

Technicals Moderator 2018/19 update

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Associate Manager



Aims

- Give overview of context and scale for 2018/19
- To be updated on the moderation process for 2018/19
- To be updated on the report forms
- Explain C&G key contacts for 2018/19
- Fees and expenses process for 2018/19

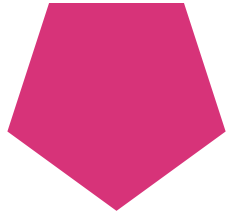


Scale and context 2018/19

- 22,000 learners registered – increase from 18,000 in 2017/18
- Most popular qualifications are in Land, Hair & Beauty and Hospitality & Catering
- Principal Moderators manage up to 8 Moderators
- Some areas will also have Lead Moderators who support in managing Moderators where there are larger teams
- Where there are small numbers of cohorts there may only be the Principal Moderator
- We aim to allocate around between 3-5 centres per Moderator – depending upon type of qualification, whether visits are required to centres, volume in particular area



Key Changes and Improvements for 2018/19



Centre visits introduced for the construction trades

7905-20	L2 Technical Certificate in Bricklaying
7905-30	L3 Advanced Technical Diploma in Bricklaying (450)
7906-20	L2 Technical Certificate in Site Carpentry
7906-21	L2 Technical Certificate in Architectural Joinery
7906-30	L3 Advanced Technical Diploma in Site Carpentry (450)
7906-31	L3 Advanced Technical Diploma in Architectural Joinery (450)
7907-20	L2 Technical Certificate in Painting and Decorating
7907-30	L3 Advanced Technical Diploma in Painting and Decorating (450)
7908-20	L2 Technical Certificate in Plastering
7908-30	L3 Advanced Technical Diploma in Plastering (450)
8202-20	L2 Technical Certificate in Electric Installation
8202-25	L2 Technical Certificate in Plumbing
8202-30	L3 Advanced Technical Diploma in Electrical Installation (450)
8202-35	L3 Advanced Technical Diploma in Plumbing (450)

Changes and improvements for 2018/19

- More Principal Moderator involvement in allocations
- More focus on allocating the same moderator for a visit as well as the remote moderation
- Review of Quality Assurance model
- Some merging of teams to allow multi-level approach to moderation
- There will be specific training around effective report writing



Changes and improvements for 2018/19

- Additional step in centre visits for Land qualifications – giving centres the opportunity for review of one of their finalised PO forms
- Report forms being updated in light of feedback:

Centre Visit Feedback

Moderator Feedback to Centre

- Revised version of Moderator handbook
- Revised and updated Fees and Expenses guidance



What's staying the same?

