

Continuing Professional Development Events (CPD) Brochure

Version 1.5

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For external use



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1. About City & Guilds Continuing Professional Development Events

1.1. Introducing City & Guilds Continuing Professional Development Events

City & Guilds Continuing Professional Development (CPD) Events have been developed in response to customer demand and are designed to:

- enhance the professional development of your qualification delivery teams and
- to elevate delivery of educational standards

Customers can choose from a comprehensive menu of interactive online and in-person sessions. Each event will be supported and facilitated by City & Guilds Technical Advisers who have cultivated extensive expertise in teaching and assessment within the Further Education, and the wider Work-based Learning sector.

1.2. Different kind of events

Event Type	Key features	Where can I find further information?
Standard in-person event	An immersive experience with direct interaction and networking opportunities, therefore delegate places are capped at a maximum of 20, and a minimum of 12.	The details for these events will be published on Eventbrite. Places available will be bookable by individual delegates from different centres/providers.
Online 90–120-minute event	Online events offer flexible learning from the comfort of your own space. To facilitate a positive learning experience delegate places are capped at a maximum of 25, and a minimum of 12	
Bespoke event	Depending on the selected event title, these options are available either as online or in-person events, arranged to suit the needs of an individual City & Guilds approved provider, typically at their associated centre address, or similar. To ensure a positive delegate experience places are capped at a maximum of 20, and a minimum of 12	These types of events will be available on request and are exclusively for approved City & Guilds customers. Dates, times and venues will be negotiated with your Business Development Managers (BDM) or your Customer Account Manager

1.3. Event resources

Delegates will receive a comprehensive delegate pack that will include:

- event overview and agenda
- information to support group activities
- worksheets and notes pages

1.4. Digital Credentials



Delegates will be awarded a digital credential to showcase their participation, active engagement and development journey during the session. This credential may also be used to evidence ongoing continuing professional development and will include the title of the event attended.

Please note that digital credentials can only be awarded to delegates who have provided an appropriate email address. Please take time to view our [Privacy Statement](#)

1.5. How to book an event

Important details about these events will be prominently featured [HERE](#). Please select 'Networking and events' to find detailed information about the events scheduled for this academic year, along with the available dates. Alternatively, please consult your City & Guilds Business Development Adviser/Customer Account Manager.

1.6. Terms and Conditions

The following are the terms and conditions for the City & Guilds Continuing Professional Development (CPD) Events

1.6.1. Costs and Fees

Please refer to the Fees and Charges Document for the cost breakdown for different event types and modes of delivery [City & Guilds and ILM](#)

1.6.2. Payment Methods

Events will be advertised and paid for via Eventbrite using the following payment methods:

- **Credit/Debit Cards:** Visa, MasterCard, American Express
- **Purchase Orders:** Available only to City & Guilds Centres when arranging and booking bespoke centre events with a City & Guilds BDM/Customer Account Manager

1.6.3. Cancellations

If you need to cancel your booking for one of our events, this can be completed as follows:

- Eventbrite booking: please cancel your booking within the Eventbrite platform
- Bespoke event: please contact your BDM/ Customer Account Manager

1.6.4. Reimbursement following delegate cancellation*

- Cancellations made 2 weeks before the event are fully refundable.
- Cancellations made after this time and within one week will be subject to a 50% cancellation fee of the total cost of the booking.
- For any cancellations made after this time, the full amount will be payable.

* Please note reimbursement for delegates cancelling an event will be minus the Eventbrite booking fee.

1.6.5. Refunds

Refunds will be provided in the following situations:

- The event is cancelled by City & Guilds, or otherwise not fully performed.
- The event is postponed, and the delegate is not able to attend a rescheduled date and/or time.

1.6.6. Delegate Substitutions

Substitution of delegate place(s) is possible but is limited to the same event and number of bookings and cannot be transferable to another event.

2. List of CPD event titles available

The following events are now available for booking either as an individual delegate or as a centre arranged bespoke event. All events are available as standalone titles and can also be delivered as part of a larger package.

Please refer to the individual event description for more in-depth information about duration and mode of delivery.

