

Autumn Newsletter

Welcome to your Technical Qualifications quarterly newsletter



A City & Guilds Group Business



We're well and truly into the 2018/19 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

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In September we released our [welcome pack](#) for your 2018/19 Technical Qualifications delivery. If you haven't already accessed this you can find this and 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.



Regional network events

We're running a series of regional network events throughout the year, designed to provide you with all the support you need from guidance on deadlines to general advice on our Technical Qualifications.

Our regional networks are updated regularly, with more sectors to be made available soon. To find a regional network near you visit eventbrite.co.uk then search for City & Guilds networks in your region. All events are available on our events page cityandguilds.com/techbac/events



Documents and resources

Granularity of grading

Our new grade scales (granularity of grading) will be applied to learners completing their 720 and 1080 Guided Learning Hours (GLH) Technical Qualifications in summer 2019, as follows:

- double grading (e.g. MM, PM) to the Level 3 Advanced Technical Extended Diplomas (720 GLH)
- triple grading (e.g. MMP, DDD) to the Level 3 Advanced Technical Extended Diplomas (1080 GLH).

This granularity of grading will not apply to our Level 3 Technical Advanced Certificates and Diplomas; their grade scales remain the same.

To work out how many UCAS points a learner's qualifications are worth, please refer to the updated UCAS tariff calculator.

We've put together useful frequently asked questions about the changes to our new grade scales.

Exam guides

Our 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.

Contact update form

Following subsequent updates from us to ensure we have your most up-to-date contact information, please kindly update your centre information by completing [this contact update form](#) if you have not yet done so and submit to moderationssupport@cityandguilds.com



Booking and assessment

Booking your assessments

Our Technicals and Moderation Support 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'.



Booking and assessment (cont)

Late booking fees

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. 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.

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 their response back to us. All your feedback will be collated and reviewed, and an additional guidance note will be published, alongside the synoptic assignment on the individual qualification webpages on Monday 3 December.

Synoptic re-sits

Learners who failed their synoptic assignment last year will have an opportunity to re-sit this year, using this year's live assignment. The assessment window (1 February – 17 May 2019, and 2 January – 17 May 2019 for land-based qualifications only) applies to all synoptic assignments, whether they are a re-sit or a first sitting.

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 new version each year, we will not publish a past version of these assignments.



Moderation support

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](#).

Visiting moderation

You can [download a list of Technical Qualifications which require a moderation visit](#) for this academic year.

For some Technical Qualifications, ephemeral evidence plays a significant part in the evaluation and assessment of candidate performance. Therefore, the quality of the evidence collected by tutors during the practical assessment is vital. The purpose of visiting moderation is to ensure that evidence gathered by centres during the practical assessments is sufficient to support any subsequent marking of the synoptic assessments.

Following feedback from our moderators last year, we'll be applying visiting moderation to qualifications in Building Services Engineering (both plumbing and electrical), and Construction Trades this academic year. This is designed to improve the accuracy and reliability of learner outcomes on these qualifications.

We are applying visiting moderation to these qualifications as:

- photos and commentary in the forms have made it difficult to accurately double mark and award the synoptic assignments, including differentiating across learners of different abilities
- the assignments have a significant practical weighting, so the majority of the judgement should be on the candidates' practical activities
- the photos we currently ask for do not always align with the commentary, and where this is the case there is no additional evidence to form a judgement on which is correct.

For more information on our moderation process and what to expect, please refer to our [Marking and moderation centre guide](#), under 'Teaching and learning resources'.

Employer Involvement

To assist you with planning your employer involvement activity, we have a guide to help support you in planning for this year. Employer Involvement is a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications, and this guide outlines what is required in terms of providing evidence, what employer involvement is and why it's important.



Vacancies

We currently have some 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 anyone in your team is interested, they can visit our [Moderator vacancies webpage](#).

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 our [Examiner vacancies webpage](#).



We're here to support you

As always, our Technicals and 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.



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