

Spring Newsletter

Welcome to your Spring Newsletter! In this edition, we have prepared a lot of content for you which includes helpful and supportive reminders and tips for the remainder of this academic year.

Your City & Guilds Spring Newsletter covers the next steps for Technical Qualifications, and it's important to share this newsletter with everyone who is involved in their administration or delivery.

Remember our Technicals and Moderation Support team are here to help you, so get in touch with one of our team members if you need further assistance.

Email: moderationsupport@cityandguilds.com

Telephone: 01924 206719



101 City & Guilds Technical Qualifications confirmed for DfE 2020 performance tables list

We're pleased to announce 101 City & Guilds Technical Qualifications have been approved for inclusion in the 2020 performance tables in England. These qualifications will be available for delivery from September 2018.

We have two new Land qualifications added to the 2020 performance tables:

- City & Guilds Level 2 Technical Certificate in Horticulture QAN 603/0868/0
- City & Guilds Level 2 Technical Certificate in Animal Care QAN 603/0833/3

[Discover the full list here](#)



Final closure of Technical Qualifications booking window

The booking window for synoptic assignment, centre-assessed components and employer involvement closed on 22 December 2017. However, centres have continued to have ability to make additional bookings through the Walled Garden at the discretion of City & Guilds Technicals and Moderation Support team.

It is therefore important that as a Centre you ensure that you have made all the correct bookings for your learners. If these are not accurate you will experience difficulties with the Moderation Portal. Incorrect bookings may result in learners not being certificated correctly in August.

Remember you need to ensure that a booking is made for every candidate against all relevant components of the Technical Qualification.

If you need to make additional bookings please ensure that these are completed prior to this deadline.

Please refer to the Technical Qualification; How to book assessments document for guidance or contact the Technicals and Moderation Support team.

Centres can still make bookings for the summer series exams as per the published timescales. See below for further detail under 'Summer Exam Series Bookings'.



Spring exam series results

First spring exam series (26 February to 2 March 2018)

The results of the first spring exam series will be available on Walled Garden on Monday 23 April. Centres will also receive individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer (May) exams is Friday 27 April, so centres will have five working days to book any learners who need to re-sit.

Second spring exam series (6 March to 26 April 2018)

The results of the second spring exam series will be available on Walled Garden on Monday 14 May. Centres will also receive individual candidate marks, and grade boundaries for the theory exams, that week. Please note that the deadline for booking the summer (June) exams is Friday 25 May, so centres will have ten working days to book any learners who need to re-sit.

April 2018

Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27
First spring exam series results available on Walled Garden				Deadline for booking summer (May) exams
Centres have 5 working days to book learners who need to re-sit				

May 2018

Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18
Second spring exam series results available on Walled Garden				
Centres have 10 working days to book learners who need to re-sit				

Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25
				Deadline for booking summer (June) exams



Summer exam booking series

The booking dates for the summer series exams that will take place in May and June 2018 opened on 1 March 2018. You must book your May exams by 27 April 2018 and June exams by 25 May 2018.

The timetable of Technical Qualifications theory exams can be found here:

cityandguilds.com/technicals-timetable

You are reminded that our theory exams must be administered in line with the JCO Instructions for Conducting Examinations document, which is available here:

cityandguilds.com/examinations



Moderations visits

For qualifications requiring a moderation visit, moderators should have now made contact with you and agreed a visit date. If you haven't heard from the moderator please contact the Technicals and Moderation Support team as soon as possible.



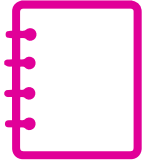
Moderation Portal update

The Moderation Portal, our online administration platform used to submit marks, grades and evidence for the synoptic assignment, centre-assessed components and employer involvement requirement, will be available to centres from late March 2018.

We've made some improvements to the system, so along with updated user guidance, we will be holding a number of networking events to support you in using the Portal. Invitations to these events have been sent by the Technicals and Moderation Support team and spaces are limited.

London	Wakefield	Cornwall	Warrington
Friday 6 April 2018 10:00 – 13:00 Click here to book your place	Wednesday 11 April 2018 10:00 – 13:00 Click here to book your place	Thursday 12 April 2018 10:00 – 13:00 Click here to book your place	Monday 16 April 2018 10:00 – 13:00 Click here to book your place
London Monday 9 April 2018 10:00 – 13:00 Click here to book your place			Warrington Monday 16 April 2018 14:00 – 17:00 Click here to book your place

For those centres not able to attend we will release account details late March along with the refreshed user guide. Log in and password access details will be sent to the main point of contact for Technicals at your centre.



