

City & Guilds Technicals

First Steps

*Preparation to Teach
Technicals 2022/2023*

Welcome

Welcome to this 'first steps' presentation from Technical Advisors Alison Whittle and David Pye



Agenda

- Introduction to Technicals
- Finding key documents
- Next Steps



Introduction to Technicals

Introduction to Technicals

Technical Qualifications

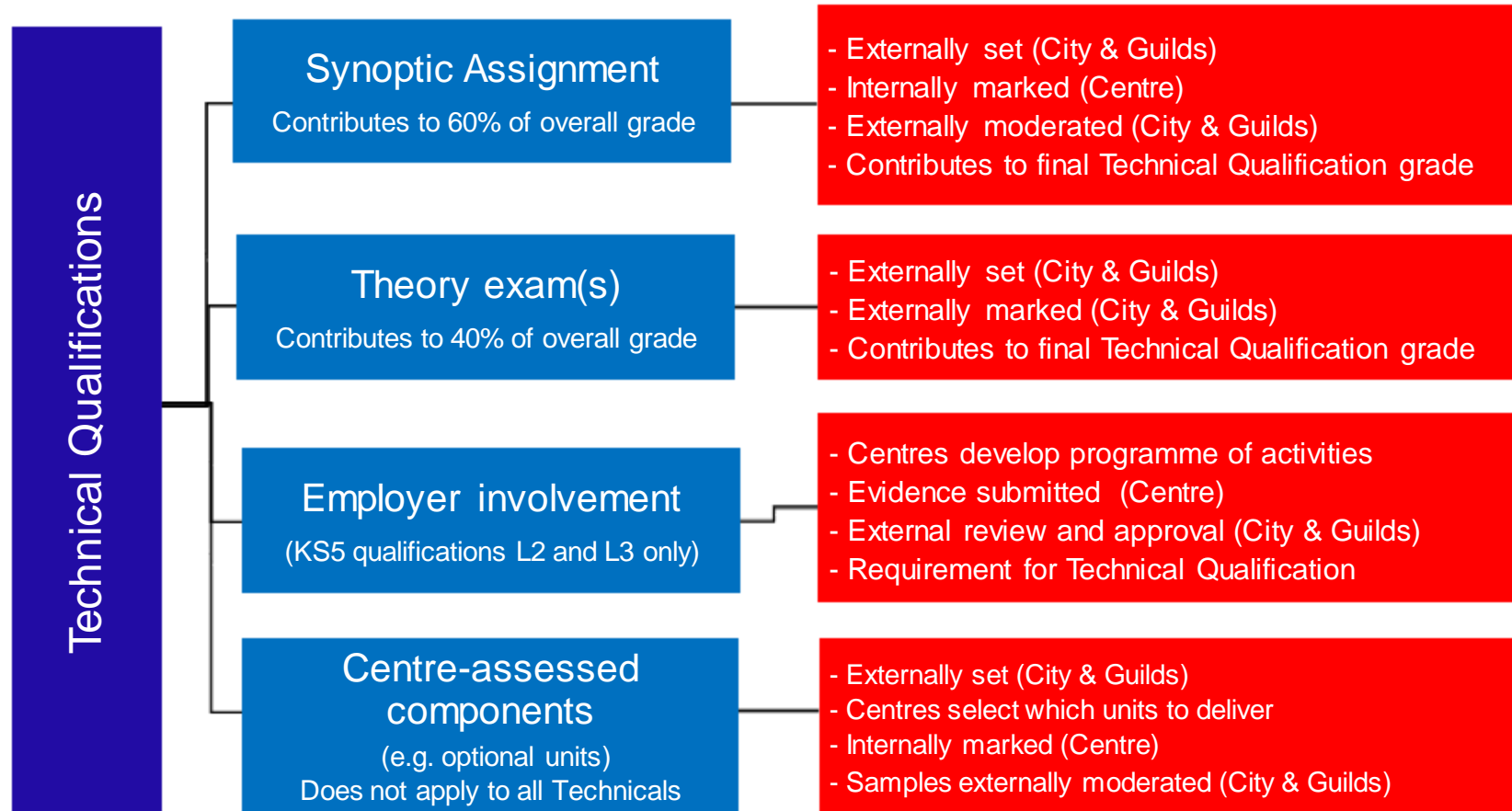
City & Guilds Technical Qualifications for 14-19 year olds give learners the most up-to-date and relevant technical skills they need to succeed in their chosen career path – be that a job, university or an apprenticeship.

