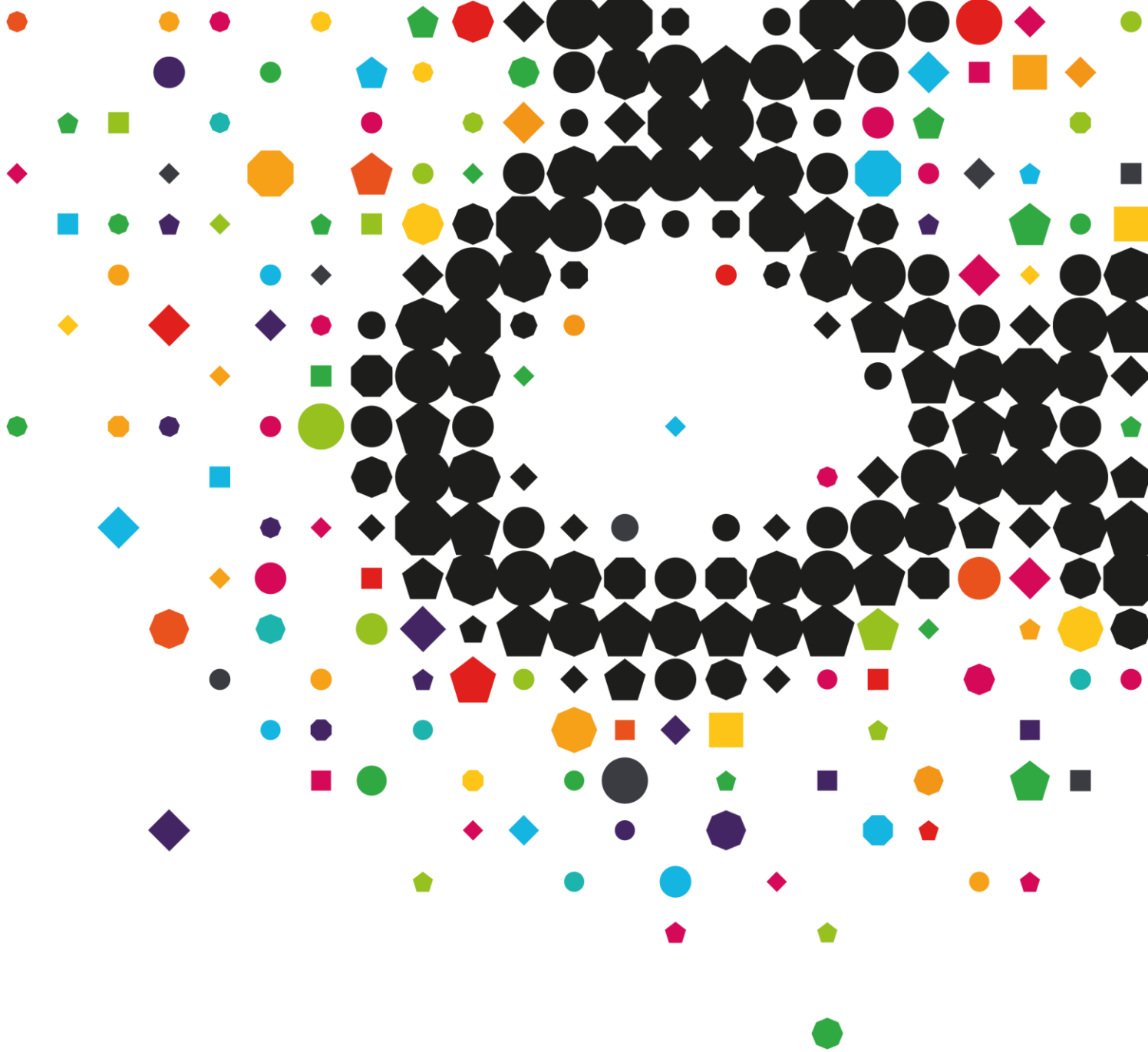
City & Guilds Technicals

1. First Steps

Preparation to Deliver Technicals



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Welcome

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

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Agenda

- Introduction to Technicals
- Finding key documents
- Covid-19
- Next Steps

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Introduction toTechnicals

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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.

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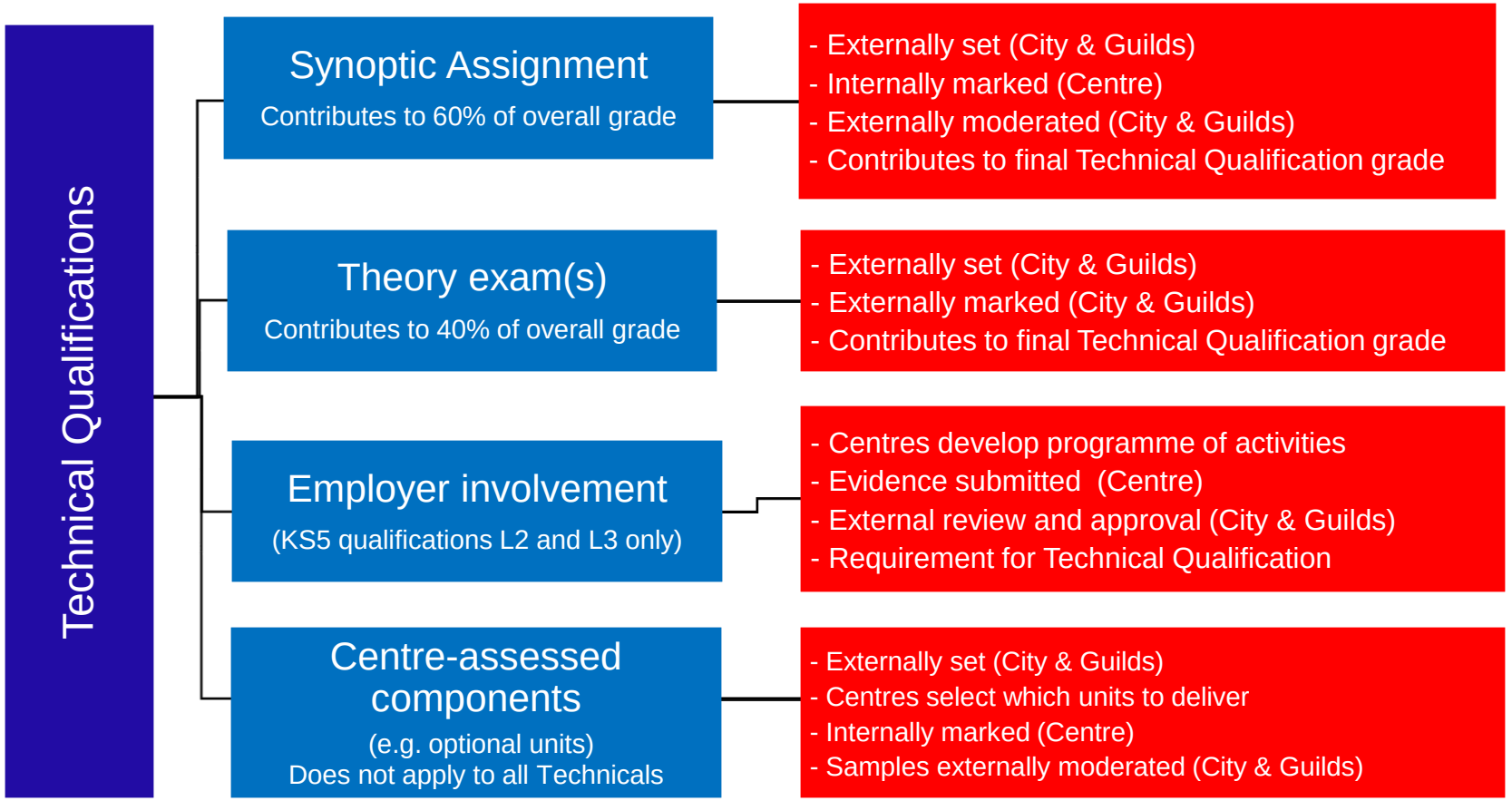
Technical Qualifications