Marking and Moderation Centre Guide

We remind you that the updated version of the Marking & Moderation Guide (version 1.3) is available on our website. This document provides vital administrative information for the qualifications as well as guidance and best practice for undertaking centre-assessments. If you have not already done so please ensure you download a copy [here](#).

cityandguilds.com/markingandmoderationcentreguide



Centre-assessed components (including optional units)

For some qualifications learners must complete centre-assessed components (e.g optional units). For optional units and other centre-assessed components, we sample the centre-assessed judgements and provide feedback where required.

The deadline for submitting evidence for these components is 15 June 2018. Submission can be through the Moderation Portal or Walled Garden (as appropriate).

We are encouraging Centres to submit one centre-assessed component for each of their qualifications as early as possible (April). This gives the opportunity for early feedback and improvement actions to be provided to the centre, giving more time to act on them.



Standardisation

You are reminded of the importance of standardising your markers for the synoptic assignments.

[The Marking and Moderation Guide \(version 1.3\)](#) contains key information and guidance about the standardisation process. In addition, we also recently ran a number of subject-specific standardisation webinars as additional support for Centres.



Synoptic assignment submission date

Don't forget that **18 May 2018** is the deadline for uploading marks and evidence for synoptic assignments to the Moderation Portal. Centres submitting later than this date run the risk of delays to the release of their results.

Qualification specific recording forms are found under the relevant qualification webpage.



Employer involvement

For all Key Stage 5 qualifications, centres must arrange for learners to undertake sufficient meaningful employer involvement activities to meet the requirement. We have produced the following resources to support centres:

The Employer Involvement Centre Guidance provides useful guidance on what employer involvement is, details what the requirements are and explains how we will quality assure this. Download a copy [here](#).

The Employer Involvement Planner and Tracker is a template that centres can use to record the activities that learners undertake. Download a copy [here](#).

The Employer Involvement Planner and Tracker Exemplar is available for centres to view. Download a copy [here](#).

The deadline for submitting evidence for these components is 15 June 2018.



Support – events and webinars

We hold a variety of face-to-face and online events throughout the year to ensure you are supported at every stage, from curriculum planning through to ongoing delivery.

Our events provide a great opportunity to network with your peers, and gain expert advice and guidance from our portfolio advisors and their teams.

cityandguilds.com/events



Past events

Access webinar recordings, slides and question and answer sheets from events and webinars already passed that can provide additional support for you.

Examples of previous webinars are as follows:

- Level 2 Technical Awards in Construction Webinar
- Qualification specific marking and standardisation support
- KS4 webinar for City & Guilds Level 2 Technical Award in Hair & Beauty Studies
- Health and Care webinar
- Childcare and Early Years webinar
- T levels - What you need to know
- Exams Officer and Administration Networking Event
- City & Guilds and NLBC Land Based Qualifications
- KS4 Level 2 Technical Awards on boarding Webinar
- Technical Qualifications in Hair & Beauty - What's it all about?
- Technical Qualifications in Hospitality Catering - So what?
- Deliver a first-rate Health, Care and Childcare Technical Qualification offer
- KS4 Level 2 Technical Award in Automotive Technology
- KS4 Level 2 Technical Award in Cookery and Service for the Hospitality Industry

For more information visit our webpage: cityandguilds.com/events



Case studies

City & Guilds Technical Qualifications for 14-19 year olds have been developed under extensive consultation with employers to reflect current industry skills needs.

Our qualifications offer learners the opportunity to progress directly to employment, onto an apprenticeship or progress to a related higher education course.

Watch our videos to find out what learners and tutors from various colleges have to say about our Technical Qualifications and how they help learners to make progress in their lives and achieve their goals.

cityandguilds.com/technical-cases-studies



Feedback survey

We want to make sure you have everything you need to continue delivering Technical Qualifications next year. We can only continue to do that effectively if you tell us how the support and communication we are providing is working for you.

Your feedback is important to us, and it will be taken into consideration. The online survey will be sent to you by email very soon.



Contact us

Administrative queries relating to Technical Qualifications should go to the Technicals and Moderation Support team:

T: 01924 206 719

E: moderationsupport@cityandguilds.com

All other queries should go to Customer Services:

T: 0844 543 0000

E: centresupport@cityandguilds.com

We would like to wish you all a great Easter break and best wishes for your new summer term.

