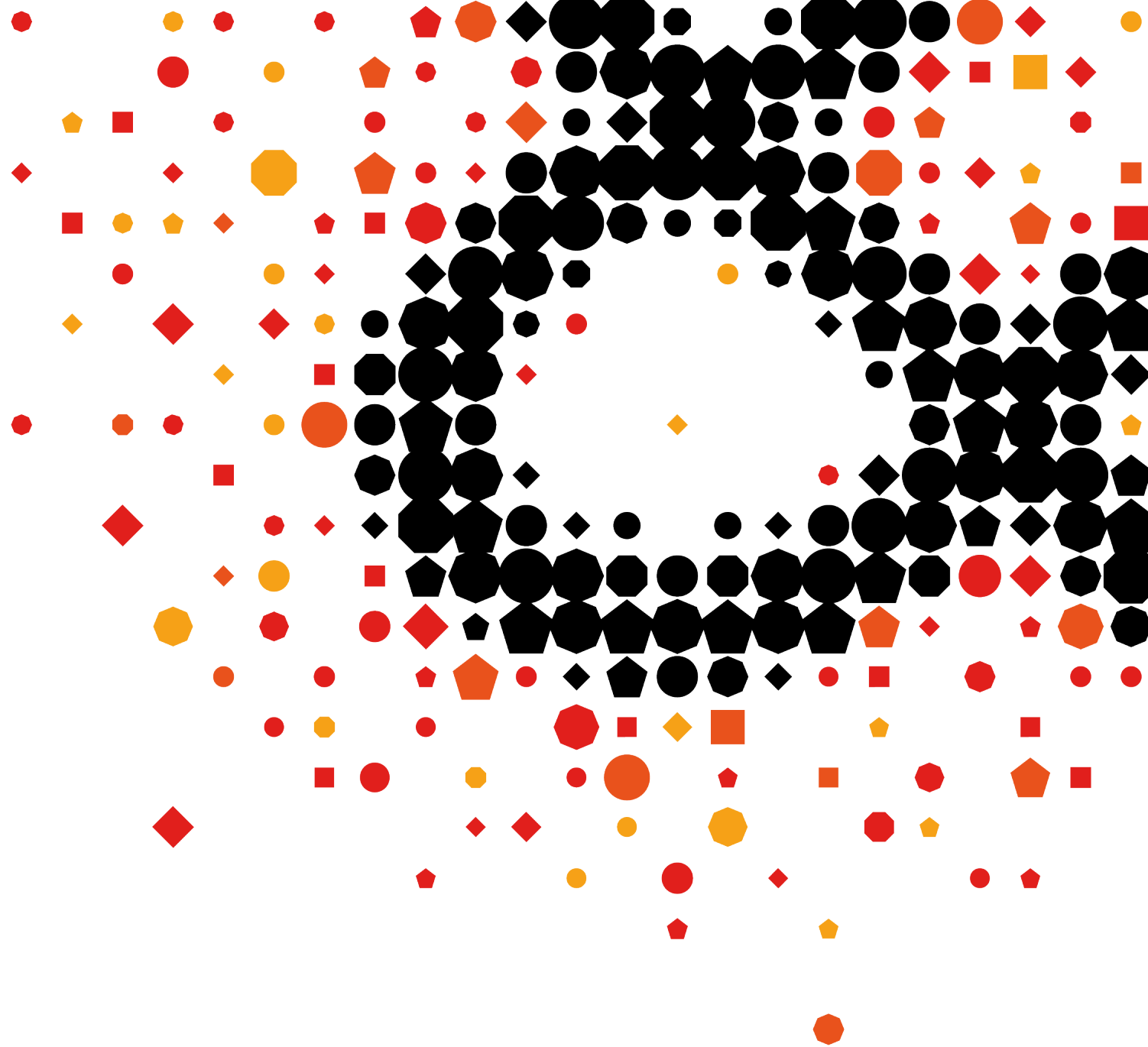# Hair & Beauty

City & Guilds Level 2
Technical Award in Hair &
Beauty Studies
Key stage 4

Agenda

1. **City & Guilds Technical Award in Hair and Beauty Studies**
2. **Support and resources**
3. **Delivery models**
4. **Assessment**
5. **Marking the synoptic assignment**
6. **How Technical Awards are graded and Performance Tables**
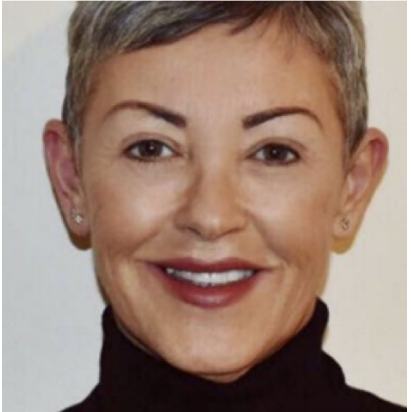7. **Where to find further support**

