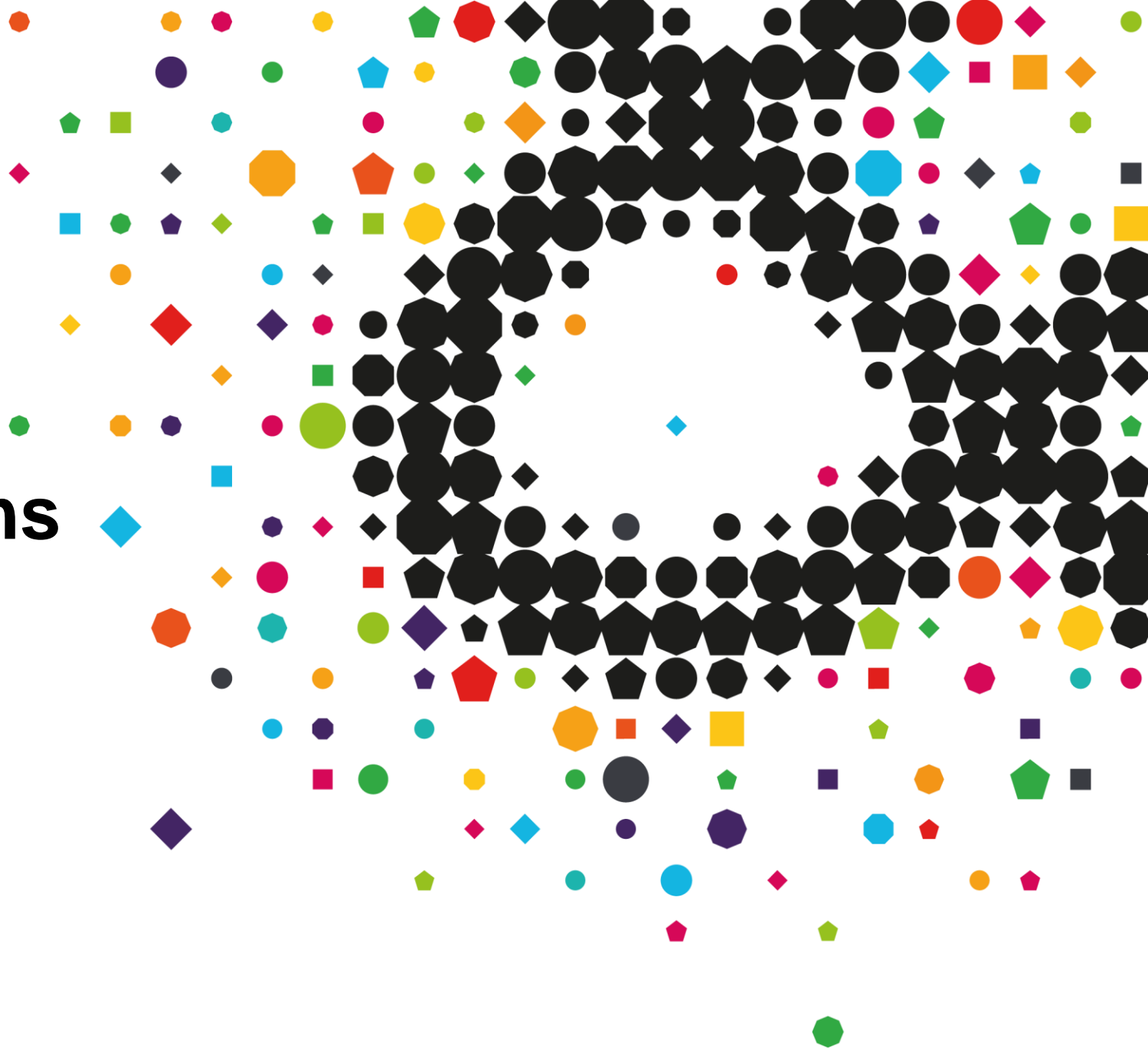# Back to Basics for Technical Qualifications delivery 2021-2022
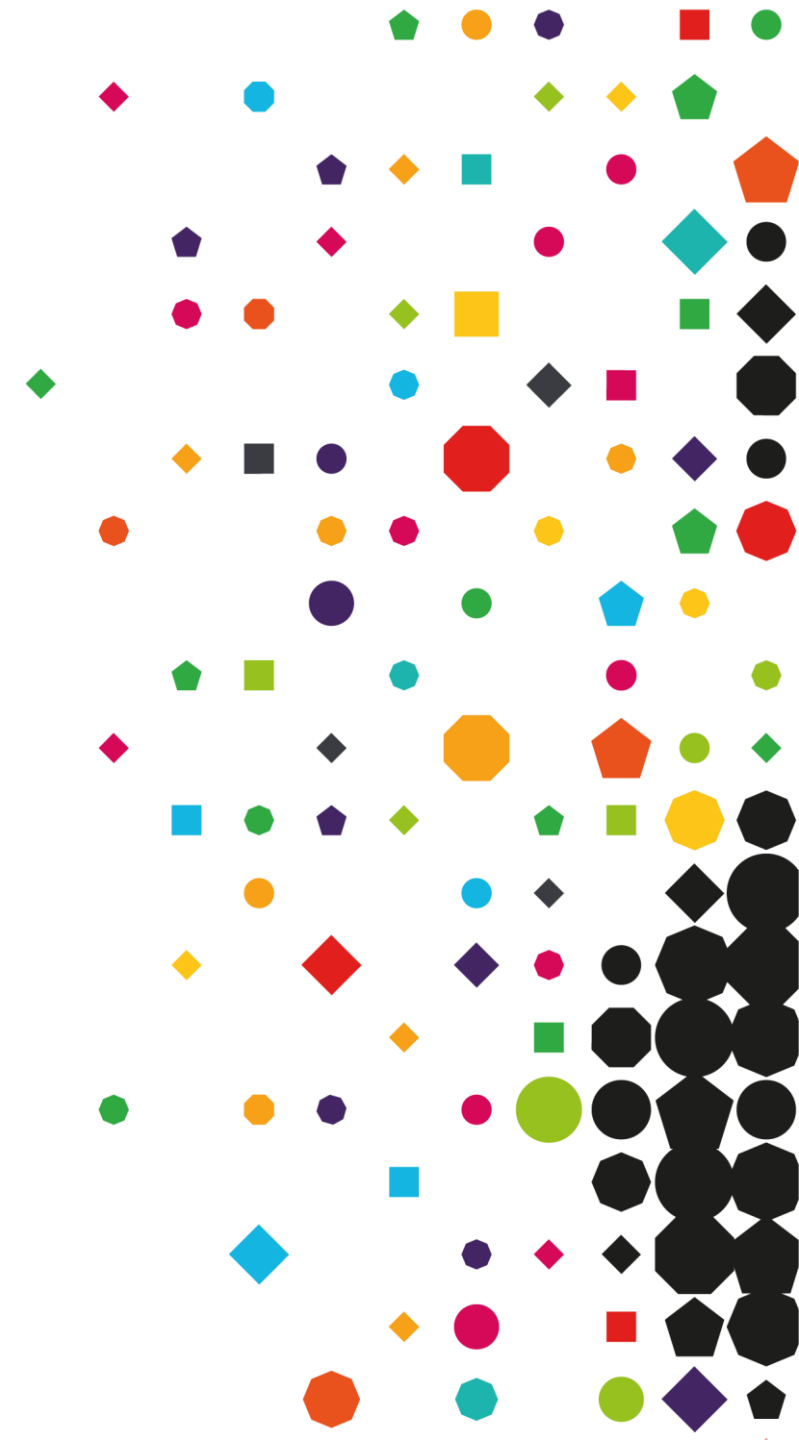
Technicals Quality Team
November 2021

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Welcome to the City & Guilds Back to Basics for Technical Qualifications webinar 2021

What we'll be covering within this webinar:

1. Support teams and resources
2. An overview of Technical Qualifications
3. Qualification Approvals and our Quality Assurance model
4. Employer Involvement
5. Adaptations for 2022
6. A reminder of the key dates for this years delivery
7. The booking process for all assessments and exams
8. Moderation Visits
9. Preparing for the Moderation Portal
10. Evidence to be submitted
11. Communicating with your moderator
12. Web resources available and further support
13. Question and Answer

Support teams and resources

Technicals Quality Team

✉ technicals.quality@cityandguilds.com

☎ 0300 303 5352

Available: Monday to Friday 08:30 to 17:00

We are here to support you with general queries regarding all aspects of the delivery, assessment and moderation of Technical qualifications.

What we support with:

- Where to find the right documents and information
- General queries about Technical qualifications
- The timeline for registrations, bookings and the moderation process (but not with the actual registrations and bookings)
- Technical Qualification Approvals (QAPs)
- Exam timelines
- Moderation processes and timelines
- Support and guidance with the Moderation Portal

