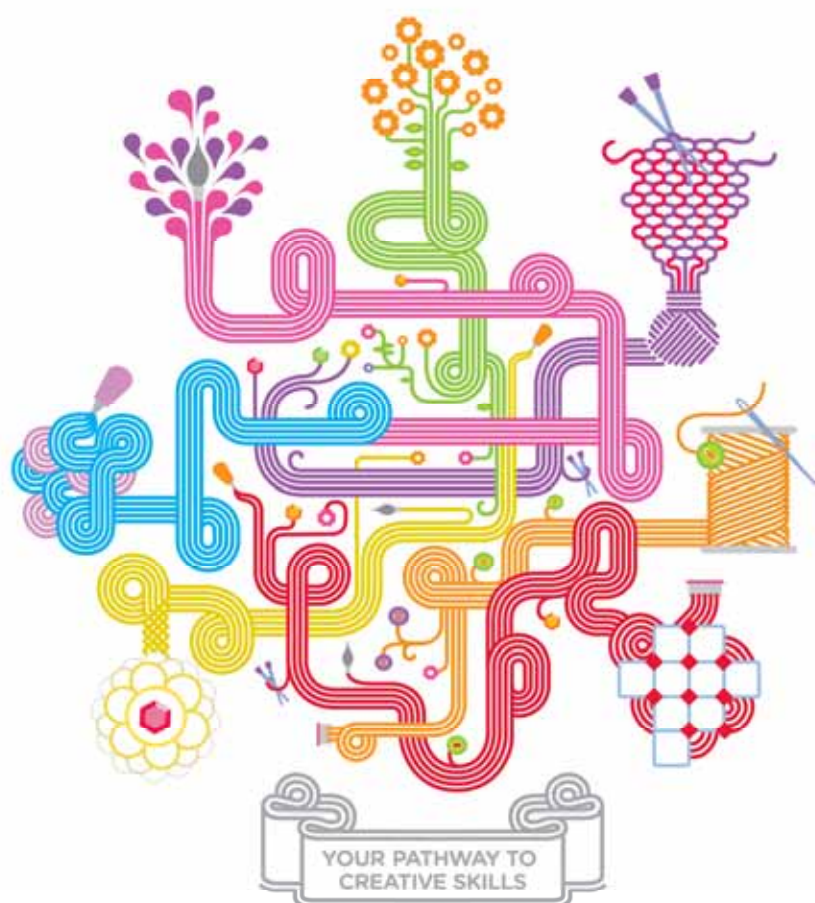


Level 1, 2 and 3 Award, Certificate and Diploma in Creative Techniques (7111, 7112 and 7113)

Qualification handbook

Fashion, Textiles, Floral, Sugarcraft



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

centresupport@cityandguilds.com

Level 1, 2 and 3 Award, Certificate and Diploma in Creative Techniques (7111, 7112 and 7113)

Qualification handbook

Level 1 Award

Level 2 Award

Level 3 Award

Level 1 Certificate

Level 2 Certificate

Level 3 Certificate

Level 2 Diploma

Level 3 Diploma

City & Guilds
Skills for a brighter future



www.cityandguilds.com

Contents

1	Introduction to the qualifications	5
2	Centre requirements	8
3	Rules of combination	11
4	Units	14
5	Assessment	21
6	Course design and delivery	24
6.1	Initial assessment and induction	24
6.2	Recommended delivery strategies	25
Appendix 1	Creative Techniques qualifications	26
Appendix 2	Sources of general information	39

City & Guilds
Skills for a brighter future



www.cityandguilds.com

1 Introduction to the qualifications

This document contains the information that centres need to offer the qualifications listed in Appendix 1

The qualifications are offered in the following categories:

- Fashion
- Textiles
- Floral
- Sugarcraft

1.1 Introduction to Creative Techniques

Welcome to Creative Techniques, a QCF accredited suite of creative qualifications

For many years City & Guilds creative qualifications has provided people around the globe with craft skills that form the basis of a cultural tradition, whilst promoting the highest level of innovation and design. This new qualification builds on the strength of previous City & Guilds design and craft qualifications, providing an extensive range of subjects from which learners can acquire practical skills and knowledge essential to work within the creative industries.