Introducing our City & Guilds Hair, Beauty & Retail Team

Emma Mackay
Industry Manager – Hair, Beauty & Retail
emma.mackay@cityandguilds.com

Emma Kite
**Technical Advisor– Hair, Beauty & Retail standards**
emma.kite@cityandguilds.com

Sarah Fillaudeau
Technical Advisor– Hair, Beauty & Retail standards
sarah.fillaudeau@cityandguilds.com

City & Guilds Level 2 Technical Award in Hair & Beauty

Units	GLH
Exploring the world of hair and beauty	30
Science of hair and beauty	60
Design in the hair and beauty sector	30

How to register learners

- You will need to register your learners by the end of October. Registrations should be done in Walled Garden for which you will have:

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

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

- Click on catalogue in the second navigation bar

- Select City & Guilds

- Select qualification by title or code (e.g. 3038 – 21 (601/7247/2) or Level 2 Technical Award in Hair and Beauty)

- Click on green bar – Place an order

- Click on named registration, then for each candidate:

- Click on add candidate details

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

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

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

- http://www.cityandguilds.com/help/help-for-centres/walled-garden
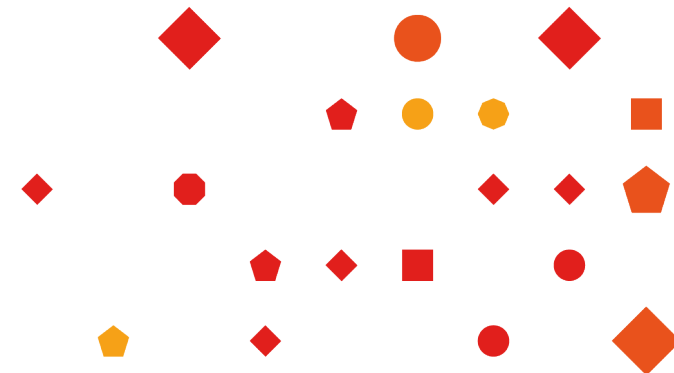
Support and Resources

Generic resources
- Welcome pack
- Marking and Moderation guide
- Teaching Learning and Assessment guide
- Exam timetable

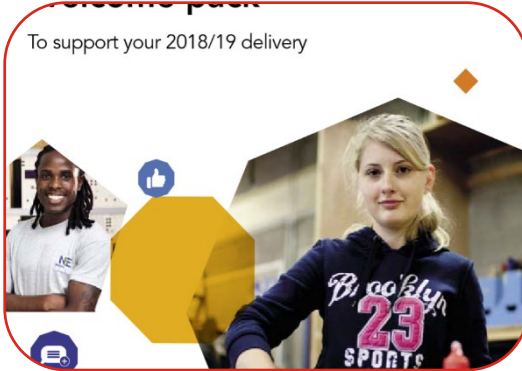**Specific resources for 3038 Technical Award in Hair and Beauty**
- Qualification hand book
- Qualification report
- Chief examiner report
- Principle moderator report
- Synoptic assignment
- FAQ's
- Sample synoptic assignment
- Sample question papers and mark scheme
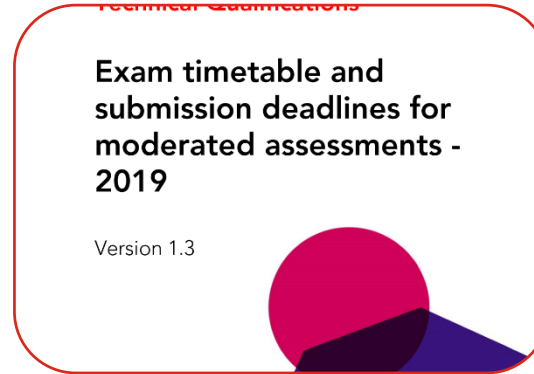- Endorsement videos

