We look forward to working with you to deliver Technical Qualifications.

This welcome pack gives an overview of the key information and milestones for centres delivering our Technical Qualifications. Whether you're a new or returning centre, you'll find useful links to our guidance documents, important dates and information on the key stages of assessment and quality assurance. There are also contact details for any further queries you may have.

Please ensure you download the latest version of our support materials, they can be accessed from **cityandguilds.com/ technicals-resources**

Key dates for your diary

Here's a list of the key dates for the delivery of Technical Qualifications:

Please note there are some changes to bookings from last year. Booking dates for the spring and summer exams have been brought forward to 3 September 2018 to enable you to book exams at the same time as registering your learners.

Activities	Date
Learner registrations open	3 September 2018
Booking window for spring first and second series (March/April 2019) and summer (May/June 2019) exam series opens	3 September 2018
Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (EI), for Key Stage 5 (KS5 only)	3 September 2018
Deadline for learner registrations	2 November 2018
Deadline for booking first and second spring exam series (March/April 2019)	22 December 2018
Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and EI (KS5 only)	22 December 2018
Synoptic assignment tasks for Land-based Technical Qualifications only can be released to learners from this date	2 January 2019
Deadline for submitting the EI planner for checking or approval	1 February 2019
Synoptic assignment tasks for all Technical Qualifications can be released to learners from this date	4 February 2019
First spring exam series begins	4 March 2019
Final day of first spring exam series	15 March 2019
Second spring exam series begins	18 March 2019
Final day of second spring exam series	29 March 2019
Results of first spring exam series released to centres	23 April 2019
Deadline for booking May summer exam series	26 April 2019
8202-20 and -30 Level 2 and 3 Electrical exams sitting (outside of spring series 1 and 2)	30 April 2019
Results of second spring exam series released to centres	13 May 2019
Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments	17 May 2019
Deadline for booking June summer exam series	17 May 2019
Results of 8202-20 and -30 Level 2 and 3 Electrical exams spring series released to centres	20 May 2019
Summer exam series begins	22 May 2019
Deadline for booking 8202-20 and -30 Level 2 and 3 Electrical summer exams	24 May 2019
Deadline for submitting outcomes and evidence to the Moderation Portal on optional assignments and any other centre assessed components (if applicable) and EI (KS5 only)	14 June 2019
Final day of summer exam series	25 June 2019
Final results Level 3, including summer series assessments, assignments and qualification results released to centres	5 August 2019
Final results Level 2, including summer series assessments, assignments and qualification results released to centres	22 August 2019

Approvals

The approvals window for centres wishing to deliver Technical Qualifications this academic year closes **Friday 2 November 2018**. Applications received after this date will be processed for September 2019 delivery.

Some Level 2 Technical Qualifications are eligible for automatic approval if you have existing approval for the equivalent Level 3 in the same industry area. However, this is not the case for all Level 2 Technical Qualifications.

Please visit our website or contact the Technicals and Moderation Support team.

You can view all your approved Technical Qualifications on **walled-garden.com** within the Quality Portal. Please refer to page 12 of the **Quality Portal user guide** for further support.

If you have any queries or questions regarding your approval status for any Technical Qualification, please contact our Technicals and Moderation Support team.

Email: **moderationsupport@cityandguilds.com**
Phone: **01924 206 719**

Centre contact information

We want to ensure we get the right information to the right people. Therefore, our Technicals and Moderation Support team will shortly be contacting all our centres to check we have the right details for this year's delivery. Alternatively you can submit this information to us now using our **online form**.
cityandguilds.com/technicals-contact-form

Please ensure that you have the following information ready:

- **main moderation contact** – this is your centre's main contact, who City & Guilds will use for all Technical Qualifications and moderation related queries or communication

- **Moderation Portal contact person** – this person will receive the initial account details, user guide and be responsible for setting up additional user accounts for all other staff within your centre. Please refer to the Moderation Portal user guide for more detail