A fusion of applied skills and underpinning knowledge will equip learners with the ability to make informed decisions about design and creative processes in a contemporary context. Successful learners will produce unique and innovative work carried out to the highest levels of craftsmanship, backed with sound subject knowledge and developed research skills.

The inclusion of contextualised employability skills will allow learners to investigate industry and commerce whilst preparing them for future vocational opportunities such as starting their own business as a sole-practitioner or full-time employment within the creative industries.

A flexible qualification structure

Creative Techniques is unitised and offered at levels 1, 2 and 3. Therefore unlike previous City & Guilds qualifications an award, certificate and diploma are offered within **each** of the three levels.

Award

To achieve the **award** learners must complete **one** unit at any level from either the mandatory or optional craft list. Each single unit award provides a structured course for the learner with limited time available.

Example

- To achieve the level 1 Award in Creative Techniques in Fashion – Sewing Machine Skills learners must be enrolled on and successfully complete the level 1 Fashion – Sewing Machine Skills unit

Certificate

To achieve the **certificate** learners must complete four units – **two** mandatory design units and **two** units from the options in the selected craft pathway. The craft pathway units are determined by the tutor/assessor prior to enrolment

Example

- To achieve the level 2 Certificate in Creative Techniques in Sugarcraft, learners must successfully complete **four** units. The **two** mandatory units – Design and Sampling-Design Ideas and **two** optional units from within the Sugarcraft craft pathway eg Sugar Decoration-Botanical Study and Sugar Decoration-Table Styling

Diploma

A **diploma** is designed to be taken as a full-time course. To achieve the diploma learners must complete **fifteen** units – **all** seven mandatory and eight from the optional units in the selected craft pathway.

Guided learning hours (GLH)

Each unit at level 1 and 2 requires 30 GLH. Level 3 mandatory units require 30 GLH each whilst the craft pathway units are 60 GLH. This reflects the level of complexity and innovation required.

The GLH for each route are as follows:

- All awards at level 1 and 2 are 30 GLH
- Mandatory unit awards at level 3 are 30 GLH
- Craft Pathway unit awards at level 3 are 60GLH
- All certificates at level 1 and 2 are 120 GLH
- Level 3 craft pathway certificate is 180 GLH
- Diploma at level 1 and 2 are 450 GLH
- Diploma at level 3 is 690 GLH

Centres are free to organise the pattern of delivery of the GLH as they require.

Unit information

Units are grouped into mandatory and optional lists.

Mandatory units are divided into three areas at levels 1, 2 and 3

Design consists of two units –

- Design
- Sampling

Employability skills consists of four units –

- Producing Documents
- Creating Promotional Materials
- Business Knowledge – Creative Business
- Business Skills

Professional Practice consists of one unit –

- Professional Practice Associated with the Creative Industries

Optional units are subject specialisms which are divided into four **Craft Pathways**. Centres will decide which units to offer as appropriate to their needs.

Fashion includes fashion wear, tailoring, lingerie, fashion corsetry, theatre costume and millinery as well as additional skills in subjects like pattern cutting.

Textiles include both stitched and constructed textiles with subjects like embroidery, machine embroidery, quilting, feltmaking, hand knitting, machine knitting, weaving and basketry available. Additional skills include textile decoration.

Floral units cover floristry, flower arranging, garden design and balloon artistry with both traditional and innovative skills represented.

Sugarcraft includes work with royal icing, sugar paste, pastillage, marzipan, sugar flowers and chocolate. In addition there is a unit in table styling.

