

# Autumn Newsletter

Welcome to your Technical Qualifications quarterly newsletter

We're well and truly in to the 2020/21 academic year and here are the latest updates on the City & Guilds Technical Qualifications.

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In September we released our [welcome pack](#) for your 2020/21 Technical Qualifications delivery. If you haven't already accessed this you can find this along with other useful materials on our [resources and support page](#).

We're keen to ensure that you have all of the relevant information needed to support you throughout the year, and would like to remind you of some upcoming key dates and important information.



## On-boarding

Please watch and download the [slides](#) to our First-steps-preparing to teach Technicals recorded [presentation](#). This recorded presentation provides information for new centres and is a valuable resource for centres with team members new to delivering Technical qualifications.

**This 15 minute presentation includes guidance to:**

- Finding key documents to support your delivery
- Locating qualification information
- Teaching and learning support and resources
- Technicals Checklist
- Curriculum planner
- Information on next steps-delivering an effective Technical information.



## 2020/21 contingency arrangements

### Autumn series results

Thank you for the bookings you have made for your candidates onto the Autumn Technicals Qualification series. Please note the results date will be Wednesday 16th December 2020. The results will be published on the Walled Garden. Due to the smaller than normal candidate entry for this series we will not publish any examiner reports on the performance of question papers or synoptic assignments.

If you have any questions or queries, our Technicals Quality team will be on hand to support you.

E: [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)

T: 0300 303 5352

### Adaptations for Technical qualifications

City & Guilds Technical Qualifications – contingency arrangements for 2020/2021 academic year.

The following arrangements will be put in place for all Technical Qualification centres from September 2020, to help proactively mitigate against National and local impacts of the ongoing Coronavirus pandemic.

[Download the guidance](#)

For any queries on Technical Qualifications please contact the Technicals Quality team.

### Assessments 2021

The approach for this year is to proceed as normal using adaptations where necessary, in line with current steer from Ofqual and the DfE.

Please see [this document](#) for more information.



## Qualification performance report

This report has been produced to support centres in this unprecedented time. During the pandemic we had to cancel our summer exam series for Technical Qualifications. Some of the spring series exams were also disrupted and therefore our normal process for creating Technical Qualification reports did not take place as they focus on student performance within these assessments. We understand that centres want to see the national achievement status, therefore we have produced this one-off report to support centres benchmark themselves within the national performance of a specific Technical Qualification. The performance of the Technical Qualifications within this report are predominantly derived from Centre Assessment Grades (CAGs) for the summer which are based on tutors' professional judgements of the students and so should not be compared with other years.

Please find the [report here](#).



## Documents and resources

### Synoptic assignments: referencing work and plagiarism

We would like to remind centres of their responsibility to ensure that candidates are aware of what constitutes as plagiarism and to take adequate steps to prevent and detect it.

Detailed information on how to prevent and detect plagiarism, and how to appropriately reference within assignments can be found on JCQ's website:

- Information for candidates is available [here](#) (coursework assessments and non-examination assessments)
- Guidance for teachers/assessors on plagiarism in assessments is available [here](#).

### Synoptic assignments points of clarification

Following our collection of responses for points of clarification on synoptic assignments, we'd like to thank those of you who've sent your responses back to us. All your feedback will be collated and reviewed, and synoptic assignments/forms will be updated (where relevant) including a version history by Tuesday 1 December 2020. **It is important that the latest versions of the assignments/forms are used.**

### Past papers and past synoptic tests

City & Guilds publishes sample and past papers to support centres when preparing learners for their theory exams. Where we don't already have a sample and two past papers available we will continue to publish past papers until we do.

Where we have both a sample and at least two past papers for each theory exam, we will no longer publish past papers. The reason for this is that we have a wealth of support materials available to support centres' delivery. We have not made any changes to our content, neither do we expect any changes soon. We will review this going forward, and where necessary we will publish new past papers, for example if content is updated.

Where we write new versions of synoptic assignments, we will publish past versions for use by centres as mocks or to support learner preparation for their synoptic.

Note that where the synoptic assignment takes the same form each year, for example a hairdressing service, and therefore does not have a new version each year, we will not publish a past version of these assignments.

### Marking and moderation guide for centres

This key 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. You'll find this document under the 'Teaching and learning resources' section of our [resources and support page](#).



## Booking and assessment

### Booking your assessments

Our Technicals Quality team have produced a helpful [guide on how to book assessments](#) for Technical Qualifications which you can find on our [resources and support webpage](#), under teaching and learning resources.

### Late booking fees

The deadline for booking exams, synoptic assignments, other assessment components and Employer Involvement is Friday 11 December 2020. We'd like to remind you that bookings made after the date of the relevant booking windows will incur a fee per learner, per assessment entered plus an administration charge. Please refer to our [UK centre charges](#) list on our website for more information.



## Moderation support

### Moderator support activities – remote activities and visits

Due to Covid-19 restrictions and as part of a wider review of moderator visits, we are taking this opportunity to consider how to best support centres who deliver Technical Qualifications going forward.

In previous years, we have arranged moderators to visit centres while the practical assessment is being carried out in order to support and observe how centre staff collect their practical evidence, with a view to support marking and remote moderation.

We are now in a position where this support may be better facilitated on a remote basis.

We are currently reviewing which centres and which qualifications will require a moderation visit, based on risk. Where we identify that an in-person moderator visit is most suitable, that will continue. We will also be reviewing centres' past performance – looking at where centres have previously had their own centre marks adjusted by a moderator, and we will continue to support these centres through an in-person centre visit.

We have also identified some qualifications where moderator visits continue to be the best support mechanism due to substantial ephemeral evidence. For these qualifications, a moderation visit will be mandatory.

However, where the above risk-based principles do not apply, we will be looking to support centres with a remote moderation support activity which will include moderator support prior to and following the first assessment, as well as a package of support materials and a written report.

Once all centres have made their bookings for synoptic assessments (deadline: 11th December 2020), we will be in touch to inform you of the type of moderation activity to expect.

Please note that while Covid-19 restrictions continue, any visits will always be carried out in line with government guidance and consideration of centre policies.

### Vacancies

We currently 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 or anyone you know may be interested in these roles, or want to express an interest in an industry area we may not yet be actively recruiting for, please ask them to visit our [Examiner vacancies webpage](#).



## We're here to support you

As always, our Technicals Quality team is here to help if you have any questions, so get in touch with us if you need further assistance.



E: [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)



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W: [cityandguilds.com/technical-resources](http://cityandguilds.com/technical-resources)