Our Technical Qualifications have been developed in consultation with employers and industry bodies to ensure the qualifications are fit for purpose and meet the needs of businesses.



Technical Qualifications

These are the components that make up Technical Qualifications.



There is no direct claim status (DCS) for Technical Qualifications. Results are issued by City & Guilds

Finding Key Documents

Welcome Pack

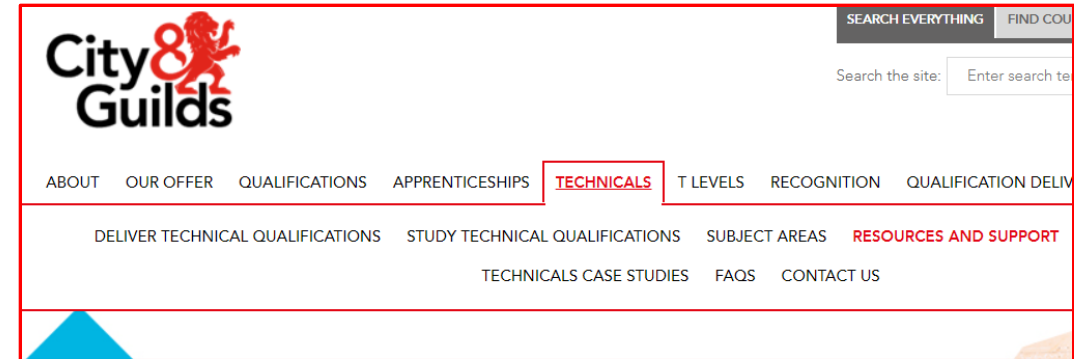
This is a key document for all centres and is updated each year.

To locate this document-click on the **Technicals** tab on City and Guilds home page. Then click on the Resources and Support tab below as indicated in red in this screen shot.

The support and resources tab direct you to the Teaching and Learning banner where you will see a list of support resources available to you.

Open up the link to the Welcome pack where you will find all of the key information you need to help plan your delivery including:

1. Key dates for technical qualifications
2. Guidance and support
3. Key contacts
4. Information on approvals and moderation
5. Booking assessments



Two main pages

Qualification Page

- Handbooks
- Exam guides
- Past papers

Technicals Webpage

- Welcome pack
- Employer involvement guides
- Exam time tables



Qualification Page









Contains various important document including

- The qualification handbook
- Exam guides
- Past synoptic assignment
- Sample exam papers

6002 Level 2


Assessment materials

Centre documents

 6002-20 Barbering QHB v1-2 pdf	370 KB	24 Jul 2018	
 6002-21 L2 Tech Cert in Hairdressing Handbook V1-3 pdf	620 KB	04 Dec 2018	
 6002-22 L2 Tech Cert in Cutting and Styling Handbook v1-4 pdf	614 KB	04 Dec 2018	
 6002-23 L2 Hair Colouring Services Handbook v1-3 pdf	508 KB	04 Dec 2018	

