

# **City & Guilds Principal Learning (2760-02, 2762-01/02, 2764-01)**

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## **Key Dates and Frequently Asked Questions (FAQs) 2015**

## City & Guilds Principal Learning key dates 2015

Key date	Activity	Comments
31 March	External dated exam entry deadline	Exam entries made after this period may incur a late entry fee or may be rejected
01 April	2760-201 Level 2 Engineering pre-release exam material	Provided as a password protected document on <a href="http://www.cityandguilds.com">www.cityandguilds.com</a>
01 May	Estimated grade submission deadline	Centres submit via <a href="mailto:principallearning@cityandguilds.com">principallearning@cityandguilds.com</a>
01 June	Actual marks submission for internally marked assignments deadline	Centres submit via <a href="mailto:principallearning@cityandguilds.com">principallearning@cityandguilds.com</a>
Wednesday 12 August	Level 3 results available for centres	Restricted release of results to centres only
Thursday 13 August	Level 3 results available for candidates	
Wednesday 19 August	Level 1 and 2 results available for centres	Restricted release of results to centres only
Thursday 20 August	Level 1 and 2 results available for candidates	
20 August	Level 1 and 2 appeals window opens	Details of how to appeal can be located here <a href="http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/appeals">http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/appeals</a>

## Frequently Asked Questions

The following questions and answers are designed to answer centres' and candidates' most common queries.

This document is subject to updates. Check our webpages for the latest version.

### **1. If a centre delivers qualifications that cover some industry areas, but not others e.g. only deliver hair qualifications and not beauty, do they need to complete a Qualification approval form (QAP) or can they apply for Fast-track approval?**

For Construction, Fast-Track is only possible for a centre that has been delivering AQA-C&G Principal Learning. In all other cases full QAP is necessary.

For Engineering, centres may request to use Fast-Track form in all cases.

For Hair & Beauty, centres need to have delivered both Hair and also Beauty to qualify for Fast-Track. If they have only delivered one of either Hair or Beauty they need to do full QAP.

### **2. Who appoints the Internal Quality Assurance officer (IQA)?**

Centres appoint their Internal Quality Assurance officer (IQA). City & Guilds will usually deal with the IQA with regards to the organisation of task setting and moderation, so it is recommended that centres ensure that the awarding body has the IQA's contact information as early as possible to facilitate communications.

### **3. How is Principal Learning assessed?**

Principal Learning will be assessed using a combination of internal and external assessment. Internally assessed units will be moderated, then converted to a standard points scale and combined with the externally assessed scores to calculate the overall qualification grade.

### **4. Does City & Guilds provide exemplar assignments?**

Yes. The City & Guilds website contains example assignments which centres may use. Centres may also develop their own assignments, provided that they meet the requirements of the specification. Centres should also look to contextualise their assignments so as to ensure that the applied learning for each unit is as relevant as possible. Advice on setting tasks can be obtained from discussions with the centre's moderator.

### **5. Can we devise our own assignments?**

Yes. Moderators are available to advise on assignments you may wish to use. It is advisable that tutors forward any assignments to the moderator to check all assessment criteria and the controlled conditions are covered and understood.

### **6. Assignments must be conducted under controlled conditions. What does this mean?**

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting, task taking and task marking. For further information, please refer to the JCQ website [www.jcq.org.uk](http://www.jcq.org.uk)

**7. Will the learner's marks be affected if the assignment is not completed by using ICT?**

No. Please be reassured that we receive lots of hand written assignments.

**8. Can the learners type up their work at home?**

No. They can collect research out of lessons but the assignment must be completed under controlled conditions to allow monitoring of the assessment hours and authenticity of learners' work.

**9. Is there a requirement for internal standardisation or does the role of the Internal Quality Assurance officer (IQA) cover this?**

Internal standardisation across tutors/teaching groups/units to ensure consistency of marking is required. The IQA will train all involved in marking the work. The IQA must sign a Centre Declaration Sheet to verify that internal standardisation has taken place. This must be submitted to the moderator along with the learners' work by 30 May. Centre Declaration Sheets are available from [www.cityandguilds.com](http://www.cityandguilds.com)

**10. Is the Internal Quality Assurance officer (IQA) required to look at completed assignments?**

They should look at a sample of each unit to ensure the marking is accurate as part of the internal standardisation process.

**11. How does moderation take place?**

City & Guilds will appoint a moderator to your centre. The moderator may be contacted for advice and guidance and may also need to visit the centre. In the first year of Principal Learning delivery the moderator may visit you, at which time assignment briefs and suggested tasks will be considered, along with the correct standard for marking. Moderation will take place in April / May, either by post or by a visit, and involves the moderator deciding whether the marking standard is correct.

