

# Frequently Asked Questions

Version2 10.08.2012

**2365 Level 2 & 3 Diploma in Electrotechnical installations (Buildings and structures)(E)**

**6035 Level 2 & 3 Diploma in Plumbing studies (P)**

**2000 Level 1 & 2 Access to Building Services Engineering (ABSE)**

## **Qualification Information**

### **When will the qualification be going live?**

**E)** 2365 levels 2 & 3 are now live and available for centres to register

**P)** 6035 levels 2 & 3 are now live and available for centres to register

### **Are there any learner pre-requisites?**

**E)** There are no learner pre-requisites, centres are advised to carry out a thorough skills scan on individuals who wish to access the qualification

**P)** There are no learner pre-requisites, centres are advised to carry out a thorough skills scan on individuals who wish to access the qualification

### **What is the process for centre approval?**

**E)** Centres currently offering 2330 will have to fill out a Fastrack approval form and email this back to their regional office. The forms can be found under the centre documents tab on the 2365 webpage

**P)** Centres currently offering 6129 will have to fill out a Fastrack approval form and email this back to their regional office. The forms can be found under the centre documents tab on the 6035 web page

### **What are the assessor requirements?**

**E)** Staff wishing to deliver this qualification must be able to demonstrate that they are occupationally competent and hold the necessary qualifications where applicable, more details will be made available in the final version handbook

**P)** Staff wishing to deliver this qualification must be able to demonstrate that they are occupationally competent and hold the necessary qualifications where applicable more details will be made available in the final version handbook

### **Will there be any support materials available?**

**E)** Smartscreen will be available by February 2013, Textbooks will be available by June 2013

**P)** Smartscreen will be available by February 2013, Textbooks will be available by June 2013

**I've heard of a learner sign off sheet what is this?**

**E)** This is a disclaimer form, informing the learner that on completion of this Qualification he or she will not be a qualified electrician, and would only have gained the knowledge element, they will need to complete selected units within the 2357 NVQ diploma to gain this status. Details of APL can be found in the final version of the handbook. This form will need to be signed by the learner and the tutor

**P)** This is a disclaimer form, informing the learner that on completion of this qualification he or she will not be a qualified plumber, and would only have gained the knowledge element, they will need to complete selected units within the 6189 NVQ diploma to gain this status. Details of APL can be found in the final version of the handbook. This form will need to be signed by the learner and the tutor

**Are there any age restrictions?**

**E)** Candidates will have to be age 16 or over to register

**P)** Candidates will have to be age 16 or over to register

**Will these qualifications (2365 & 6035) form part of an apprenticeship framework**

**E)** This qualification does not form part of any apprenticeship framework. Apprentices will need to sign up to the 2357 NVQ diploma

**P)** This qualification does not form part of any apprenticeship framework. Apprentices will need to sign up to the 6189 NVQ diploma

**How do I get approval for the access 2000 split routes?**

**ABSE)** Centres already approved to offer the level 1 and 2 qualification will receive automatic approval for the split routes

**Can I get access to funding for Access to BSE?**

**ABSE)** All the qualifications within the access 2000 suite, including the level 1 level 2, and split pathways qualifications are fundable for 16-18 and 19+.

**Funding Information**

**What is the status of funding now the qualifications have been launched?**

**E)** 2365 is fully funded for the following age ranges 16-18 & Adult LR at both levels 2 & 3. These appear on the LARA database – please use the following QAN's to search 600/5498/0 and 600/5499/2

**P)** 6035 fully funded the following age ranges 16-18 & Adult LR at both levels 2 & 3.

These appear on the LARA database – please use the following QAN’s to search 600/5500/5 and 600/5497/9

**If a learner achieves one of the new craft qualifications and then wants to use one of the RPL routes to obtain a full NVQ, can we claim funding?**

It is important for providers to ensure there is no duplication of provision in a learner programme, should this happen the centre would need reduce their claim accordingly to avoid double funding when making a claim, however it is acceptable to recognise prior learning. Recognition of Prior Learning (RPL) refers to uncertified learning, guidance can be found in the Skills Funding Agency (SFA) Funding rules V3. In essence providers must demonstrate they have adequately **assessed** the learner’s prior achievement to **confirm** their achievement and competency is still relevant.

Where the level of RPL is below 50% there is **no reduction in funding**, which will be a subject of monitoring during 2012-13 and reviewed for 2013-14. Where RPL is more than 50% for a learning aim, then providers will **need to reduce funding** claimed in proportion to the level assessed by using RPL.

In the case of Apprenticeships you must record any prior learning on the Learner Agreement using the ILR filed ‘Proportion of funding remaining’ for all apprentices not undertaking **all elements** of the framework. No provider can, in any circumstances claim the ‘achievement element’ of funding when an apprenticeship is completed in fewer than six months, even if they provide proven and documented evidence of accredited or recognised prior learning.