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

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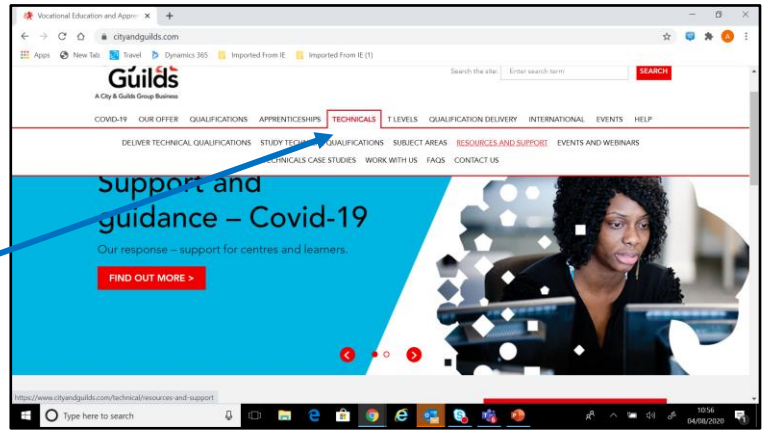
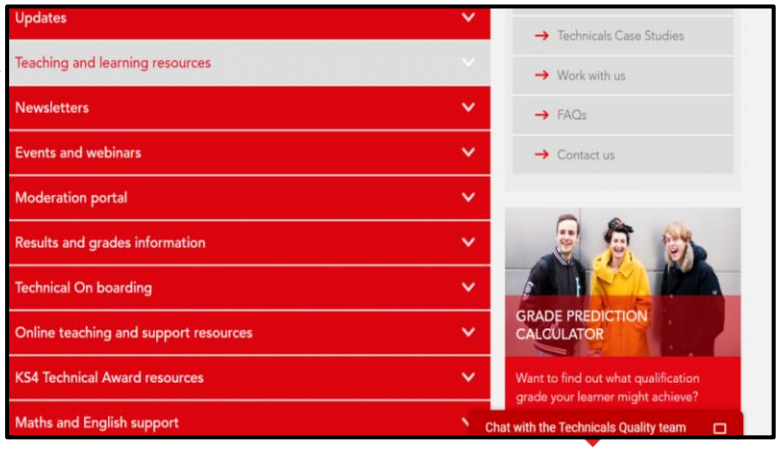
Welcome Pack