**12. What work must centres have ready for moderation?**

Moderation takes place in April or May each year and involves the moderator re-marking the work of candidates for units for which entries have been made. The units that are to be moderated must be completed by all candidates before moderation takes place. They cannot be redrafted later. However, the units to be moderated will be agreed with the centre in advance.

**13. On the final submission work can tutors write on assignments?**

Yes.

**14. If an assignment is handed in and it has just been cut and pasted from the website can the tutor ask the learner to rewrite the assignment?**

This is plagiarism and the learner cannot submit, as their own, work that is copied and pasted. Learners should either rewrite these sections in their own words or accredit them to the source and then include their own work in the assignment as well. If a learner's assignment includes cut and pasted information that is not sourced, this part of the work should **not** be credited with any marks and the tutor should explain this on the Candidate Record Form. Plagiarism can result in learners being given a fail for the whole course.

**15. Can a learner submit the same or similar piece of work if it relates to another unit?**

The same evidence can be used so long as it does cover the relevant learning outcomes for each unit and the evidence is provided in each assignment, e.g. the learner should include copies of consultation sheets/videos etc. in each unit for which it is being used as evidence.

**16. Do we mark the practical as if the learners were achieving competency at NVQ?**

No. This qualification is not designed for competency but for the planning, doing and evaluation. Tutors must mark to the assessment grids provided in the Principal Learning specification for each unit.

**17. What feedback can tutors give to learners whilst they are completing their assignments?**

Whilst feedback may be provided to learners, centres **must** ensure that the work submitted for final assessment is the learner's own work. The nature of any guidance and the details of any feedback **must** be clearly recorded. The final work submitted **must** be solely that of the learner.

Any advice to individual learners over and above that given to the class as a whole should be recorded on documentation provided by the awarding body, eg on the Candidate Record Forms.

**18. How many times can a learner hand in their assignment for feedback?**

There is no limit to the number of times a learner hands in work; however tutors should be mindful of the hours given to controlled assessment. The units are designed to be end tested. They should not be used like an NVQ throughout the course as on-going assessment.

**19. How do we record marks?**

Centres must complete a Candidate Record Form for each learner for each unit for which they are entered. The marks awarded for that unit and a justification of the reasons for awarding those marks must be on the Candidate Record Form. The Internal Quality Assurance officer (IQA) should also co-ordinate the Centre Mark Forms containing details of all the learners' marks, which need to be sent to City & Guilds and the moderator in the Spring term.

The Candidate Record Forms (CRF) should be sufficiently completed by the tutor to make clear the justification of marks. Marking is intended to be a 'holistic' approach with the use of 'best fit', but a CRF still needs to be completed for each unit. It is useful for moderators if tutors annotate learners' work with references to where the learning outcomes are achieved.

## **20. Does a marking grid or feedback sheet need to be completed for each assignment?**

Yes. Use of a feedback sheet, or marking grid, enables learners to see areas for improvement for subsequent submissions and allows internal and external moderators to see exactly where marks have been awarded. This gives a clearer picture than merely awarding marks and helps the quality process. Marking grids can be found at [www.cityandguilds.com](http://www.cityandguilds.com)

## **21. If a learner does not hand the work in on time, without good reason, can this affect their marks?**

City & Guilds do not get involved in internal school/college deadlines and a learner's marks should not be affected by missing an internal school/college deadline. However, the work must be complete in time for marks to be submitted and moderation completed by 30 May.

## **22. How do I submit results for the internal assessments?**

Principal Learning results are managed differently from more standard City & Guilds qualifications. Principal Learning internal assessments are **not** submitted as a result entry on the Walled Garden. Instead, tutors will need to complete an 'Estimated Grade and Actual Marks' spreadsheet and email this to City & Guilds.

The 'Estimated Grade and Actual Marks' spreadsheet will be sent directly to tutors from [principalearning@cityandguilds.com](mailto:principalearning@cityandguilds.com)

## **23. Is there guidance on completing the 'Estimated Grade and Actual Marks' spreadsheet?**

Yes, guidance on completing the form is included on **tab 3** of the spreadsheet.

Tutors can also contact [principalearning@cityandguilds.com](mailto:principalearning@cityandguilds.com) for further guidance or their allocated moderator.

## **24. What is the timetable for examined units?**

External examinations for externally assessed units will be available in the summer each year. Dates are published on the Walled Garden in advance and centres should enter learners for external exams via the Walled Garden.