1. **Practical Embedding:** Integrating Maths and English Skills in Vocational Courses
2. **Understanding Barriers and Creating Inclusive Learning Environments** for ESOL learners on English and Maths Courses
3. **Assessment Literacy and Strategies** for Exam-based Teaching and Learning
4. **High Quality Assessment practice:** Quality Assurance
5. **High Quality Assessment Practice:** Professional Discussion
6. **High Quality Assessment Practice:** Expert Witness Testimony
7. **End Point Assessment (EPA):** Preparing for EPA and Sharing Best Practice
8. **Understanding and Delivering Sustainability** within the Curriculum

Coming soon: Early Autumn 2025 - more information available soon

9. Associate Training: Three online modular training sessions designed to equip you with the knowledge and initial skills essential to the Consultant or Associate roles with City & Guilds
10. Artificial Intelligence (full title to be confirmed)
11. Coaching and mentoring skills for workplace learning mentors
12. Alternative assessment approaches

3. Information about each event

3.1. (1) Practical Embedding: Integrating Maths and English Skills in Vocational Courses

Are you finding it a challenge to embed maths and English skills into your vocational lessons?

Our solution: Join the City & Guilds CPD event for practical embedding: Integrating maths and English skills in vocational courses.

Key benefits:

Enhanced Understanding of Embedding and Contextualisation: We will explore the key differences between embedding and contextualisation, gaining insights into their importance in enhancing learning outcomes.

Overcoming Common Barriers: We will examine common barriers faced by both **vocational** tutors and learners. By identifying these challenges and exploring practical strategies to overcome them, tutors can create a more supportive and effective learning environment.

Practical Implementation Techniques: Participants will be able to recognise and implement embedding and contextualisation within their specific vocational areas. This hands-on approach ensures that tutors can directly apply what they learn to improve their teaching practices and student engagement.

Session Overview:

The session will last approximately 90 minutes and will be delivered online or as an in-person event. We aim to equip **vocational** tutors and assessors with valuable insights and strategies for effectively embedding maths and English skills within vocational teaching.

During the session, common barriers faced by **vocational** tutors and learners will be examined, practical strategies to overcome these challenges will be explored, and methods to recognise and implement embedding and contextualisation within your specific vocational areas will be learned.

Event Agenda

- Session overview
- Group activity
- Differences between embedding and contextualisation
- The value of embedding: why it is important for vocational success
- Understanding common barriers from both teacher and learner perspectives
- Embedding and contextualisation in vocational areas activity
- Accessing further support by City & Guilds

3.2. (2) Understanding Barriers and Creating Inclusive Learning Environments for ESOL learners on English and Maths Courses

Are you looking to enhance the learning experience for students with English as another language on Maths and English courses?

Our solution: Join our comprehensive session designed to equip tutors with the understanding and strategies to effectively support ESOL learners in Maths and English courses.

Key Benefits:

Overcoming Barriers: Gain insight into the common challenges faced by ESOL learners and how to address them.

Practical Strategies: Explore practical techniques to create an inclusive learning environment and improve learner outcomes.

Enhanced Support: Discover methods to better support ESOL learners, ensuring they achieve their full potential.

Session Overview

The session will last approximately 90 minutes and will be delivered online or as an in-person event. The aim to equip **vocational** tutors and assessors with the understanding and tools necessary to effectively support learners who have English as another language and who are enrolled on maths and English courses, fostering an inclusive learning environment.

We will address common barriers experienced by these learners, introduce practical strategies to overcome these challenges, highlight valuable digital resources widely available to both educators and learners, and how to enhance the educational experience for all learners, regardless of their language background.

Event Agenda

- Session overview
- Group activity
- Understanding common barriers
- Strategies to support teaching and learning
- Widely available resources to support teaching and learning
- Accessing support

3.3. (3) Assessment Literacy and Strategies for Exam-based Teaching and Learning

Are you concerned that your students may not achieve their full potential in exams?

Our Solution: Join our comprehensive session designed to equip educators with the tools and knowledge to help students excel in their exams.

Key Benefits:

Assessment Literacy: Gain insights into helping students effectively analyse and understand exam questions.

Exam Training Strategies: Learn proven techniques to enhance students' exam preparation and performance.

Scenario-Based Question Techniques: Discover methods to support students in tackling complex, scenario-based questions with confidence.

Session overview

The session will last approximately 3 hours and will be delivered as an in-person event at regional or provider locations. This session is intended for **vocational** tutors delivering external dated entry exam-based qualifications, for example Technical Qualifications at level 2 and above. The session will be generic and will not focus on a specific sector.

