

September 2018 Update

4419-605 Level 5 Developing or Improving Services in a Primary Care or Health Environment

City & Guilds 4419 Email address

Please send any 4119-605 related queries, including Business Case submissions to the Team 5 admin address:

TEAM5ADMIN@cityandguilds.com

4419-605 Submission dates

Submission deadline	Marking Window	Results issued
28 September 2018	October	15 November 2018
14 December 2018 *	January	8 February 2019
29 March 2019	April	10 May 2019
28 June 201	July	16 August 2019

*Please note that the December 2018 deadline has been moved forward due to the Christmas period.

Late submissions received will be marked in the following marking window eg submissions received on the 30th September will not be marked until the January 2019 marking window.

Content of 4419-605 submissions

The 4419-605 Business Case and Business Plan, together with the relevant appendices must be presented in one document.

The following forms must be included with the submission:

- Electronic Form S must be fully completed with candidate details
- Form 4419-06 DPCHM/0A1 (Business Case Approval Form)
- Form 4419-06 DPCHM/BP1 (Submission Form – Business Case and Business Plan)

Candidates must reference sources within the text and include a bibliography, using the Harvard referencing system with the Business Case/Pan. Projects submitted without a bibliography will be returned unmarked and can only be submitted in the following marking window.

Please use the Checklist (4419-06 DPCHM/BP2) to ensure each project contains all the necessary information, prior to submission to City & Guilds.

Centres should ensure that the title page of each submission contains the following information:

- Centre number
- Candidate name, City & Guilds registration number
- A clear title
- Word count
- Submission date

The centre is responsible for ensuring that the submitted project is the **final** version. Once submitted, the project cannot be withdrawn and will be marked by the examiner.