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Centre Support

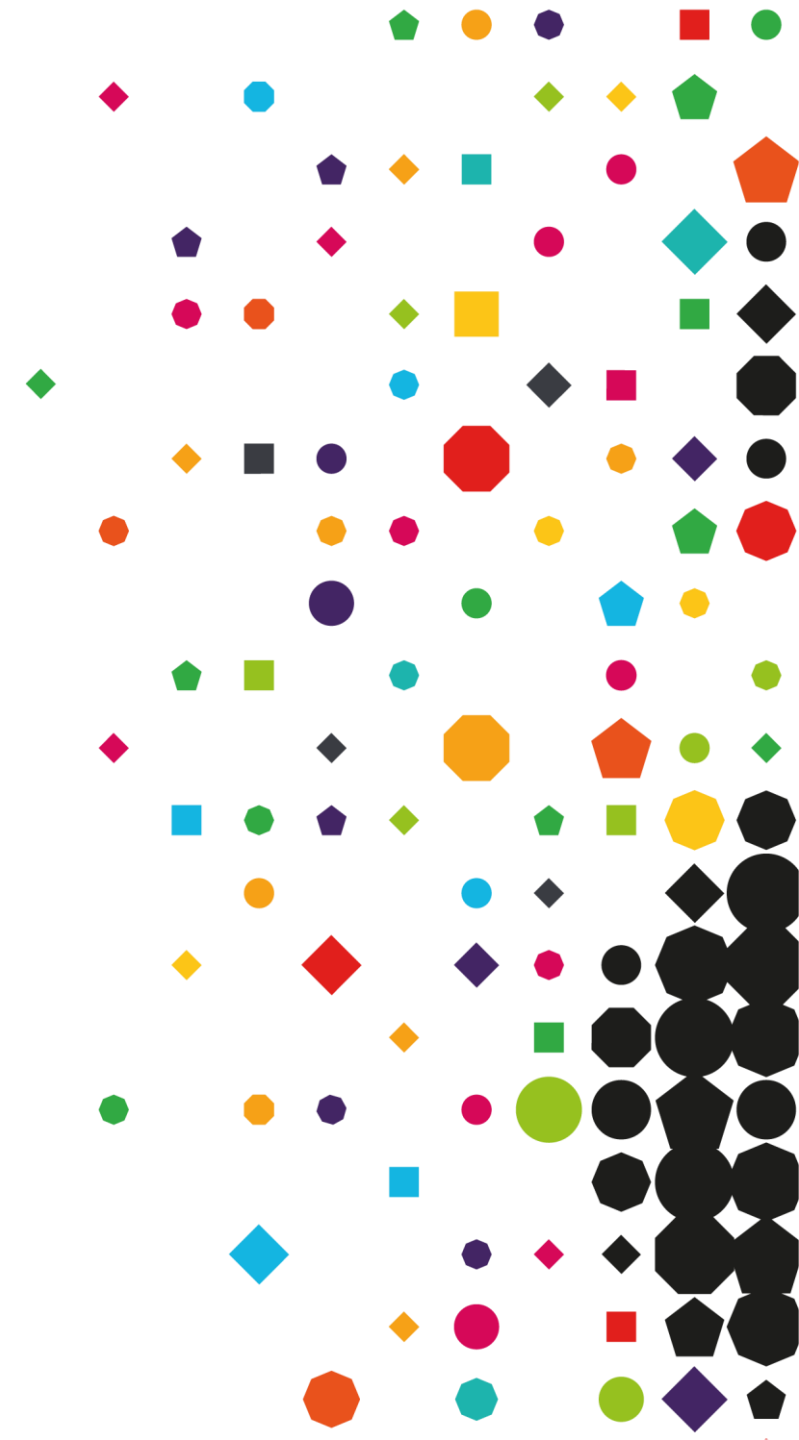✉ centresupport@cityandguilds.com

☎ 0192 4930 800

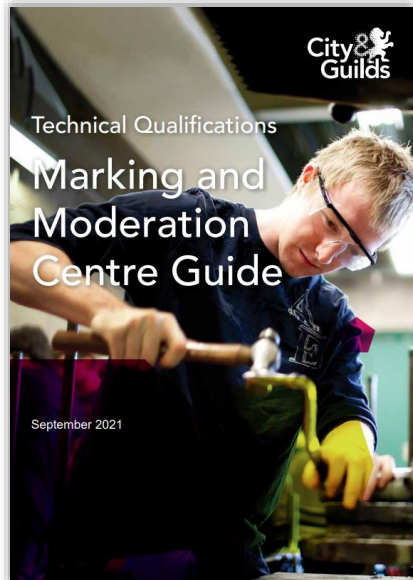Available: Monday to Friday 08:00 to 18:00

Centre Support can assist you with:

- Qualification information
- Walled Garden support
- How to place orders for registrations and bookings
- Technical issues
- Evolve / exam support

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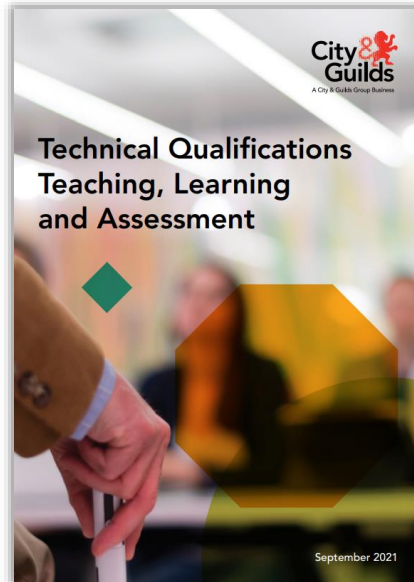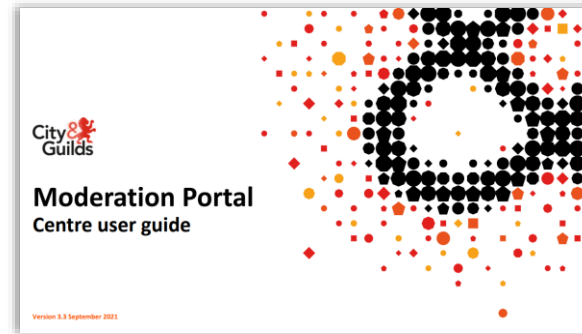
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Guidance documents referred to within this webinar
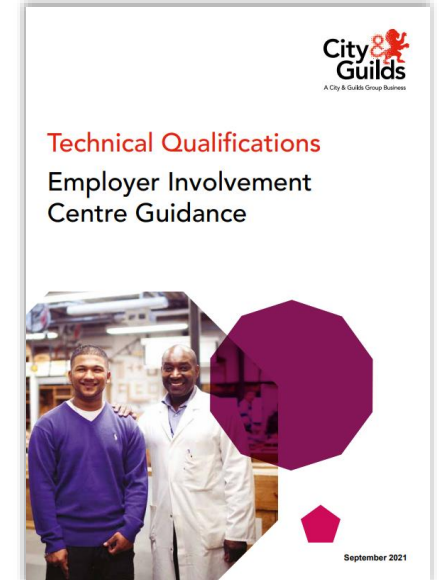
Marking and Moderation Centre Guide

Teaching, Learning and Assessment

Moderation Portal Centre User Guide

How to Book Assessments

Employer Involvement Centre Guidance

Resources and Support

All the necessary documents and resources are on our website on the **Resources and Support** page.

Webchat with the Technicals Quality team is available Monday to Friday 8:30am – 5pm.

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Technical Qualifications:
An Overview

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What is a Technical Qualification?

- City & Guilds Technical Qualifications are a range of qualifications designed for 14- to 19-year-olds, and these are an equally rigorous vocational alternative to general qualifications, supported by industry.

- They meet the requirements of the DfE categories of Technical Award, Technical Certificate and Tech Level Qualifications. These qualifications are recognised by the DfE as high-quality vocational qualifications that attract performance table points for schools and colleges.

- Technical Qualifications have been developed in collaboration with several employers including Bosch, EDF and RSPCA to ensure that they meet employer needs and standards.

- The structure of Technical Qualifications is designed to encourage focus on teaching and learning rather than assessment. The candidates will be expected to be taught and develop the knowledge and skills required to achieve the learning outcomes, so that at the point of assessment they are able to deal with whatever the assessment requires of them.

- The content of Technical Qualifications is therefore designed in such a way as to ensure that the knowledge and understanding is directly relevant to practical or occupational problems.

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Assessment Structure

For each Technical Qualification there is:

- At least one end, externally assessed theory examination, the questions for which will be drawn from critical knowledge across the mandatory qualification content. Their grading outcomes are pass, merit, distinction.

- A substantial synoptic end assignment that 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. They are graded pass, merit and distinction.

- There may be some additional exams and assignments depending on the nature of the qualification, details of which can be found in the specific qualification handbooks.

- Employer involvement (for Key Stage 5 only) is a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications for 16- to19-year-olds and is subject to external quality assurance by City & Guilds.
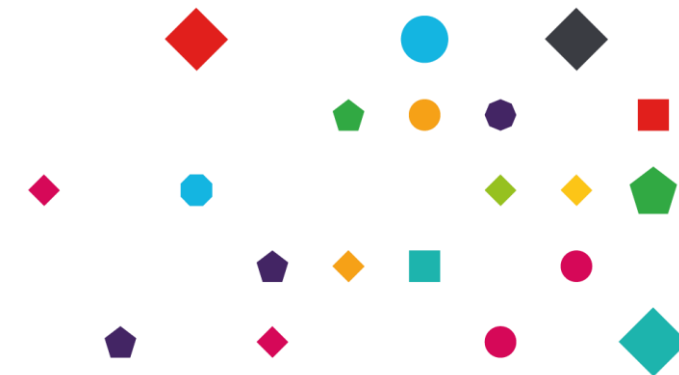
Assessment Structure

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 least one end, externally assessed **theory examination:** the questions for which will be drawn from critical knowledge across the mandatory qualification content.
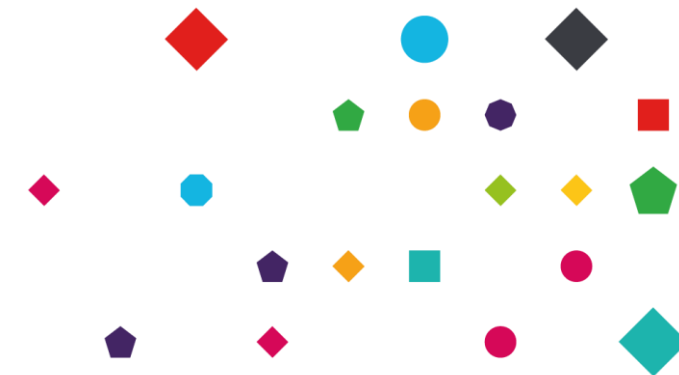
A substantial **synoptic end assignment:** which will require the candidate to be able to draw from and apply knowledge, skills and understanding from the breadth of the (mandatory) qualification content in an integrated way.

60%

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Assessment Structure

The assessment strategy for the City & Guilds Technical Qualifications was a change from previous qualifications which were on the QCF Framework. The QCF framework aimed to support transfer of knowledge and skills by crediting candidates at unit level in order that credits from one qualification could contribute to related qualifications if those qualifications contained the same or similar units.

The assessment strategy for the City & Guilds Technical Qualifications on the other hand aimed to change this and in a similar move as to GCSEs and A-levels, City & Guilds moved from unit-based assessment of candidates' knowledge and skills over the duration of the course to summative assessment at the end of the course to allow centres to create coherent learning programmes.

- All elements are mandatory to achieve the Technical Qualification (although Employer Involvement is only a requirement for KS5 quals). However only the Synoptic Assignment and Theory Exam contribute towards the final grade.
- The boundaries for assessment grades are set through awarding processes. The grades for the individual assessments are then weighted and combined to give an overall grade for the qualification using a points-based system, details of which are provided in the qualification handbook.

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Assessment Structure

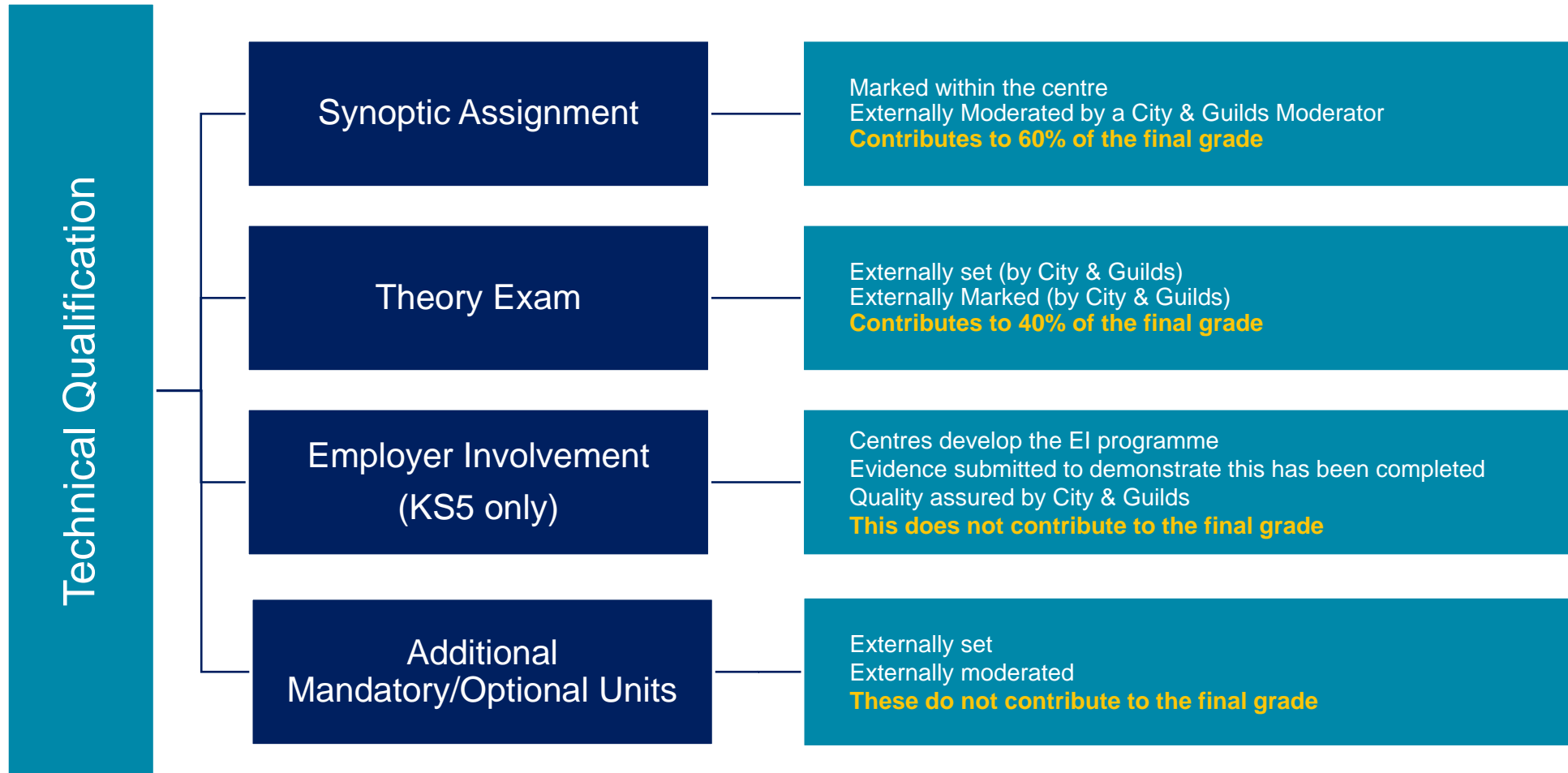| Synoptic assignment	Theory exam	Mandatory Unit	Mandatory Unit	Mandatory Unit	Optional Unit	Optional Unit	KS5 Employer Involvement