Resources

Marking and Moderation Guide

Technical Welcome Pack

Exam Timetable

Teaching Learning and assessment guide

https://www.cityandguilds.com/techbac/resources-and-support

Resources and support reminder

Have you got all your **resources**

- Qualification hand book
- Qualification report
- Chief examiner report
- Principle moderator report
- Synoptic assignment
- FAQ's
- Sample synoptic assignment
- Sample question papers and mark scheme

https://www.cityandguilds.com/qualifications-and-apprenticeships/beauty-and-complementary-therapies/beauty/3038-technicals-in-hair-and-beauty#tab=documents

Level 2

Assessment Materials

3038-001 L2 Hair and Beauty Synoptic Recording forms 2019 docx	117 KB	09 Jan 2019	
3038-001 Synoptic Assignment 2019 v1 pdf	1 MB	11 Sep 2018	
3038-002 and 502 L2 Hair and Beauty Studies Sample Mark Scheme v1-1 pdf	716 KB	24 Jul 2018	
3038-002 and 502 L2 Hair and Beauty Studies Sample Questions v1-1 pdf	238 KB	24 Jul 2018	
3038-21 Technicals exam document 2018 v1-1 pdf	193 KB	24 Jul 2018	
L2 Technical Award in Hair and Beauty Studies Synoptic Assignment Sample v1 pdf	246 KB	24 Jul 2018	

Past Paper 2017

Past Papers 2018

3038-001 Synoptic Assignment 2018 NOT LIVE ASSESSMENT pdf	1005 KB	09 Jan 2019	
3038-001 Synoptic Assignment 2018 NOT LIVE ASSESSMENT pdf	1005 KB		

Employer endorsement videos

Some of the leading voices from the hair, beauty and barbering industries shared their perspectives on the future of education and their support to City & Guilds

Employers shared their experiences of their careers, skills, and personal insights on the future of their industries, in relation to Technical Qualifications and Apprenticeships. Primary objective to excite and inspire people to enter the hair and beauty industry!
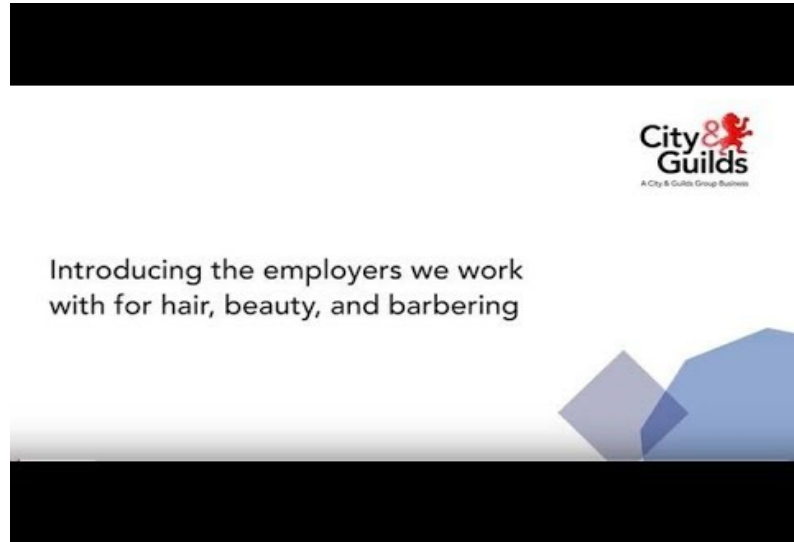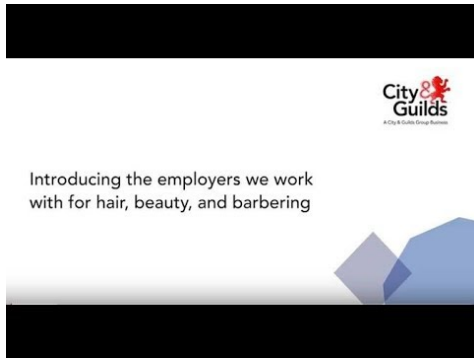
Click on the picture

Employer endorsement videos

Employers shared their experiences of their careers, skills, and personal insights on the future of their industries, in relation to Technical Qualifications and apprenticeships

"City & Guilds is a standalone industry name"
Kevin Vorley,
K Barbers Emporium

"City & Guilds produces the right quality of therapists as they come into the industry"
Rachel Halling, Champneys

"I've put my name behind City & Guilds because they are the benchmark"
Adam Sloan,
Men's Hairdressing Federation

