



TO CREATE A

PROFESSIONAL

NOT JUST THE POTENTIAL

IT TAKES TECHBAC®

AMSPAR and City & Guilds Level 3 Advanced Technical Diploma in Medical Administration (6519-30) launch event



Introductions/house-keeping	10 min - KMc
The new technical explained	35 min - DC
Assessments	35 min - GP
Moderation	30 min - DC
BREAK	10 min
Supporting documents and guidance	15 min - GP
Funding and future implications	30 min - KMc
Question and answer session	15 min - All

CHALLENGES FOR 14-19 EDUCATION

A CHANGING LANDSCAPE



The 14-19 landscape is dramatically changing to support learners' work readiness:

WHAT'S DRIVING THE CHANGES?

1. The gap between education and employment
2. 2011 Wolf report
3. Raising of the participation age
4. Greater technology use

AUG 2013

DFE Introduced 16-19 study programmes

SEPT 2014

First teaching of KS4 Technical Awards

JAN 2015

First Performance Tables to reflect the reforms

SEPT 2016

New performance measures and first teaching of KS5 Tech Levels (L3)

SEPT 2017

First teaching of KS5 Technical Certificates (L2)

These are the components that make up Technical Qualifications. All components must be completed to achieve the qualification

Technical Qualifications

Assignment

- Externally set
- Internally marked
- Externally moderated (City & Guilds)
- No Direct Claim Status (DCS)
- Contributes to final grade

End assessment: Examinations

- Externally set
- Externally marked
- No Direct Claim Status (DCS)
- Contributes to final grade

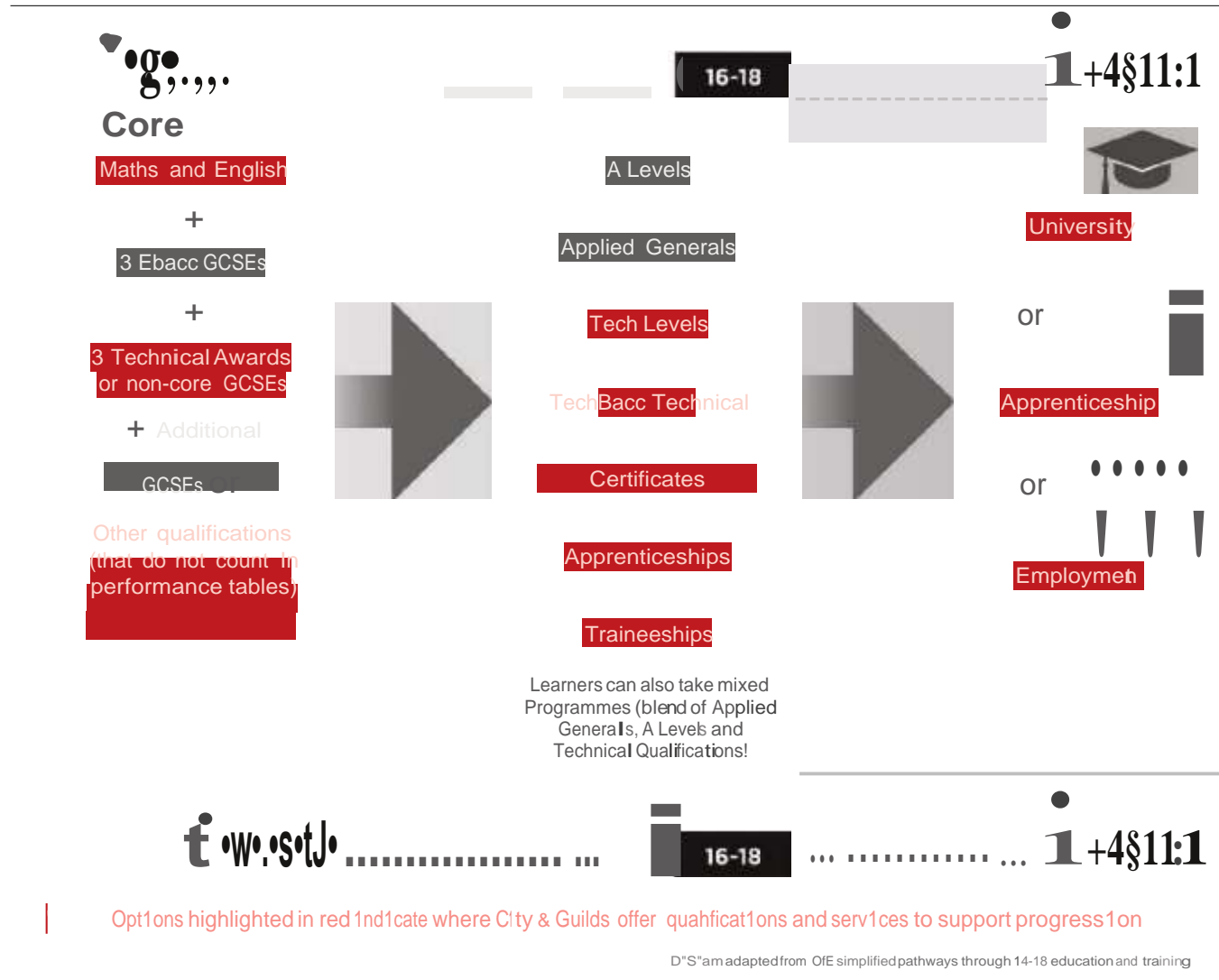
Employer Involvement (KS5 Qualifications L2 & L3 only)