- **industry area contacts** – these are your exams officers, tutors or curriculum managers.
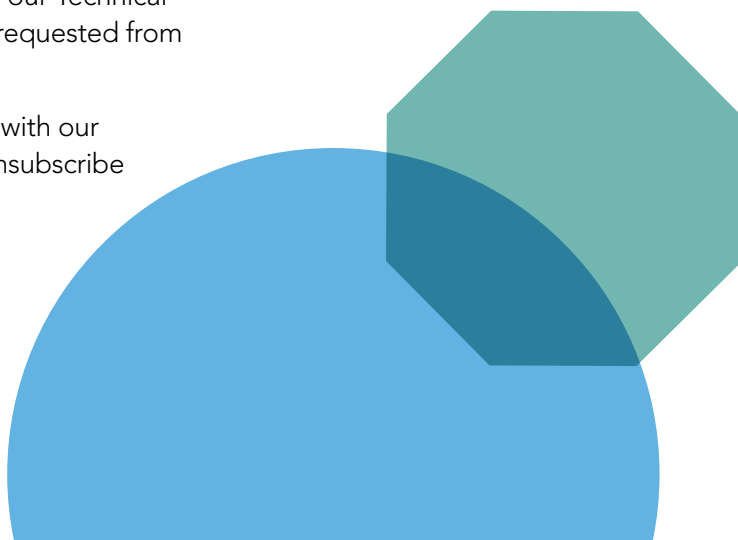
A note on our communication

We will be sending communications to you throughout the year, from both our Technicals and Moderation Support team and also centrally with our key updates.

This will be to either all contacts, or where the communication is only relevant to one role; it will be sent to that individual. Please ensure you're receiving all our key update emails and that they are not being filtered out by your email system or provider.

It's important that during the year you keep us up to date on any changes to centre staffing. To do this, simply complete our Technical Qualification Moderation **contact form**, which can be requested from our Technicals and Moderation Support team.

We will only process your personal data in accordance with our **privacy policy**. You may change your preferences or unsubscribe at any time at **cityandguilds.email-preferences.com**
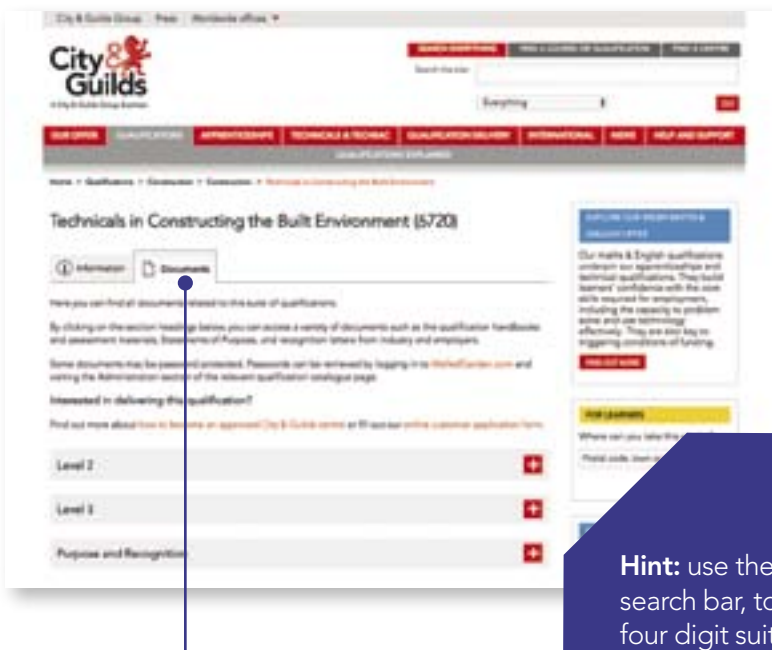
Documents and resources

The following resources are available to support your delivery and assessment.

Centre documents and assessment materials can be found in the qualification specific pages for each individual qualification:

- qualification handbooks
- exam guides
- synoptic assignments
- sample papers
- past papers and mark schemes
- optional assignments and assessment packs for any other centre assessed components.

These documents can be found on the 'Documents' tab, under the relevant qualification page.

Hint: use the website search bar, to search the four digit suite number (e.g. 6720) and go directly to that qualification page.

Documents and resources

Qualification handbooks

Qualification handbooks can be found on the relevant qualification webpage.

We keep a version history near the beginning of qualification handbooks where applicable.

Synoptic assignments

This year we are keen to give centres the opportunity to review our guidance for delivery of our synoptic assignments, and feedback any questions they may have. If we receive questions we will publish a response to these on our website for the benefit of all centres delivering the assignments.

No changes will be made to the content or requirements of the tasks themselves, this will only be to clarify any questions centres have around delivery.