Technicals Webpage

From the
homepage
click
Technicals



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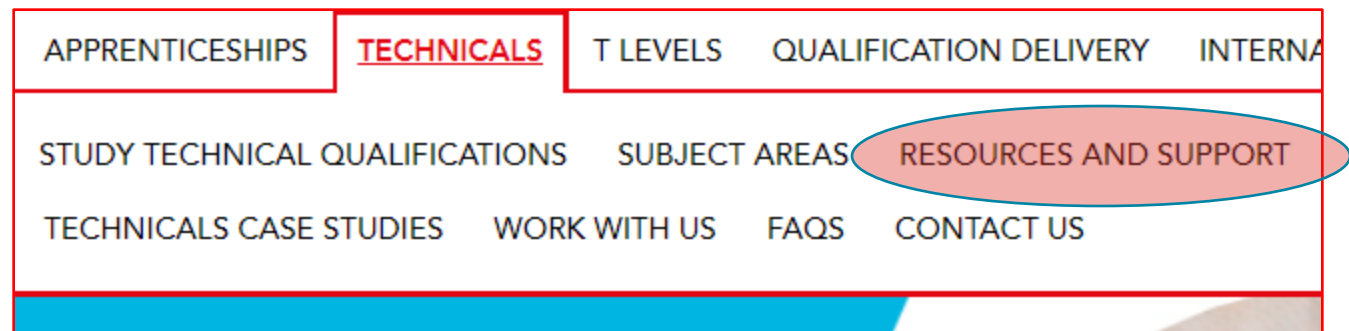
Technical Qualifications



Resources and Support

Then follow

“Resources and support” from either of the quick links as shown



Various Menus

We are now presented with various menus. The majority of the key documents can be found under *'Teaching and learning resources'*



Results updates 2022	▼
Updates	▼
Teaching and learning resources	▼
Contact update form	▼
Newsletters	▼
Events and webinars	▼
Moderation portal	▼
Results and grades information	▼
Enquiries, missing submissions and amendments	▼
Technical On boarding	▼
Online teaching and support resources	▼
KS4 Technical Award resources	▼

Teaching and Learning Resources

Tip - Regularly check this drop down menu for the latest guidance

Teaching and learning resources

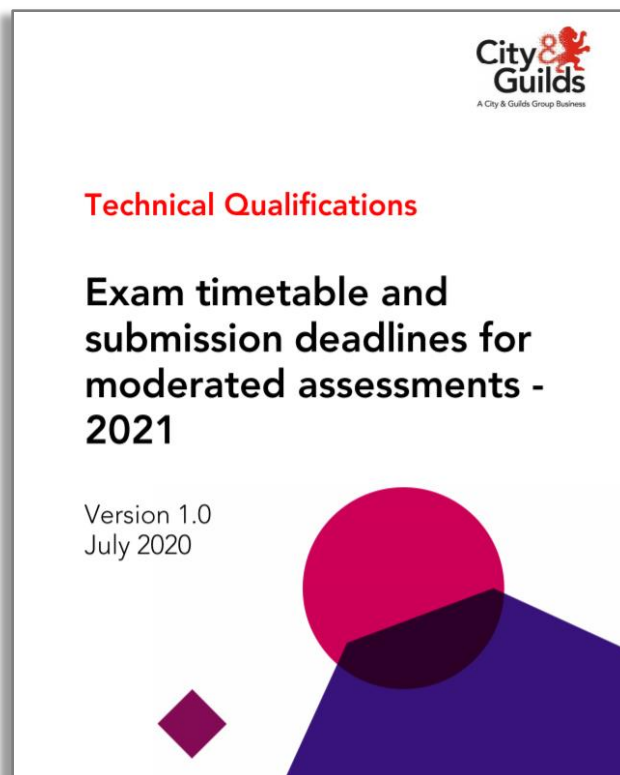


These documents provide essential guidance and information for the delivery, assessment and administration of the Technical Qualifications.

- [Technical Qualifications: Exams timetable autumn 2022](#)
- [Technical Qualifications: Guide to teaching, learning and assessment](#)
- [Technical Qualifications: Guide to booking assessments](#)
- [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](#)
- [Technical Qualifications: Moderation visits](#)
- [Qualification Assessments - potential error notification form](#)