We will focus on teaching and learning strategies and techniques that **vocational** tutors/assessors can apply within their teaching to enhance learners understanding of exam techniques in most technical and vocational sectors.

The session will look at different question types and the importance of learners understanding assessment terminology to maximise their understanding of exam techniques.

The session will be delivered as an interactive session looking at a range of question types and will include top tips to support your learners.

Event Agenda

- Session overview
- Definition and importance of assessment terminology, including the use of command verbs
- Deconstructing different types of exam questions
- Strategies for exam-based teaching and learning
- Writing an extended response answer
- Hints and tips for your learners

3.4. (4) High Quality Assessment Practice: Internal Quality Assurance

City & Guilds requires that Internal Quality Assurers act as ‘guardians of the Standards’.
Are you confident that your internal quality assurers can consistently meet this expectation so that your City & Guilds centre and qualification approval can be successfully maintained?

Our Solution: Whether experienced or new to the role, our interactive development event is designed to provide your internal quality assurers with the knowledge and skills they need to confidently establish, maintain, and review the delivery and assessment of vocational programmes of study.

Key Benefits:

Strategy: reinforces the skills needed to plan, operate and evaluate internal assessment and quality assurance systems

Nurture and develop your team: explore effective strategies designed to support and develop tutors and/or assessors.

Standardisation: develop interventions that enable effective monitoring and enrichment of assessment practice

Compliance: learn how to establish, implement and review policies, procedures and legislation and to confidently engage with the external quality assurance process

Session overview

The session will last approximately 6 hours and as an in-person event at regional or provider locations. We will focus on Assessment and Quality Assurance principles and processes that apply to **work-based and vocational** qualification programmes.

This interactive session will explore how Internal Quality Assurance activities and processes support:

- high quality delivery and assessment practice, and
- positive engagement with External Quality Assurance expectations and outputs.

Event Agenda

- Session overview
- Why quality assurance is important?
- Roles and responsibilities
- Internal Quality Assurance (IQA): Principles, Approach & Categorisation
- Participating in the stages of IQA and leading the IQA process
- Supporting high quality assessment practice and Standardisation
- Supporting assessor and IQA Recruitment and Professional Development
- Planning for & hosting EQA activities

3.5. (5) High Quality Assessment Practices Professional Discussion

Do your assessors and learners become anxious when preparing for or undertaking a Professional Discussion?

Our solution: Our interactive session explores best practice when using Professional Discussion as assessment method that supports high quality evidence generation and learner success.

Key Benefits:

Myth busting: Are your Professional Discussions really question and answer sessions? Develop a richer understanding of this assessment method and how, when done well, it can reinvigorate the assessment process.

Empowering: Are your learners passive participants? Learn how to motivate learners by developing the skills they need to be proactively lead the discussion.

Robust: develop confidence when planning for Professional Discussion, to ensure that judgements are valid, accurate, reliable, current and sufficient.

Session overview

This session will last approximately 3 hours and as an in-person event at regional or provider locations and is designed to support **work-based and vocational tutors and assessors**. We will explore best practice when using Professional Discussion (PD) as assessment method that can support high quality evidence generation. The session considers the scope, benefits, advantages, challenges that are typically associated this assessment method, including how to prepare and support learners and others for its use, and how to plan for, enable and quality assure evidence outcomes to align the VARCS* framework.

Event Agenda

- Session overview
- What is professional discussion
- How Professional Discussion can contribute to the assessment process
- Inducting and supporting learners, colleagues and others
- Planning, preparing for and conducting a Professional Discussion
- Navigating the requirements of the VARCS framework to support robust evidence outcomes
- Record keeping and audit control
- Internal quality assurance and risk management

**VARCS: Validity, Authenticity, Reliability, Currency and Sufficiency*

3.6. (6) High Quality Assessment Practice: Expert Witness Testimony

Are your assessors able to support Expert Witnesses to enrich your learners' assessment journeys?

Our solution: This interactive session explores best practice when using Expert Witness Testimony (EWT) as assessment method to support high quality evidence generation.

Key Benefits:

Attract: Explore strategies that empower assessors to engage with and recruit potential expert witnesses.

Retain: Do you find it difficult to motivate and hold on to expert witnesses? Discuss approaches designed to reduce the burden of assessment and to re-energise your experts

Enable: Explore how to empower your learners and experts towards a collaborative and effective partnership

Session Overview

This session will last approximately 3 hours and as an in-person event at regional or provider locations and is designed to support **work-based and vocational tutors and assessors**. We will explore best practice when using Expert Witness Testimony (EWT) as assessment method that can support high quality evidence generation.