1.2 Opportunities for progression

Candidates may progress to different levels within Creative Techniques, eg; from an Award to a Certificate, from a Certificate to Diploma. On completion of these qualifications candidates may progress into employment or onto:

- City & Guilds HLQ in Higher Professional Diploma in Creative Arts.

2 Centre requirements

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres not yet approved by City & Guilds

To offer these qualifications, new centres will need to gain both **centre and qualification approval**. Please refer to **Appendix 2** for further information.

Existing City & Guilds centres

To offer these qualifications centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to **Appendix 2** for further information.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the Design and Craft qualifications may apply for approval for the new Creative Techniques suite using the **fast track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualifications using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

2.1 Resource requirements

Human resources

To meet the quality assurance criteria for these qualifications, the centre must ensure that the following internal roles are undertaken:

- quality assurance co-ordinator
- tutor/assessor
- internal verifier.

Staff delivering the qualifications

All new teachers delivering publicly funded qualifications in the learning and skills sector (all post 16 education – including FE, adult and community learning, work-based learning, offender education) in England are now required to take qualifications which form part of the Qualified Teacher – Learning and Skills (QTLS) framework. City & Guilds offers a range of qualifications within the QTLS framework. Details are available on the QTLS pages of **www.cityandguilds.com**.

Staff delivering these qualifications must also be able to demonstrate that they meet the following occupational expertise requirements.

- be technically competent in the area for which they are delivering training and/ or have experience of providing training. This knowledge must be at least to the same level as the training being delivered.
- have recent relevant experience in the specific area they will be assessing.

Centre staff may undertake more than one role eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Tutor/Assessors must

- be occupationally knowledgeable in the area for which they are delivering training. This knowledge must be at least to the same level as the training being delivered.
- have credible experience of providing training.

Internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area and of best practice in delivery, mentoring, training, assessment and verification remains current, and takes account of any national or legislative developments.

2.2 Candidate entry requirements

Learner entry requirements

Learners should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for learners undertaking these qualifications. However, centres must ensure that learners have the potential and opportunity to successfully gain the qualifications.

Please see section 6 of this document, Course design and delivery, which offers guidance on initial assessment.

Age restrictions

The level 3 qualifications are not approved for use by learners under the age of 16, and City & Guilds cannot accept any registrations for learners in this age group.

Progression

On completion of these qualifications learners may progress into employment or to the following City & Guilds qualifications:

- Level 1, 2 and 3 Awards, Certificates and Diplomas in Creative Techniques
- Level 1, 2 and 3 City & Guilds / AQA 14-19 Creative and Media Diplomas
- City & Guilds HLQ in Creative Arts.

Europass Certificate Supplement

A Europass Certificate Supplement is available for Creative Techniques.

The Certificate Supplement is part of a European initiative called Europass which aims at facilitating mobility by making it easier to understand skills and qualifications, especially outside the issuing country.

The Certificate Supplement can be used to help learners find a job, get experience or enrol in an education or training programme abroad. It may also assist employers to identify the best applicant to work for their organisation.

The Certificate Supplement sits alongside the official certificate and is supplied by the awarding body which develops the qualification.

For more information on Europass and to download the Certificate Supplement for free, please visit **www.cityandguilds.com/europass**.

3 Rules of combination

Rules of combination are used to define the structure of qualifications. The rules of combination specify the credits which must be achieved through a particular combination of units to gain a full qualification.

This section provides information about the full qualifications which may be awarded to learners successfully completing the required combinations of units and/or credits as shown in the tables below:

Craft Pathway	Level 1 Award	GLH	Expected own learning time	Level 1 Certificate	GLH	Expected own learning time	Level 1 Diploma	GLH	Expected own learning time
Fashion	One of units 100 – 109 (4 credits)	30	10	001, 002 and two of units 100 – 109 (14 credits)	120	20	Not offered		
Textiles	One of units 200 – 210 (4 credits)	30	10	001, 002 and two of units 200 – 210 (14 credits)	120	20	Not offered		
Floral	One of 600 – 608 (4 credits)	30	10	001, 002 and two of units 600 – 608 (14 credits)	120	20	Not offered		
Sugarcraft	One of 700	30	10	001, 002 and	120	20	Not offered		