Hair & Beauty

Delivery Models

Helping you plan your delivery and assessments

Sample one-year programme

- We understand that you may be delivering the City & Guilds Technical Awards over one, two or three years in years 9, 10 or 11. This means that you can select when your learners take their theory exam and synoptic assessment

- Each Technical Award has one theory exam and one synoptic assessment

- There are two opportunities in each academic year for learners to sit the theory exam and one 12 week window in the spring/summer terms when learners can undertake the synoptic assessment

- The theory exam can be taken in the spring or summer term. A spring theory exam sitting allows a resit/retake opportunity in the summer term, if required

- Synoptic assessment must be completed in the 12 week window between Feb-May. There is no resit opportunity for the synoptic assignment in the same academic year

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

Helping you plan your delivery and assessments

Sample two-year programme

- The theory exam and synoptic assessment can be taken in the first or second academic year

- A summer theory exam sitting in year 1 allows a resit/retake opportunity in the spring or summer terms in year 2, if required

- A theory exam sitting in the spring term of year 2 allows a resit/retake opportunity in the summer term, if required

- Synoptic assessment can be completed in the 12 week window between Feb-May in the second year, giving centres four terms to prepare learners for the assessment

Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery							Exam	
Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					Exam		Exam	
					Synoptic assessment			

Assessment

- Assessment Structure
- Hints and tips
- Resource webinar on preparing for assessment
- Components
- Weighting for the Exam
- Weighting for the Synoptic Assignment
- Overview of the Units
- Command verbs
- Marking of the Synoptic Assignment
- Tutors responsibilities
- Assessment and grading
- Marking band descriptors
- Marking overview

Helping you plan your assessments

Sample of two-year delivery for KS4 Level 2 Technical Award in Hair and Beauty Studies - Year 2 (3038-21) 601/7247/2 (120 GLH) P2/2

Exam Dates for 2019

- Spring exam:　　　　　　20th March
- Summer exam:　　　　　　18th June

Synoptic Project

- Released to Tutor: September
- Released to Learners: 5 February
- Submission:　　　18th May

Editable Curriculum Planners are available

https://www.cityandguilds.com/techbac/resources-and-support

Assessment Structure

The assessment strategy for the Technical Qualifications, similar to GCSEs and A-levels, is based around a summative assessment at the end of the course to allow centres to create coherent learning programmes.

For each Technical Qualification there will be:

40%

At one end, externally assessed **theory examination:** the questions for which will be drawn from critical knowledge across the mandatory qualification content.

A substantial **synoptic end assignment:** which will require the candidate to be able to draw from and apply knowledge, skills and understanding from the breadth of the (mandatory) qualification content in an integrated way.

60%

3
Mandatory
Units

Assessment requirements

All City & Guilds Technical Awards have two assessment components. Both components must be achieved at a minimum of a pass to achieve the qualification.

Technical Awards

Synoptic Practical Assignment

- **Externally set**
- **Internally marked and standardised**
- **Externally moderated (City & Guilds)**
- **Contributes 60% to overall grade**
- **One 12 week window in each academic year to complete the synoptic assignment.**
- **Only one resit allowed**

External assessment: Theory exam

- **Externally set**
- **Externally marked**
- **Contributes 40% overall grade**
- **Two dated opportunities in each academic year to sit the theory exam.**
- **Only one resit allowed.**

City & Guilds
A City & Guilds Group Business

Hints and Tips

- Read all the resource documents
- Decide the delivery option best for your centre / learners
- The delivery of the assessment components is up to you
- You can split the exam and the synoptic over different academic years
- Remember to book onto the exam and synoptic in the correct year

Webinar on KS4 Preparing for Assessment

Technical Qualifications - Level 2 Hair and Beauty Marking and Standardisation Support

https://www.youtube.com/watch?v=2WAPbVfr9nA&feature=youtu.be

Assessment

Candidates must complete both mandatory components

Component Number	Title
001	Level 2 Hair and Beauty Studies - Synoptic assignment
002/502	Level 2 - Theory Exam

Weighting for the Exam

- The exams are based on the following set of assessment objectives (AOs). These are designed to allow the candidate's responses to be assessed across the following three categories:
- Recollection of knowledge.
- Understanding of concepts, theories and processes.
- Integrated application of knowledge and understanding.
- In full, the assessment objectives covered by the exam are:

