

Technical Qualifications Welcome pack

To support your 2021/22 delivery



September 2021

Contents

Introduction	3
Key dates for your diary	4
Guidance and support	5
Documents and resources	8
Approvals	10
Booking assessments	11
Exam series and results	12
Moderation process	13
Centre assessed components	14
Key Stage 4	15
Contact the Technicals Quality team	16





Introduction

Welcome to the new academic year with City & Guilds.

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



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

Key dates for your diary



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

Activities	Date
Learner registrations open	6 September 2021
Window for clarification queries on the synoptic assignments opens	13 September 2021
Booking window for spring (February/March/April 2022) and summer (June 2022) exam series opens	1 October 2021
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	1 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	1 December 2021
Booking window closes for spring (February/March/April 2022) exam series	10 December 2021
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	10 December 2021
Synoptic assignment tasks for all Technical Qualifications can be delivered to learners from this date	4 January 2022
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
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 - 1 April 2022
Results of first spring exam series released to centres	25 April 2022
Results of second spring exam series released to centres	9 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 submitting marks and evidence to the Moderation Portal for all Level 2 and Level 3 synoptic assignments	20 May 2022
Deadline for booking 8202 Level 2 and 3 Electrical and Plumbing summer exams	27 May 2022
First day of summer exam series	6 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 *Subject to change
Final results Level 3, including summer series assessments, assignments and qualification results released to learners	18 August 2022 *Subject to change
Final results Level 2, including summer series assessments, assignments and qualification results released to centres	24 August 2022 *Subject to change
Final results Level 2, including summer series assessments, assignments and qualification results released to learners	25 August 2022 *Subject to change

Guidance and support

Technical Advisors



The Technical Advisors who are they?

The team of Technical Advisors at City & Guilds are subject experts in their field with extensive experience of delivering qualifications and supporting centres across a wide range of educational settings. They provide ongoing support to centres throughout the year.

To find the Technical Advisor for your industry please click on this link where you will see all the Technical Advisors and their contact details.

What support will we be providing for Technical Qualifications?

New centres

For new centres there is a 'first-steps' on-boarding short recorded presentation called **Preparation to Teach** which will take you through all the resources we have available and where they are located on our website. You will be provided with all the contacts you require and an introduction to your Technical Advisor.

New and Existing centres

For existing centres with new delivery staff, we would suggest you also listen to the 'first steps' **Preparation to Teach** on-boarding presentation as a navigation exercise.

- Delivery planner for curriculum planning. We will provide an editable delivery planner with key dates for you to use and tailor to your own centres' delivery programme.
- Sector specific webinars. There will be sector specific on-boarding webinars where Technical Advisors will be on hand to answer any questions and provide dedicated support for your Technical Qualifications.
- Recorded webinars. We will make available to centres a copy of any recorded presentations should you not be able to attend a webinar.
- Dedicated on-line conference calls (Digital F2F). During the academic year Technical Advisors will offer centres the opportunity to arrange an online conference call, providing specific additional support for Technical Qualifications.
- Technical Advisors will provide ongoing general updates on Technical Qualification for centres.

Guidance and support

Teaching and Learning support



Webinars to prepare centres for assessments

During December 2021 and January 2022 Technical Advisors will offer support around theory exams and marking synoptics. This support will be useful for any centres new to delivering Technical Qualifications or for centres wanting to refresh their understanding.

Details of how you can book on to webinars will be provided

To arrange a dedicated conference call for your centre you will need to email your **Technical Advisor** who will then contact you.

Please ensure you have provided us with your correct contact details as all information will be communicated through the centre email contacts we hold.

To ensure you receive all the information please update your contact details using this link.



Guidance and support

Teaching learning and assessment guide

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

cityandguilds.com/technicals-TLA-guide

Exam Timetable

For all Technical Qualifications there is an examination timetable for the spring and summer series.

The examination timetable will be published shortly on the resources and support page.

cityandguilds.com/technical/resources-and-support



Marking and moderation guide

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

cityandguilds.com/technicals-marking-moderation-guide

Employer Involvement centre guidance

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

cityandguilds.com/technicals-EI-centre-guide

Moderation Portal centre guide

This document explains the process for your centre on how to upload marks and evidence (revised version due spring 2022).

cityandguilds.com/technicals-mopo-centre-guide

Technicals checklist for delivery

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

cityandguilds.com/technicals-checklist

Curriculum plans

A blank printable version of exemplar curriculum planners for 2021-22 will be available, designed to support you with your own planning, timetabling and delivery models. These template exemplars will include any key dates for 2021-22.

cityandguilds.com/technicals-curriculum-planner



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

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



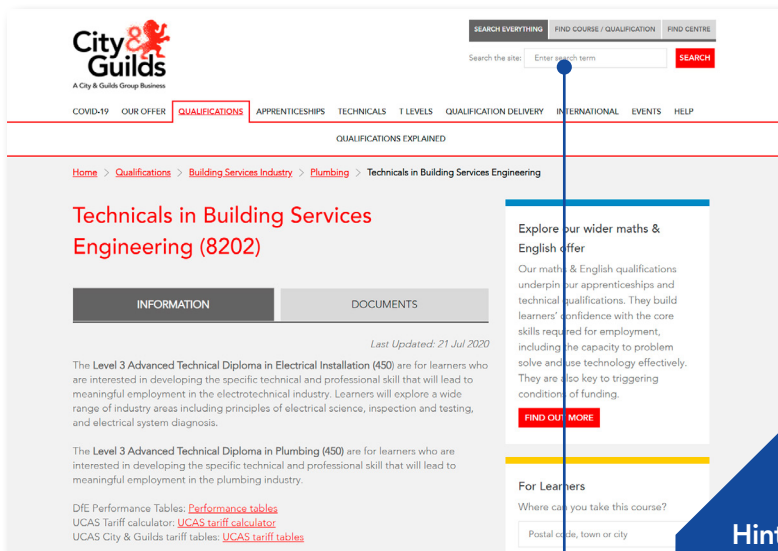
Documents and resources

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

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

- qualification handbooks
- exam guides
- synoptic assignments
- sample papers
- past papers and mark schemes (a maximum of two past papers will be available)
- optional assignments and assessment packs for any other centre assessed components.