- Centres develop programme
- Evidence submitted
- External verification (City & Guilds)
- No Direct Claim Status (DCS)
- Does not contribute to final grade

Optional Units

- Externally set
- Centres select which units
- Internally marked
- Samples externally moderated (City & Guilds)
- No Direct Claim Status (DCS)
- Does not contribute to final grade

NEW PROGRESSION ROUTES





Level 3 Medical Administration

Advanced Technical

Diploma 6519-30

David Corbridge

Technical External Quality Assurer

THE QUALIFICATION



City & Guilds Level 3 Advanced Technical Diploma in Medical Administration (6519-30) 601/7400/6

Last Registration Date: 31 Aug 2018

Last Certification: 31 Aug 2022

Performance table: 2018

Guided Learning Hours: 450

Total Qualification Time: 720

Mandatory Units	450 GLH
Optional Units	0 GLH
Total	450 GLH
Approved for learners	16-19 and 19+
Initial assessment	strongly advised
Employer involvement	<ul style="list-style-type: none">- Mandatory- Qualification approval requires plan- No certification unless plan observed- Each learner MUST be involved in meaningful employer based activities- Need to interact with employers

QA process

- EQAs request plans and records of employer involvement activities
- Evidence evaluated by EQAs
- Where deemed insufficient, certification is not possible

Fast track approval

- Not available
- Mandatory visit
- Approval will NOT be given if employer involvement cannot be assured at start of programme

-

MANDATORY UNITS



Unit	Title	GLH
300	Medical terminology	90
301	Medical administration and communication	90
302	Medical principles for the administrator	90
303	Medical word processing and audio transcription	90
304	Legal aspects of medical administration	90

- All units have been specifically developed at Level 3
- Only mandatory units to achieve qualification
 - No optional
- Appropriately qualified/experienced staff required
 - Technically competent
 - Able to deliver across the breadth and depth of the qualification
 - Have recent teaching and assessment experience
 - Demonstrates continuing CPD

- **Different terminology**
- **Learning outcome**
 - eg 1. Understand the structure and meaning of medical word parts
- **Topics (equates with Assessment Criteria)**
 - eg. 1.1 Individual medical word parts
 - 1.2 Medical terms derived from the medical word parts

- In shaded block is the ‘syllabus’
 - Should be taught
 - Can be assessed

e.g.

Topic 1.1

Learners will understand the meaning of the following types of medical word parts

- prefixes
- roots
- suffixes

Learners will also understand the use of the combining vowel

Appendices

- **Appendix 1** **Word part list**
- **Appendix 2** **Human body systems**
- **Appendix 3** **List of bones**
- **Appendix 4** **List of organs and systems**
- **Appendix 5** **Diagnostic tests abbreviations**
- **Appendix 6** **Medical specialities**
- **Appendix 7** **Pharmaceutical abbreviations**
- **Appendix 8** **Classification of medicines/drugs**
- **Appendix 9** **Medical qualifications abbreviations**
- **Appendix 10** **Abbreviations, spelling, amendment and correction signs, symbols and special characters – word processing**

Staff must

- **Be technically competent**
- **Be able to deliver across the breadth and depth of the qualification**
- **Have recent teaching and assessment experience in the specific area (or working towards)**
- **Demonstrate continuing CPD**