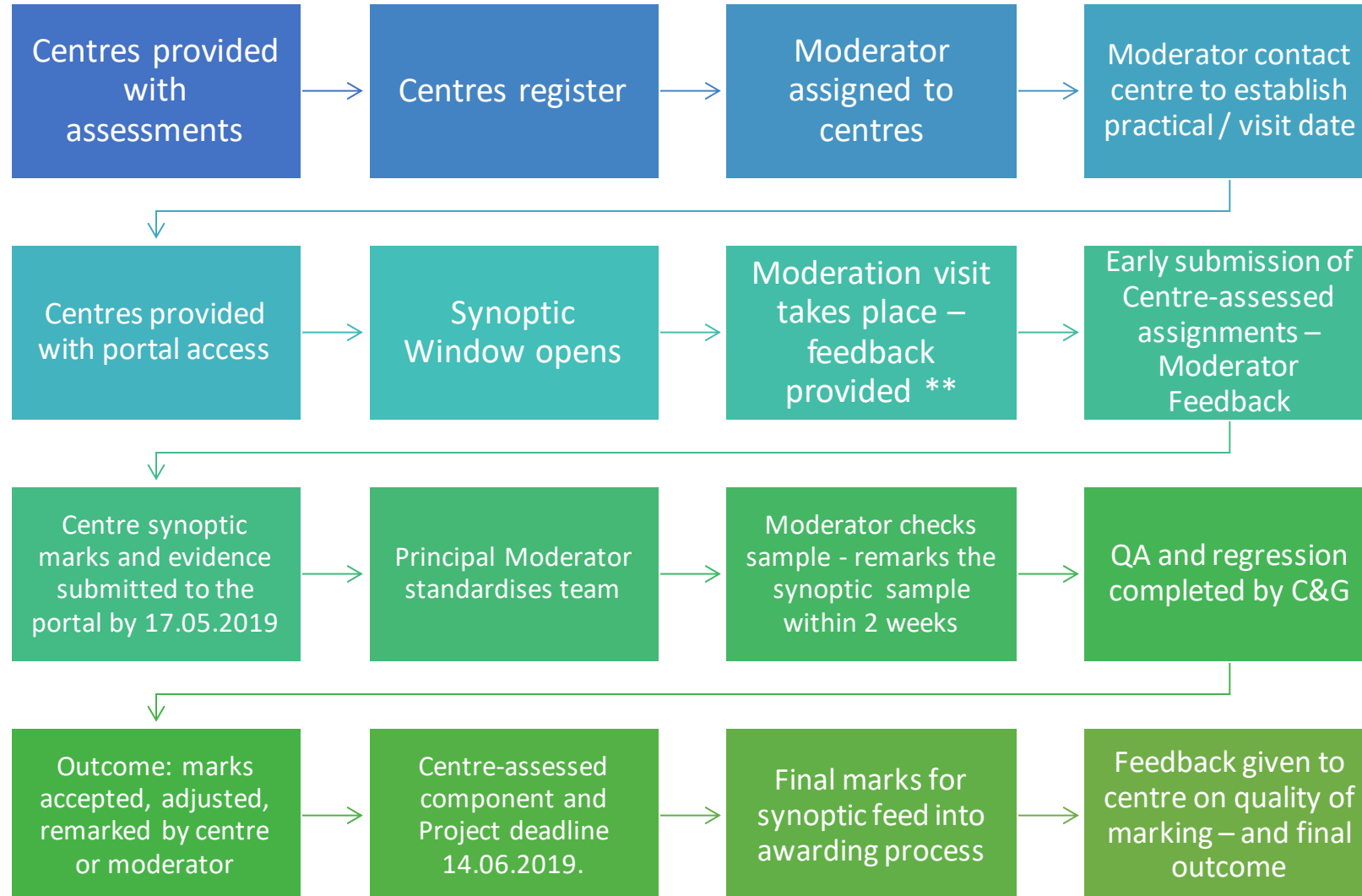
- No changes to the Moderation Portal
- [Moderator Document Library](#) still houses the handbooks, report forms, guidance documents, expense forms, etc
- Support from your Lead/Principal Moderator
- No major changes to moderation process or sample sizes



Moderation Process 2018/19



Overview of the moderation process 2018.2019

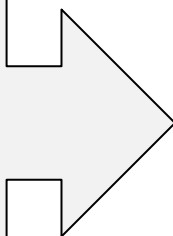


****Additional step for Land & Animal programmes - the moderator will review one finalised version of the PO form**

Role of Moderator – Synoptic Assessment

Centre submits all candidate marks and a sample of work by 17/05/19, via the platform.

This must include the **highest** marked work, the **lowest** marked work and a **representative** sample of marks in between. At least 50% of candidates seen during visit. In addition, centres should submit all **personal interest (PI)** cases



No of candidates (per centre)	Full sample size
12 or fewer	All candidates
13-100	12
101-200	15
More than 200	20

KEY PRINCIPLE - MODERATOR SELECTS THE SAMPLE

The Moderator must check the sample to ensure that it meets the criteria. Where necessary additional candidate work is requested by the Moderator.

No of candidates (per centre)	Sub-sample
6 or fewer	All candidates
7+	6

Moderators will then remark a **sub-sample** of this work using the following ratios, including all **PI** cases.

- **1 outside tolerance +3, moderator remarks the rest of full sample.**
- **This must include the **highest** marked work, the **lowest** marked work and a **representative** sample of marks in between**

The objective of the moderation visit is to:

- Ensure that evidence gathered by the tutor during the practical sections of the synoptic assessment is **sufficient**, **valid** and **reliable** enough to support marking or moderation
- Allow the **independent** collection of evidence by the moderator providing a **benchmark** against which to compare the tutor-produced evidence