Free resources to support effective delivery

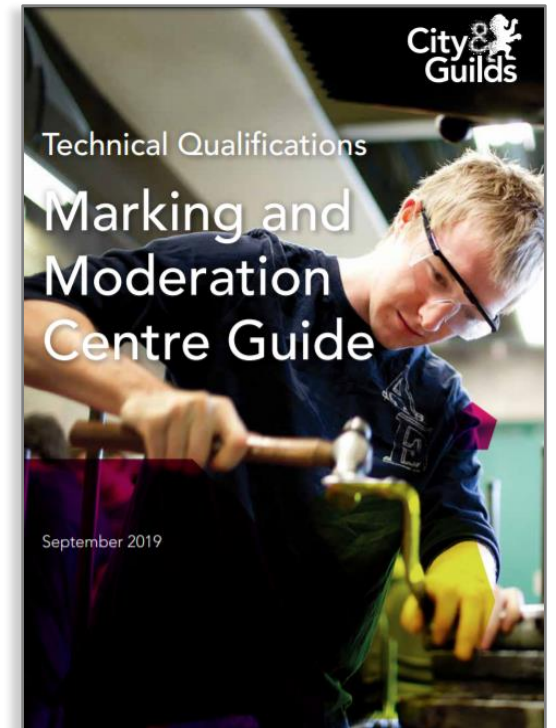
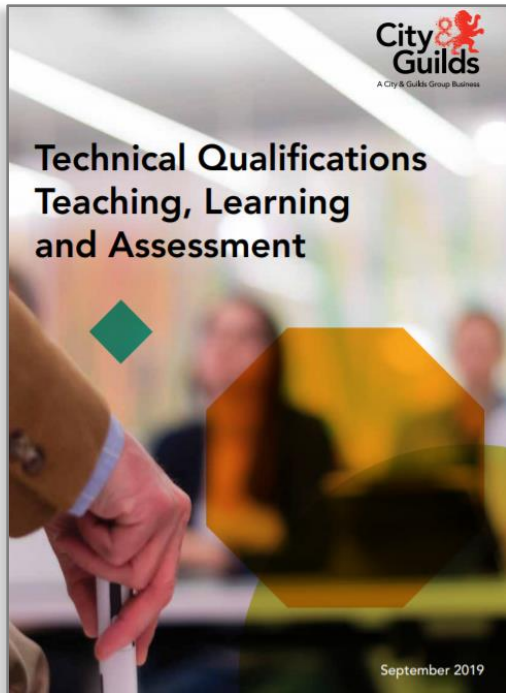
Freshly updated for 2022/2023





The 'City & Guilds Technical Qualifications Contact update form' includes the City & Guilds logo at the top right. It contains a 'Contact update form' section with a request to complete the form for the 2019-20 academic year. Below this is a 'Centre details' section with a table for Centre Number and Full Centre Name. The 'Main Technicals contact' section includes fields for Name, Job Title / Role, Email Address, and Contact Number, with a note about the person's role. The 'Moderation Portal contact' section includes fields for Name and Email Address, with a note about the person's role. The 'Additional evidence contact' section includes fields for Name and Email Address, with a note about the person's role. The form is dated 'Contact update form for Technical Qualifications Version 2.1 June 2019' at the bottom.

City & Guilds Technical Qualifications	
Contact update form	
We request this form to be completed by all centres intending to deliver Technical Qualification for the 2019-20 academic year. We'd like to keep in touch with you so that you don't miss out on key communications designed to support your delivery. Please submit the completed form to technical.quality@cityandguilds.com .	
We will treat your personal data with the utmost care and privacy. We will only process your personal data in accordance with our privacy policy available here , and you may change your preferences or unsubscribe at any time, just contact the Technicals Quality team.	
Centre details	
Centre Number (6 numerals plus any suffix)	Full Centre Name:
Main Technicals contact	
Name:	This is the person within your centre nominated to receive all communications in regards to Technical Qualifications. Similar to a Quality Contact, this person would be responsible for disseminating information internally and be first point of contact for City & Guilds queries.
Job Title / Role:	
Email Address:	
Contact Number:	
Moderation Portal contact	
Name:	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 latest version of the Moderation Portal user guide for more detail.
Email Address:	
Additional evidence contact	
Name:	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
Email Address:	
Contact update form for Technical Qualifications Version 2.1 June 2019	

Free resources to support effective delivery updated for 2022/2023



Free resources to support effective delivery updated for 2022/2023

Requirements for uploading evidence for Technical Qualifications

This document provides guidance and best practice advice to support the upload of candidate evidence on the Moderation Portal.