***Employer involvement**



- **Mandatory**
 - *Vocational qualifications for 16 to 19 year olds 2017 and 2018 performance tables: technical guidance for awarding organisations (DfE, 2015, paras 89-90)*
- “require all students to undertake meaningful activity involving employers during their study
- “be governed by quality assurance procedures run by the awarding organisation to confirm that education providers have secured employer involvement for every student”

**Further details on this can be found in the appendix.*

- **Interact in real time with employers**
 - **Includes use of technology**
- **Centre must have contingencies for learners who may be absent for part of their teaching**
- **Any absence that results in a learner missing arranged activities must be documented**
- **Evidence (for example)**
 - **For a guest lecture, a synopsis of the lecture and a register signed by the guest speaker**

**Further details on this can be found in the appendix.*

TECHNICAL QUALIFICATIONS

ASSESSMENT



450 GLH

Progression: Enable entry to an apprenticeship or other employment, or progression to a related higher education course.

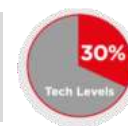
GRADING: P/M/D/D*

UCAS points: 40 min – 140 max

Mandatory content and the contribution to overall grade must make up **at least 40%** of the qualification. Where qualifications have one or more pathway, the mandatory content (%) should apply equally to these.



Assessment: A proportion of the qualification content will be assessed externally (**minimum 40% Tech Level**). Must also include synoptic assessment (60%).



Employer involvement: in design, recognition, delivery and or assessment, which raises the credibility of the qualification in the eyes of employers, parents and learners

UCAS POINTS – using the new 2017 UCAS tariff

TECHNICAL LEVELS



City & Guilds

Grade	Level 3 Advanced Technical Certificate & *Diploma 1 A Level = 360, 450	Level 3 Advanced Technical Diploma (540) 1.5 A Levels = 540	Level 3 Advanced Extended Technical Diploma (720) 2 A Levels = 720	Level 3 Advanced Technical Extended Diploma (1080) 3 A Levels = 1080
Distinction*	56	84	112	168
Distinction	48	72	96	144
Merit	32	48	64	96
Pass	16	24	32	48

OTHER QUALIFICATIONS TO SUPPORT PROGRESS TO HE

Grade	Level 3 Extended Project Qualification	Using And Applying Mathematics (Core Maths)
A*	70	
A	60	60
B	50	50
C	50	50
D	30	30
E	20	20

* 450 GLH qualification attracts the same tariff points as the 360 GLH (Level 3 Advanced Technical Certificate)

What is Synoptic assessment?

What is the difference in teaching this qualification to the unit based Framework qualification?

How do I prepare for the assessment if all based at the end?

Which units are assessed online?

What units are assessed as part of the synoptic assessment? How are they assessed?

Will we supply the assignments?

- **Mandatory units = synoptic assessment and synoptic**
- **One externally set, internally marked and externally moderated synoptic assignment**
- **Two externally set, externally marked exams, sat under examination conditions (2 hours each)**
 - **Medical Administration theory examination**
 - **Medical terminology theory examination**
- **Qualification is graded**
 - **Pass/Merit/Distinction/Distinction***

- **Only ONE resit attempt for ALL assessments**
 - **For those who have failed or wish to improve their grade**
- **Centre cannot return candidate work to candidate**
 - **Electronic version is uploaded to the moderation platform**
- **Assessment records retained by centre for 3 years**

- **Quality assurance**
 - **Internal standardisation**
 - **Authentication of internally assessed work**
 - **Moderation**
 - **Applies to all marked assignments**
- **Time constraints**
 - **Not as flexible as previously**



City & Guilds Level 3 Advanced Technical Diploma in Medical Administration (6519-30)

- **Assessments currently being developed**
- **Sample synoptic assignment and test papers for medical administration and medical terminology will be available on the website**



DATE	END EXTERNAL EXAM	SYNOPTIC ASSIGNMENT
FEBRUARY:		Synoptic assignments released to centres
APRIL	External end exam	
MAY:	Results of 1 st external exam	Submissions of marks for synoptic assignment & optional unit evidence
JUNE	2 nd external end exam window	
JULY		Synoptic assignment marks confirmed and grades awarded
JULY/AUG	Results of 2 nd external exam	