The session considers the scope, benefits, advantages, challenges that are typically associated this assessment method, including how to prepare and support learners and others for its use, and how to plan for, enable and quality assure evidence outcomes to align the VARCS* framework.

Event Agenda

- Session overview
- What is Expert Witness (EW) and who can be one?
- Scope of the EW role within the assessment process
- Inducting and supporting learners, colleagues and others to identify and utilise Expert Witnesses
- Navigating the requirements of the VARCS framework to support robust evidence outcomes
- Best Practice and remote technology
- Internal quality assurance and risk management

*VARCS: Validity, Authenticity, Reliability, Currency and Sufficiency

3.7. (7) End Point Assessment (EPA)–Preparing for EPA and Sharing Best

Are your apprentices fully prepared for End Point Assessment?

Our Solution: Join our comprehensive session designed to equip providers and learners with the relevant knowledge to succeed in End Point Assessment (EPA)

Key Benefits:

Building a portfolio: What makes a good portfolio? A look into portfolio evidence types and using them effectively.

Preparing for EPA: Help apprentices prepare for Professional Discussions, Observations, Q&A and interviews.

Remote Invigilation (RI): Would your apprentices benefit from using RI? A look into how this may benefit the apprentice.

Session Overview

This session will last approximately 3 hours will be delivered as an in-person event at regional or provider locations and is designed to support **work-based and vocational tutors and assessors**. We will focus on how to prepare for end point assessment within apprenticeship standards.

The session will be delivered as an interactive session looking at how to prepare for EPA including building a successful portfolio, professional discussions, observations, remote EPA, and a range of top tips to support your learners.

Event Agenda

- Session overview
- Portfolio building and mapping
- Using/preparing for professional discussions
- Using/preparing for observations
- Remote EPA

3.8 (8) Understanding and Delivering Sustainability Within the Curriculum

Are you finding it challenging to integrate sustainability into your lessons?

Our Solution: Join our informative session designed to equip teaching staff with the knowledge and tools to effectively integrate sustainability into their teaching practices.

Key benefits:

Sustainability awareness: Gain a better understanding of the principles of sustainability and its importance within education.

Teaching strategies: Identify strategies for embedding sustainability within different subject areas.

Contribute to a more sustainable future: Empower teachers to foster a culture of sustainability and inspire learners to become sustainability champions.

Session Overview

This session will last approximately 3 hours and will be delivered as an in-person event at regional or provider locations and is designed to **support vocational tutors and assessors**. It will equip participants with the knowledge and tools to effectively integrate sustainability into their teaching practices. The session will be interactive and engaging, providing both theoretical insights and practical applications.

We will focus on understanding the main principles of sustainability, its importance within education and how to embed sustainability topics across different subject areas.

This session aims to empower participants to foster a culture of sustainability within their learning environments, ultimately contributing to a more sustainable future by promoting environmental stewardship.

Event Agenda

- Session overview
- Understanding sustainability in education
- Integrating sustainability into the curriculum
- Teaching methods and approaches
- Assessing, monitoring and evaluating sustainability education

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About City & Guilds

Since 1878, City & Guilds has been dedicated to advancing the skills that people, organisations and societies need to thrive, both now and in the future.

As the global skills partner, we empower organisations to grow by creating and delivering comprehensive end-to-end solutions. These include high-quality skills training and credentials designed to meet the evolving needs of industries and workforces. Through our trusted network of colleges and training provider partners, learners across the globe develop skills and competencies that lead to employment and career progression.

Each year, over 5.1 million learners of all ages and backgrounds benefit from City & Guilds learning programmes, which have contributed £15.3bn to society in the UK alone. We champion workforce development and technical training routes that drive social mobility, prosperity, and success. By working closely with industries and governments, we also advocate for improvements across the global skills landscape.

Our City & Guilds Foundation amplifies this purpose by focusing on high-impact social investment, recognition, and advocacy programmes. These initiatives aim to remove barriers to employment, celebrate best practice on the job, and advocate for jobs of the future.

City & Guilds Training, Gen2, Intertrain, ILM, Kineo and The Oxford Group brands are all a part of City & Guilds.

For further information please visit cityandguilds.com/about-us

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