Synoptic assignments will be released to centres from 3 September. We will review any queries we have received by (up to and including) 31 October. We will publish an update where relevant by 3 December.

Please ensure you and your centre are using the latest version of all documentation available.
cityandguilds.com/technicals-resources

Granularity of grading

New grade scales will be applied for learners completing 720 and 1080 Guided Learning Hours (GLH) Technical Qualifications in summer 2019. The new grade scales will be applied as follows:

- double grading (e.g. MM, PM) to the Level 3 Advanced Technical Extended Diplomas (720 GLH)

- triple grading (e.g. MMP, DDD) to the Level 3 Advanced Technical Extended Diplomas (1080 GLH).

These changes provide a more refined grading scale and increase the range of UCAS tariff points available between each of the existing grades. The 360, 450 and 540 GLH Technical Qualifications are not affected and will retain the existing pass/merit/distinction/distinction* grade scale.

Please note:

- Land-based synoptic assignment tasks can be released to learners from 2 January 2019 (due to the seasonal nature of the activities required).

- All other live synoptic assignments can be released to learners from 4 February 2019.

Passwords for live assessment materials can be found on the relevant qualification page (e.g. 6720-34) on the catalogue section of walled-garden.com

Guidance and support

Teaching learning and assessment guide

This document provides guidance around teaching, learning and assessment of the qualification.

cityandguilds.com/technicals-TLA-guide

Examination guides

For each Technical Qualification there is an examination guide available.

cityandguilds.com/technicals-exam-timetable

Marking and moderation guide

This document provides information on the centre marking process as well as the quality assurance of synoptic assignments and centre-assessed components, through moderation and verification.

cityandguilds.com/technicals-marking-moderation-guide

Employer Involvement centre guidance

This document provides guidance and best practice on meeting the Employer Involvement requirement.

cityandguilds.com/technicals-EI-centre-guide

Moderation Portal centre guide

This document explains the process for your centre on how to upload marks and evidence (revised version due spring 2019).

cityandguilds.com/technicals-mopo-centre-guide

Technicals checklist for delivery

A checklist for delivery to help you ensure that key date items are actioned.

cityandguilds.com/technicals-checklist

Curriculum plans

A blank printable version of exemplar curriculum planners for 2018-19 will be available, designed to support you with your own planning, timetabling and delivery models. These template exemplars will include any key dates for 2018-19.

cityandguilds.com/technicals-curriculum-planner

Versions of all documents are maintained electronically, so please check the website to ensure you have the most up-to-date version.

These documents can be found on our website on **cityandguilds.com/technicals-resource**

Booking assessments

Book your candidates onto all assessment components for the relevant Technical Qualification via **walled-garden.com**, our online administration system.

This includes:

- theory exams
- synoptic assignments
- optional assignments (if required)
- any other centre-assessed components (if required)
- EI component (KS5 qualifications only).

Please ensure you only book either a paper or e-volve exam, per series for candidates, as booking them both may affect their number of attempts to complete the qualification (candidates have a maximum of two). It is important that a booking is made for every candidate against all relevant components of the Technical Qualification. Please note that late booking fees apply – see page 10.

For each of our exams we have an initial spring series, and then a second summer series. This allows flexibility for how a centre delivers the theory exams, and the summer series can be used as a re-sit exam.

We set the initial spring exam earlier or later in the year, depending on the content we expect the candidate to learn for the exam.

Where we set the exam earlier, we ensure that we release results for these tests earlier, so that centres can prepare candidates for re-sits where necessary – hence we have a first and second spring series, and separate results days for these series.

In summer we spread our exams out to minimise the burden on centres who may be delivering more than one Technical Qualification at a time and need to ease the impact on exam facilities.

Exam series and results

Spring exam series results

First spring exam series
(4 March to 15 March 2019)

The results of the first spring exam series will be available on **walled-garden.com** on Tuesday 23 April. Centres will also access individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer (May) exams is Friday 26 April, so centres will have four working days to book any learners who need to re-sit.

Second spring exam series
(18 March to 29 March 2019)

The results of the second spring exam series will be available on Walled Garden on Monday 13 May. Centres will also access individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer (June) exams is Friday 17 May, so centres will have five working days to book any learners who need to re-sit.