Key Stage 5

- External assessment:
- 40% of Tech Levels
- **Only one re-sit opportunity.**



SYNOPTIC

- Industry relevant synoptic assignments, bringing together skills and knowledge (Practical trade test).
- Research reports to include reflection and evaluations
- Moderation approach to ensure robust quality and rigour.
- Visiting moderation

EXAM

- Externally written and marked knowledge Exams, including stretch and challenge questions, aligned to A level papers available both online or paper based



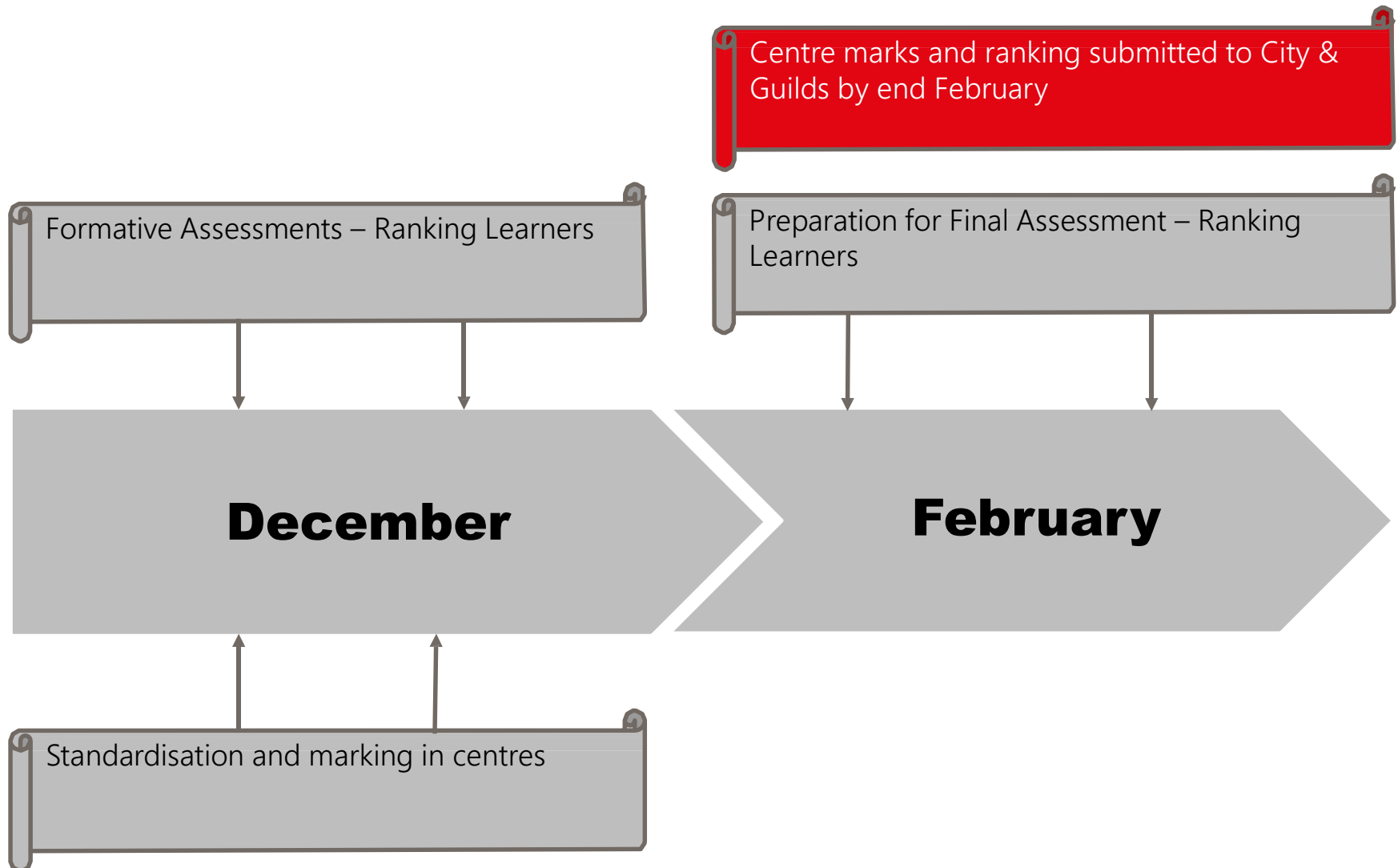
Element	Component	Resit rules
Technical Qualification	Examination	<ul style="list-style-type: none">• One resit opportunity
Technical Qualification	Assignment	<ul style="list-style-type: none">• Opportunity for learners to rework assignment before• One resit opportunity in next academic year• If resitting, it must be a new task
Technical Qualification	Optional Units	<ul style="list-style-type: none">• Internally assessed and managed – C&G provide assessment through: Assignments, practical observation, evolve tests• One resit opportunity
Technical Qualification (KS5)	Employer Involvement	<ul style="list-style-type: none">• No resit opportunity (not assessed)• Opportunity to resubmit based on feedback from City & Guilds