Assessment Objective	Mark allocation %
AO1 **Recalls knowledge from across the breadth of the qualification**	20
AO2 **Demonstrates understanding of concepts, theories and processes from a range of learning outcomes**	50
AO4 **Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes**	30
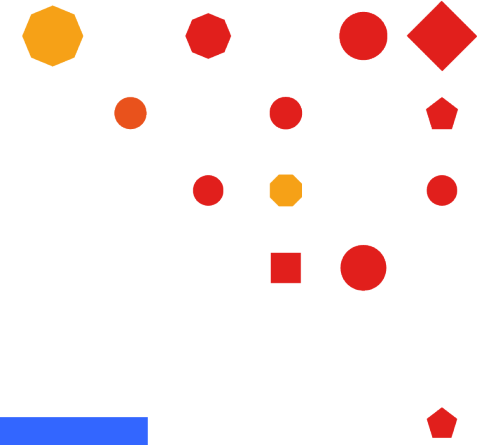
The way the exam covers the content of the qualification is laid out in the table below:

Unit	Outcomes	#Marks	%
201	1. Understand the key features of the hair and beauty sector. 2. Understand the development of the hair and beauty sector	8	13
202	1. Understand the chemistry of cosmetics and their uses within hair and beauty products 2. Understand biology related to the hair and beauty sector	35	59
203	1. Understand the use of design in business 2. Develop the technical skills required to create a hair and beauty image 3. Plan, create and evaluate an image for business use.	5	8
N/A	Integration across the units	12	20
		60	100

Command verbs

For more guidance on Command Verbs and other aspects of teaching City & Guilds Technical Qualifications:

- Guide to teaching, learning and assessment
- Exam Guidance
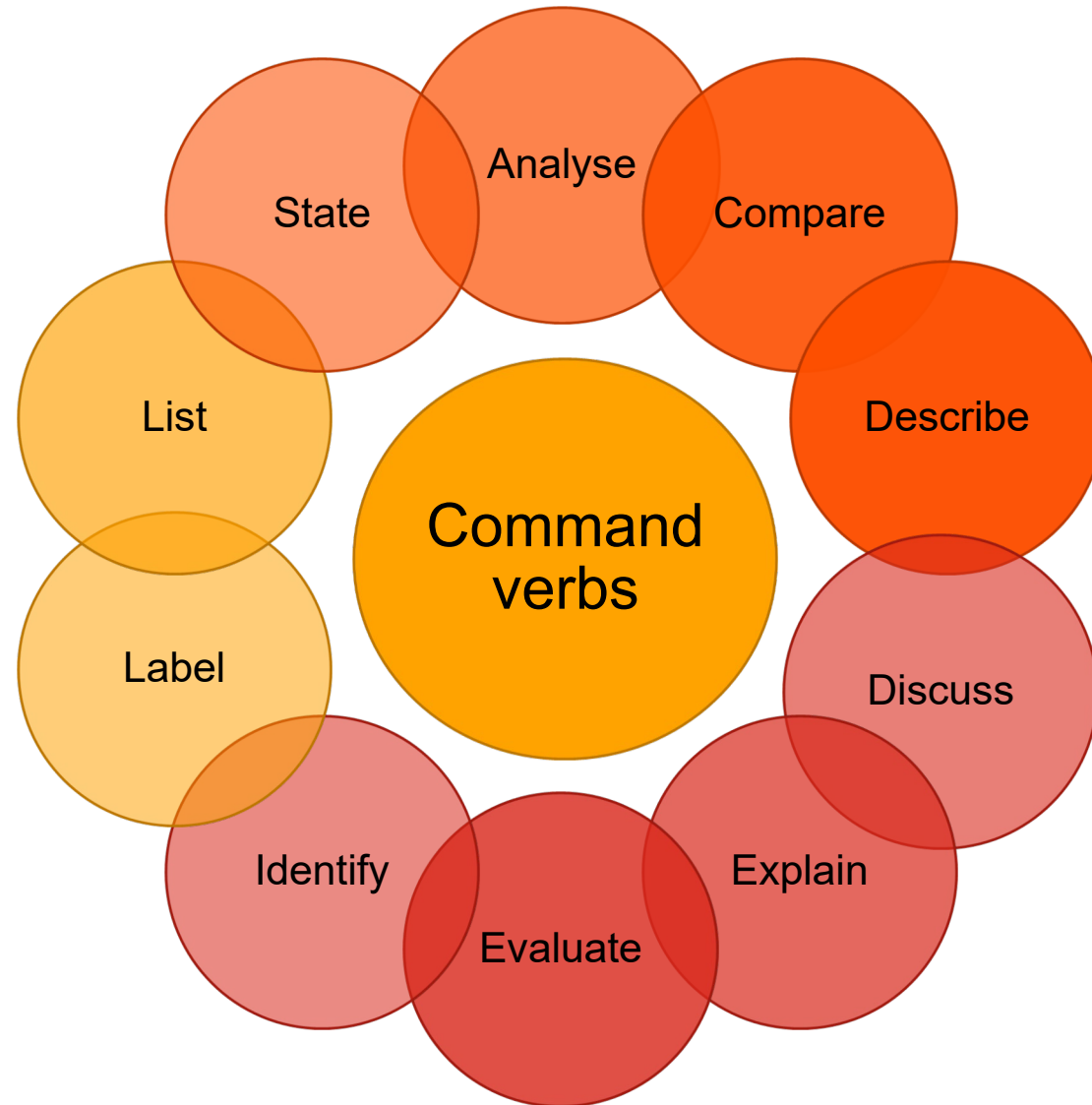
Marking the synoptic assignment