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

And much more

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Two main pages

Qualification Page

- Handbooks
- Exam guides
- Past papers

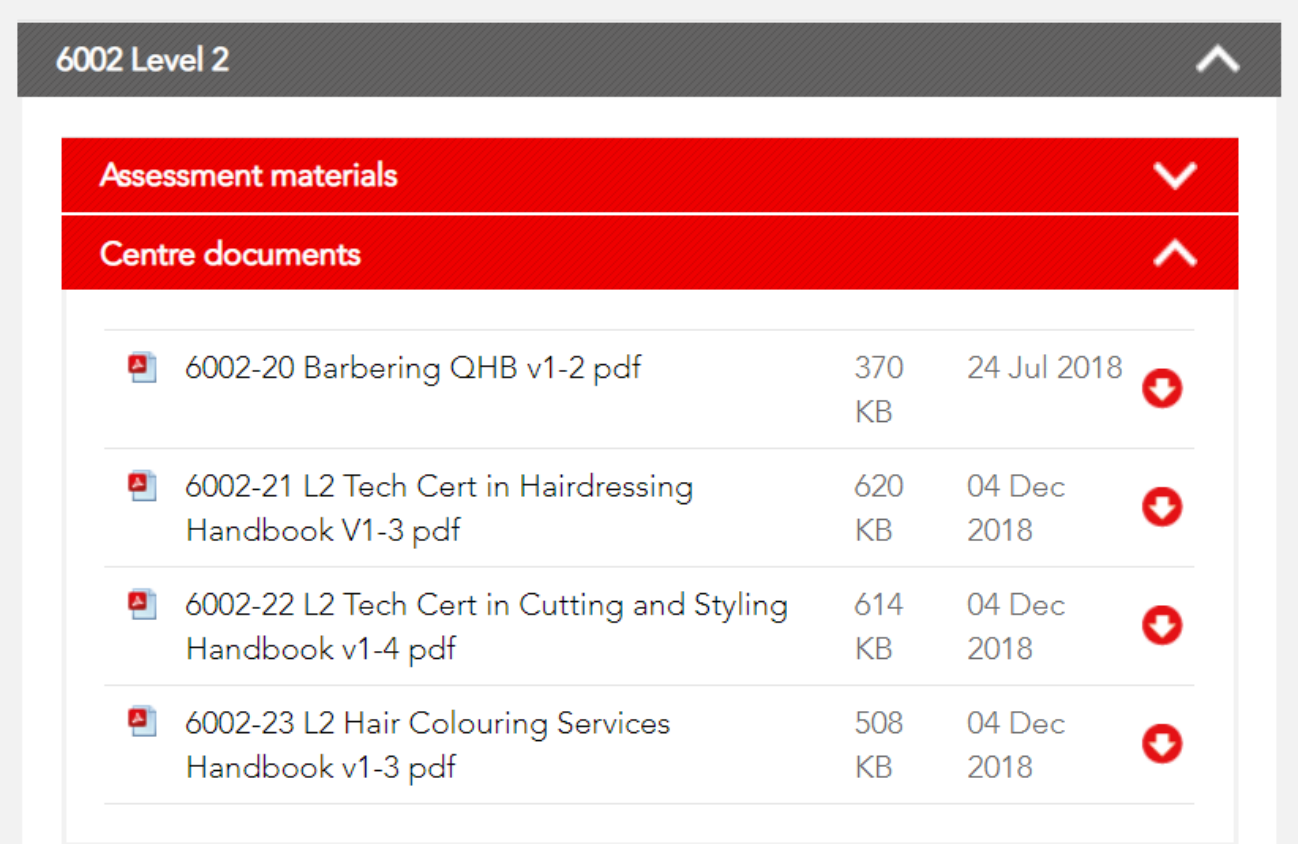
Technicals Webpage

- 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



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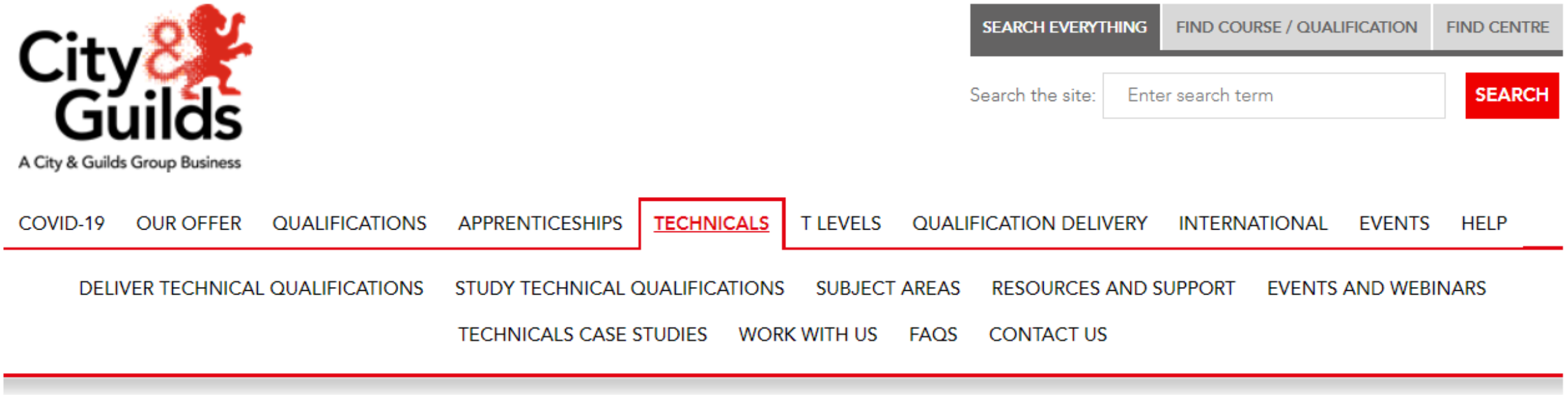
Technicals Webpage

From the homepage click
Technicals



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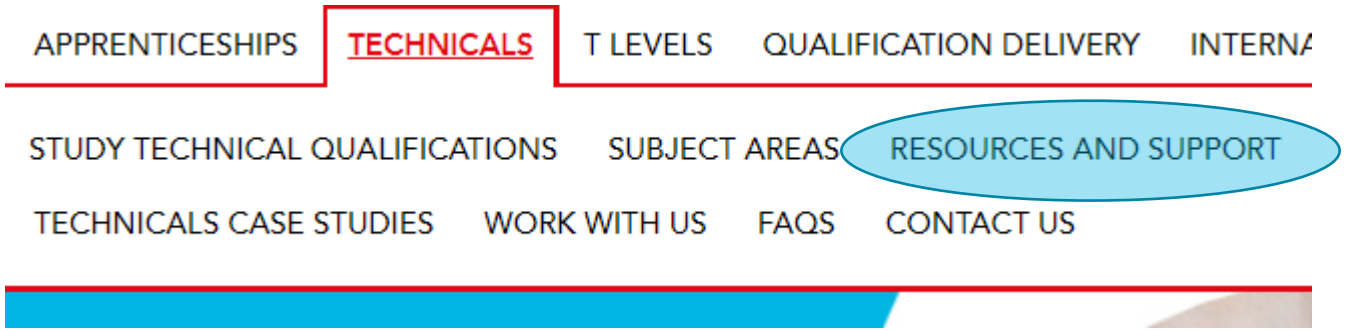
Resources and Support

Then follow
"Resources and support" from either of the quick links as shown



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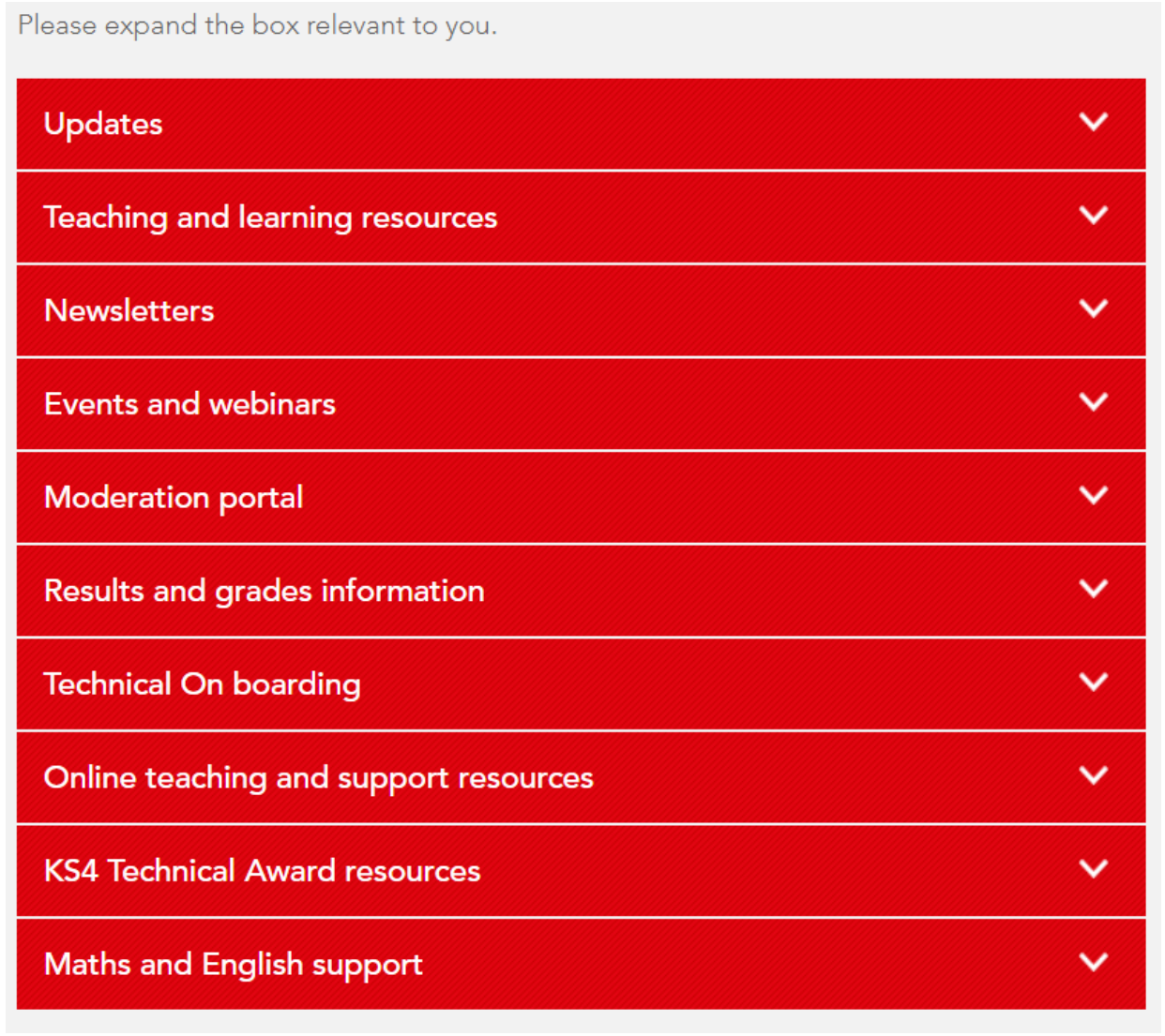
Various Menus