In addition to the core synoptic assignment and theory exam, there may be some **additional centre assessed assignments:** depending on the nature of the qualification, the details of the requirements can be found in the qualification handbook. These may be mandatory units which must be completed in order to meet the rules of combination, or they may be optional units which may be selected by the learner (but a particular number of units, or value of guided learning hours, will need to be completed in order to meet the rules of combination).

For Key Stage 5 only - **Employer Involvement :** this is a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications for 16-19 year olds and is subject to external quality assurance by City & Guilds.

What makes up a Technical Qualification?

These are the components that make up Technical Qualifications. All components must be completed to achieve the qualification.

Technical Qualification

Synoptic Assignment
Marked within the centre
Externally Moderated by a City & Guilds Moderator
Contributes to 60% of the final grade

Theory Exam
Externally set (by City & Guilds)
Externally Marked (by City & Guilds)
Contributes to 40% of the final grade

Employer Involvement (KS5 only)
Centres develop the EI programme
Evidence submitted to demonstrate this has been completed
Quality assured by City & Guilds
This does not contribute to the final grade

Additional Mandatory/Optional Units
Externally set
Externally moderated
These do not contribute to the final grade

Quality Assurance

Our Quality Assurance Model and Qualification Approval Applications for Technical Qualifications

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Technical Approvals & Our Quality Assurance Model

Quality assurance of the components of a Technical Qualification

Synoptic assignments

Technical Qualifications are quality assured via a moderation process. This involves City & Guilds moderators sampling centre marking to check whether it is accurate and in line with national standards for the qualification. Where necessary, adjustments may be made to centre marking to align it with these standards.

Once centre marking is complete, City & Guilds moderators re-mark a representative sample of candidate evidence for each synoptic assignment, to determine how closely the centre's marking aligns with the national standard. This dictates whether centre marks are accepted and if not by how much they should be adjusted in order to bring them into alignment with the set standard.

Qualified moderators are employed by City & Guilds to undertake this work. Quality assurance is maintained in the following ways:

• A Principal Moderator is assigned to all subject areas. They are responsible for ensuring there is a consistent and common standard of marking within their moderating team.

• Moderators attend generic and subject-specific training, including on the use of the marking grid

• Moderators complete a standardisation activity for each synoptic assignment they are marking, to ensure that they are marking accurately and consistently in line with the standard set by the Principal Moderator

• Moderators are regularly sampled throughout the marking period, by the Principal Moderator and/or Lead Moderators, to ensure that they are consistently aligned to the set standard.

Technical Approvals & Our Quality Assurance Model

Quality assurance of the components of a Technical Qualification

Synoptic assignments

Moderation of centre marking, for each synoptic assignment, will have one of the two following outcomes:

Centre marks are accepted	Centre marks will be accepted where centre marking is found to be within tolerance* of the agreed national standard for the qualification.
Centre marks are adjusted	Centre marks will be adjusted where centre marking is found to be either lenient or harsh. In these instances, City & Guilds will make an adjustment to all candidate results to bring them in line with the agreed national standard for the qualification. A full remark will be undertaken where an appropriate adjustment cannot be made to centre marking. This is normally where internal standardisation of marking has either not taken place or was not effective in a centre. In these instances, centres will be required to upload evidence for all candidates in the cohort to the Moderation Portal.

* The moderation process allows for a tolerance of mark difference between the moderator and centre marks. Tolerance is set on the understanding that the marks given to a learner by a centre may reasonably vary from those that would have been given by the awarding organisation. This is on the basis that it may not be reasonable to expect exact agreement, so a degree of variation may be allowed, within a certain tolerance.

Where centre marks are within tolerance of moderator marks, centre marking is accepted. Where they are out of tolerance, City & Guilds will make necessary adjustments to align them with the agreed standard.

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Technical Approvals & Our Quality Assurance Model

Quality assurance of the components of a Technical Qualification

Other centre-assessed components

For other centre-assessed components (including optional and mandatory units), City & Guilds quality assure centre assessment decisions. Although these do not contribute to the overall qualification grade, they are required components and as such are subject to external quality assurance for accuracy. Unlike moderation however, with this process centres **can** revise their marking and resubmit marks following moderator feedback, where required.
Only certain optional or mandatory units are suitable for external quality assurance. Work experience units or Health and Safety tests, for example are not suitable.

- Moderators will indicate to centres which units are acceptable for external review

- Centres submit grades and a representative sample of candidate evidence for one optional, or mandatory unit, per qualification.

- Moderators review the sample of candidate evidence

- Where centre assessment decisions are felt to be inaccurate, or if any relevant evidence is missing, moderators provide written feedback to centres along with improvement actions

- Centres use this feedback to inform a re-mark of the assessment, applying the same process to other centre-assessed components if appropriate. Centres may also choose to get candidates to re-sit / redo the assessment tasks if they have failed. Centres must upload any missing evidence as requested.

Technical Approvals & Our Quality Assurance Model

Quality assurance of the components of a Technical Qualification

Employer involvement

For Key Stage 5 qualifications, centres are also required to submit evidence that the Employer Involvement requirement has been satisfactorily met.

The submission deadline for Employer Involvement is the same as for centre-assessed components.

Centres are required to submit:

• outcomes for all candidates

• a completed Employer Involvement Planner and Tracker (template is available on the website)

• a sample of evidence that demonstrates that all candidates have met the minimum requirement (e.g attendance registers for all candidates)

Detailed information on the process and requirements can be found in the **Employer Involvement Centre Guidance** (more detail to follow).

Technical Approvals & Our Quality Assurance Model

Technical Qualification Approval Applications

- As we are now in November and centres have all started delivery of Technical Qualifications, we are no longer accepting any Qualification Approval applications for Technicals which are to be delivered in 2021-2022. Any applications received moving forward will be processed ready for September 2022 delivery.

- Qualification Approval applications for Technical Qualifications are, on the whole, subject to approval by the City & Guilds Technicals Quality team, pending sufficient information being provided by the centre within the QAP form. The only exception to this is for Land-Based Technical Qualifications, which still require an approval activity from a City & Guilds EQA – this process can take up to 30 working days.

- Please note that if the approval is for Key Stage 5 Technical Qualifications which contain the Employer Involvement component, sections **4.5** and **4.6** of the Qualification Approval Form (QAP) must be completed to allow the Technicals Quality team to process them. These questions are around the types of employer involvement which will be included in the centres' delivery of the qualification, and how these will be documented.

- You can view all your approved Technical Qualifications on the Walled Garden within the Quality Portal. Please refer to page 10 of the Quality Portal User Guide for further support.

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Employer Involvement

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Employer Involvement

Employer Involvement forms a key part of KS5 Technical qualifications. It gives learners the opportunity to work with real employers and experience a real workplace and helps to bridge the gap between education and employers. Although it doesn't form part of the overall grade it is a mandatory component.

What do you need to do?

Centres must plan and track all activities which learners complete across the delivery period, in conjunction with employers.
A planner / tracker is available on our website to support you with this – we recommend that you maintain a copy of this and populate it with any activities which employers are involved in with your cohort of learners.

We no longer ask to see a copy of this planner prior to submission at the end of the academic year, however this will still be subject to Quality Assurance at the point of final moderation.

If any centre would like reassurance that the activities which are being planned will meet the requirements for this, please feel free to submit a copy to the Technicals Quality team to review and for us to provide feedback.

technicals.quality@cityandguilds.com

Employer Involvement

To be eligible, Employer Involvement activities must relate to the content of the qualification.

Employer Involvement will be quality assured by City & Guilds, with the possible outcome that learners not meeting the requirement will not be able to achieve the qualification certificate. The DfE has provided the following examples of which activities are considered to be 'meaningful' and count towards meeting the requirement. They have also provided examples of activities that would be generally beneficial to learners, but that would not count towards meeting the requirement – examples of these can be found in the Employer Involvement guide on our website.

The following activities meet the requirement for meaningful employer involvement:

- Learners undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification with an employer relevant to the qualification;
- Learners undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s);
- Learners take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures;
- Industry practitioners operate as 'expert witnesses' that contribute to the assessment of a learners work or practice, operating within a specified assessment framework. This may be a specific project(s), exercise(s) or examination(s), or all assessments for a qualification.

Technical Qualifications
Employer Involvement
Centre Guidance

September 2021
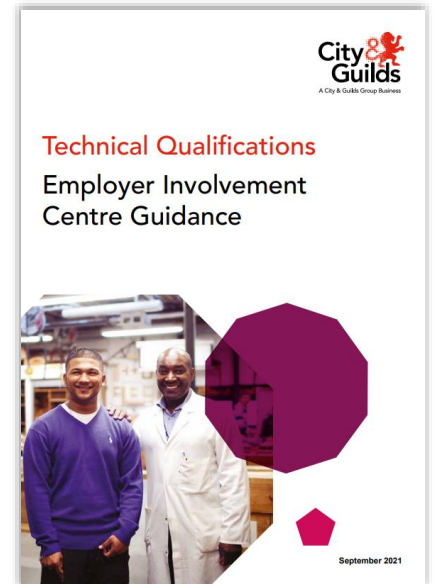
Employer Involvement
Centre Guidance

Employer Involvement

Enter your centre information, and the qualification this planner is referring to. One planner is required per qualification.

Select the "type" of activity – for example, were there work experience / placement activities? Guest lectures?

Tell us the name / company of the employer.