Synoptic assignment

- Demonstration of bringing together skills and knowledge

- Research activities

- Reflection and evaluation

- Moderation approach to ensure robust quality and rigour.

- 12-week window to complete – 4th Feb 2019

- Contributes 60% to the overall grade

- **One resit opportunity (in next academic year)**

- Graded D M P F - D* *grade is achieved by a % aggregation of learners achieving top marks in the distinction grade (using an awarding process)*
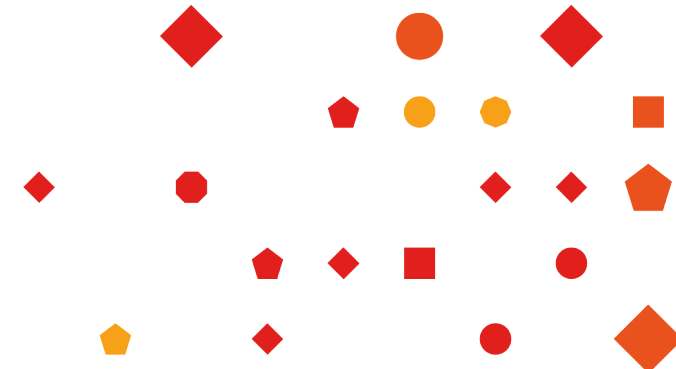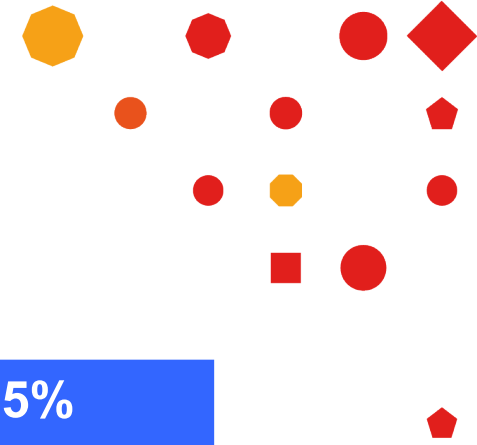
Weighting for the Synoptic Assignment

AO1 - Recall of Knowledge		15%
A02 - Understanding of concepts theories and practice		20%
A03 - Application of practical /technical skills		20%
A04 - Bring it all together - coherence of the whole subject		30%
A05 – Attention to detail /perfecting		15%

Tutors responsibilities for marking the synoptic assignment

- Tutors should: https://www.youtube.com/watchv=rhwcTszssc0&feature=youtu.be
- Ensure they are familiar with the **Marking and moderation guide**
- Comment on the quality of work produced and only allocate marks (NOT grades) against each assessment objective.
- Total the marks for each learner out of a possible 60 marks.
- Submit the marks for the whole cohort.
- Submit learners' evidence for the sample, depending on the size of the cohort:

Number of learners	Sample size	The sample must include:
12 or fewer	All	• The highest marked learner
13-100	12	• The lowest marked learner
101-200	15	• A range in between
More than 200	20	

Ensure that all evidence to be uploaded is collated in a logical order and named with the relevant Task. E.g. Task 1 – Report. For further information and guidance refer to the Marking and Moderation Guide.

http://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support

Tutors responsibilities for marking the synoptic assignment

- Learners do not have to complete the assignment in one day. Centres can plan the schedule for the synoptic assignment according to the volume of learners, timetabling, the physical resources and tutors available.