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



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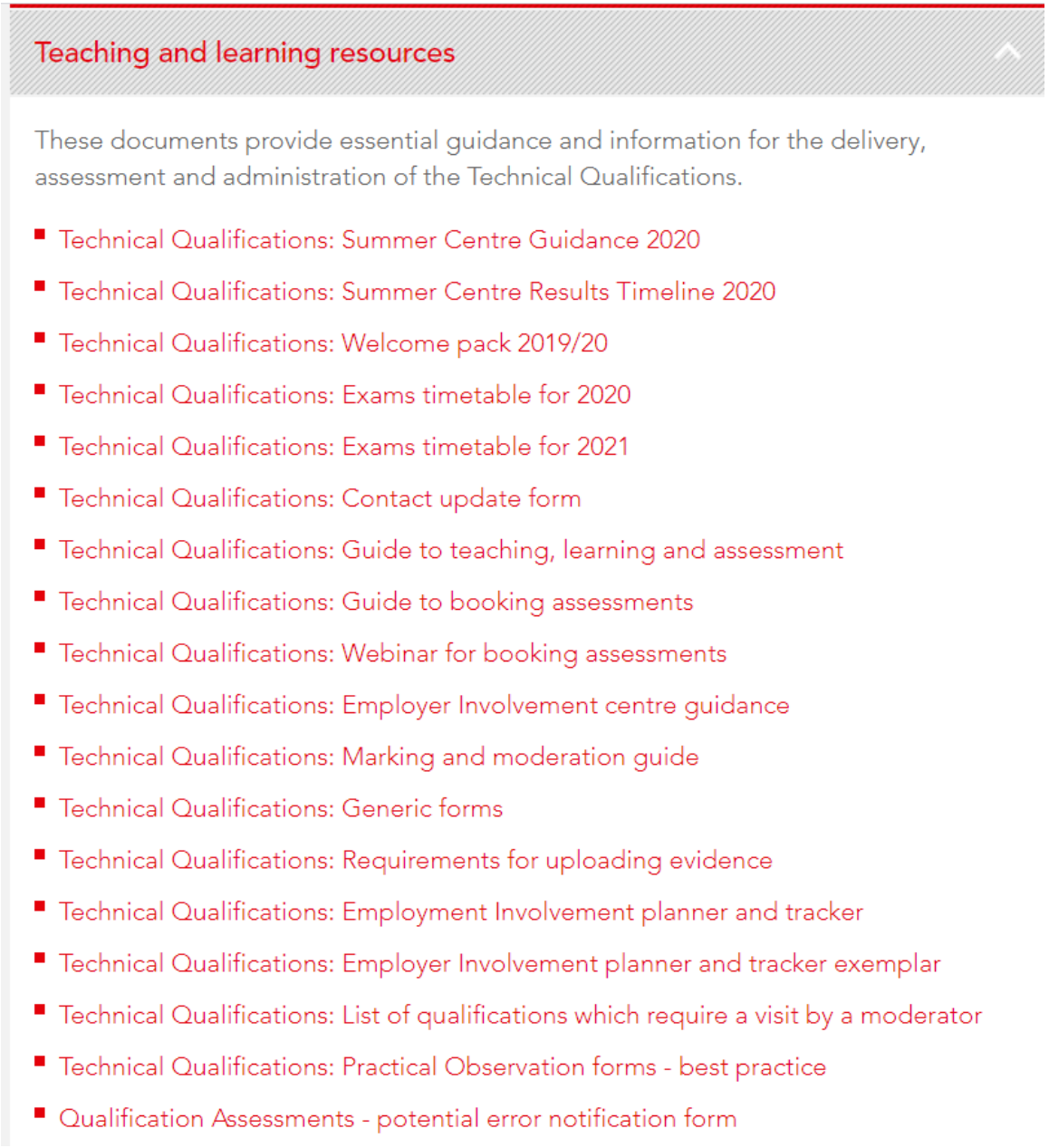
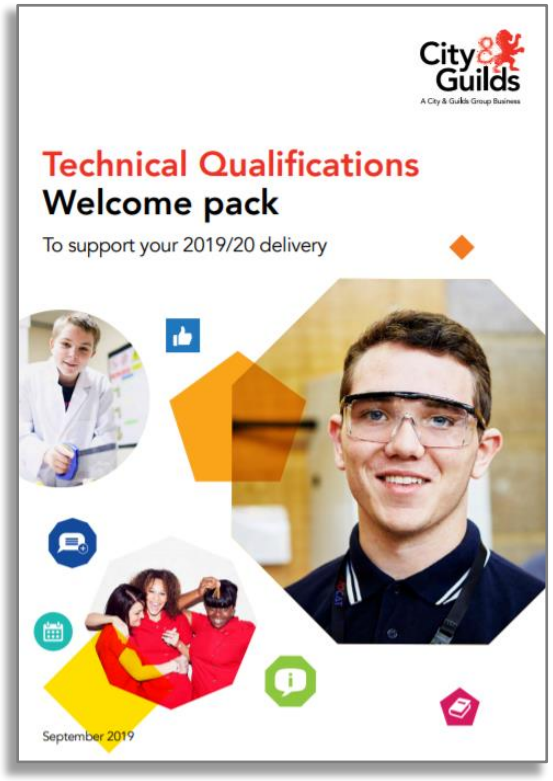
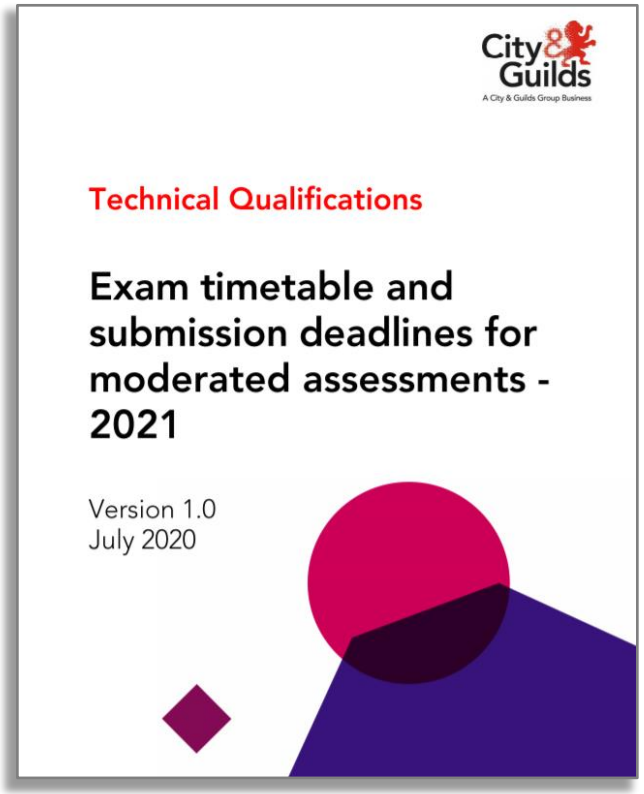
Teaching and Learning Resources

