

# City & Guilds Level 3 Certificate for Retrofit Advisors (7618-03)

January 2024 Version 1.0

**UNIT 302: Guidance for Retrofit Installation  
and  
UNIT 303: Communication for Retrofit Projects**

**Candidate Guidance for Synoptic Assessment  
of Unit 302 and Unit 303**

**Version 1.0**

Version and date	Change detail	Section
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## Contents

Introduction to the Synoptic Assessment.....	4
Order of Tasks in the Synoptic Assessment.....	4
Preparing to carry out the Synoptic Assessment.....	5
Carrying out the Synoptic Assessment.....	5
Format of the Assignment tasks.....	6
After the Synoptic Assessment has been completed.....	7
If you fail the Synoptic Assessment.....	7

## Introduction to the Synoptic Assessment

The Synoptic assessment for units 302 and 303 comprises an assignment containing 4 tasks. The assignment will assess your knowledge, understanding and skills developed throughout your learning in these units.

You will be required to complete the following 4 tasks:

- 2 written reports
- 1 presentation
- 1 interview with your assessor

The 4 tasks (written reports, presentation and interview) will constitute 100% of your grade for this assessment. They are weighted as follows:

<b>Assessment</b>	<b>Total Mark</b>	<b>Weighting</b>
<b>Task A – Written Report (36 marks)</b> <b>Task B – Written Report (24 marks)</b>	<b>60</b>	<b>60%</b>
<b>Task C – Presentation</b>	<b>20</b>	<b>20%</b>
<b>Task D – Interview with Assessor</b>	<b>20</b>	<b>20%</b>

## Order of Tasks in the Synoptic Assessment

Task A and Task B:

- You will be required to complete Task A and Task B **before** undertaking Task C.

Task C:

- After completing Task A and Task B, you will be given instructions that require you to prepare and deliver a presentation for Task C.
- You will be given a week to prepare your presentation for Task C. Your assessor will tell you the date on which you will deliver your presentation.

Task D:

- Task D can be completed before **or** after the completion of Tasks A, B and C. Your assessor will tell you when you should carry out Task D. They will ensure you have sufficient notice of the date for the interview.

## Preparing to carry out the Synoptic Assessment

This synoptic assessment should only be undertaken after you have completed your learning for Units 302 and 303.

Each task in the assignment will cover content from the qualification handbook for City & Guilds Level 3 Certificate for Retrofit Advisors (7618-03). Your tutor will have clear instructions regarding how to help you structure your learning in preparation for undertaking the tasks in the assignment.

You should ensure that you:

- are ready and prepared to carry out the assignment by completing your learning from units 302 and 303 before the synoptic assessment takes place
- have been notified of the dates on which you will carry out each task
- understand the rules for carrying out each task prior to beginning the task.

## Carrying out the Synoptic Assessment

**Task A and Task B** are contained in **Part 1** of the Candidate Synoptic Assignment Pack for the 202 & 203 Synoptic Assessment.

You will be given the Candidate Assignment Pack for Task A and Task B at the start of the assessment session for these tasks.

**Task C and Task D** are contained in **Part 2** of the Candidate Synoptic Assignment Pack for the 202 & 203 Synoptic Assessment.

You will be given the Candidate Pack for Task C and Task D in advance of the date(s) on which the assessment of Task C and Task D are taking place.

Task A and Task B:

- You will carry out Task A and Task B under controlled conditions. At the start of the assessment, your assessor will explain the rules for these tasks
- When carrying out Task A and Task B, you are **not** permitted to access any part of the qualification handbook for City & Guilds Level 3 Certificate for Retrofit Advisors (7618-03)
- You must start and complete both Task A and Task B on the same day. If Task A and B are completed over more than one session during the day, all documentation, paperwork, and removable media used in the assessment, will be placed in a secure location
- You will create two written reports – one report for Task A and one report for Task B. You may refer to your own course materials and conduct internet searches while you write your reports. You will have 2.5 hours to complete Task A and 1.5 hours to complete Task B. These are suggested timings and will not form part of the marking criteria.

### Task C:

- You will be given an assignment brief to carry out Task C. You will receive the assignment brief one week before the submission deadline for Task C
- You will deliver your prepared presentation for Task C to your Assessor and an audience
- You may deliver your presentation via any appropriate medium. Your assessor will confirm the date on which your presentation will take place. They will also check with you regarding any equipment you might need to deliver your presentation
- Your presentation must include written material
- It is recommended that you spend up to 1 hour and 50 minutes in preparing your presentation
- Delivery of your presentation should last 10 minutes. As part of your presentation, you will be asked at least one question about what you have presented.

### Task D:

- Task D consists of one interview with your Assessor
- The purpose of the interview is to assess your understanding of the retrofit advisor role and how you would carry out certain aspects of the role
- The interview will last for approximately 30 minutes
- Your assessor will ask you 10 questions during the interview
- You will be asked questions about the retrofit process and the communication techniques needed by a retrofit advisor.
- City & Guilds do not prescribe the exact wording of the questions you will be asked in your interview. Your assessor will ensure the questions are clear and relevant.
- You will not be told the interview questions before the interview
- You will be asked questions based on your learning from:
  - Unit 302: Guidance for Retrofit Installation
    - Learning Outcome 1: Understand the retrofit process required by current retrofit specifications and additional requirements for other types of buildings
    - Learning Outcome 4: Understand the types of thermal insulation used for the retrofit of buildings and how these insulation methods differ according to the age and type of the building
  - Unit 303: Communication for Retrofit Projects
    - Learning Outcome 1: Be able to apply effective communication principles which are relevant to retrofit projects
    - Learning Outcome 2: Understand how to effectively communicate with stakeholders involved in retrofit projects.
- You are not allowed to take any materials, including notes or course materials, into the interview.

### Format of the Assignment tasks

Each task in the Assignment will contain specific information to assist you in completing the assignment. For Task A and Task B, (the reports) the task instructions contain a **Scenario** and a **Requirement**.

- **Scenario:** gives the context and intended recipient or audience for the report

- **Requirement:** sets out the evidence you must produce for the task. It details the specific elements that you need to provide in your report; and provides a mark allocation for guidance.

For Task C (the presentation), the task instructions contain a **Scenario**, a **Requirement** and **What must be produced for marking**.

- **Scenario:** gives the context and the intended recipient or audience for the presentation
- **Requirement:** sets out the evidence you must produce for the task. It details the specific elements that you need to provide in your presentation and provides a mark allocation for guidance
- **What must be produced for marking** – confirms that you are required to deliver a 10 minute presentation, observed by your assessor, who will assess the learning you have evidenced in your presentation.

For Task D (the interview), the task instructions contain the **Requirement** for the Task:

- **Requirement:** confirms that you will be required to answer questions about the retrofit process and the communication techniques required as a retrofit advisor.

#### After the Synoptic Assessment has been completed

Your tutor/assessor will complete their notes and further checks, and then provide you with a final mark and confirm whether you have passed the assessment.

#### If you fail the Synoptic Assessment

- If you fail the synoptic assessment, you may be able to re-take a new version of the assessment.
- The synoptic assessment may be retaken after a minimum period of 1 week (5 working days) after the previous sitting of the previous assessment.
- Your assessor will provide you with feedback to help you prepare for the retake of the assessment. You will be advised to supplement the assessor's feedback by engaging in additional learning or development that will support you in preparing to re-take the assessment.
- The assessor's feedback cannot tell you what you need to produce to achieve a pass. The feedback will provide suggestions for any additional learning or development to support you in preparing to retake the assessment.
- Your tutor/assessor will make arrangements for the retake and will complete the required records for this.