- The assignments are internally marked by tutors.

- Tutors should use the following forms:

  - Candidate Record Form
  - Centre Standardisation Declaration Form
  - Declaration of Authenticity Form
  - Personal Interest Form
  - Practical Observation Form.

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

- A different assignment will be provided each year, but the evidence produced will be internally marked using the same marking grid each year, in order to support comparability across versions

City & Guilds Level 2 Technical Award in Hair & Beauty

Marking band descriptors

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

5 A generic description of performance quality for the band

1 The assigned weighting for the qualification.

2 Assessment Objective

3 Questions to use as prompts to focus the marking.

6 Qualification specific guidance as to what the quality of performance might look like for this qualification

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
20	**AO3** Application of **practical/ technical skills** How practiced/fluid does hand eye coordination and dexterity seem? • How confidently does the candidate use the breadth of practical skills open to them? • How accurately/ successfully has the candidate been able to use skills/achieve practical outcomes?	**(0-4 marks)** **Some evidence of familiarity with practical skills. Some awkwardness in implementation, may show frustration out of inability rather than lack of care.** Unable to adapt, frustrated, flaws, out of tolerance, imperfect, clumsy.	**(5-8 marks)** **Generally successful application of skills, although areas of complexity may present a challenge. Skills are not yet second nature.** Somewhat successful, some inconsistencies, fairly adept/ capable.	**(9-12 marks)** **Consistently high levels of skill and/or dexterity, showing ability to successfully make adjustments to practice; able to deal successfully with complexity.** Dextrous, fluid, comes naturally, skilled, practiced,
		Examples of skills and creativity expected: Interpretation of design brief. Blending of past and present hair and beauty styles. A range of basic hair and beauty technical skills used to create the design image. Compliance with health and safety: carrying out relevant hair testing, application of products, recognising effect of selected cosmetic products on hair and skin. A creative piece of work, originality of format.		

Marking Overview

Stages in centre marking

Using the contextualised examples for the AO, consider the full range of performance possible.

→

Judge whether the candidate's performance for the AO fits in the top, middle or bottom of this range.

→

Use the generic and contextualised band descriptors to support this decision.

Consider the group of candidates in each band, or close together on the scale, and rank them based on their performance. for the AO.

→

Go back to the band descriptors to help verify the positioning of the cohort's performance on the scale.

→

Decide on marks for each candidate that places them on the scale in the correct rank order and appropriately spread out.

How Technical Awards are graded and Performance Tables

Comparing with GCSE

GCSE Grading	City & Guilds Technical Award Grading (GCSE equivalencies)
8.5	Distinction *
7	Distinction
5.5	Merit
4	Pass

Ofqual may alter these grades in line with GCSE grading 9-1 where a formula may be applied to allocate the percentage of learners who can be awarded a distinction*.
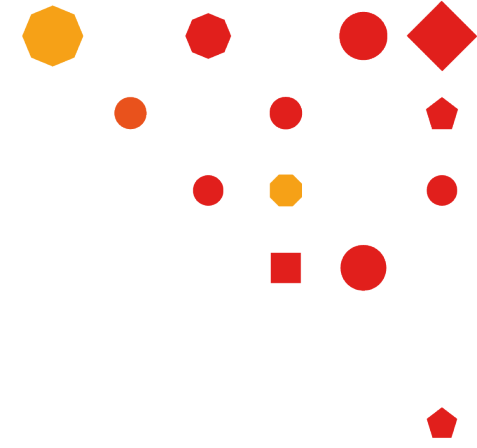
Discounting codes

- Technical Awards are given a discounting code by DfE if they have significant overlap with the content of other GCSEs and/or Technical Awards.

- This means that two qualifications with the same discounting codes cannot both count in the Progress 8 and Attainment 8 performance measures.

- If a learner passes two qualifications with the same discounting codes, they will receive two certificates of achievement. However, only one qualification will count in the school or college's performance tables.

- Information about discounting codes can be found here:

https://www.gov.uk/government/publications/key-stage-4-qualifications-discount-codes-and-point-scores

Key stage 4 performance points

- Information on calculating key stage 4 performance points for 2016 to 2018 is contained in the document 'Progress 8 and Attainment 8: Guide for maintained secondary schools, academies and free schools'.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/624240/Performance_Points_-_a_practical_guide_to_key_stage_4_and_16_to_18_performance_points__1_.pdf

It has a link in it to:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583857/Progress_8_school_performance_measure_Jan_17.pdf

which will provide information on how to calculate key stage 4 Attainment 8 and Progress 8 performance measures.