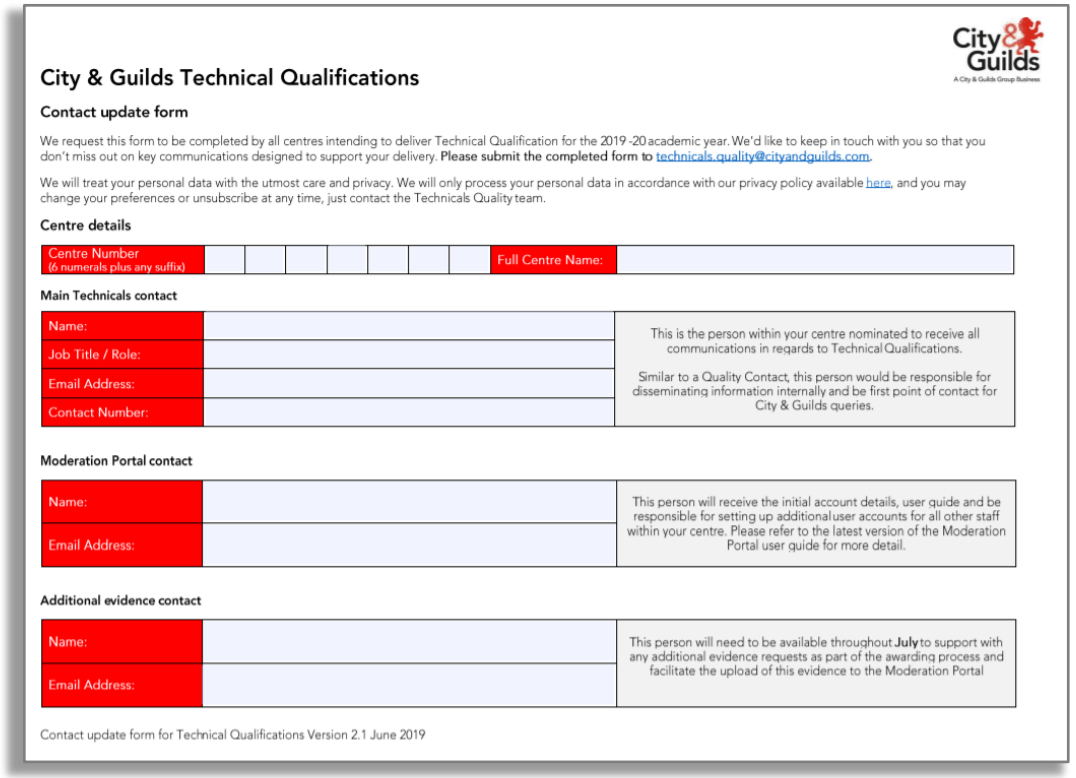
Tip - Regularly check this drop down menu for the latest guidance



Free resources to support effective delivery updated for 2020/2021







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** technicals.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 quide 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 quide 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

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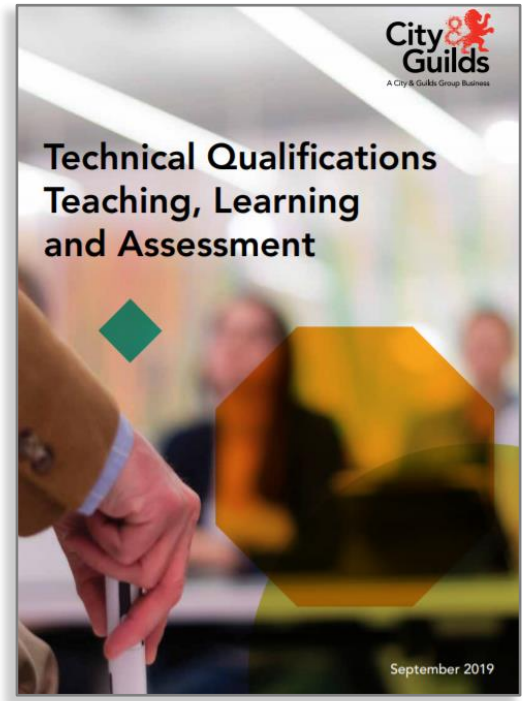
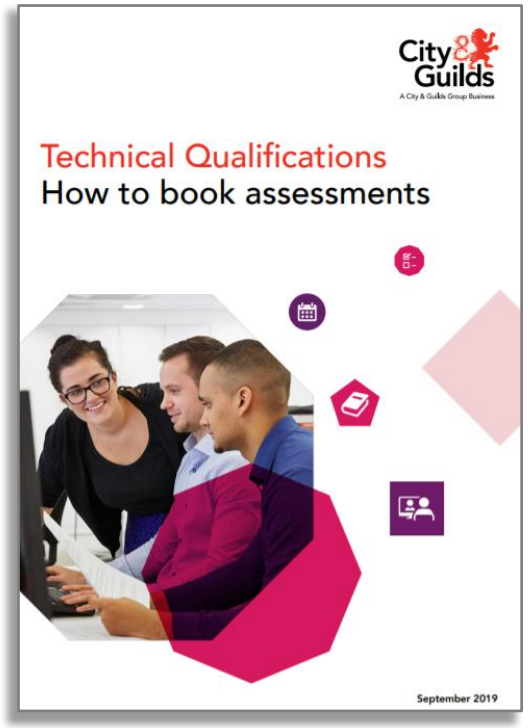
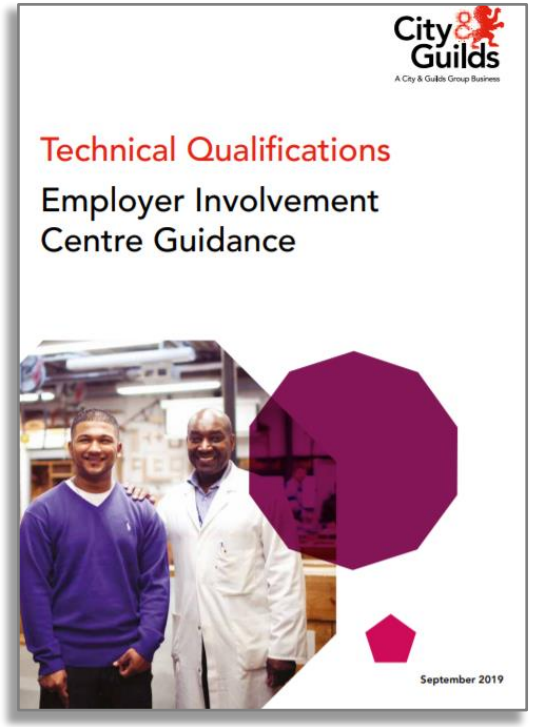
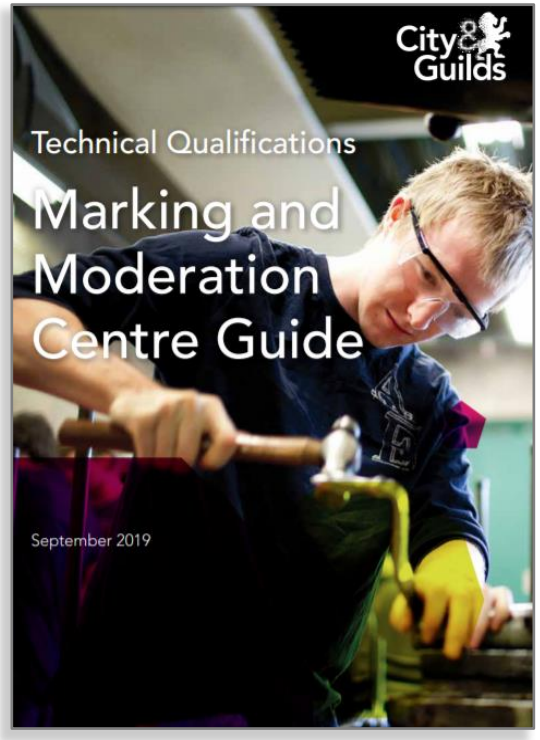
Free resources to support effective delivery updated for 2020/2021