Centres should pay close attention to the task requirements in the Assessment packs and ensure that the candidate evidence that they submit demonstrates that the task has been fully met, shows candidate ability and supports the awarding of marks. For tutor evidence (Candidate Record Forms and Practical Observation Forms), centres should ensure that they are fully and clearly completed and that any observations of performance align with the candidate evidence submitted.


Content of evidence

- Candidate evidence should show the processes used by the candidate to perform a task. It should be a tool to help visualise the actions performed by the candidate while completing the task, not just the final result.
- Only files related to the specific unit/assessment should be uploaded against an assessment record. E.g. synoptic evidence uploaded against the synoptic unit and any employer involvement documents uploaded against the employer involvement unit.
- The Moderation Portal has the functionality to allow evidence to be uploaded at cohort level or individual candidate level. Cohort-level evidence must be uploaded to the 'Group Learner' profile. Candidate evidence can be uploaded directly to the relevant candidate's profile.

The table details which types of evidence count as 'cohort evidence' and which count as 'candidate evidence'.

Candidate evidence	Cohort evidence
Candidate Record form	Employer involvement Planner
Declaration of Authenticity	Employer involvement evidence
Candidate assessment evidence	Centre standardisation declaration
Practical Observation form	Personal Interest form
Centre-assessed components – candidate assessment evidence	

Centres must ensure that the correct type of evidence is uploaded to the correct profile.



KS5 Technical Qualifications Employer Involvement Planner and Tracker

Version 1.5

This planner can be used to capture how your centre intends to meet the employer involvement requirements for this qualification. Following this; it can be used on an ongoing basis throughout the year to track and record evidence of employer involvement activities. One planner should be submitted for each qualification that is being de

All centres must submit the Employer Involvement planner for review to employerinvolvement@cityandguilds.com by **Monday 03 February 2020**.

The completed Planner & Tracker must be submitted to the Moderation Portal, along with a representative sample of evidence of the activities taking place by **Friday 12 June 2020**.

Centre name	
Centre number	
Academic Year	2019-20
Qualification Code	

Planning

Submit to employerinvolvement@cityandguilds.com by **Monday 03 February 2020**

Employer name	Employer contact person	Employer Telephone	Employer Email	Planned type of activity (Please select from the drop down list)	When activity will take place (approx. month if unknown at approval stage)	Details of activity and any additional information

Employer Involvement (KS5 only)

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.

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.

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.

Key Stage 4

City and Guilds offers three Technical Awards aimed at 14–16-year-olds.


These are all level 2 qualifications:

- Technical Award in Hair and Beauty Studies
- Technical Award in Land-based Studies
- Technical Award in Construction and Maintaining the Built Environment

There is a dedicated KS4 banner in the resources and support tab where you can access all of the support and guidance documents for Technical Awards.

All three key stage four (KS4) Technical Awards have now been approved for the 2022/2023 performance tables.

Teaching and learning resources	▼	→ Work with us
Newsletters	▼	→ FAQs
Events and webinars	▼	→ Contact us
Moderation portal	▼	
Results and grades information	▼	
Technical On boarding	▼	
Online teaching and support resources	▼	
KS4 Technical Award resources	▼	
Maths and English support	▼	



GRADE PREDICTION
CALCULATOR

Want to find out what qualification
grade your learner might achieve?

[Download Today >](#)

Technicals Checklist

- The Technicals checklist will assist in ensuring nothing is missed. The checklist shows key dates for registrations, booking dates for exams, employer involvement and booking window for synoptic assessments along with the deadlines.