- All City & Guilds Technical Awards will count in key stage 4 performance tables from 2018 onwards, including 2020 performance tables.
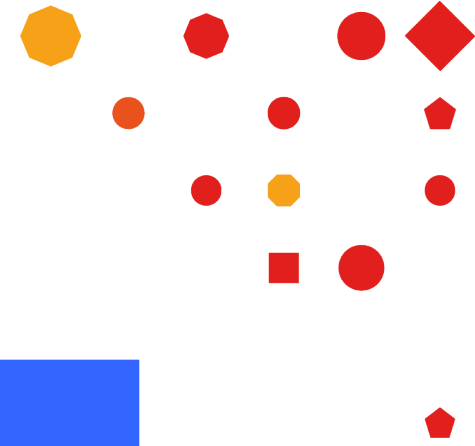
Key dates Written Exam

Hair & Beauty	3038 –Level 2 Technical Award	Theory Exam 1	Written	20th Mar-2019	18 Jun-2019	9.30 – 11.30	2hrs

External assessment - theory exam

Set and marked by **City and Guilds**

Can only be sat on the times above

Paper and online options (use code 002 for evolve and 502) for paper-based options when booking on **Walled Garden**

Covers critical Knowledge

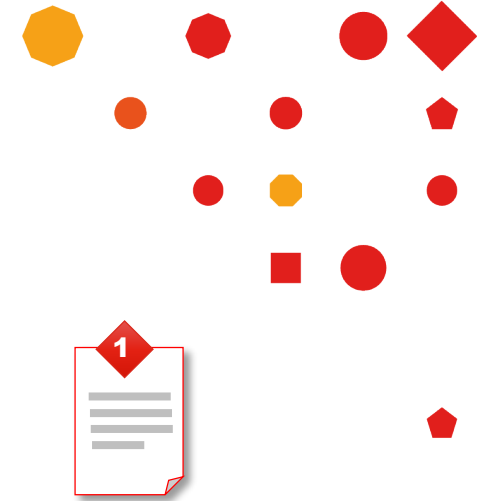10 -12 short answer questions to test breadth and depth and one extended response question

Contributes 40% to overall grade

Graded D M P F

Top tip – ensure you have read the past papers and qualification report

https://www.cityandguilds.com/qualifications-and-apprenticeships/beauty-and-complementary-therapies/beauty/3038-technicals-in-hair-and-beauty#tab=documents

Technicals exam guides

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

- **Recollection** of knowledge.

- **Understanding** of concepts, theories and processes.

- **Integrated application** of knowledge and understanding.

In full, the assessment objectives covered by the exam are:

Assessment objective The candidate..	Mark allocation (approx. %)
AO1 Recalls knowledge from across the breadth of the qualification	16
AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.	59
AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	25

The moderation portal

City and Guilds moderation portal allows tutors to upload marks and evidence for the synoptic practical assessment.

The key contact in the centre will be given a password to access the administrator account and create marker accounts for tutors so they can input marks and upload evidence.

http://www.cityandguilds.com/~/media/techbac/documents/City_Guilds_Moderation_Portal_Centre%20Guide_V1%200%20pdf.ashx

The moderation process

The moderation process involves a remark by City & Guilds of the centre's marking of the synoptic assessment. For Technical Awards, this is done remotely (as opposed to visiting moderation).

The outcome of the moderation process will confirm whether the centre's marks are:

• Accepted – as this is an agreement of the centre marking, no challenge to the marking can take place

• Adjusted (ie marked too leniently or too harshly)

• Subject to a full remark and the moderator's marks are accepted.

Centres will be notified of the outcome of moderation and will receive confirmation of final marks for learners and feedback on the accuracy of the centre's marking.

Technicals and Moderation Support Team

E: moderationsupport@cityandguilds.com
T: 01924 206 719

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

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

Technical Advisors

E: Emma Kitee: emma.kite@cityandguilds.com
E: Sarah Fillaudeau: sarah.fillaudeau@cityandguilds.com

The Technical Advisor is available to offer dedicated industry support for queries on the operation and assessment of Technical Qualifications.

- Understanding qualification content and requirements
- On-boarding to help tutors prepare for curriculum delivery
- Key assessment criteria and exam preparation
- Timeline for registrations, bookings and exam timelines
- Industry specific technical queries

Thank you

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