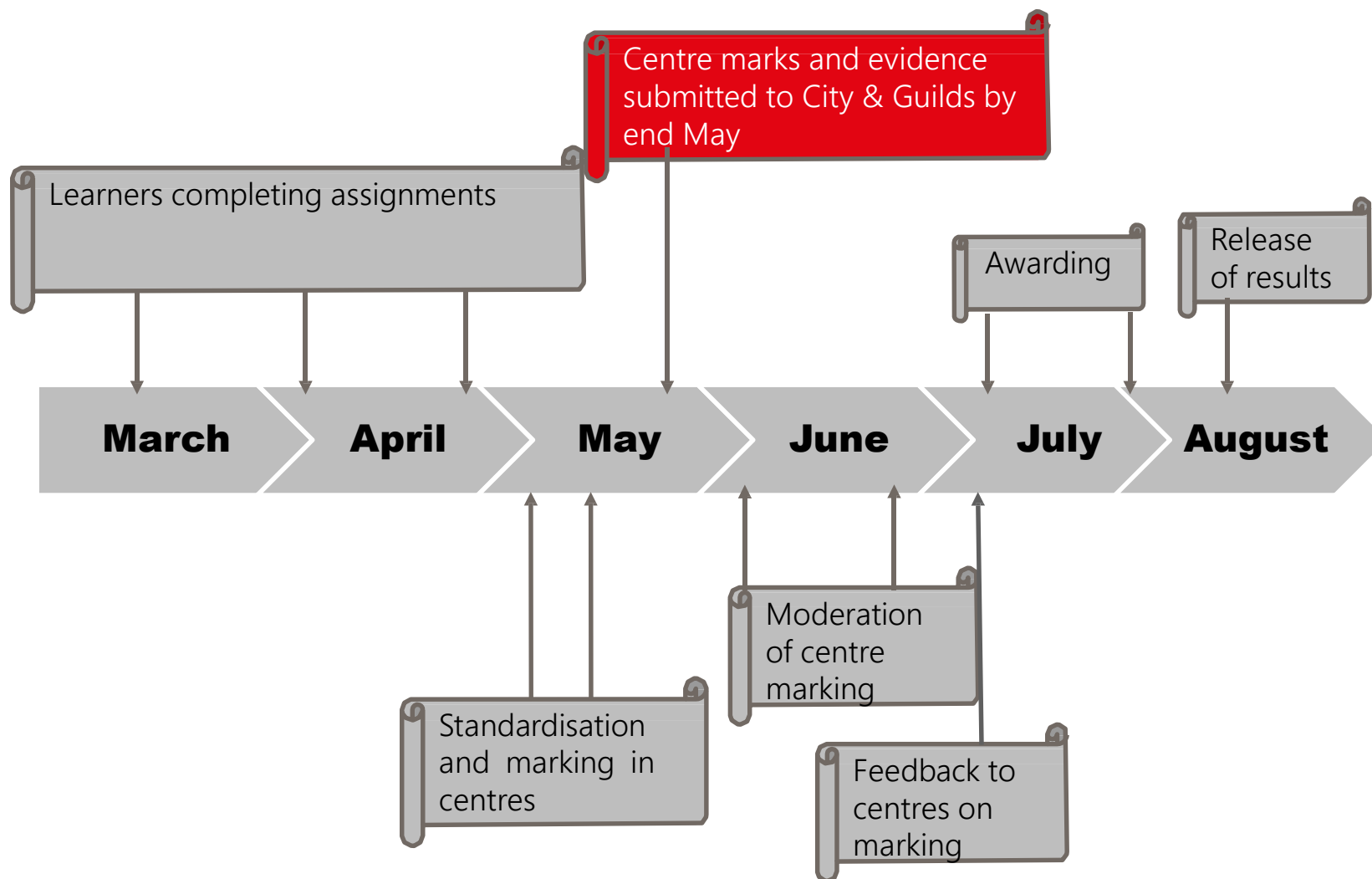
Under some circumstances learners may have the opportunity for learners to rework assignment before submission