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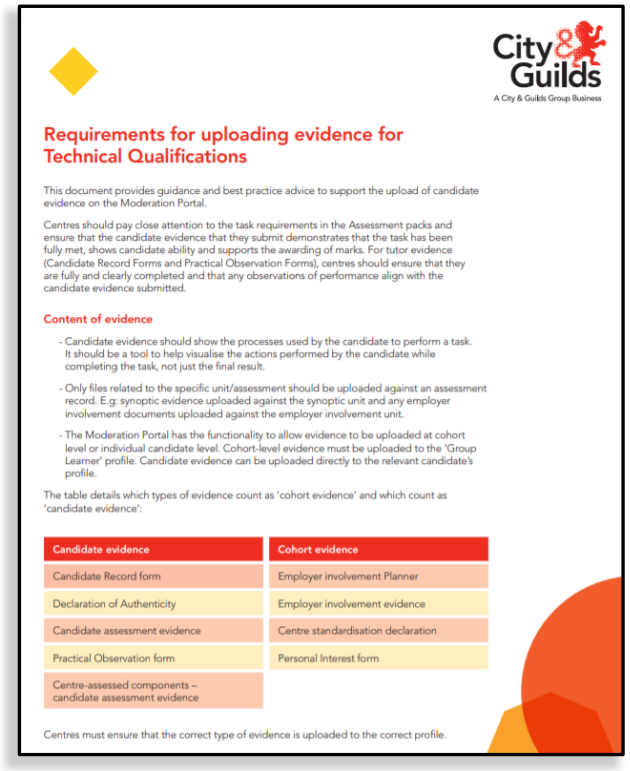
Free resources to support effective delivery updated for 2020/2021



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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.

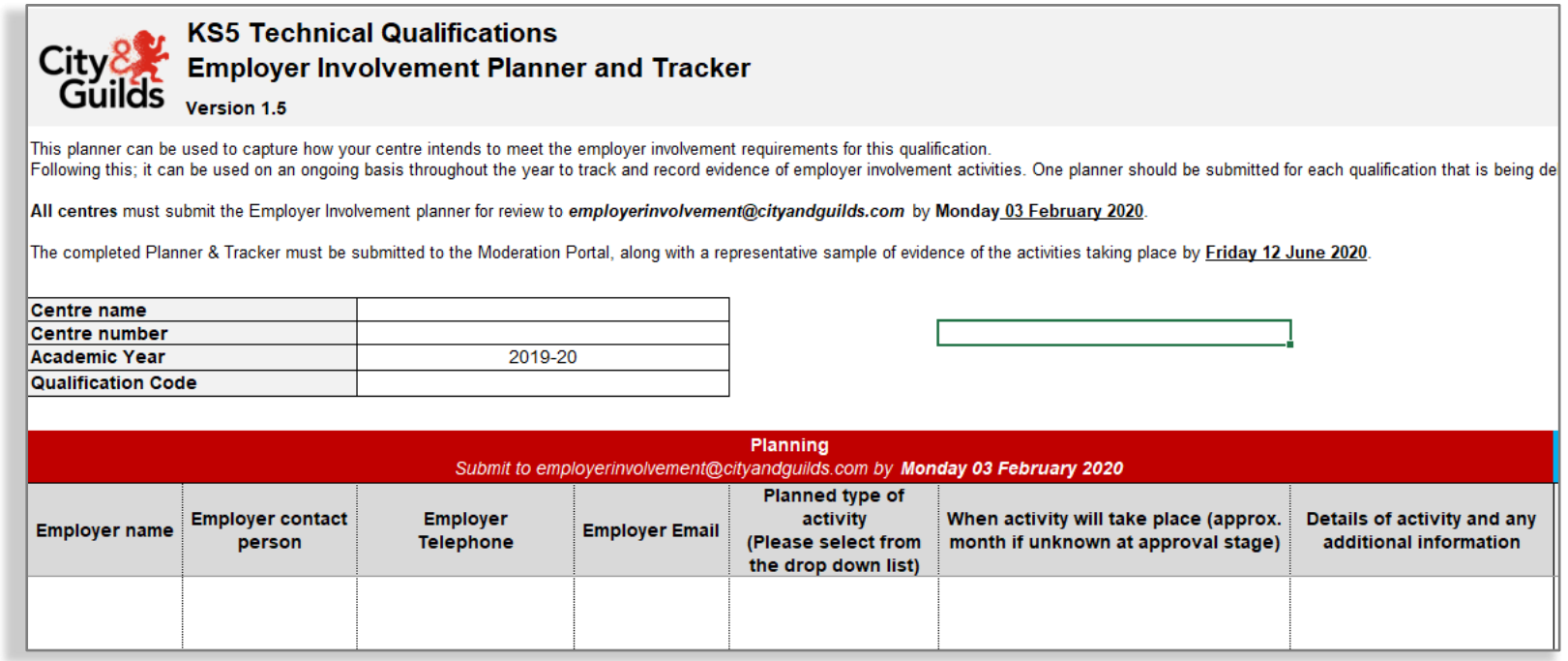
Content of evidence

- 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.



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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

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Key Stage 4

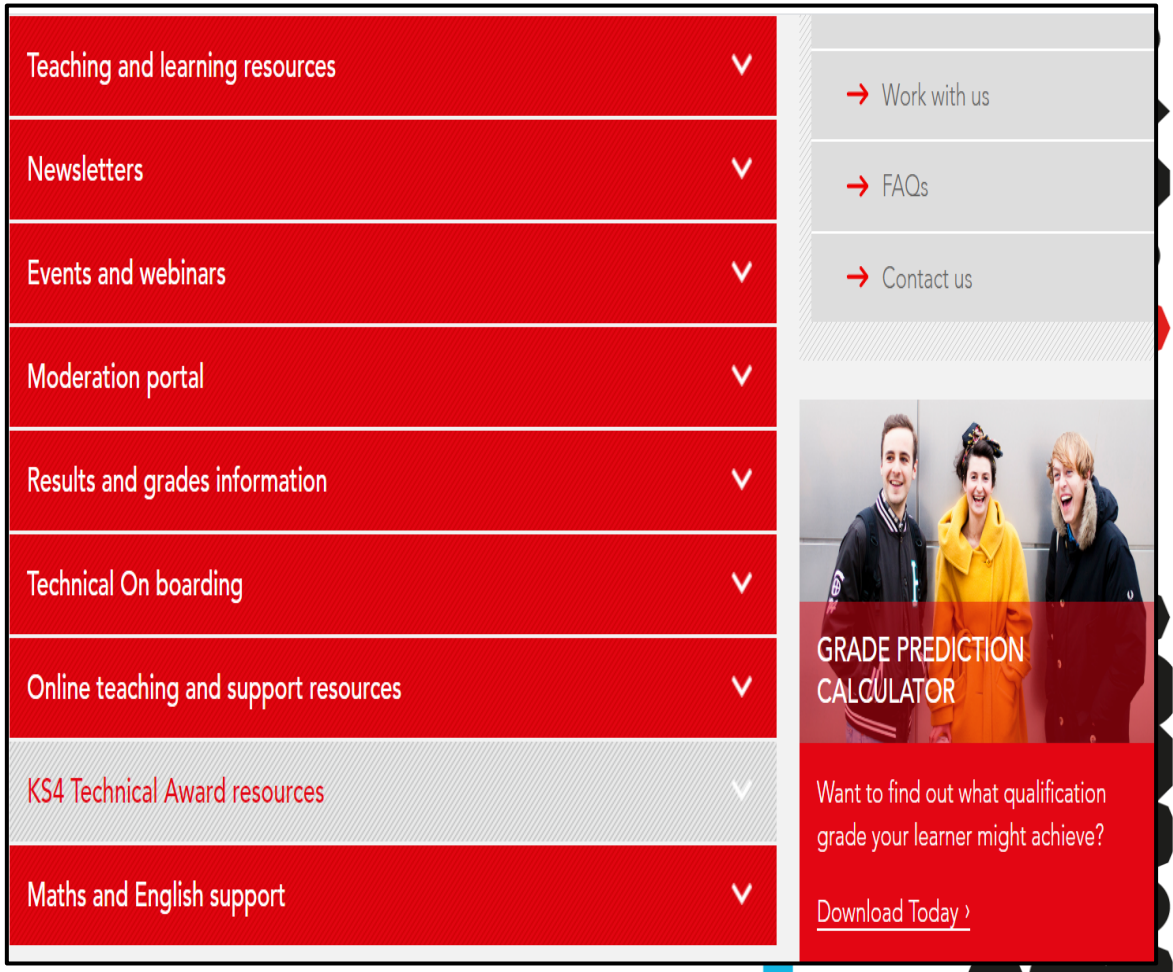
City and Guilds offers three Technical Awards aimed at 14–16-year-olds.