- 710 (4 credits)	two of units 700 - 710 (14 credits)
-----------------------------	--

Craft Pathway	Level 2 Award	GLH	Expected own learning time	Level 2 Certificate	GLH	Expected own learning time	Level 2 Diploma	GLH	Expected own learning time
Fashion	One of units 100 – 126 (6 credits)	30	30	001, 002 and two of units 100 – 126 (20 credits)	120	80	001, 002, 003, 004, 005, 006, 007 and eight of units 100 – 126 (78 credits)	450	330
Textiles	One of units 200 – 224 (6 credits)	30	30	001, 002 and two of units 200 – 224 (20 credits)	120	80	001, 002, 003, 004, 005, 006, 007 and eight of units 200 – 224 (78 credits)	450	330
Floral	One of units 600 – 612 (6 credits)	30	30	001, 002 and two of units 600 – 612 (20 credits)	120	80	Not offered		
Sugarcraft	One of units 700 – 710 (6 credits)	30	30	001, 002 and two of units 700 – 710 (20 credits)	120	80	Not offered		

Craft Pathway	Level 3 Award	GLH	Expected own learning time	Level 3 Certificate	GLH	Expected own learning time	Level 3 Diploma	GLH	Expected own learning time
Fashion	One of units 100 – 115 (9 credits)	60	30	001, 002 and two of units 100 – 115 (30 credits)	180	120	001, 002, 003, 004, 005, 006, 007 and eight of units 100 – 115 (115 credits)	690	460
Textiles	One of units 200 – 233 (9 credits)	60	30	001, 002 and two of units 200 – 233 (30 credits)	180	120	001, 002, 003, 004, 005, 006, 007 and eight of units 200 – 233 (115 credits)	690	460
Floral	One of units 600 – 609 (9 credits)	60	30	001, 002 and two of units 600 – 609 (30 credits)	180	120	Not offered		
Sugarcraft	One of units 700 – 709 (9 credits)	60	30	001, 002 and two of units 700 – 709 (30 credits)	180	120	Not offered		

4 Units

Availability of units

The units for this qualification are contained within separate unit handbooks which are available on the City & Guilds website.

Units are listed on the following pages in Level order.

Level 1 unit list

Mandatory units

Design	
Unit number	Unit title
7111 – 001	Design
7111 – 002	Sampling – Design Ideas

Employability skills	
Unit number	Unit title
7111 – 003	Producing Documents for a Creative Business
7111 – 004	Introduction to Creating Promotional Materials
7111 – 005	Building Business Knowledge – Local Creative Businesses
7111 – 006	Start-up Business Skills – Promotion for an Item

Professional practice	
Unit number	Unit title
7111 – 007	Professional Practice associated with the Creative Industries

Optional units

Craft pathway – Fashion	
Unit number	Unit title
7111 – 100	Fashion – Sewing Machine Skills
7111 – 101	Fashion – Sleeveless Blouse or Top
7111 – 102	Fashion – Unlined Skirt
7111 – 103	Fashion – Casual Trousers
7111 – 104	Fashion – Textile Decoration
7111 – 105	Fashion – Theatre Costume from Found Objects
7111 – 106	Fashion – Theatre Costume from Paper
7111 – 107	Fashion – Embellished Bag with a Handle

7111 – 108	Fashion – Fabric Hat
7111 – 109	Fashion – Illustration

Craft pathway – Textiles

Unit number	Unit title
7111 – 200	Textiles – Sewing Machine Skills
7111 – 201	Textiles – Hand Embroidery
7111 – 202	Textiles – Machine Embroidery
7111 – 203	Textiles – Patchwork and Quilting
7111 – 204	Textiles – Textile Decoration
7111 – 205	Textiles – Hand Knit Textiles
7111 – 206	Textiles – Machine Knit Textiles
7111 – 207	Textiles – Crocheted Textiles
7111 – 208	Textiles – Felt Making
7111 – 209	Textiles – Hand Weaving
7111 – 210	Textiles – Hand Woven Baskets