City & Guilds KS5 Technical Qualifications

Employer Involvement Planner and Tracker

This tracker can be used to capture how your centre has met the employer involvement requirements for a Technical Qualification. This is to be uploaded to the Moderation Portal, along with a representative sample of evidence of the below activities having taken place.

The deadline for the submission of this can be found within the **Welcome Pack** and checklist for delivery, which are published on our website each academic year and can be found on the resources and support page for Technical Qualifications.

We recommend that centres use this document on an ongoing basis throughout the year to track and record evidence of meaningful Employer Involvement activities.

One planner should be uploaded to the Moderation Portal for **each qualification** that is being delivered.

You may detail up to six activities on this document, but if you wish to provide information around any further Employer Involvement activities, please provide an additional attachment.

Centre details

Centre Number (6 numerals plus any suffix)		Full Centre Name:	
Qualification number:		Academic Year:	

Employer Involvement activity 1:

What is the type of Employer Involvement activity?	Please select:	Date of the activity:	
Employer Name:		Was this a remote or a face-to-face activity?	Please select:
Further details of the Employer Involvement activity:			

Activities may be face to face or remote

Provide details of how the employer was involved in the delivery, what the content of this activity was

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Adaptations for 2022

Adaptations for 2022

The government's intention is that assessments for Vocational and Technical Qualifications go ahead for the 2021/22 academic year. In order to support all centres who offer our Technical qualifications and to help proactively mitigate against potential National and local impacts of the ongoing Coronavirus pandemic, a guide to permitted adaptations for Technical Qualifications can be found on our website on the Covid-19 page:

Adaptations for 2022

Specific content within this guide:

- Adaptations permitted within synoptic assignments such as in relation to the delivery of the assignment
- Tasks which may be taken remotely by learners, provided they are supervised and there is suitable software / processes which maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.
- Remote assessment for practical skill observations (depending on the qualification).
- Merging of assignment tasks / streamlining tasks, providing all assessment criteria can be met and the marking / grading of the tasks/assessments can still be accurately applied.
- Adaptations permitted within optional units and mandatory stand-alone units which are assessed by assignments
- Employer Involvement activities which may be conducted remotely, or which might be adapted to meet the requirement for this KS5 component
- Changes to the requirement for work experience hours to be completed, e.g. for Land-based Technicals and Health, Care & Childcare Technicals
- Specific arrangements for Land-based Technical Qualifications and the Health & Safety / Biology mandatory theory assessment, and estates skills and machinery operation tasks.

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Key Dates

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Key dates for Delivery

Detail	Date
Learner registrations open	06 September 2021
Window for clarification queries on the synoptic assignments opens	13 September 2021
Booking window opens for spring (February/March/April 2022) and summer (June 2022) exam series, as well as for synoptic assignments, optional units, and any other centre assessed components and Employer Involvement (for KS5 only)	01 October 2021
Deadline for learner registrations	29 October 2021
Window for clarification queries on the synoptic assignments closes	29 October 2021
Finalised synoptic assignments available from qualification webpages	01 December 2021
Booking window closes for spring (February/March/April 2022) exam series, as well as for synoptic assignments, optional units and any other centre assessed components and Employer Involvement (for KS5 only)	10 December 2021
Synoptic assignment tasks for all Technical Qualifications can be delivered to learners from this date	04 January 2021
Applications for all UCAS Undergraduate courses, except those with a 15 October deadline, should arrive at UCAS by 18:00 (UK time)	26 January 2022

Key dates for Delivery

Detail	Date
First spring exam series begins	28 February 2022
Final day of first spring exam series	11 March 2022
Second spring exam series begins	14 March 2022
Final day of second spring exam series	25 March 2022
8202 Level 2 and 3 Electrical and Plumbing spring exams sitting (outside of spring series 1 and 2)	29 March – 01 April 2022
Results of first spring exam series released to centres	25 April 2022
Results of second spring exam series released to centres	09 May 2022
Results of 8202 Level 2 and 3 Electrical and Plumbing spring exam series released to centres	16 May 2022
Deadline for booking summer exams series	20 May 2022
Deadline for booking 8202 Level 2 and 3 Electrical and Plumbing summer exams	27 May 2022

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Key dates for Delivery

Detail	Date
Deadline for submitting marks and evidence to the Moderation Portal for all Level 2 and Level 3 synoptic assignments	20 May 2022
First day of summer exam series	06 June 2022
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)	17 June 2022
Final day of summer exam series	21 June 2022
Final results Level 3, including summer series assessments, assignments and qualification results released to centres	*17 August 2022
Final results Level 3, including summer series assessments, assignments and qualification results released to learners	*18 August 2022
Final results Level 2, including summer series assessments, assignments and qualification results released to centres	*24 August 2022
Final results Level 2, including summer series assessments, assignments and qualification results released to learners	*25 August 2022

*Subject to change.

Key Dates

Technicals checklist 2021/22

City & Guilds: cityandguilds.com/technicals
Walled Garden: walled-garden.com

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2021

September	October	November	December
6 September — Learner registrations open	**1 October** — Booking window for spring (February/March/April 2022) and summer (June 2022) exam series opens		**1 December** — Finalised synoptic assignments available from qualification webpages
13 September — Window for clarification queries on the synoptic assignments opens	**1 October** — Booking window opens for synoptic assignments, optional units and any other centre assessed components (if applicable) and Employer Involvement (EI), for Key Stage 5 (KS5 only)		**10 December** — Booking window closes for spring (February/March/April 2022) exam series **Complete?**
	29 October — Deadline for learner registrations **Complete?**		**10 December** — Booking window closes for synoptic assignments, optional units and any other centre assessed components (if applicable) and for Employer Involvement (EI) for Key Stage 5 (KS5) only **Complete?**
	29 October — Window for clarification queries on the synoptic assignments closes **Complete?**		

2022

January	February
4 January — Synoptic assignment tasks for all Technical Qualifications can be delivered to learners from this date	**28 February** — First spring exam series begins
26 January — Applications for all UCAS Undergraduate courses, except those with a 15 October deadline, should arrive at UCAS by 18:00 (UK time)	

2022

March	April	May	June	July	August
11 March — Final day of first spring exam series	**25 April** — Results of the first spring exam series released to centres **Complete?**	**9 May** — Results of second spring exam series released to centres	**6 June** — First day of summer exam series		**17 August*** — Final results Level 3, including summer series assessments, assignments and qualification results released to centres
14 March — Second spring exam series begins		**16 May** — Results of 8202 Level 2 and 3 Electrical and Plumbing exams spring series released to centres	**17 June** — 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) **Complete?**		**18 August*** — Final results Level 3, including summer series assessments, assignments and qualification results released to learners
25 March — Final day of second spring exam series		**20 May** — Deadline for booking summer exams series **Complete?**	**21 June** — Final day of summer exam series		**24 August*** — Final results Level 2, including summer series assessments, assignments and qualification results released to centres
29 March – 1 April — 8202 Level 2 and 3 Electrical and Plumbing exams sitting (outside of spring series 1 and 2)		**20 May** — Deadline for submitting marks and evidence to the Moderation Portal for all Level 2 and Level 3 synoptic assignments **Complete?**			**25 August*** — Final results Level 2, including summer series assessments, assignments and qualification results released to learners
		27 May — Deadline for booking 8202 Level 2 and 3 Electrical and Plumbing summer exams **Complete?**			*Subject to change

If you have any questions please contact us:

Technicals Quality team:
E: technicals.quality@cityandguilds.com
T: 0300 303 5352

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Exams series

For a timetable of the exams, please refer to the document on our website, "***Exam Timetable and submission deadlines for moderated assessments – 2022***"

- The timetable is listed by industry area.
- The booking window opened on 01 October for the spring and summer 2022 assessments and closes on 10 December 2022.
- These are dated exams available either as a paper-based exam or on the City & Guilds evolve computer-based testing platform.
- Some exams are only offered on paper due to the nature of the exam content.
- On-demand exams are not available. All exams are dated entry.

Please note: All exams must be invigilated according to the JCQ Instructions for conducting examinations.

Technical Qualifications

Exam timetable and submission deadlines for moderated assessments - 2022

Version V1.2
September 2021

Booking Assessments & Exams

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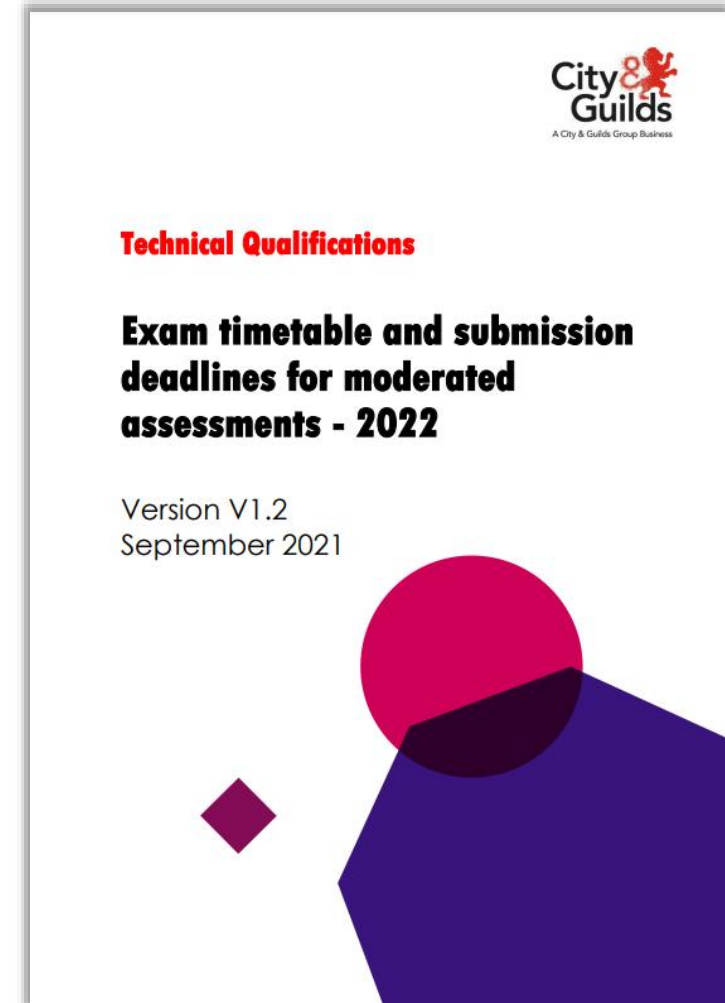
What are the different styles of exams within a Technical Qualification?

Technical Qualifications are made up of:

A synoptic assignment (sometimes two, if delivered over 2 years)
- This is available as a *Dated Entry booking*. The date provided within the Walled Garden catalogue is the deadline date for final submission to the Moderation Portal*.*

At least one theory exam
- These are available both as *dated entry written papers* and *e-volve multiple choice* exams. The date provided within the Walled Garden catalogue is the actual testing date and time.

For Key Stage 5 Level 2 and Level 3:
- Mandatory and optional units
- Employer Involvement

Both are available as *dated entry* bookings. The date provided within the Walled Garden catalogue is the deadline date for final submission to the Moderation Portal.

How do I know which exam to book?

Each qualification has a specific set of units, this is called the Rules of Combination.
Each qualification's rules of combination can be found in the Catalogue page.

Each pathway available appears within the dropdown box in "rules of combination"

How do I know which exam to book?

Each unit is structured differently within Walled Garden.
How they are set up can be found within the Units And Assessment section.