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.



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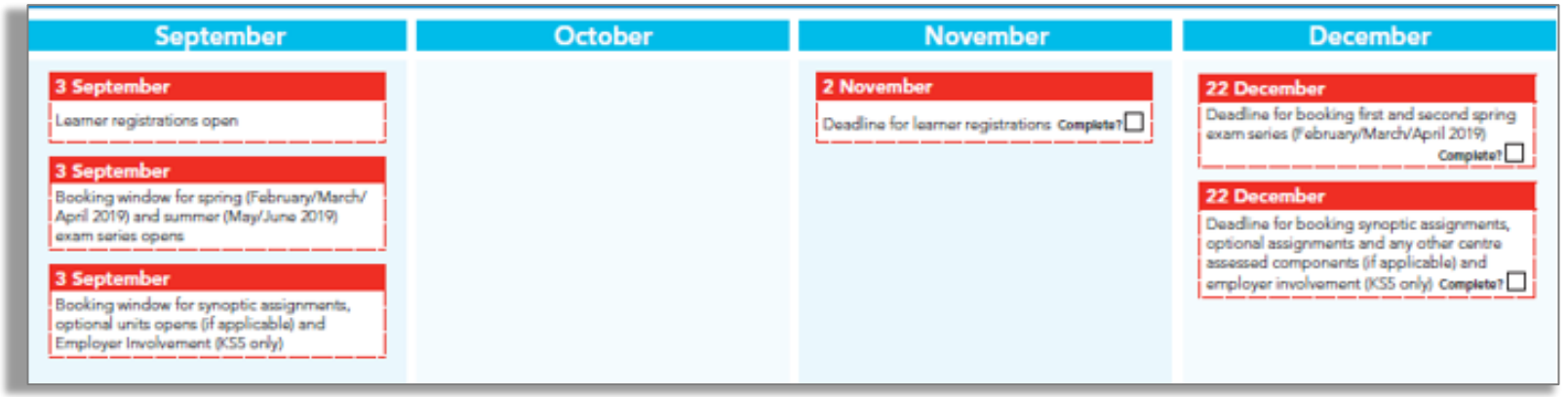
Technicals Checklist

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

Sample below – 2021/2022 checklist available on the website soon



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

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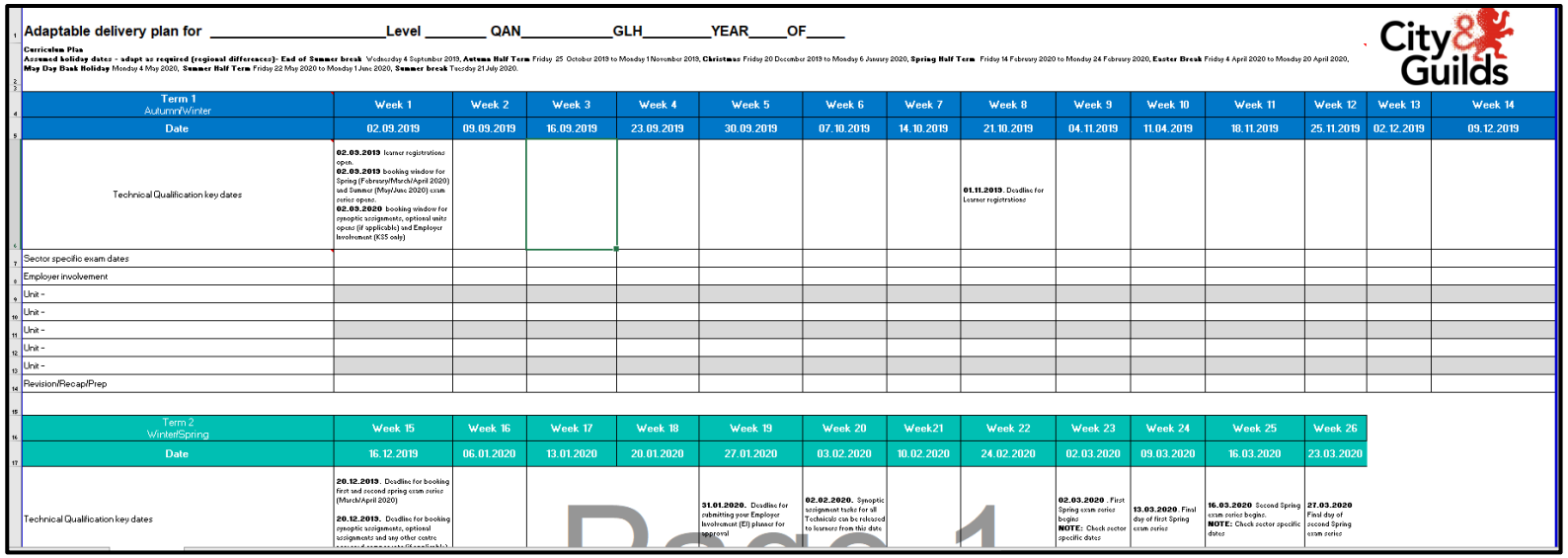
Adaptable Delivery Planners

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



Adaptable delivery plan for _____**Level** _____ **QAN**_____**GLH**_____**YEAR**____**OF**_____

Curriculum Plan
Assumed 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.

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 registrations open. **02.09.2019** booking window for Spring (February/March/April 2020) and Summer (May/June 2020) exam series opens. **02.09.2020** booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (KSS only)							**01.11.2019**. Deadline for Learner registrations						
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	Week21	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**. Deadline for booking first and second spring exam series (March/April 2020) **20.12.2019**. Deadline for booking synoptic assignments, optional assignments and any other centre assigned components (if applicable)				**31.01.2020**. Deadline for submitting your Employer Involvement (EI) planner for approval	**02.02.2020**. Synoptic assignment tasks for all Technicals can be released to learners from this date			**02.03.2020** . First Spring exam series begins **NOTE:** Check sector specific dates	**13.03.2020**. Final day of first Spring exam series	**16.03.2020** Second Spring exam series begins. **NOTE:** Check sector specific dates	**27.03.2020** Final day of second Spring exam series