City & Guilds Technical Qualifications which require a Moderation Visit

Market	Qualification Number	QAN	Qualification Title	Visiting moderation
Beauty	6003-20	603/0376/1	Level 2 Technical Certificate in Beauty Therapy	Visit
Beauty	6003-21	603/0358/X	Level 2 Technical Certificate in Beauty Retail	Visit
Beauty	6003-22	603/0378/5	Level 2 Technical Certificate in Nail Treatments	Visit
Beauty	6003-30	601/7352/X	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)	Visit
Beauty	6003-32	601/7492/4	Level 3 Advanced Technical Diploma in Nail Technology (450)	Visit
Beauty	6004-30	601/7355/5	Level 3 Advanced Technical Diploma in Complementary Therapies (540)	Visit
Beauty	6010-20	603/0379/7	Level 2 Technical Certificate in Make-up Artistry	Visit
Beauty	6010-31	601/7514/X	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)	Visit
Hair	6002-20	603/0344/X	Level 2 Technical Certificate in Barbering	Visit
Hair	6002-21	603/0377/3	Level 2 Technical Certificate in Hairdressing	Visit
Hair	6002-22	603/0350/5	Level 2 Technical Certificate in Cutting and Styling Services	Visit
Hair	6002-23	603/0351/7	Level 2 Technical Certificate for Hair Colouring Services	Visit
Hair	6002-30	601/7346/4	Level 3 Advanced Technical Diploma in Barbering (450)	Visit
Hair	6002-31	601/7348/8	Level 3 Advanced Technical Diploma in Hairdressing (540)	Visit
Hair and Beauty	6010-30	601/7501/1	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)	Visit
Hospitality and Catering	6100-20	603/0356/6	Level 2 Technical Certificate Professional Cookery	Visit
Hospitality and Catering	6100-30	601/7497/3	Level 3 Advanced Technical Diploma in Professional Cookery (450)	Visit

Market	Qualification Number	QAN	Qualification Title	Visiting moderation
Hospitality and Catering	6100-32	601/7498/5	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)	Visit
Hospitality and Catering	6100-33	601/7499/7	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)	Visit
Hospitality and Catering	6103-20	603/0370/0	Level 2 Technical Certificate Food and Beverage Service	Visit
Hospitality and Catering	6103-30	601/7370/1	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)	Visit
Hospitality and Catering	7178-20	603/0360/8	Level 2 Technical Certificate in Food Preparation and Service	Visit
Land	0171-30	601/7448/1	Level 3 Advanced Technical Certificate in Agriculture	Visit
Land	0171-31	601/7452/3	Level 3 Advanced Technical Diploma in Agriculture (540)	Visit
Land	0171-32	601/7451/1	Level 3 Advanced Technical Extended Diploma in Agriculture (720)	Visit
Land	0171-33	601/7459/6	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)	Visit
Land	0171-38	601/7463/8	Level 3 Advanced Technical Extended Diploma in Land Based Engineering (1080)	Visit
Land	0172-30	601/7518/7	Level 3 Advanced Technical Certificate in Animal Management	Visit
Land	0172-31	601/7520/5	Level 3 Advanced Technical Diploma in Animal Management (540)	Visit
Land	0172-32	601/7520/5	Level 3 Advanced Technical Extended Diploma in Animal Management (720)	Visit
Land	0172-33	601/7549/7	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)	Visit
Land	0172-35	601/7184/4	Level 3 Advanced Technical Certificate in Equine Management	Visit
Land	0172-36	601/7185/6	Level 3 Advanced Technical Diploma in Equine Management (540)	Visit
Land	0172-37	601/7186/8	Level 3 Advanced Technical Extended Diploma in Equine Management (720)	Visit

Market	Qualification Number	QAN	Qualification Title	Visiting moderation
Land	0172-38	601/7187/X	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)	Visit
Land	0173-30	601/7557/6	Level 3 Advanced Technical Certificate in Land and Wildlife Management	Visit
Land	0173-31	601/7558/8	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)	Visit
Land	0173-32	601/7565/5	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)	Visit
Land	0173-33	601/7564/3	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)	Visit
Land	0174-30	601/7453/5	Level 3 Advanced Technical Certificate in Horticulture	Visit
Land	0174-31	601/7456/0	Level 3 Advanced Technical Diploma in Horticulture (540)	Visit
Land	0174-32	601/7455/9	Level 3 Advanced Technical Extended Diploma in Horticulture (720)	Visit
Land	0174-33	601/7454/7	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)	Visit
Land	0174-35	601/7507/2	Level 3 Advanced Technical Certificate in Forestry and Arboriculture	Visit
Land	0174-38	601/7517/5	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)	Visit
Land	0175-30	601/7444/4	Level 3 Advanced Technical Diploma in Floristry (540)	Visit
Land	0171-20	603/0067/X	Level 2 Technical Certificate in Agriculture	Visit
Land	0171-28	603/0145/4	Level 2 Technical Certificate in Land-Based Engineering	Visit
Land	0172-21	603/0833/3	Level 2 Technical Certificate in Animal Care	Visit
Land	0172-26	603/0834/5	Level 2 Technical Certificate in Equine Care	Visit
Land	0173-20	603/1198/8	Level 2 Technical Certificate in Land and Wildlife	Visit
Land	0174-20	603/0868/0	Level 2 Technical Certificate in Horticulture	Visit
Land	0174-21	603/1175/7	Level 2 Technical Certificate in Forestry & Arboriculture (360)	Visit
Land	0175-20	603/0839/4	Level 2 Technical Certificate in Floristry	Visit

