

Important Information for Centres offering City & Guilds Principal Learning Qualifications.

Academic year 2013/14

All registrations for 2013-2014 should have been made by now, to allow the moderation process to commence. If there are any outstanding registrations to be made, please ensure this is completed ASAP. The closing date for registration for this academic year on Walled Garden is 28.02.2014.

Key dates:

- Moderators will contact centres in January to check on progress and provide advice.
- Moderators will contact centres in Feb/March 2014 regarding assessments to be sampled.
- Estimated grade forms will be sent to centres in March for return by end of April
- Moderated final marks will be required to be submitted by centres by end of May Summer 2014 Exam entries

Please note that entries can now be made via the Walled Garden for the May/June 2014 dated exams for the following qualifications:

- Principal Learning for Hair and Beauty (2762)
- Principal Learning for Engineering (2760)
- Principal Learning for Construction and Built Environment (2764)

The closing date to make entries for these exams is **31 March 2014**. Please note that late entries cannot be made for these exams.

Submission of estimated grades

Estimated grades forms will be sent through to centres in March 2014 and must be submitted by **30 April 2014**, for:

- internal assessments (controlled assignments) that it is intended candidates will complete by summer 2014
- exams that candidates are entered for in May/June 2014
- the qualification grade, if candidates are to be considered for the full qualification award in summer 2014.

Estimated grades for summer 2014 awarding must be submitted via an electronic form which will be provided in March 2014.

Submission of internal assessment (controlled assignments) marks

Moderated marks for internal assessments must be submitted by **31 May 2014**. An electronic form will be provided in April 2013 for centres to submit the moderated marks.

If you have any queries regarding any of the Principal Learning qualifications please contact: principallearning@cityandguilds.com

For further information or support resources and documentation please visit <http://www.cityandguilds.com/Courses-and-Qualifications/Principal-Learning>