The "Unit type" signifies how the assessment will be marked.

Moderated is marked within the centre, and marks and a sample of evidence are to be uploaded to the Moderation Portal for moderation.
Multiple Choice and **Written** are the types of exam and may be available on paper or online.
External Quality Assurance is marked within the centre and then grades and a sample of evidence will need to be uploaded to the Moderation Portal to be verified.

How do I know which units are covered within each exam?

Each handbook has a full listing of all unit criteria available. Not all these units will appear on Walled Garden. Some of the units will be completed within the Synoptic Assignment or the Theory Exam.

Qualification structure

For the **Level 2 Technical Certificate in Hairdressing** the teaching programme must cover the content detailed in the structure below:

Unit number	Unit title	GLH
Mandatory		
201	Principles and practices of hairdressing and barbering services	90
202	Shampoo, condition and treat the hair and scalp	30
203	Cut hair using basic techniques	120
204	Style, set and dress hair	90
205	Colour and lighten hair	120

EXAMPLE
The Level 2 Technical Certificate in Hairdressing (6002-21) has mandatory units of 201-205. These are covered within the criteria of unit 026/526 – The online or paper-based theory Exams.

026/526	Duration: 160 minutes		
Unit	Outcome	Number of marks	%
201	1.Work safely in the salon/barbershop	21	26
	2. Understand hair, skin and scalp analysis		
	3.Understand communication techniques and expected behaviours in the salon/barbershop		
	4. Advise clients and make recommendations throughout the service		
202	2. Shampoo and condition hair	10	13
203 &204	1.(unit 204) Prepare for styling and finishing hair	14	17
2	2. (unit 203) Cut hair to achieve a variety of looks		
205	1. Prepare to colour and lighten	20	25
	2. Colour and lighten hair to achieve a variety of looks		
N/A	Integration across the units	15	19
	Total	80	100

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Multi-pathway Technical qualifications

Some Technical qualifications have different pathways which have different rules of combination, please see below example for 0172-33:

When booking assessments for a Technical qualification with pathways, please ensure you only book the required assessments **for that pathway**. Booking additional/incorrect assessments may cause problems with the certification process.

'Stepping up' on a Technical qualification

Learners can step up within some Level 3 Technical Qualifications, such as from a 1-year (540) to a 2-year (1080) qualification.

Stepping up – e.g from 0172-31 (540) to 0172-33 (1080)

- Centres must ensure the learner is registered again for the higher GLH qualification (0172-33)

Book all assessments under the higher GLH qualification that the learner will be taking in their second year
Note - Any assessments the learner has already undertaken do not require booking again (with the exception of Employer Involvement)

Book the Employer Involvement for the higher GLH qualification (0172-33)
Note - This is required as the assessment code for EI is different in the (540) and (1080).
The grade & a further sample of evidence for EI will also be required for submission on the Moderation Portal.

Recommended reading for teams responsible for booking assessments

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

Moderation Visits

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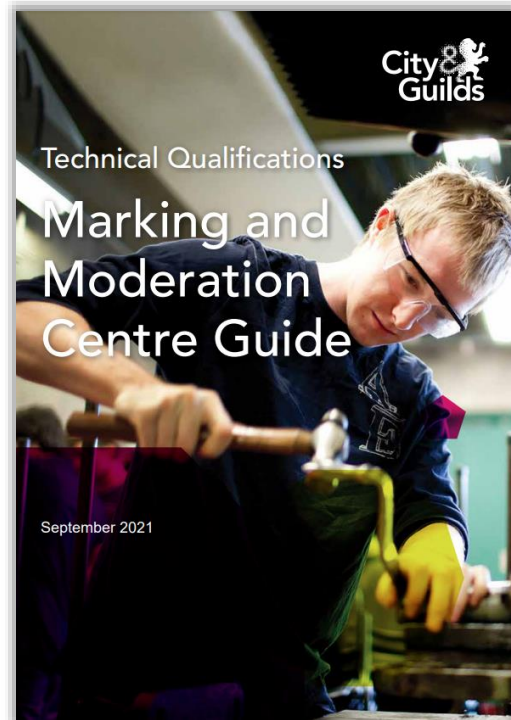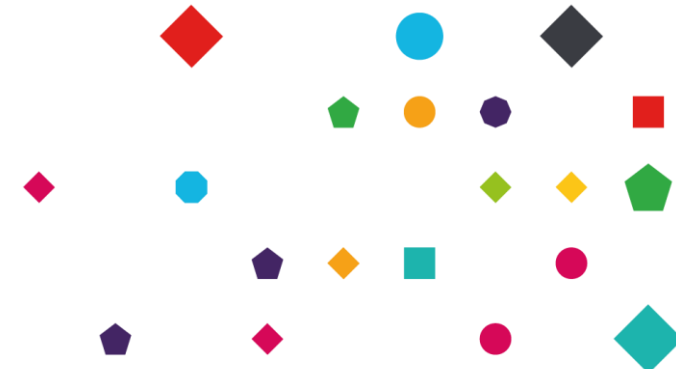
What is a Moderation Visit?

For some Technical Qualifications, ephemeral evidence plays a significant part in the assessment and evaluation of candidate performance. It is, therefore, the quality of the evidence collected by tutors during / at the time of the practical assessment that is vital.

For these qualifications, the end-of-year online moderation of learners' work will be supported through a visit to the centre by the moderator which we arrange to take place within the Spring. This will only be required in specified qualifications.

Full guidance on Moderation Visits is available in the *Marking & Moderation Centre Guide* in Section 3 (page 20)

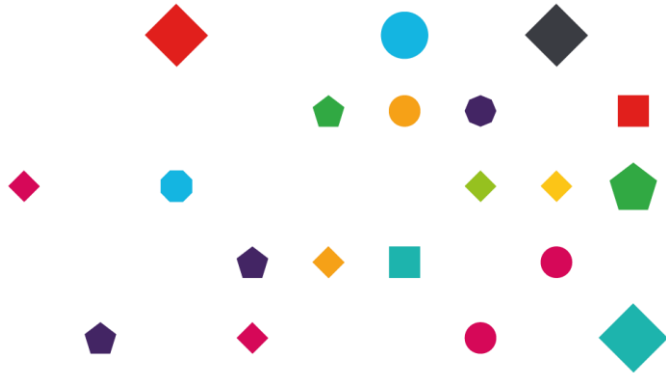# Qualifications requiring a Moderation Visit

Hair & Beauty

Qualification no.	Qualification title
6002-21	Level 2 Technical Certificate in Hairdressing
6002-22	Level 2 Technical Certificate in Cutting and Styling Services
6002-23	Level 2 Technical Certificate for Hair Colouring Services
6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
6002-20	Level 2 Technical Certificate in Barbering
6002-30	Level 3 Advanced Technical Diploma in Barbering
6010-20	Level 2 Technical Certificate in Make-up Artistry
6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)
6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
6003-20	Level 2 Technical Certificate in Beauty Therapy
6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
6003-22	Level 2 Technical Certificate in Nail Treatments
6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)

Qualifications requiring a Moderation Visit

Hospitality & Catering

Qualification no.	Qualification title
6100-20	Level 2 Technical Certificate Professional Cookery
6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
7178-20	Level 2 Technical Certificate in Food Preparation and Service

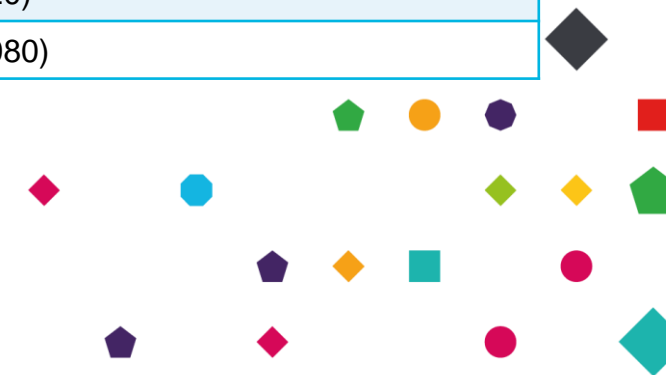# Qualifications requiring a Moderation Visit

Building Services Engineering (BSE)

Qualification no.	Qualification title
7905-20	Level 2 Technical Certificate in Bricklaying
7905-30	Level 3 Advanced Technical Diploma in Bricklaying (450)
7906-20	Level 2 Technical Certificate in Site Carpentry
7906-30	Level 3 Advanced Technical Diploma in Site Carpentry (450)
7906-21	Level 2 Technical Certificate in Architectural Joinery
7906-31	Level 3 Advanced Technical Diploma in Architectural Joinery (450)
7907-20	Level 3 Technical Certificate in Painting and Decorating
7907-30	Level 3 Advanced Technical Diploma in Painting and Decorating (450)
7908-20	Level 3 Technical Certificate in Plastering
7908-30	Level 3 Advanced Technical Diploma in Plastering (450)
8202-20	Level 2 Technical Certificate in Electrical Installation
8202-30	Level 3 Advanced Technical Diploma in Electrical Installation (450)
8202-25	Level 2 Technical Certificate in Plumbing
8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)

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Qualifications requiring a Moderation Visit

**Land-Based**

Qualification no.	Qualification title
0172-21	Level 2 Technical Certificate in Animal Care
0172-30	Level 3 Advanced Technical Certificate in Animal Management
0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
0171-28	Level 2 Technical Certificate in Land-Based Engineering
0171-38	Level 3 Advanced Technical Extended Diploma in Land Based Engineering (1080)
0172-26	Level 2 Technical Certificate in Equine Care
0172-35	Level 3 Advanced Technical Certificate in Equine Management
0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)

Qualifications requiring a Moderation Visit

Land-Based

| Qualification no.	Qualification title
0174-20	Level 2 Technical Certificate in Horticulture
0174-36	Level 3 Advanced Diploma in Horticulture (540)
0174-37	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
0174-21	Level 2 Technical Certificate in Forestry & Arboriculture (360)
0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
0175-20	Level 2 Technical Certificate in Floristry
0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
0171-20	Level 2 Technical Certificate in Agriculture
0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
0173-20	Level 2 Technical Certificate in Land and Wildlife
0173-35	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
0173-37	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
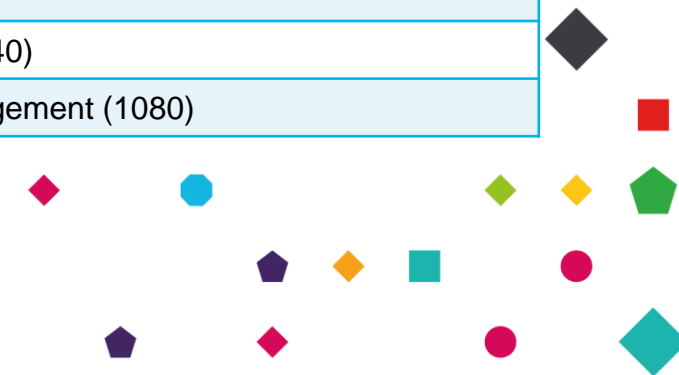
What is a Moderation Visit?

The objective of the moderation visit is to:

- Observe and ensure that evidence gathered by the tutor during the practical elements of the synoptic assessment is sufficient, valid and reliable enough to support any subsequent marking or moderation of the synoptic assessments

- Allow the independent collection of evidence by the moderator, providing a benchmark against which to compare the tutor-produced evidence, especially where photographic evidence cannot provide valid or complete backing to support tutor evidence.