1. Candidates who have **not yet submitted** work for internal marking can rework evidence during the assessment window. This is based on their own judgement of the quality of their work
2. Candidates who have submitted work for internal marking, but **have significantly underperformed**, can also rework elements of the assessments of the assessment provided that;
 - candidate led judgement rather than tutor
 - underperformance instead of tidying up work
 - all evidence and marks are submitted within published dates
 - monitored by IQA and City & Guilds
 - both original and reworked evidence are submitted to moderator

TECHNICAL QUALIFICATIONS

MODERATION





FUNDING

16-19 and 19+

❖ EFA Funding priorities are;

**Study
Programmes -
C&G TecBac**

**16-19
Apprenticeships
(via SFA)**

**Tech Levels and
Tech Certs**

**General applied
quals - A Levels,
AS Levels, GCSE's**

Traineeships

**GCSE's, Maths and
English and Func
Skills maths and
English**

PROGRAMMES OF STUDY 16-19 YR OLDS

A CHANGING LANDSCAPE



City&
Guilds

14-19 REFORMS

- Raise in participation age (RPA) by 2015
- Employer interaction required in delivery/assessment
- Greater technology use (FELTAG) – blended learning
- Success measure to include destinations
- Work placement required at 16-18

FUNDING : £4,000 per Learner

Overall grading

- ✓ 600 GLHs (540)
- ✓ Substantial qualification
- ✓ English & Maths
- ✓ Work Experience (BANDS 0-500 hrs)
- ✓ Non qualification activity

14-19 DFE/EFA FUNDING METHODOLOGY

- **Based on study programme requirements**

Band	Annual timetabled Hours/ and student type		National funding rate per student
5	540+ hours	<ul style="list-style-type: none"> • 16-17 year olds • Students aged 18 and over with high needs 	£4000
4a	450+ hours	Students aged 18 and over who are not high needs	£3,300
4b	450 to 539 Hours	<ul style="list-style-type: none"> • 16 and 17 year olds • Students aged 18 and over who have high needs 	£3,300
3	360 to 449 hours		£2,700
2	280 to 359 Hours		£2,133
1	Up to 279 hours		£4000 per FTE

19+ FUNDING PRIORITIES 2016/17 ONWARDS

Local Flexibility –
Level 2 and below

Adult Loans – from August 2016
the adult loans will be available to
19+ learners and L3-L6, previously
only available to 24+ L5-L6

**19+ funding is related
to 4 L's**

Apprenticeship Levy – All large
companies will be required
to pay a levy from April 2017

Legal Entitlement –
Level 2 and Level 3

ADULT EDUCATION BUDGET (AEB) 19+

A CHANGING LANDSCAPE



THE 3 MAIN L'S – LEGAL, LOCAL, LOANS

- **Legal entitlement** funding for L2 and L3 only, 10% of AEB budget, eligible adults are those who have not gained a full level 2 or 3 only.
- **Local Flexibility** funding for Entry – L2 only. LEPs and Combined authorities manage this budget and decide what qualifications will gain this funding based on local needs.
- **19+ Adult loans.** As of August 2016 the 24+ loans for L3-4 only will be opened up to 19+ learners and levels 3-6. Awarding bodies can submit eligible qualifications (must be 150 GLH and L3-6) for approval to gain adult loan provision. This will become the main funding route for all 19+ adult learners that are not entitled to legal entitlement.

The background of the slide is a collage of two images. On the left, a man with grey hair and glasses, wearing a blue and white striped shirt, is looking towards the camera. On the right, a woman with blonde hair is working on a mechanical component, using a red probe and a black probe. The text "QUESTIONS?" is overlaid on the man's image in a red box.

QUESTIONS?