Market	Qualification Number	QAN	Qualification Title	Visiting moderation
Construction	7905-30	601/7236/8	L3 Advanced Technical Diploma in Bricklaying (450)	Visit
Construction	7906-20	603/0352/9	L2 Technical Certificate in Site Carpentry	Visit
Construction	7906-21	603/0354/2	L2 Technical Certificate in Architectural Joinery	Visit
Construction	7906-30	601/7418/3	L3 Advanced Technical Diploma in Site Carpentry (450)	Visit
Construction	7906-31	601/7419/5	L3 Advanced Technical Diploma in Architectural Joinery (450)	Visit
Construction	7907-20	603/0364/5	L2 Technical Certificate in Painting and Decorating	Visit
Construction	7907-30	601/7420/1	L3 Advanced Technical Diploma in Painting and Decorating (450)	Visit
Construction	7908-20	603/0319/0	L2 Technical Certificate in Plastering	Visit
Construction	7908-30	601/7417/1	L3 Advanced Technical Diploma in Plastering (450)	Visit
Building Services Engineering	8202-20	603/0228/8	L2 Technical Certificate in Electric Installation	Visit
Building Services Engineering	8202-25	603/0284/7	L2 Technical Certificate in Plumbing	Visit
Building Services Engineering	8202-30	601/7307/5	L3 Advanced Technical Diploma in Electrical Installation (450)	Visit
Building Services Engineering	8202-35	601/7201/0	L3 Advanced Technical Diploma in Plumbing (450)	Visit

Centre visit process for 2018/19

1. Centres are allocated to moderators on the basis of registrations
2. Centres are informed of their moderator and whether they will receive a visit
3. Technicals and Moderation Support Team (TMS) to send welcome pack to moderator to include centres allocated, number of registrations, synoptic and centre-assessed assignments being completed, centre contact details
4. Moderators use email templates to contact the centre and find out possible dates for moderation visit to take place and to clarify the requirements of the sample
5. Centre provides dates to moderator
6. Moderator confirms date to centre and TMS team by email – TMS team logs the dates.
7. If moderator cannot make date – inform TMS team to be reallocated to different moderator
8. Moderator emails to remind the centre about the visit two weeks before and to clarify which candidates will be seen and any additional information that will facilitate the visit.

INTRO EMAIL

Dear [insert centre contact name]

Subject: Synoptic Assignment centre visit

My name is [insert moderator name] and I am the City & Guilds Moderator allocated to your centre for [insert full name of qualification(s)].

I would like to arrange a visit to observe a sample of your candidates carrying out their practical synoptic tasks. For details regarding the purpose of centres visits please refer to section B of [The Marking and Moderation Guide](#)

Please supply me with up to three dates to enable me to choose one. This date will be confirmed by return. To enable you to fully benefit from the feedback, I would like to attend your first or second planned synoptic assessment.

The sample should aim to include:

- at least **6 candidates** where this is practicable
- candidates from **each level** of Technical qualification in the subject quoted above i.e. ... *[delete this comment if not appropriate or qualify with the actual names i.e. Level 2 and level 3 Hairdressing]*
- candidates from the **top, middle and bottom** of the expected performance range, where this is practicable*
- candidates from **across the range of markers** (where there is more than one marker for an assessment)
*where this is not practicable for your centre, please indicate the reason for this.

Please note: Centres are expected to standardise practice across markers at each of their sites along with maintaining these standards across levels and / or pathways within that subject area. Although only one site will be visited in each year, you may want to encourage staff from these sites to attend the moderation visit.