- Ensure that any guidance and feedback on evidence gathering and recording can be applied to the whole cohort – we attempt to, and encourage, the visit to take place as early as possible in the synoptic assignment assessment window.

After the visit has taken place, centres will receive Moderation Visit Feedback from the moderator (sent to centres by the Technicals Quality team). The centre IQA or lead marker is expected to make sure that any feedback provided by the moderator during the visit is then used to ensure the production of high-quality evidence by all tutors/markers, which will support the subsequent marking and moderation. Centres must take this feedback into account before continuing their assessment and marking activity. This may also mean reviewing the evidence collected for candidates who completed the practical assessment task prior to the visit, if necessary.

Important
Visiting moderators are not in a position to give feedback on the accuracy of centre marking, or to comment on whether candidates are likely to pass or fail.
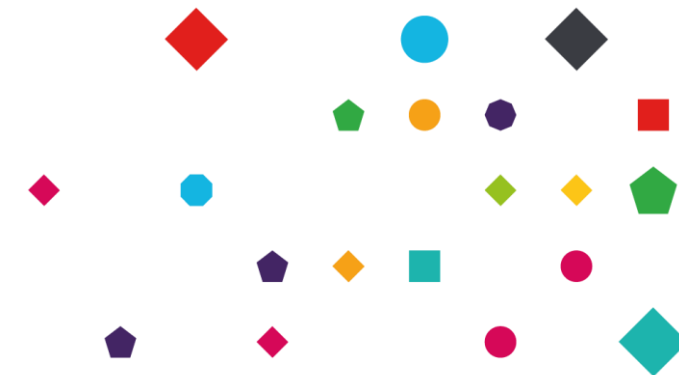
During the Moderation Visit

During the visit, the moderator will work alongside, but independently of, the centre markers. Moderators will observe the sample of candidates identified and take notes on performance in such a way as to support their subsequent remote moderation. Once the candidate sample has been observed, the moderator will review the evidence they have gathered, alongside the evidence gathered by the marker(s) for these candidates. This includes marker notes and any appropriate supporting evidence e.g. photographic evidence. The moderator will then provide verbal feedback to the IQA (or lead marker) on the following areas:

- whether the evidence produced by the assessor/s was appropriate for the task, focused on the right areas and aligned with the correct AOs

- whether the evidence collected by the learner & marker was sufficient, valid and of the appropriate quality to support marking and moderation

- whether the evidence collected provided clear descriptions of the performance which validated / justified any subjective language / conclusions (e.g. what about the performance made it 'good' or 'excellent')

- whether markers / tutors are collecting evidence on learner performance across the full range of AOs

- whether additional evidence could be provided to ensure that the moderator gets a clearer view of the learner performance

- Advice and guidance on the format of the tutor/marker notes and the nature of any supporting evidence (e.g. whether photographs validly represent the candidates' work, how to label/ identify this evidence)

- A comparison of the evidence gathered by different tutors/markers highlighting examples of good and poor practice (where relevant)

- Any follow up actions that the centre should take

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Arranging a Moderation Visit

What happens next?

- The Technicals Quality team will use data of synoptic bookings to allocate a moderator to each centre for the visit.

- If a Moderation Visit is required, the moderator will contact your centre to establish the dates you will be carrying out the synoptic tasks including ephemeral evidence. The moderator will contact the main contact person, as detailed on your centre's Contact Update form. The moderator will need to observe any practical task, which generates significant ephemeral evidence.

- The centre must provide the proposed scheduling for this part of the assessment along with details of all markers and standardisation leads / Internal Quality Assurers (IQAs).

- The moderator will send the centre contact a Moderation Visit Sample form, confirming the visit date and the requirements of the day (to take place as early as possible). Centres are expected to complete and return the form to include their sample of candidates to be observed.

- Moderators should ideally observe a sample to include the range of markers (where more than one is involved). Centres should consider this when planning their practical assessments.

Advice
*Sample size – moderators will ask to observe a minimum of **six** candidates. Where there are fewer than six candidates in a cohort, then all learners should be observed. The group should ideally include candidates across the range of performance. Centres can use predicted grades to evidence this. Where there is more than one marker involved, ideally the group should include candidates marked by each marker.*

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Moderation Portal

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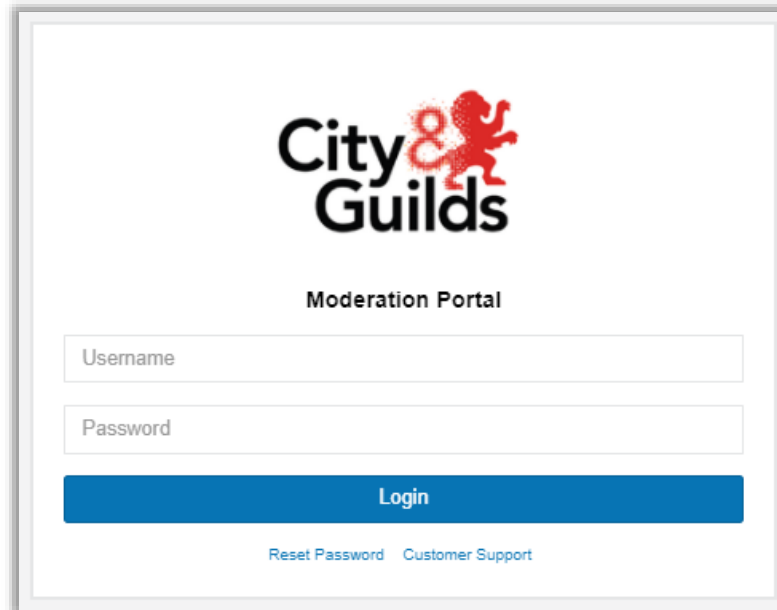
The Moderation Portal

The Moderation Portal is a secure online dedicated platform designed to support centres and Moderators with the electronic transfer of candidate marks and evidence for Moderation.

Upon release of the Moderation Portal, all centres will receive one set of login credentials to an Adminstration account, which can then be used to create other accounts for markers / assessors to be able to input marks and upload evidence.

There is a Moderation Portal User Guide on the website, and we will offer webinars to centres in March and April in order to support you with the evidence upload process.
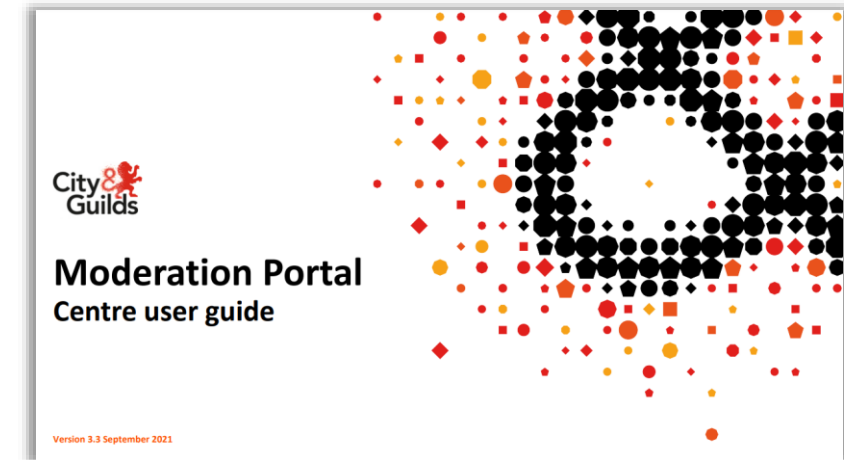
The Moderation Portal

Centres are required to upload marks for all candidates, plus a sample of evidence for each assessment component to the Portal, in line with the key deadlines:

20th May 2022   Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments
17th June 2022   Deadline for submitting grades and evidence to the Moderation Portal on optional assignments and any other centre-assessed components (if applicable) and employer involvement (KS5 only)

Important
The Portal shows all candidates registered and booked through the Walled Garden for Technical Qualifications.
If you have not booked all relevant units of assessment as per the booking guidance, your candidates will not show on the Portal for the unit(s).
Therefore, if these bookings have not been made, you will not be able to submit your marks and evidence to the Moderator and the candidate(s) will not achieve a grade for the qualification.

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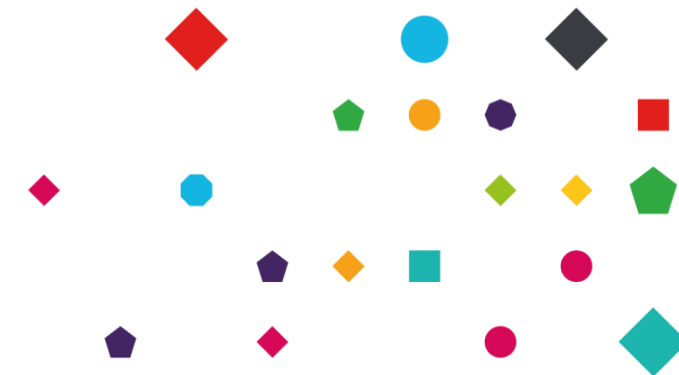
Getting ready for the Moderation Portal

Prior to marking and moderation, centres must ensure the following:
- Candidates are registered on to the relevant Technical Qualification
- Candidates are booked against all relevant assessments (see rules of combination on the 'catalogue' for more details).

We ask that all Technicals centres update us using the ***Contact Update Form*** for Technical Qualifications.

This includes a contact person who will hold the main administrative Moderation Portal account, as well as somebody who will be available throughout **July** to support with any additional evidence requests.

Moderation Portal user accounts

There are two different types of account on the Moderation Portal:

Administration Account
- This is the generic account created by City & Guilds for each Technicals centre – there is one admin account per centre
- You will be able to identify this as the username will be the Centre Number, e.g. 012345A.
- This account is used to create new users and manage existing users (Markers, Assessors IQA's etc.) who have access to the Portal.
- You cannot input marks or upload evidence on this account

Marker Accounts
- The holder of the Administrator account must create further "Marker" accounts within the Portal for your centre.
- Marker accounts are assigned to specific qualifications and can input marks and upload evidence for their allocated qualifications.
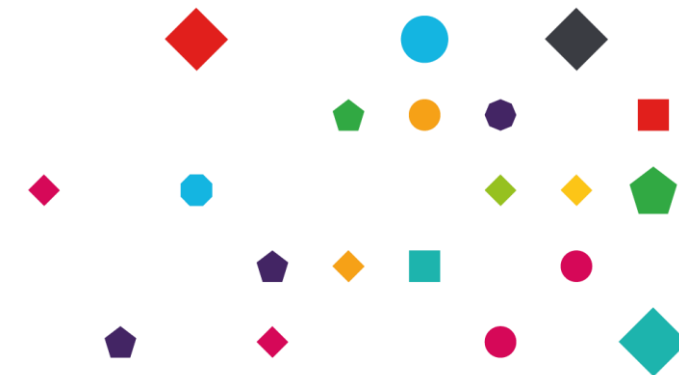
Evidence to be submitted

The Moderation Portal – what needs to be submitted?

Component	Submissions
Synoptic Assignment	• All candidate marks • Representative sample of candidate evidence (complete assignments) • All relevant forms, completed fully and accurately
Other centre-assessed components (e.g. optional and mandatory units)	• All candidate grades • Representative sample of candidate evidence, for one unit • All relevant forms, completed fully and accurately
Employer Involvement component* (Key Stage 5 only)	• All candidate outcomes • Completed planner and tracker • Cohort sample evidence (e.g. attendance registers)

All candidate marks (for synoptic assignments) and grades (for optional/mandatory units) must be entered onto the Moderation Portal.