& ANSWERS

DISCOVER MORE AT WWW.TECHBAC.COM

APPENDIX 1

USEFUL INFORMATION



TECHNICAL QUALIFICATIONS

QAP APPROVAL

Approval

- Approved centres – QAP
- New organisations – CAP
- Approval visit – all centres
- Approval visit & employer involvement plan check - KS5 only

Registration

- Learners registered as normal through Walled Garden

Booking

- Centres must book learners for assessments in the year that they will complete them (synoptic assessment & external assessment)
- Two booking windows – November & January
- Learners booked for synoptic practical assignment
- Learners booked through Evolve for external assessment (dated entry)



TECHNICAL QUALIFICATIONS

EMPLOYER INVOLVEMENT



For the KS5 Technical Qualifications (L2 & L3), the Employer Involvement component MUST be met by all learners in order to achieve the qualification.

**Stage 1 -
Approval**

- Centre completes Employer Involvement plan as part of Qualification approval
- City & Guilds review plan during Approval visit and give improvement actions where necessary
- Plan signed off when Approval is granted

**Stage 2 -
Delivery**

- Learners undertake range of 'meaningful' Employer Involvement activities
- Centres ensure that learners evidence of Employer Involvement activities is captured
- Contingency arranged for learners unable to complete / access Employer Involvement activities

**Stage 3
Submission**

- Centre completes Employer Involvement declaration and submits evidence for learners in sample
- City & Guilds review declaration and learner evidence and confirm whether requirement has been met (remote activity)
- If required, City & Guilds provide actions to be completed by centre in order for requirements to be met

TECHNICAL QUALIFICATIONS

EMPLOYER INVOLVEMENT (cont)



What is considered 'meaningful' Employer Involvement?

YES	NO
<p>It must relate to mandatory content of qualification and could include the following;</p> <ul style="list-style-type: none">• Structured work experience / work placements• Adapted / locally set tasks and assessments• Practical activities / visits• Guest lectures / master classes from employers• Employers acting as expert witnesses during	<p>The following activities, whilst valuable, do not meet the requirement for meaningful employer involvement;</p> <ul style="list-style-type: none">• employers' or industry practitioners' input to the content of a qualification;• employers hosting visits, providing premises, equipment;• employers providing talks or contributing to employability, general careers advice, CV writing, training etc;• attendance at career fairs, events or other opportunities;• simulated working environments e.g.• employers providing students with job

TECHNICAL QUALIFICATIONS

**HOW THEY LINK TO
THE TECHBAC**

HOW TECHBAC WORKS

TECHNICAL SKILLS



PROFESSIONAL SKILLS

New employer recognised City & Guilds qualifications;

- Designed to meet the latest education reforms
- Relevant to the latest industry needs
- Rigorous, high quality practical learning with outcomes in mind
- UCAS points at Level 3

City & Guilds Workplace Skills is a blended approach to developing the transferable and social skills;

- Develop, accredit and showcase 24 workplace skills, enriching your learners' CVs
- Helps learners to feel confident and ready for the world of work

To create, recognise and award these attributes and behaviours, we have developed the Workplace skills, our gateway to Workplace Skills.



Rounded individual who is:

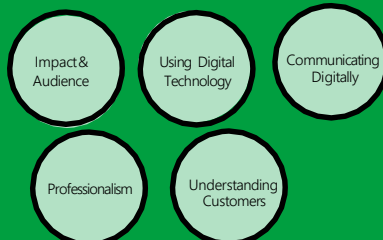
CONFIDENT, TALENTED, MOTIVATED AND READY TO WORK

MY SKILLS



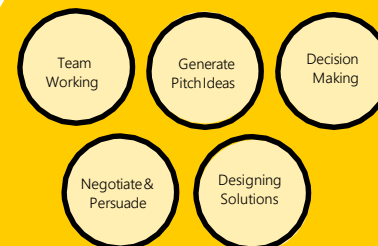
A series of rich e-learning resources, mapped to the 7 core employability skills of City & Guilds Workplace Skills.

CV BUILDER



The online CV brings together everything the learner has achieved and allows them to easily share their achievements with potential employers.

TEAM CHALLENGE



This nationally set competition allows learners to work together on a task that is set and judged by leading employers like the BBC.

WORK PLACEMENT SUPPORT



The Techbac Skills Zone provides learners with access to e-learning to help them prepare the most from their placement, as well as an interactive Logbook to help them track and what

MY PROJECT QUALIFICATION



The project qualification available at level 2 and level 3 is highly regarded by universities and schools for promoting independent learning. Level 3 carries UCAS points to support progression to higher education.

WORKPLACE SKILLS DEMO