## **25. What is the process if a Principal Learning dated examination clashes with another dated examination such as a GCSE exam?**

The JCQ Instructions for Conducting Examinations 2014/2015 are applicable for Principal Learning. This states (page 10):

***2.10 If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks, you may conduct an examination in a later or earlier session within the same day, without the need to complete any paperwork. Prior permission from an awarding body is not required. However, the security of the examination must still be maintained.***

**2.11 In all circumstances the candidate(s) must be supervised. Supervision requires that a member of centre staff or an invigilator will be in the same room as the candidate(s) at all times. The candidate(s) must not be in possession of an electronic communication/storage device or have access to the internet.**

## **26. What is the process when ordering question papers for several different examination venues?**

Centres should inform City & Guilds of the location of any examination venue which is different from the main registered centre or registered satellite address by completing the JCQ 'Alternative Site Form' available at [www.jcq.co.uk](http://www.jcq.co.uk) and emailing this to City & Guilds at [policy@cityandguilds.com](mailto:policy@cityandguilds.com)

It is recommended that these venues should be registered with City & Guilds as 'satellite centres' so that when question papers are ordered via the Walled Garden different venue groups can be separated into different 'cohorts'. In this way, sufficient sealed question papers and examination registers will be sent to each exam venue.

It is **not** permissible to open sealed question paper packs and separate individual questions papers to transport or post to different exam venues.

## **27. What are the procedures, processes and costs for Late Entries for Principal Learning qualifications?**

The same principles will apply to late entries for Principal Learning qualifications, as for any other City & Guilds qualifications. Details of what this means in terms of actual Late Fees can be found at [www.cityandguilds.com](http://www.cityandguilds.com).

## **28. How is an overall qualification grade calculated?**

Candidates are awarded marks for each unit including externally assessed units. These are converted into points, which are then combined together and allocated against agreed grade boundaries to calculate a final qualification grade.

Grade boundaries may vary slightly between each academic year to take into account variations in the difficulty of any particular assessment. This is to ensure that the grade boundary reflects the same standard of candidate achievement.

## **29. Can a learner achieve an overall grade without completing all of the components?**

Yes. The grading for Principal Learning is a compensatory model which allows candidates to receive certification for the full qualification without achieving all the modules.

When completing the 'Estimated Grade Submission' spreadsheet, tutors have the opportunity to indicate if they are submitting a learner for the full qualification in that academic year. The overall qualification grade will then be produced from the unit assessments submitted within that academic year.

### 30. How many performance points is a Principal Learning overall qualification worth?

Level 1 Principal Learning is worth the following performance points on the Key Stage 4 performance tables:

A\* = 34, A = 28, B = 19.

Level 2 Principal Learning is worth the following performance points on the Key Stage 4 performance tables:

A\* = 58, A = 52, B = 46, C = 40.

<b>Engineering</b>	<b>Qualification numbers</b>	<b>GLHs</b>	<b>Comparable to</b>
City & Guilds Level 2 Principal Learning in Engineering	2760-02 QAN 600/6483/3	420 GLHs	1 GCSE A*-C
City & Guilds Level 3 Principal Learning in Engineering	2760-03 QAN 600/6484/5	540 GLHs	N/A
<b>Hair and Beauty</b>	<b>Qualification numbers</b>	<b>GLHs</b>	<b>Comparable to</b>
City & Guilds Level 1 Principal Learning in Hair and Beauty Studies	2762-01 QAN 600/6479/1	240 GLHs	1 GCSE D-G
City & Guilds Level 2 Principal Learning in Hair and Beauty Studies	2762-02 QAN 600/6482/1	420 GLHs	1 GCSE A*-C
<b>Construction and the Built Environment</b>	<b>Qualification numbers</b>	<b>GLHs</b>	<b>Comparable to</b>
City & Guilds Level 1 Principal Learning in Construction and the Built Environment	2764-01 QAN 600/6476/6	240 GLHs	1 GCSE D-G
City & Guilds Level 2 Principal Learning in Construction and the Built Environment	2764-02 QAN 600/6480/8	420 GLHs	1 GCSE A*-C

### 31. What are the re-sit rules for Principal Learning?

Learners can re-sit a unit as many times as necessary, with their best result counted towards the overall Principal Learning qualification grade. However, overall qualification grades will only be issued in August each year.

### 32. Can a candidate re-take a particular assessment to attempt to achieve a higher grade?

Yes.

### 33. Can a learner re-sit an internal unit?



JCQ guidance states that learners who re-sit a controlled assessment may make another attempt at the task previously submitted, if that task is still appropriate to the year in which the assessment will be submitted. The work presented for assessment, carried out under informal or formal supervision, **must** be new. However, learners may re-use the previously carried out research.

### **34. Where can I find more information on Assessment?**

General guidance is included in the Qualification Specifications and can be accessed for free on the individual qualification pages:

- <http://www.cityandguilds.com/hairandbeauty>
- <http://www.cityandguilds.com/engineering>
- <http://www.cityandguilds.com/construction>

### **35. Who can I contact for further entries information?**

Regardless of your centre's geographical location, you should use the following contact details  
Email: [principallearning@cityandguilds.com](mailto:principallearning@cityandguilds.com)

#### **For general enquiries**

You should use the normal City & Guilds contacts:

Direct line: 0844 543 0000

Email: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)