Samples of evidence must be provided, in line with the sample requirements.

All recording forms must be provided.
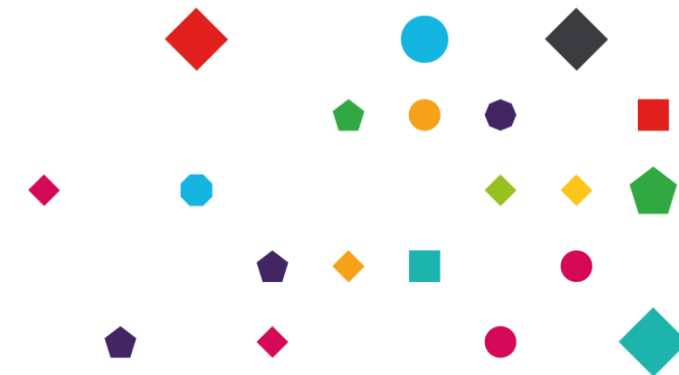
Uploading evidence for the synoptic assignment

Candidate evidence must be uploaded to the Moderation Portal, and this must be provided as a sample of candidates within the cohort:

No of candidates	Sample size
12 or fewer	All candidates
13-100	12
101-200	15
More than 200	20

This sample must include the **highest marked** and the **lowest marked** candidate work, and a **representative range** in between.

Centres must also consider:

- The inclusion of work marked by all markers for the assignment (where there is more than one marker)
- The marker-to-candidate ratio (ie. If one marker marked the majority of the work, this should be reflected in the make-up of the sample)
- Inclusion of any candidates observed during the moderation visit (where relevant)
- Evidence from any candidates identified on the Personal Interest Form (if it used) should be included *in addition* to the sample.

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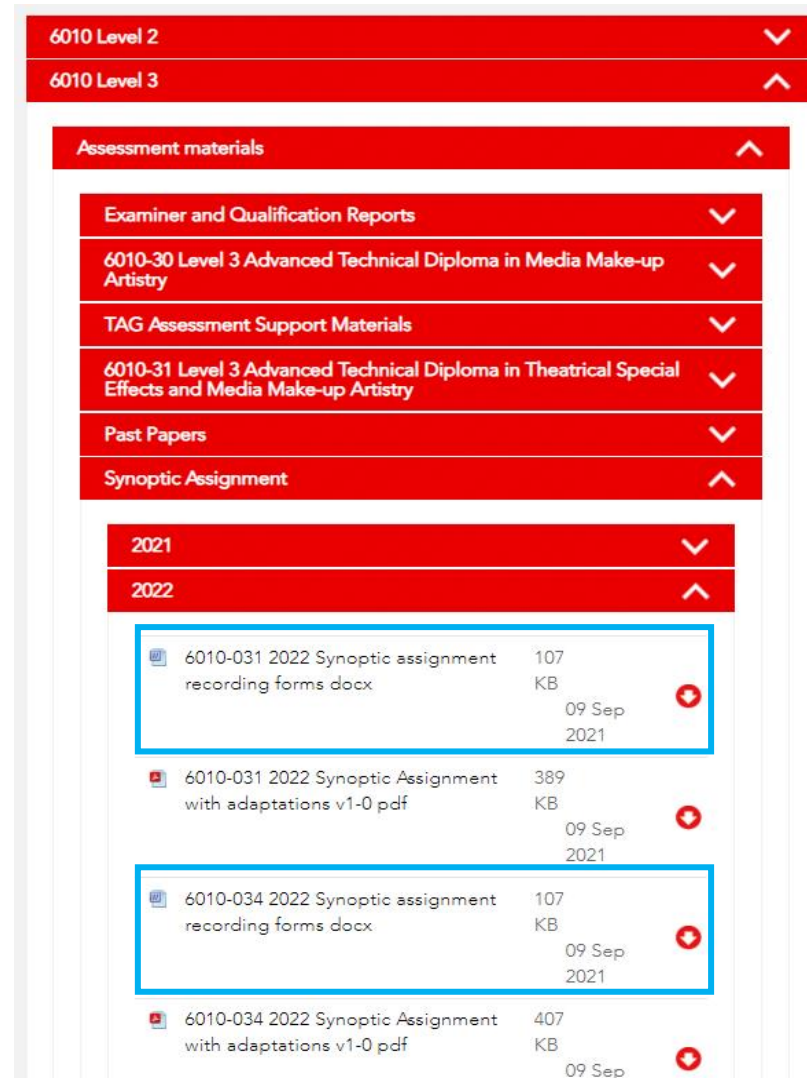# The Moderation Portal – documentation to submit

Alongside the candidate's evidence for the synoptic assignment, centres must ensure the internal documentation is submitted.
Copies of the recording forms are available on each qualification page on the City & Guilds website, in the documents section. Further generic forms are on the Resources and Support page for Technical Qualifications.

| Form	Purpose	Copy can be found:
Practical Observation form (PO)	To be used by markers and tutors to record detailed evidence of candidate's performance during practical observations.	**Qualification page**: Alongside the synoptic assignment material
Candidate Record Form (CRF)	To used by markers and tutors to log their remarks and justifications for the marks awarded against each Assessment Objective	**Qualification page**: Alongside the synoptic assignment material
Declaration of Authenticity	Used by the candidate and centre to record information used for authentication of evidence and as a declaration of authenticity. It also documents any information on the amount of support provided to candidates during assessment	**Qualification page**: Alongside the synoptic assignment material
Centre Standardisation Declaration Form	This form is to confirm that the centre undertook internal standardisation for the marking of the synoptic assessment, where there is more than one marker for the assessment.	Technicals "Resources and Support" page – "*generic forms*"
Personal Interest Form	Used by centres to upload additional information relevant to moderation to the platform e.g. indication when a marker has a personal interest in a candidate (for example a parent or other relation)	Technicals "Resources and Support" page – "*generic forms*"

The Moderation Portal – documentation to submit

The recording forms which are specific to each learner can be found within the qualification pages on the website.

These recording forms are the **Practical Observation** form, **Candidate Record Form**, and **Declaration of Authenticity**
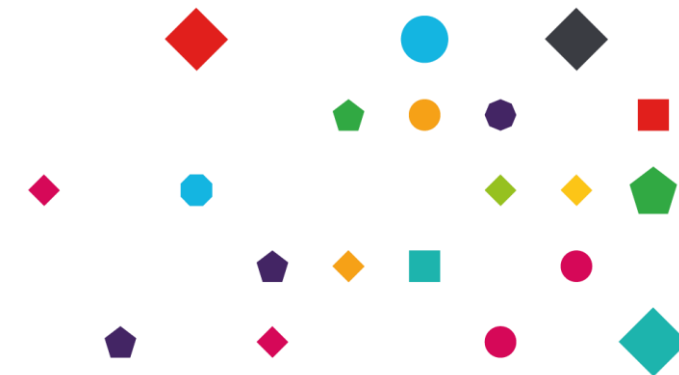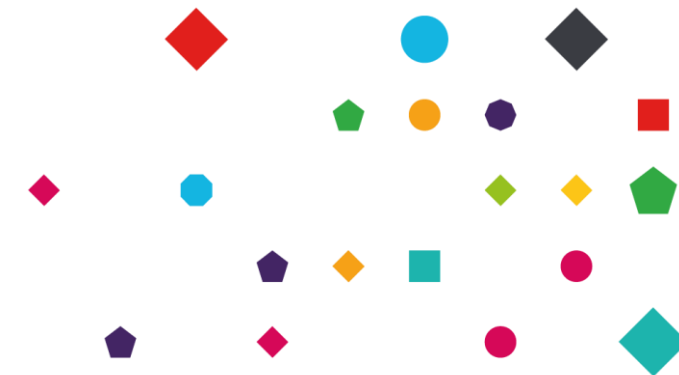
The Moderation Portal – documentation to submit

Further generic forms which are needed (not specific to any one qualification) can be found within the Teaching and Learning Resources on the Technicals Resources and Support page of the website.

Teaching and learning resources ⌃

These documents provide essential guidance and information for the delivery, assessment and administration of the Technical Qualifications.

- Technical Qualifications: Welcome pack 2021/22
- Technical Qualifications: Checklist for delivery 2021/22
- Technical Qualifications: Exams timetable spring/summer 2022
- Technical Qualifications: Autumn 2021 Technicals timetable
- Technical Qualifications: Qualification performance report 2020/21
- Technical Qualifications: Contact update form
- Technical Qualifications: Guide to teaching, learning and assessment
- Technical Qualifications: Guide to booking assessments
- Technical Qualifications: Moderator Centre Visits Principles 2021/22
- Technical Qualifications: Webinar for booking assessments
- Technical Qualifications: Employer Involvement centre guidance
- Technical Qualifications: Marking and moderation guide
- Technical Qualifications: Generic forms
- Technical Qualifications: Requirements for uploading evidence
- Technical Qualifications: Employer Involvement planner and tracker
- Technical Qualifications: Employer Involvement planner and tracker exemplar
- Technical Qualifications: Practical Observation forms - best practice
- Qualification Assessments - potential error notification form
- Technical Qualifications: An Introduction to Technicals recorded presentation 2019/20 – Watch the video | Download the slides
- Technical Qualifications: Synoptic assignment feedback form 2021/2022

These recording forms include the **Personal Interest** form, and **Centre Standardisation Declaration** form

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The Moderation Portal – evidence requirements

Documents

- The number of documents should be kept to a minimum and where possible evidence for full tasks should be kept together in a single compressed (zipped) file.

- We recommend evidence for all tasks being scanned as 1 single document to PDF, please try to clearly label the evidence for the tasks prior to scanning for easy reference.

- Formats to be compatible with Windows (and Mac): Please see the list of file formats which are accepted, to the right.

- Photos should be kept to the recommended amount for each task (as specified in the synoptic material).

- Photos/images should be clear and fully display the evidence required – any which do not show fine details should be discarded as these will not be useful for moderation.

- Documents scanned in should be checked for clarity, in particular with hand-written documents. Drawings / sketches should be in very dark pencil or pen.

- **Things to consider:** lighting, clarity of image – does it show the learners work appropriately – is it too dark, too far away, does it need to be full length?

- **Helpful Tip** – we recommend centres to copy and paste each individual photo/image into one document (preferably Word) with annotations to describe the activity e.g. "*Task 2 Results of hair colour*".

DOC	Microsoft Word 2003-2007
DOCX	Microsoft Word 2010+
XLSX	Microsoft Excel 2010+
XLS	Microsoft Excel 2003-2007
PPS	Microsoft Power Point 2003-2007
PPT	Microsoft Power Point 2003-2007
PPTX	Microsoft Power Point 2010+
PDF	Portable Document Format. Adobe
HTM	Text/HTML
HTML	Text/HTML
ZIP	Compressed File Container
GIF	Graphics Interchange Format
PNG	Portable Network Graphic
JPEG	Image
JPG	Image
BMP	BitMap Image
MP3	Audio
WAV	Audio
WMA	Audio
MP4	Video
QT	Quick Time Video
MOV	Video
WMV	Video Windows Media
AVI	Video
TXT	Basic Text
CLSS	Java Class File
SWF	Shockwave Flash
MSG	Outlook Message
ODT	Open Office
MHT	Message
CAF	Audio x-caf

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Communicating with your Moderator

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Communicating with your Moderator

Moderators may need to request additional evidence if there was not sufficient evidence to make an informed decision or where evidence is missing.