Sample below – checklist available on the website from September 2022

September	October	November	December
<div>3 September Learner registrations open</div> <div>3 September Booking window for spring (February/March/April 2019) and summer (May/June 2019) exam series opens</div> <div>3 September Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (KS5 only)</div>		<div>2 November Deadline for learner registrations Complete? <input type="checkbox"/></div>	<div>22 December Deadline for booking first and second spring exam series (February/March/April 2019) Complete? <input type="checkbox"/></div> <div>22 December Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and employer involvement (KS5 only) Complete? <input type="checkbox"/></div>

Adaptable Delivery Planners

These are adaptable planners to aid delivery, they show key dates and are adaptable so tutors can plan delivery of

- Teaching
- Revision sessions
- Employer involvement
- Preparation for exams
- Synoptic assessment planning

Available each year from September

Adaptable delivery plan for _____ Level _____ QAN _____ GLH _____ YEAR _____ OF _____														
City & Guilds <small>Approved holiday dates - adapt as required (regional differences): End of Summer break: Wednesday 4 September 2019, Autumn Half Term: Friday 25 October 2019 to Monday 1 November 2019, Christmas: Friday 20 December 2019 to Monday 6 January 2020, Spring Half Term: Friday 14 February 2020 to Monday 24 February 2020, Easter Break: Friday 4 April 2020 to Monday 20 April 2020, May Day Bank Holiday: Monday 4 May 2020, Summer Half Term: Friday 22 May 2020 to Monday 1 June 2020, Summer break: Tuesday 21 July 2020.</small>														
Term 1 Autumn/Winter	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Date	02.09.2019	09.09.2019	16.09.2019	23.09.2019	30.09.2019	07.10.2019	14.10.2019	21.10.2019	04.11.2019	11.04.2019	18.11.2019	25.11.2019	02.12.2019	09.12.2019
Technical Qualification key dates	02.09.2019 Learner registration opens 02.09.2019 booking window for Spring (February/March/April 2020) and Summer (May/June 2020) exam centres opens 02.09.2020 booking window for synoptic assignments, optional audit report (if applicable) and Employer involvement (K35 only)													
Sector specific exam dates														
Employer involvement														
Unit -														
Unit -														
Unit -														
Unit -														
Unit -														
Revision/Recap/Prep														
Term 2 Winter/Spring	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26		
Date	16.12.2019	06.01.2020	13.01.2020	20.01.2020	27.01.2020	03.02.2020	10.02.2020	24.02.2020	02.03.2020	09.03.2020	16.03.2020	23.03.2020		
Technical Qualification key dates	20.12.2019 Deadlines for booking first and second spring exam notice (March/April 2020) 20.12.2019 Deadlines for booking synoptic assignments, optional assignments and any other centre 31.01.2020 Deadlines for submitting your Employer involvement (E1) please for approval 02.02.2020 Specific assignment tasks for all Technicals can be released to learners from this date 02.03.2020 First Spring exam notice begins NOTE: Check sector specific dates 13.03.2020 Final day of first Spring exam notice 16.03.2020 Second Spring exam notice begins NOTE: Check sector specific dates 27.03.2020 Final day of second Spring exam notice													

Next Steps

Next Steps

1. Locate and review key documents identified in this presentation.
2. Prepare for delivery
3. Contact your Technical Advisor – Follow this link [Technical Advisors](#)
4. Look out for any sector specific webinars, recordings or sessions, contact your Technical Advisor for details

These sessions typically cover:

- Qualification Handbook details and information
- Unit delivery – using adaptable curriculum planners
- Formative assessment – using past papers
- Exam guide/specification relevant to your subject area
- Synoptics – how to prepare learners for synoptic assessments
- Employer involvement advice – at sector level
- Standardisation information
- Moderation information and contact details

Key Contact

Website links:

Register for alerts to ensure you receive the information you need [contact-update-form](#)

The Technicals Quality team are available to help with any enquiries regarding Technicals and can signpost you to any information or support you require.

Technicals Quality team

T: [0300 303 5352](tel:03003035352)

Lines open: Monday to Friday 08.30 to 17.00 GMT

E: technicals.quality@cityandguilds.com

Thank you

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

general.enquiries@cityandguilds.com

www.cityandguilds.com/about-us

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