Page 1

Covid-19

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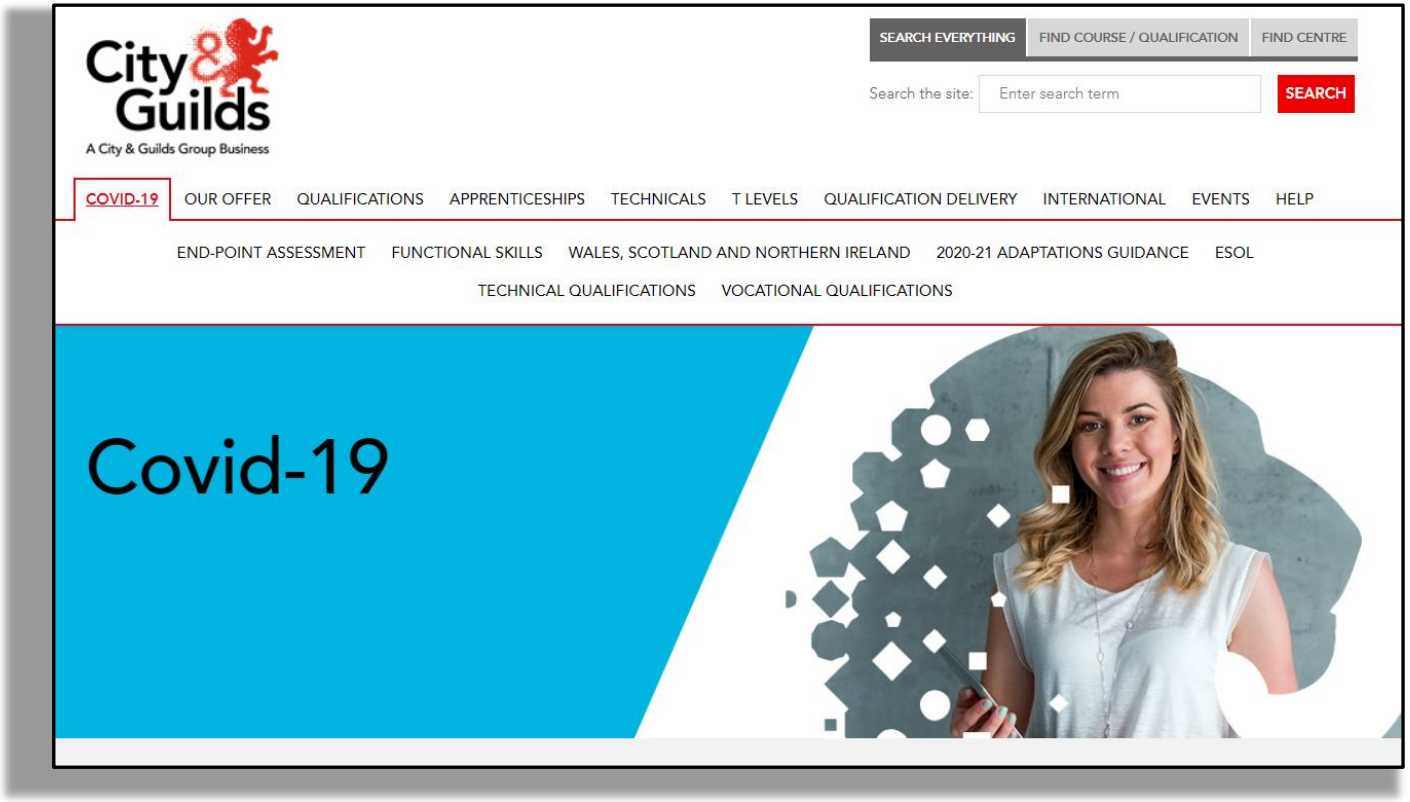
Covid-19

We have a dedicated webpage where you can access all of the latest information regarding covid-19



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Next Steps

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Next Steps

Locate and review key documents identified in this presentation.

Prepare for delivery

Contact your Technical Advisor – Follow this link **Technical Advisors**

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
Lines open: Monday to Friday 08.30 to 17.00 GMT

E: technicals.quality@cityandguilds.com

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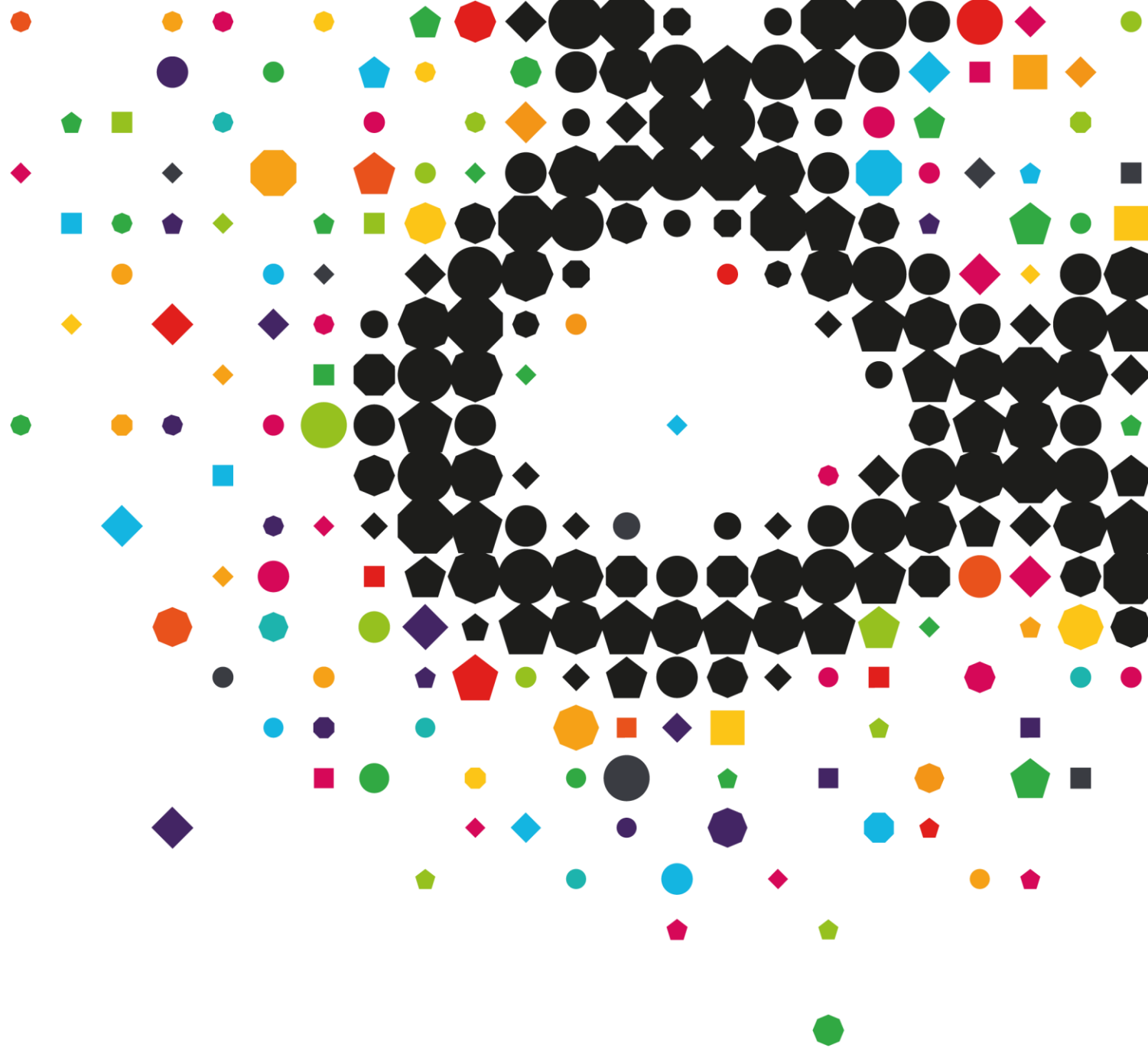
Thank you



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