Summer exam series results

(22 May to 25 June 2019)

The results of the May and June summer exam series will be available on Walled Garden on 5 August (Level 3) and 22 August (Level 2).

The timetable of Technical Qualifications theory exams can be found on **cityandguilds.com/ technicals-resources**

Late booking fees

Bookings made after the date of the relevant booking windows will incur a fee per learner, per assessment entered plus an administration charge. This applies to all dated entry exams, synoptic assignments, centre assessed components and Employer Involvement. Please refer to our UK centre charges list on our website for more information.

Please note that when making a booking through Walled Garden you will be reminded that you may incur late fees. You will need to accept this notification. Late fees will not show on your Walled Garden booking, they will be generated by City & Guilds shortly after your booking is confirmed.

Moderation process

For the Technical Qualifications' synoptic assignments, internal centre marking is subject to external moderation by City & Guilds.

Moderation is a quality assurance process whereby City & Guilds review a sample of centre marking and candidate evidence to ensure that it is accurate and consistent, in line with the correct national standard.

Where it is not, centre marks may be adjusted or in some instances the work is remarked completely, to align them with these standards. To support this process, in some instances City & Guilds may require additional evidence to be uploaded and centres are expected to comply with these requests.

Detailed information on the moderation process is available in the **Technical Qualifications Marking and Moderation Centre Guide.**

cityandguilds.com/technicals-marking-moderation-guide

Moderation visits

For some Technical Qualifications, the moderation process is supported by a visit from our moderators, to observe the practical assessment taking place. Moderators will use this visit to ensure that tutors are collecting appropriate evidence during the assessment to support their marking.

A list of qualifications that require a moderation visit is available on the website.

cityandguilds.com/technicals-moderation-visit-list

Centre assessed components

For some qualifications learners must complete centre-assessed components including optional units, mandatory units and Employer Involvement.

- For optional and mandatory units we sample centre-assessment judgements and provide feedback and improvement actions where required. In some instances City & Guilds may require additional evidence to be uploaded to support this review and centres are expected to comply with these requests.

- For every Technical Qualification with an EI component, centres must arrange for learners to undertake meaningful employer involvement activities and are required to provide evidence that these activities took place. New centres are also required to submit a plan in February, demonstrating how they will meet this requirement (for more information, see the **Employer Involvement centre guidance**).

  cityandguilds.com/technicals-EI-centre-guidance

The deadline for submitting grades, outcomes and sample evidence for these components is 14 June 2019.

Key Stage 4 (KS4) Technical Awards

City & Guilds has eight Technical Awards approved by DfE to appear in the 2020 14-16 performance tables. These can be delivered over one, two or three academic years in Key Stage 4.

- **City & Guilds Technical Awards guide**
  cityandguilds.com/technicals-KS4-awards-guide

- **Technical Awards: information for new centres**
  cityandguilds.com/technicals-KS4-awards-new-centre-info

Resources

Our qualification handbooks for Technical Awards are available on the website on the relevant qualification page for September 2018/19 delivery.

Technical Awards webinars:

- **Introduction to City & Guilds Technical Awards**

- **KS4 Level 2 Technical Awards on-boarding.**

These can be found on **cityandguilds.com/ technicals-resources**

Maths and English

Achieving qualifications and confidence in maths and English has a big impact on your learners' progression opportunities and life chances. Learning how maths and English are used and applied in their chosen Technical field of study is a great way of underpinning their chances of success and progression.

The importance of maths and English to young people is also recognised by government in England. All 16 to 18-year-old learners, and those aged 19-25 with an education health and care (EHC) plan who do not hold a GCSE grade 9-4 or A*-C are required to continue studying maths and English during each year of their study programme. Learners' entitlement to any public funding for their programme depends on them meeting the maths and English Condition of Funding.

For further information about the Condition of Funding rules, please see the Funding Guidance on the England section of our Maths and English web pages **cityandguilds.com/mathsandenglish**

Maths and English qualifications

City & Guilds offers a wide range of qualifications to support the development of maths and English:

- Functional Skills (3748) in English, Mathematics and ICT from Entry 1 to Level 2

- ESOL Skills for Life (4692) – Awards in reading, writing, speaking and listening or an overall certificate covering all skills

- English Skills and Mathematics Skills (3847) – a collection of 'bite-sized' Awards covering each aspect of the literacy and numeracy curriculum

- Principles of English and Mathematics (3844) – on-screen/on-demand tests, focusing on the key concepts of English and maths.