Craft pathway – Floral

Unit number	Unit title
7111 – 600	Floral Design – Boutonnieres and Corsages
7111 – 601	Floral Design – Traditional Floral Arrangements
7111 – 602	Floral Design – Small Hand Tied Items
7111 – 603	Floral Design – Small Tributes
7111 – 604	Floral Design – Wedding Items
7111 – 605	Floral Design – Hung Items and Garlands
7111 – 606	Floral Design – Contemporary Floral Designs; Colour, Line and Texture
7111 – 607	Floral Design – Botanical Drawings
7111 – 608	Garden Design – Country Garden

Craft pathway – Sugarcraft

Unit number	Unit title
7111 – 700	Sugar Decoration – Royal Icing
7111 – 701	Sugar Decoration – Sugar Paste
7111 – 702	Sugar Decoration – Pastillage
7111 – 703	Sugar Decoration – Bar Gateau
7111 – 704	Sugar Decoration – Botanical Study
7111 – 705	Sugar Decoration – Fantasy Flowers
7111 – 706	Sugar Decoration – Floral Sugar Display for Tableware
7111 – 707	Sugar Decoration – Wired Floral Corsage
7111 – 708	Sugar Decoration – Working with Marzipan
7111 – 709	Sugar Decoration – Table Styling
7111 – 710	Sugar Decoration – Works using Chocolate Coverings

Level 2 unit list

Mandatory units

Design	
Unit number	Unit title
7112 – 001	Design
7112 – 002	Sampling – Exploring Potential of Ideas and Materials

Employability skills	
Unit number	Unit title
7112 – 003	Producing Documents for a Creative Business
7112 – 004	Creating Promotional Material for Corporate Business
7112 – 005	Building Business Knowledge – Analysing Creative Businesses
7112 – 006	Start-up Business Skills – Promoting a Creative Product

Professional practice	
Unit number	Unit title
7112 – 007	Professional Practice associated with the Creative Industries

Optional units

Craft pathway – Fashion	
Unit number	Unit title
7112 – 100	Fashion – Blouse, Shirt or Jacket
7112 – 101	Fashion – Panelled Skirt
7112 – 102	Fashion – Tailored Skirt
7112 – 103	Fashion – Fitted, Unlined Trousers
7112 – 104	Fashion – Tailored Jacket
7112 – 105	Fashion – Lingerie
7112 – 106	Fashion – Corsetry Bra
7112 – 107	Fashion – Waspie Corset
7112 – 108	Fashion – A Victorian Style Corset
7112 – 109	Fashion – Fabric Decoration, Added Colour
7112 – 110	Fashion – Fabric Decoration, Added Pattern
7112 – 111	Fashion – Theatre Costume for a Named Character
7112 – 112	Fashion – Theatre Costume, Historical and Accessory
7112 – 113	Fashion – Pattern Cutting, Bodice and Sleeve Blocks and Toiles
7112 – 114	Fashion – Pattern Cutting, Adapting a Bodice Block to a Design
7112 – 115	Fashion – Pattern Cutting, Skirt and Trouser Blocks and Toiles
7112 – 116	Fashion – Pattern Cutting, Dress Blocks and Adaptations
7112 – 117	Fashion – Accessory – Structured, Lined Handbag
7112 – 118	Fashion – Illustration, Children’s Wear
7112 – 119	Fashion – Illustration, Children’s Wear