If you have any queries, please do not hesitate to contact me.

Kind regards

[insert name]

REPLY EMAIL

Dear [insert centre contact name]

Subject: Centre visit confirmation

Thank you for your email. I can confirm the following for my visit:

Date: [insert date]

Time: [insert time]

On the morning of my visit I will require the below candidate information

Candidate details			Expected level of performance (High / Mid / Low)	Marker name
First name	Last name	Enrolment number		

I have the following address of the main site for your college [insert centre address] and will report to the reception unless you inform me otherwise.

If you have any **additional information** that may assist me in my visit, such as parking allocations, other sites to attend or any different arrangements, please reply to this email.

[For Land-based qualifications only – delete if not applicable] Please note that I will need to review a completed Practical Observation form at the end of the visit or within 24 hours.

Please remember: Moderators are not allowed to discuss grades or marks for your candidates; the focus of the visit will be evidence collection.

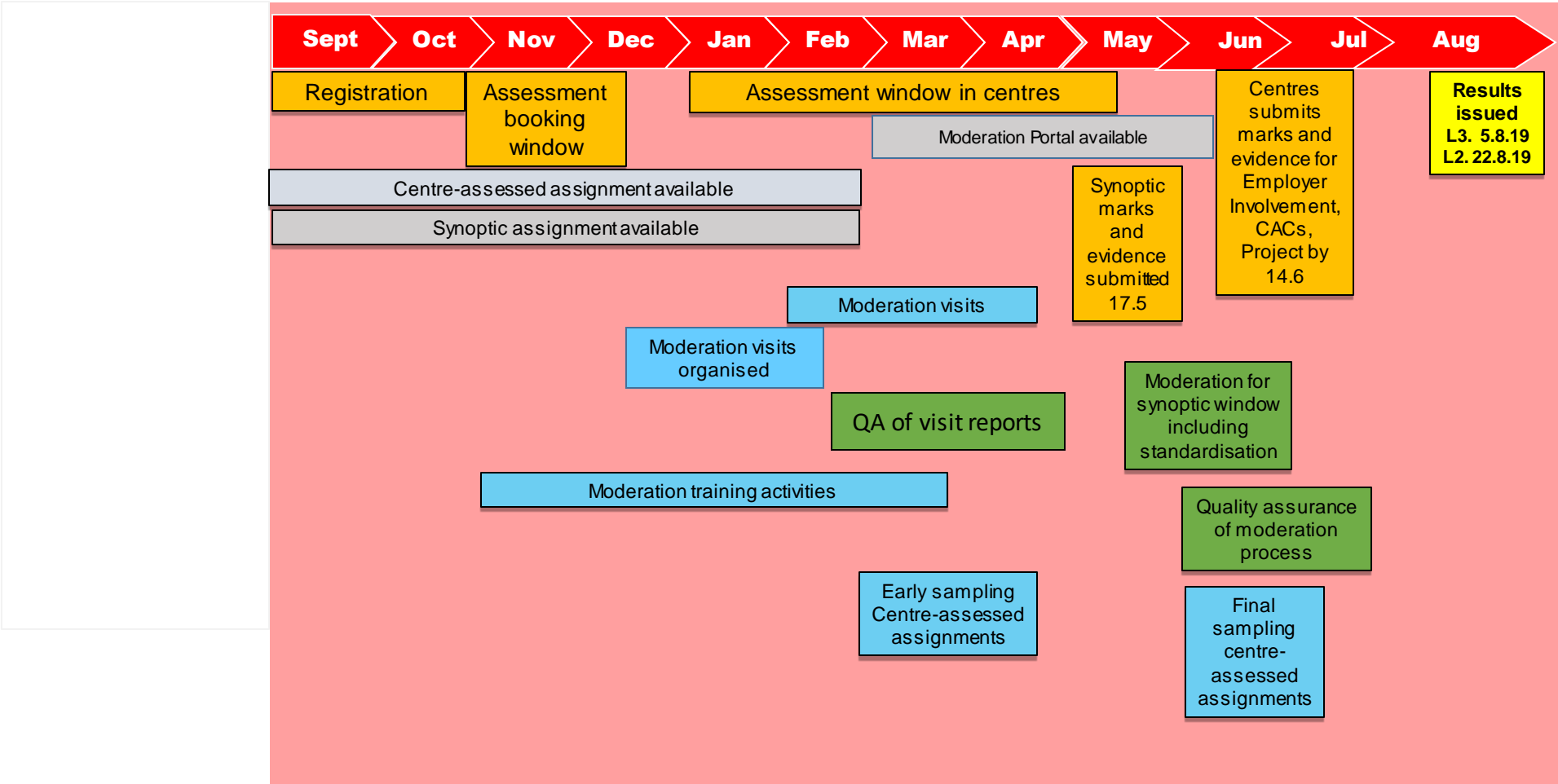
Kind regards

[insert name]