This may be for individual candidate records, or perhaps the whole cohort of learners – in this case, the moderator will refer these candidates back to a centre within the Moderation Portal, and will notify you of what is missing via email.

This may be because some of the required evidence was missing from the original upload, or perhaps the moderator needs to extend their sample and needs to see work from additional learners.

Communicating with your Moderator

There are two stages of the year when your moderator may be in touch:
1) During and around moderation visits (where applicable for the qualification)
2) During and around the remote moderation of uploaded evidence

If a centre has had a visit from a City & Guilds moderator during the spring, the same moderator will be allocated to complete the remote final moderation process – however this may not always be possible. Centres will be provided with a list of their moderators and their contact information.
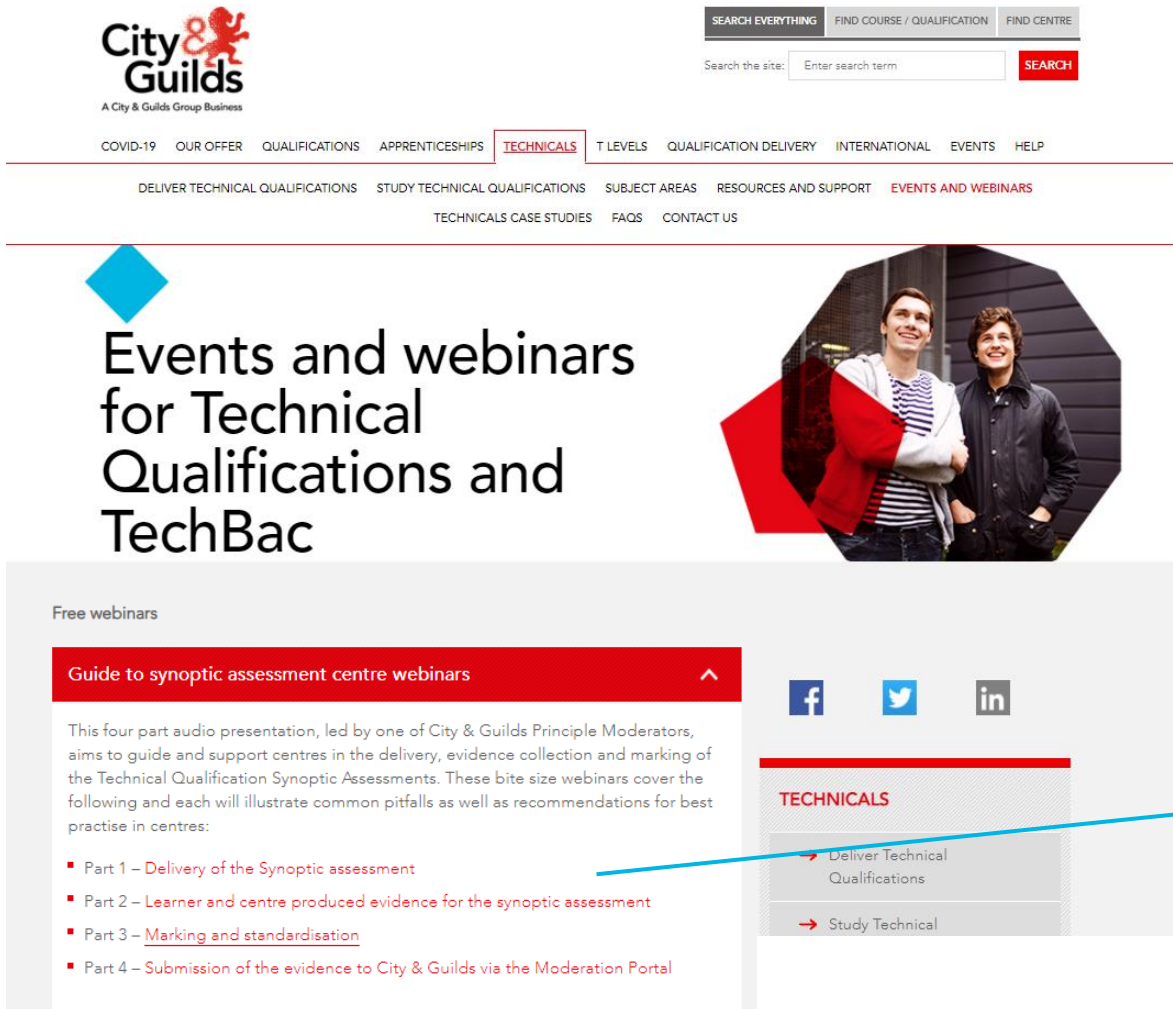
Moderators will be provided with the contact details of the main contact person and will conduct all communication via them. Moderators will only contact centres if there is a requirement for further evidence or to discuss a query or question with you.

All communication with your moderator should be by telephone or email. Although there is a "messages" function within the Moderation Portal, this is not monitored and messages will not be picked up.

Resources for further support

Events and Webinar resources

Highly recommended:

A four-part audio presentation, led by one of City & Guilds Principal Moderators, aims to guide and support centres in the delivery, evidence collection and marking of the Technical Qualification Synoptic assignments. These bite-size webinars illustrate common pitfalls as well as give recommendations for best practice in centres.
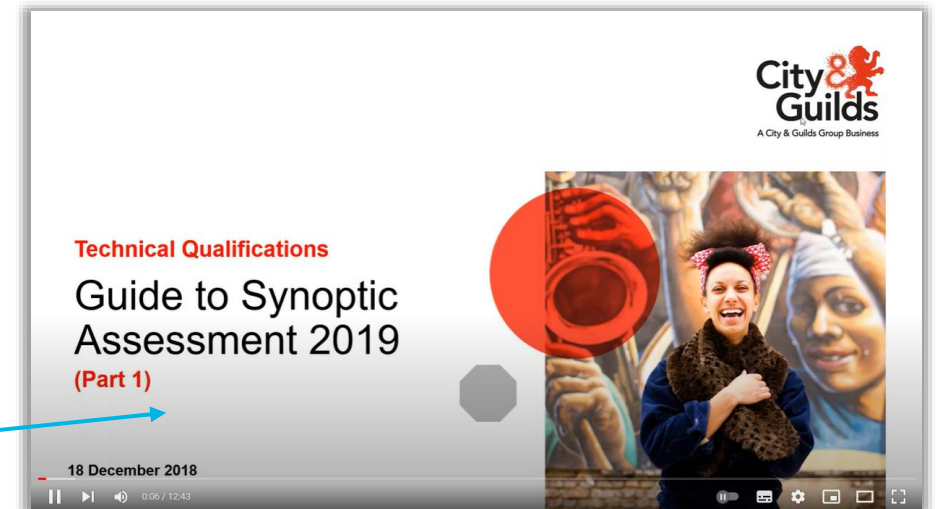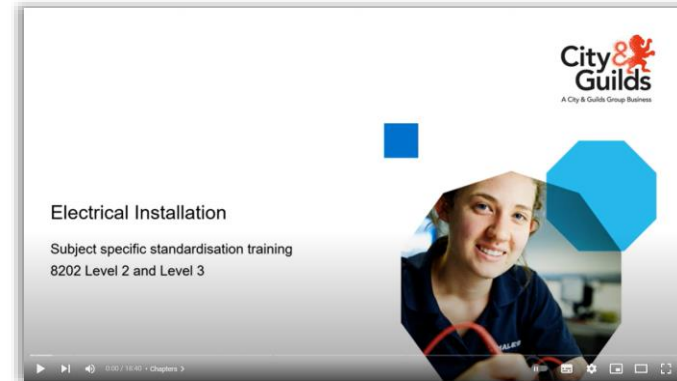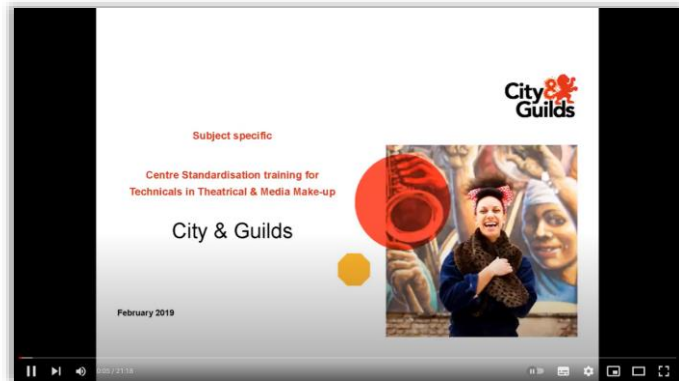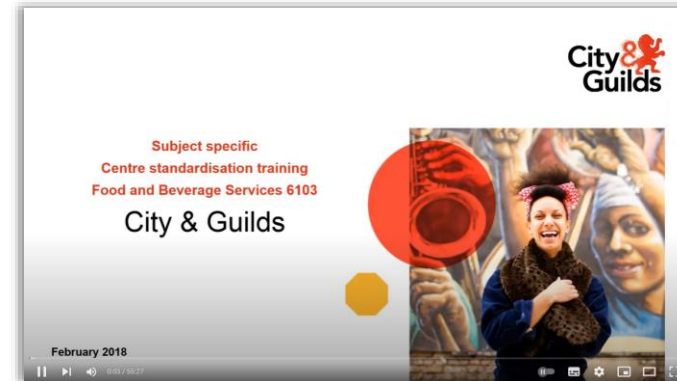
Subject-specific marking and standardisation support

Videos aimed to support best practice and to aid centres in their internal standardisation of synoptic assignments, 20-30 minutes duration

Reminder of support available

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Technical Advisors - Contact Details

Industry Area	Technical Advisor		
Land & Animal	Bee Hurd Bee.Hurd@cityandguilds.com		
BSE	David Pye David.Pye@cityandguilds.com	Robert Mallender Robert.Mallender@cityandguilds.com	
Construction	Ian Roberts Ian.Roberts@cityandguilds.com	Paul Brown Paul.Brown@cityandguilds.com	Jason Howe Jason.Howe@cityandguilds.com
Automotive	Paul Tunnicliffe Paul.Tunnicliffe@cityandguilds.com		
Engineering	Simon Yorke Simon.Yorke@cityandguilds.com		
Hospitality & Catering	Amelia Woodward Amelia.Woodward@cityandguilds.com		
Health & Social Care / Early Years (EYE)	Suzi Gray Suzi.Gray@cityandguilds.com		
Hair & Beauty	Sarah Fillaudeau Sarah.Fillaudeau@cityandguilds.com		
Digital	Ken Gaines Ken.Gaines@cityandguilds.com		

Technicals Quality Team

✉ technicals.quality@cityandguilds.com

☎ 0300 303 5352

Available: Monday to Friday 08:30 to 17:00

We are here to support you with general queries regarding all aspects of the delivery, assessment and moderation of Technical qualifications.

What we support with:

- Where to find the right documents and information
- General queries about Technical qualifications
- The timeline for registrations, bookings and the moderation process (but not with the actual registrations and bookings)
- Technical Qualification Approvals (QAPs)
- Exam timelines
- Moderation processes and timelines
- Support and guidance with the Moderation Portal

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Questions
answers

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Thank you

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