7112 – 120	Fashion – Illustration, Women’s Wear
7112 – 121	Fashion – Illustration, Women’s and Mens’ Wear Collection
7112 – 122	Fashion – Millinery, Soft Hat with Textured Sideband
7112 – 123	Fashion – Millinery, Blocked Straw Hat with a Brim
7112 – 124	Fashion – Millinery, Blocked Felt Hat
7112 – 125	Fashion – Computer Pattern Grading, Blouse or Shirt
7112 – 126	Fashion – Computer Pattern Grading, Skirt and Trousers or Shorts

Craft pathway – Textiles

Unit number	Unit title
7112 – 200	Textiles – Collection of Hand Embroidered Textiles
7112 – 201	Textiles – Traditional Hand Embroidery
7112 – 202	Textiles – Innovative Hand Embroidery
7112 – 203	Textiles – Collection of Quilting, Patchwork and Appliqué Textiles
7112 – 204	Textiles – Item of Patchwork with Quilting
7112 – 205	Textiles – Item of Appliqué with Quilting
7112 – 206	Textiles – Textile Decoration, Added Colour
7112 – 207	Textiles – Textile Decoration, Added Pattern
7112 – 208	Textiles – Collection of Machine Embroidered Textiles
7112 – 209	Textiles – Traditional Machine Embroidery
7112 – 210	Textiles – Innovative Machine Embroidery
7112 – 211	Textiles – Collection of Hand Knit Textiles
7112 – 212	Textiles – Traditional Hand Knit Garment
7112 – 213	Textiles – Innovative Hand Knit Garment
7112 – 214	Textiles – Collection of Machine Knit Textiles
7112 – 215	Textiles – Traditional Machine Knit Garment
7112 – 216	Textiles – Innovative Machine Knit Garment
7112 – 217	Textiles – Collection of Hand Made Felt
7112 – 218	Textiles – Traditional Hand Made Felt
7112 – 219	Textiles – Innovative Hand Made Felt
7112 – 220	Textiles – Collection of Woven Textiles
7112 – 221	Textiles – Traditional Hand Woven Textile
7112 – 222	Textiles – Innovative Hand Woven Textile
7112 – 223	Textiles – Basket Weaving, Round Basket with Cross Handle
7112 – 224	Textiles – Basket Weaving, Oval Basket with Side Handles

Craft pathway – Floral

Unit number	Unit title
7112 – 600	Floral Design – Wired Items
7112 – 601	Floral Design – Decorative Table Arrangements
7112 – 602	Floral Design – Hand Tied Bouquets
7112 – 603	Floral Design – Tributes with Bases
7112 – 604	Floral Design – Co-ordinated Wedding Items

7112 – 605	Floral Design – Hanging Decorative Items
7112 – 606	Floral Design – Contemporary Floral Designs; Material Manipulation and Collage
7112 – 607	Floral Design – Botanical Illustrations
7112 – 608	Garden Design – Urban Garden
7112 – 609	Garden Design – Low Maintenance Garden

Craft pathway – Sugarcraft

Unit number	Unit title
7112 – 700	Sugar Decoration – Royal Icing
7112 – 701	Sugar Decoration – Sugar Paste Cake
7112 – 702	Sugar Decoration – Pastillage
7112 – 703	Sugar Decoration – Tea Fancies
7112 – 704	Sugar Decoration – Botanical Study
7112 – 705	Sugar Decoration – Fantasy Flowers
7112 – 706	Sugar Decoration – Floral Sugar Display for Table Ware
7112 – 707	Sugar Decoration – Wired Floral Double Ended Spray
7112 – 708	Sugar Decoration – Marzipan Modelling
7112 – 709	Sugar Decoration – Table Styling
7112 – 710	Sugar Decoration – Works using Chocolate Couverture

Level 3 unit list

Mandatory units

Design

Unit number	Unit title
7113 – 001	Research for Design
7113 – 002	Sampling – Develop, Refine and Innovate Ideas

Employability skills

Unit number	Unit title
7113 – 003	Create, Store and Use Data for a Creative Business
7113 – 004	Creating Promotional Material for a Product and Creative Business
7113 – 005	Building Business Knowledge – Handbook for a Creative Business
7113 – 006	Start-up Business Skills – Business Plan for a Creative Business