Centre-assessed components

- As well as the Synoptic Practical Assessment, Employer Involvement and Theory Exams, for many Technical qualifications there may also be additional **centre-assessed components** that the learner will need to complete to achieve the qualification
- Centre-assessed components are often the optional units, where centres select from a number of units. For some qualifications they can also be mandatory units which must be completed by all candidates
- The deadline date for submission of centre-assessed component outcomes and evidence is the 14th June 2019
- Centre-assessed components may be subject to external quality assurance through verification by the moderator

TIMELINE 2018/19



Technicals and Moderation Support Team

- Anthony Atkinson – High Priority Qualifications Manager
- Amy Grundy – Lead Moderation Process Co-Ordinator

Moderation Process Co-Ordinators:

- Alex Powell
- Reece Bramall
- Plus 4 additional team members

T: 01924 206719 | E: moderationssupport@cityandguilds.com





Items for your diary

Standardisation meetings May/June 2019

Report writing training



Fees & Expenses

Fees

£ per day	
190	Remote Moderation activity (full day)
95	Remote Moderation activity (half day)
210	Visiting moderation including prep work and report writing
190	Attending training
50 per 2 hours	Webinar training

Breakdown of Fees and Expenses forms (BFEs)

Fees and Expenses Form - Moderation Training, Standardisation Activities, Principal/ Lead Moderator sampling- Quality Assurance & Improvement Team

QAIT BFE v3



Please submit this form electronically to:

associate.moderator@cityandguilds.com

All claims must be accompanied by receipts and submitted on a monthly basis.

First Name: Sharon
Last Name: Veitch

Role: Moderator

Claim start date: 01/12/2018

Claim end date: 31/12/2018

Vendor Number: 123456

Industry Area: Engineering and Transport

Claim Reference:

SV43465MOCM

Fees

Date	Fee Claim No.	Please Select Activity Type	GL Code (Admin use only)	Hours	Full Centre Name & Number / Moderator Name	Additional comments if required	Fee
01/12/2018	1	Moderator - webinar training (Maximum 2 Hrs)	700210	2.0	Sharon Veitch	Refresher training	£50.00

Breakdown of Fees and Expenses forms (BFEs)

Fees and Expenses Form - Moderation Activities- Moderation Support Team

MST M BFE v3



Please submit this form electronically to:

moderationclaims@cityandguilds.com

All claims must be accompanied by receipts and submitted on a monthly basis.

First Name: Sharon

Last Name: Veitch

Vendor Number: 123456

Industry Area: Engineering and Transport

Role: Moderator

Claim start date: 01/03/2019

Claim end date: 01/04/2019

Claim Reference:

SV43556MOMST

Fees (750100)

Date	Fee Claim No.	Please Select Activity Type	Hours	Full Centre Name & Number / Moderator Name	Additional comments if required	Fee
01/03/2019	1	Moderator - visiting moderation activity	7.0	The main college		£210.00

Next steps



Your Principal and (where relevant) Lead Moderator will be in touch to confirm support arrangements for 2018/19

Technicals and Moderation Support team will be in touch to confirm centre allocations

Familiarise yourselves with this year's assessment materials, marking grids and support resources

Download the 2019 versions of the report forms and email templates from the [Moderator Document Library](#)

Report writing training information will be sent out



Any questions?



Support and resources



- [Moderator document library](#)
- [City & Guilds Technical qualifications](#)
- Your Lead and/or Principal Moderator
- Associate Manager Sharon Veitch Sharon.veitch@cityandguilds.com 07956 526165
- Alison Atkinson AA@thebaldockfive.co.uk 07968 378212
- Moderator Resourcing Co-ordinator Hasina Hirani Hasina.Hirani@cityandguilds.com 0207 294 2785
- Technicals and Moderation Support team moderationssupport@cityandguilds.com 01924 206719

*Thank
you*