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



Hint: use the website search bar, to search the four digit suite number (e.g. 8202) and go directly to that qualification page.

Documents and resources

Qualification handbooks

Qualification handbooks can be found on the relevant qualification webpage.

There is a version history near the beginning of qualification handbooks where applicable to ensure that centres have the most up to date version.



Synoptic assignments

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

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

Synoptic assignments will be released to centres from 13 September. We will review any queries we have received by (up to and including) 29 October. We will publish an update where relevant by 1 December.

Please ensure you and your centre are using the latest version of all documentation available.

All synoptic assignment tasks for all Technical Qualifications can be delivered to learners from 4 January 2022.

Passwords for live assessment materials can be found on the relevant qualification page (e.g. 8202-30) on the catalogue section of **walled-garden.com**



Approvals

The approvals window for centres wishing to deliver Technical Qualifications this academic year closes Friday 5 November 2021.

Applications received after this date will be processed for September 2022 delivery.

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

Please visit our website or contact the Technicals Quality team.



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

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

Email: **technicals.quality@cityandguilds.com**
Phone: **0300 303 5352**



Booking assessments



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

This includes:

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

Please ensure you only book either a paper or e-volve exam, per series for candidates, booking them both may affect their number of attempts to complete the qualification (for theory exams candidates will have a maximum of 2 attempts for Level 2 and 3 attempts for Level 3). It is important that a booking is made for every candidate against all relevant components of the Technical Qualification. Please note that late booking fees apply – see page 12.

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

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

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

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

Exam series and results

Spring exam series results

First spring exam series (28 February to 11 March 2022)

The results of the first spring exam series will be available on walled-garden.com on Monday 25 April. Centres will also access individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer exams series is Friday 20 May.

Second spring exam series (14 March to 25 March 2022)

The results of the second spring exam series will be available on Walled Garden on Monday 9 May. Centres will also access individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer exams series is Friday 20 May.

Summer exam series results

Summer exam series (6 June to 21 June 2022)

The results of the June summer exam series will be available on Walled Garden on 17 August (Level 3) and 24 August (Level 2). Results cannot be released to learners until 18 August (Level 3) and 25 August (Level 2).

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



Late booking fees

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

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



Moderation process

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



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

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

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

cityandguilds.com/technical-marking-moderation-guide



Moderation visits

For some Technical Qualifications, the moderation process is supported by a visit from our moderators, to observe the practical assessment taking place.

Moderators will use this visit to ensure that tutors are collecting appropriate evidence during the assessment to support their marking.

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

cityandguilds.com/technical-moderation-visit-list



Centre assessed components

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

- For optional and mandatory units we sample centre-assessment judgements and provide feedback and improvement actions where required. In some instances City & Guilds may require additional evidence to be uploaded to support this review and centres are expected to comply with these requests.
- For every Technical Qualification with an EI component, centres must arrange for learners to undertake meaningful employer involvement activities and are required to provide evidence that these activities took place. You can access the EI guide [here](#).
- For this coming academic year Employer Involvement must still take place as part of the delivery of Key Stage 5 Technical qualifications, and centres must continue to plan and track this taking place through the use of our EI planner and tracker. This planner must be uploaded to the Moderation Portal at the point of candidates' grade submissions for this component – however there is no expectation for centres to provide it to our Technicals Quality team for checking mid-way through the academic year unless centres would like assurances that the employer involvement activities which are planned can be counted as 'meaningful' activities.



The deadline for submitting grades, outcomes and sample evidence for these components is 17 June 2022.



Key Stage 4 (KS4) Technical Awards



City & Guilds has three **Technical Awards** approved by DfE to appear in the 2023 14-16 performance tables.

- City & Guilds Technical Awards guide cityandguilds.com/technicals-KS4-awards-guide
- Technical Awards: information for new centres cityandguilds.com/technicals-KS4-awards-new-centre-info



Resources

Our qualification handbooks for Technical Awards are available on the website on the relevant qualification page for September 2021/22 delivery.

Technical Awards webinars:

- **KS4 Level 2 Technical Awards delivery support.**

These can be found on cityandguilds.com/technicals-resources under the Technicals Awards support accordion.



Who to contact

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

Please ensure that you have the following information ready:

- **Main moderation contact** – this is your centre's main contact, who City & Guilds will use for all Technical Qualifications and moderation related queries or communication.
- **Additional Evidence Contact** – this person will need to be available throughout July to support with any additional evidence requests as part of the awarding process and facilitate the upload of this evidence to the Moderation Portal.
- **Moderation Portal contact person** – this person will receive the initial account details, user guide and be responsible for setting up additional user accounts for all other staff within your centre. Please refer to the Moderation Portal user guide for more detail.
- **Industry area contacts** – these are your Exams Officers, Tutors or Curriculum Managers.

A note on our communication

We'll be sending communications to you throughout the year, from both our Technicals Quality team and also centrally with our key updates.

This will be to either all contacts, or where the communication is only relevant to one role; it will be sent to that individual.

Please ensure you're receiving all our key update emails and that they are not being filtered out by your email system or provider.

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

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



Contact us

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



E: technicals.quality@cityandguilds.com



T: 0300 303 5352



W: cityandguilds.com/technical