Professional practice

Unit number	Unit title
7113 – 007	Professional Practice associated with the Creative Industries

Optional units

Craft pathway – Fashion

Unit number	Unit title
7113 – 100	Fashion – Pattern Cutting and Modelling
7113 – 101	Fashion – Blouse or Shirt with Advanced Styling
7113 – 102	Fashion – Advanced Style Skirt
7113 – 103	Fashion – An Advanced Style Cullotte, Trousers or Shorts
7113 – 104	Fashion – Advanced Style Dress
7113 – 105	Fashion – Advanced Style, Lined Jacket
7113 – 106	Fashion – Theatre Costume, Advanced Historical Costume
7113 – 107	Fashion – Theatre Costume with Supports
7113 – 108	Fashion – Theatre Costume, Advanced Accessory
7113 – 109	Fashion – Theatre Costume, Body Extensions for Character Performance
7113 – 110	Fashion – Advanced Textile Decoration
7113 – 111	Fashion – Advanced Millinery, Bridal Headwear
7113 – 112	Fashion – Advanced Millinery, Blocked Felt Hat with Decorative Join
7113 – 113	Fashion – Advanced Millinery, Blocked Straw Hat with Double Brim
7113 – 114	Fashion – Advanced Millinery, Pile Fabric Soft Hat
7113 – 115	Fashion – Advanced Millinery, Draped Hat

Craft pathway – Textiles

Unit number	Unit title
7113 – 200	Textiles – Experimental Collection of Hand Embroidery
7113 – 201	Textiles – Hand Embroidered Panel or Hanging
7113 – 202	Textiles – Hand Embroidered Accessory or Set of Accessories
7113 – 203	Textiles – Hand Embroidered Functional Item
7113 – 204	Textiles – Advanced Textile Decoration
7113 – 205	Textiles – Experimental Collection of Quilting, Patchwork and Appliqué
7113 – 206	Textiles – Quilted Patchwork Panel or Hanging
7113 – 207	Textiles – Wholecloth Quilt
7113 – 208	Textiles – Quilting, Patchwork and Appliqué, Container or Box
7113 – 209	Textiles – Experimental Collection of Machine Embroidery
7113 – 210	Textiles – Machine Embroidered Hanging
7113 – 211	Textiles – Machine Embroidered Accessory or Set of Accessories
7113 – 212	Textiles – Machine Embroidered Functional Item
7113 – 213	Textiles – Experimental Collection of Basketry Techniques
7113 – 214	Textiles – Basket using Coiling Techniques
7113 – 215	Textiles – Basket using Twining Techniques
7113 – 216	Textiles – Basket using Plaiting Techniques
7113 – 217	Textiles – Basket using Rush, Cane, or Willow Techniques
7113 – 218	Textiles – Experimental Collection of Hand Made Felt

7113 – 219	Textiles – Hand Made Felt Panel or Hanging
7113 – 220	Textiles – Hand Made Felt Accessory or Set of Accessories
7113 – 221	Textiles – Hand Made Felt Functional Item
7113 – 222	Textiles – Experimental Collection of Hand Knit Textiles
7113 – 223	Textiles – Collection of Co-ordinated Hand Knit Items for an Interior
7113 – 224	Textiles – Set of Hand Knit Fashion Accessories
7113 – 225	Textiles – Hand Knit Fashion Garment
7113 – 226	Textiles – Experimental Collection of Machine Knit Textiles
7113 – 227	Textiles – Collection of Co-ordinated Knitweave Items for an Interior
7113 – 228	Textiles – Fashion Garment Created from an Open Machine Knit Fabric
7113 – 229	Textiles – Fashion Garment Using Sideways Machine Knitting
7113 – 230	Textiles – Experimental Collection of Hand Woven Textiles
7113 – 231	Textiles – Hand Woven Panel or Hanging
7113 – 232	Textiles – Hand Woven Accessory or Set of Accessories
7113 – 233	Textiles – Hand Woven Functional item

