

# Autumn Newsletter

Welcome back after half term. We are well and truly into the 2017/18 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

We've been working on producing more guides to support you throughout the year, and would like to remind you of some upcoming key dates and important information, so please see below for what we have for you.

## Booking your assessments

**Update:** due to essential maintenance, Walled Garden will be unavailable from 18:00 Thursday 14 December until 09:00 Tuesday 19 December. Therefore, we have extended the booking deadline for all assessments to **Friday 22 December**. Centres should now make bookings for the following:

- spring exams
- any other centre assessed components, if applicable
- synoptic assignments
- employer involvement, if applicable
- optional assignments
- \*bookings for summer exams will open 1 March 2018.

Our Technicals & Moderation Support team have produced a [new guide](#) on how to book assessments for Technical Qualifications, and we also have an [instructional video](#) if you need further guidance on how to make bookings.

## Visiting Moderation

To see a list of our Technical Qualifications that require a moderation visit this year, [check here](#).

## Employer involvement

To assist you with planning your employer involvement activity, we have an updated guide to help support you in planning for this year. Employer involvement is a mandatory component of the delivery and assessment of KS5 Technical Qualifications, and [this guide](#) outlines what is required in terms of providing evidence, what employer involvement is and why it's important.

## Marking and Moderation guide for centres

We've recently updated the [Marking and Moderation guide](#) for the 2017/18 year. This document takes centres through the marking and moderation process for synoptic assignments, as well as the quality assurance process for other centre-assessed components. It also provides detailed guidance on the administrative requirements for Technical Qualifications.

## Vacancies: moderators and examiners

We currently have some exciting vacancies for the roles of Moderator for our Technical Qualifications. This is an excellent CPD opportunity and will prepare staff to support the centre's delivery of Technical Qualifications. If any of your team are interested, please see [here for our Moderator vacancies](#). In addition, we also have roles available for Chief Examiners and Examiners across a range of industry areas. This is a great opportunity for those with good understanding of their industry and an educational background, to support us in setting the standard for these new qualifications. If you know of anyone who may be interested in these roles, please ask them to visit [here for our Examiner vacancies](#).

## Don't miss our regional networks

Our network events are updated regularly, with more sectors to be made available soon, so keep your eye on [this page](#) to see what delivery and assessment support we've got coming up.

## Exam Guides

New exams guides have been produced to help support centres to understand the types of knowledge and understanding our exams are designed to assess, and how they do this by using different types of questions. They are vital to ensure you give your learners the best possible chance to show their true knowledge and understanding of our qualifications. You can locate guides by typing the qualification number under the search bar on [our website](#), or searching via [this link](#).

**Please see over the page** for a detailed outline of what industry area exam guides are available and when.

The following industry areas are available now:

Industry	Sub-industry	Level, size
BSE	Electrical	All
	Plumbing	All
Business	Business	All
	Medical administration	All
Construction	Built environment	All
	Trades	All
Digital	Digital	All
Engineering	Engineering	All
Hair and beauty	Barbering	Level 3 only
	Beauty	Level 3 only
	Complementary therapies	All
	Hair and beauty (KS4 Technical Award)	All
	Hairdressing	Level 3 only
	Nails	Level 3 only
	Theatrical media	All
Health and social care	Health and care	First year on track
	Dental	All
Hospitality and catering	Chefs	All
	Service	All
	Cookery and service (KS4 Technical Award)	All
Land	Agriculture	Level 2 and first year Level 3
	Equine	All
	Floristry	Level 2
	Forestry and arboriculture	Level 2 and first year Level 3
	Horticulture	Level 2 and first year Level 3
	Land and wildlife	Level 2 and first year Level 3
	Land-based engineering	All
Transport	Automotive	All
Travel and tourism	Travel and tourism	All

In addition to the above, the following will be available on the website from **Monday 13 November**:

Industry	Sub-industry	Level, size
Children	Children	All
Hair and beauty	Barbering	Level 2
	Beauty	Level 2
	Hairdressing	Level 2
	Nails	Level 2
Health and social care	Health and care	Second year Level 3 qualification
Land	Animal	Level 2 and first year Level 3

In addition to the above, the following will be available on the website from **Monday 4 December**:

Industry	Sub-industry	Level, size
Land	Agriculture	Second year Level 3 qualification
	Animal	Second year Level 3 qualification
	Floristry	Level 3
	Forestry and arboriculture	Second year Level 3 qualification
	Horticulture	Second year Level 3 qualification
	Land-based studies (KS4 Technical Award)	All
	Land and wildlife	Second year Level 3 qualification

As always, our **Moderation Support Team** is here to help if you have any questions, so get in touch with one of our team members if you need further assistance.

E: [moderationsupport@cityandguilds.com](mailto:moderationsupport@cityandguilds.com)

T: 01924 206 719