Many of these qualifications are approved stepping stone qualifications which can contribute directly towards the Condition of Funding eligibility rules. Even if a qualification does not count directly towards the Condition of Funding, it may still be possible to use it in conjunction with another eligible qualification accessed during the same year.

A full list of qualifications counting towards the Condition of Funding rules is available from **The Hub***. Note the rules are slightly different for full-time learners if they already hold GCSE English and/or mathematics at grade 3 (or D).

Supporting teaching and learning

To support teachers and learners to develop and apply maths and English skills, City & Guilds offers a number of digital learning resources:

- e-functional skills

- SmartScreen Functional Skills/ Functional Skills Plus

- Maths and English e-toolkit.

For more information head over to **cityandguilds.com/mathsandenglish**

Staff development and training

We recognise that teaching maths and English can be challenging when these are not your specialist subjects, so we offer a range of short 'How to…' training sessions to provide ideas and support on how to integrate maths, English and technology into learning programmes.

For more information please visit **cityandguilds.com/cpdtraining**

*The Hub can be accessed here: https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx

Workplace Skills

Help your learners develop and showcase the soft skills and behaviours they need to be work ready.

Workplace Skills through our online portal Skills Zone helps learners to gain crucial 'soft' skills, which are not covered by qualifications alone, and showcases them online to potential employers.

Skills Zone can be delivered standalone and compliments:

• all programmes of study at 14-19

• employability programmes

• level 2 and 3 provisions.

Sign up for a free demo today, and a member of our digital team will be in touch.

cityandguilds.com/technicals-WPS

FAQs

We've collated a list of frequently asked questions to support you, which you can download on **cityandguilds.com/technicals/faqs**
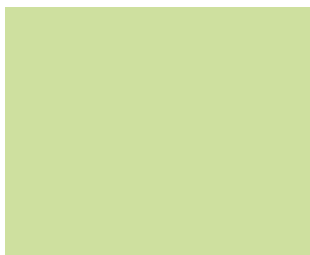
Regional networks

We will be running a number of different regional networks throughout the year to support centres in the delivery and assessment of the Technical Qualifications. These will be open to all centres, and will include:

Technical Advisors' networks	Exam Officers	Principal Moderator-run centre networks	Webinars	Technicals and Moderation support team networking events
These will involve City & Guilds Technical Advisors offering advice and support within the given industry sector to help you deliver our Technical Qualifications.

Regional networks for all sectors will be taking place from September 2018 onwards. | These events will be aimed at exams officers in centres, looking at supporting the administration of the Technical Qualifications.

These are currently planned for November and early December. | City & Guilds Principal Moderators will lead on subject-specific events, giving advice in evidence collection, use of the marking grids and standardisation.

These are planned for March and April. | These will be made available throughout the year, offering practical advice for different aspects of delivery and assessment. | Our Technicals and Moderation support team are running a series of events throughout the year, designed to provide you with all the support you need from guidance on deadlines to general advice on our Technical Qualifications. Our team are also running Moderation Portal training events in spring 2019 for a step by step guidance on how you can best use our Moderation Portal. |

All network meetings will be advertised and booked through the **cityandguilds.com/technicals-events** Please continue to check this page for further updates.

Contact us

If you have any questions or queries our Technicals and Moderation Support team is on hand to support you and to point you in the right direction. Our dedicated team can provide advice and guidance on:

- where you can find the right documents and information you need

- timelines for registrations, bookings and the moderation process

- Technical Qualification Approvals (QAPs)

- exam timelines

- moderation timelines

- support and guidance for the Moderation Portal.

For further information relating to Technical Qualifications, please refer to the relevant qualification page and qualification handbook for further information. Alternatively, you can contact your Technical Advisor or Business Manager.

E: moderationsupport@cityandguilds.com

T: 01924 206 719

W: cityandguilds.com/technicals

We want to ensure we get the right information to the right people. Therefore, our Technicals and Moderation Support team will shortly be contacting all our centres to check we have the right details for this year's delivery. Alternatively you can submit this information to us now using **our online form**. **cityandguilds.com/technicals-contact-form**.

Please also refer to our regularly updated **Technical Qualifications FAQs** on the website. **cityandguilds.com/technicals/faqs**