If in doubt refer the Agencies Funding Rules document or contact your Agency representative for guidance.

**Documentation**

**How can I access the handbooks?**

**E)** Handbooks can now be found on the 2365 web page

<http://www.cityandguilds.com/Courses-and-Qualifications/building-services-industry/plumbing/6035-plumbing-craft/level-2>

**P)** Handbooks can now be found on the 6035 web page

<http://www.cityandguilds.com/Courses-and-Qualifications/building-services-industry/plumbing/6035-plumbing-craft>

## **Assessments**

### **What assessment methodology will be used for these new qualifications?**

**E)** There are online multiple choice tests for the knowledge units, and practical assignments for the combination units.

**P)** There are online multiple choice tests for the knowledge units, and practical assignments for the combination units.

### **How can I access assessment materials**

**E)** Centres who have been give centre approval can access all of the assessment material through the web site. These documents are all password protected passwords can be obtained through Walled Garden

**P)** Centres who have been give centre approval can access all of the assessment material through the web site. These documents are all password protected passwords can be obtained through Walled Garden

### **How do I find out what is in each online test?**

Test specifications for all online tests are provided in the qualification handbooks. These show how the tests cover the content of the unit, and include information on the length of the test and number of questions.

### **Are the online test open book?**

The tests are not completely open book, but some materials can be used in the tests. Please see the handbook for details on what can and can't be used by candidates during the tests.

### **Why do you charge for resits?**

This cost is being kept to a minimum in order for us to maintain quality assurance and operational maintenance costs.

### **Are the new craft qualifications graded?**

The qualifications themselves do not have overall grading, however the online tests are graded where appropriate (usually based on their size). Grades (pass, merit, distinction) will appear on the candidates' certificate of unit credit. Candidates will receive a full cert and CUC for these qualifications

### **If a learner takes an online test and then resits it - are they still graded?**

Yes.

**Can I get word versions of the assessment pack 2365 and 6035?**

Yes, if required. Centres must first complete a form confirming how the assessment content is going to be used, and which will be kept on record by City & Guilds – after which a Word version of the documents (that allows editing of spacing and other formatting changes, but no content changes) can be sent out.

**Recognition/Accreditation of Prior learning (RPL/APL)**

**Can I RPL to the respective Framework Diploma if successfully completed?**

**E)** Yes – candidates who have achieved either levels 2 and or 3 can RPL onto the 2357 Diploma. Full details can now be found within the RPL guidance document on the 2365 web page

**P)** Yes – candidates who have achieved either levels 2 an or 3 can RPL onto the 6189. Full details can now be found within the RPL guidance documents on the 6035 web page

**Can I RPL any units that I have completed within Access to BSE to the new 6035**

**ABSE)** Yes – centres should check the separate RPL guidance document that has been created for 2365 and 6035. This can be found on the respective web-pages

**Can I RPL the Health & safety unit that I gained within level 2 2330 when registering for level 3 2365?**

Yes, candidates that have achieved units (201 & 203) within Level 2 2330, Centres should register learners on 2365-03 and enter results for proxy 801, the proxy will be available to centres by the end of November. Centres do not need to teach the health and safety unit

**Can I RPL the Health & Safety unit that I gained within level 2 6129 when registering for level 3 6129?**

Yes, candidates that have achieved unit 201 within level 2 6129, Centres need to register on 6035-03 and enter results for proxy unit 801, the proxy will be available to centres by the end of November. Centres do not need to teach the health and safety unit

**Can I RPL any of the units within Access to BSE (2000) at level 2?**

Yes – candidates who have completed the following level 2 units (201,202,204) can RPL these against the following qualifications. These are common units and our systems will recognise the learner has already completed them from (2000)

**600/0144/6** City & Guilds Level 2 NVQ Diploma in Heating and Ventilating - Ductwork Installation

**600/1806/9** City & Guilds Level 2 NVQ Diploma in Heating and Ventilating Industrial and Commercial Installation

**501/2102/9** City & Guilds Level 2 NVQ Diploma in Installing and Maintaining Domestic Heating Systems

**600/0913/5** City & Guilds Level 2 NVQ Diploma in Installing and Maintaining Refrigeration Systems

**600/0912/3** City & Guilds Level 2 NVQ Diploma in Installing, Testing and Maintaining Air Conditioning and Heat Pump Systems

**600/0143/4** City & Guilds Level 2 NVQ Diploma in Planned and Reactive Maintenance on Heating and Ventilating Equipment

**501/1981/3** City & Guilds Level 2 NVQ Diploma in Plumbing and Heating

**Support Materials**

**When will Smartscreen be available for the new craft qualifications?**

Smartscreen will be available for 2365 and 6035 by February 2013

**When will the Textbooks be available for the new craft qualifications?**

Textbooks for 2365 and 6035 will be available by June 2013, sample chapters will be made available to centres by February 2013.