Craft pathway – Floral

Unit number	Unit title
7113 – 600	Floral Design – Wired Bridal Bouquets
7113 – 601	Floral Design – Large Decorative Arrangements
7113 – 602	Floral Design – Complex Hand Tied Designs
7113 – 603	Floral Design – Bespoke Tributes
7113 – 604	Floral Designs – Specialist Wedding Designs
7113 – 605	Floral Design – Hanging Floral Displays for Special Occasions
7113 – 606	Floral Design – Contemporary Floral Designs; Shape and Form
7113 – 607	Floral Design – Accurate Botanical Illustrations

Craft pathway – Sugarcraft

Unit number	Unit title
7113 – 700	Sugar Decoration – Royal Icing
7113 – 701	Sugar Decoration – Sugar Paste Cake
7113 – 702	Sugar Decoration – Pastillage Box
7113 – 703	Sugar Decoration – Novelty Cake
7113 – 704	Sugar Decoration – Botanical Study
7113 – 705	Sugar Decoration – Fantasy Flower Display
7113 – 706	Sugar Decoration – Sugar Foliage Table Centre Piece
7113 – 707	Sugar Decoration – Sugar Flower Wired Double Ended Spray
7113 – 708	Sugar Decoration – Marzipan Centre Piece
7113 – 709	Sugar Decoration – Displays using Chocolate Couverture

5 Assessment

5.1 Summary of assessment methods

In order to successfully achieve a Creative Techniques unit which entitles the learner to the qualification, the following is required:

- Completion of the assessment outlined in the unit aim of **each** unit and all of its assessment criteria
- There are no additional assignments aside from the assessments contained within the units.

Time constraints

All assignments must be completed and assessed within the learner's period of registration. Centres should advise learners of any internal timescales for the completion and marking of individual assignments.

Grading and marking

Assessments will be internally graded pass, merit or distinction.

What the results mean:

- Pass:** understanding achieved only with substantial guidance, adequate but little serious work outside of course, little evidence of original thought
- Merit:** good grasp of unit requirements, ability to develop ideas in an original way, able to progress own work, and work is well presented, organised and relevant to the unit
- Distinction:** minimal assistance required in understanding, developing and completing high standard work, excellent body of work, innovative and well presented
- Fail:** no understanding of unit requirements, even with assistance, insufficient work or standard of work
- Resubmission:** normally learners may resubmit their work once if tasks were failed on the first submission. However, should centres think that a further assessment opportunity would result in a positive outcome for the learner; the centre should advise and seek approval from their external verifier.

Overall grading

Units will be graded individually while certificates and diplomas receive an overall result of pass, merit or distinction. A point value system using simple addition will be used to determine the overall result however in order to achieve any qualification the learner must successfully complete **all** units. This system remains the same throughout levels 1, 2 and 3.

Individual unit point values

Mandatory units	Point value
Fail	0
Pass	1
Merit	2
Distinction	3

Optional units	Point value
Fail	0
Pass	2
Merit	4
Distinction	6

Overall grading using point values

Certificate – Craft pathway	Points
Pass	6 – 10
Merit	11 – 15
Distinction	16 – 18

Example

- The learner achieves **one merit** (2 points values) and **one pass** (1 point value) for the mandatory units. For the optional units **one pass** (2 point values) and **one distinction** (6 point values) are achieved. The total point value is 11 therefore the overall result is a **merit**

Diplomas	Points
Pass	23 – 34
Merit	35 – 57
Distinction	58 – 69

Example

- The learner achieves **one distinction** (3 point values) and **six merits** (2 point values each) for the mandatory units. For the optional units **two merits** (4 point values each) and **six distinctions** (6 point values each) are achieved. The total point value is 59 therefore the overall result is a **distinction**

Marking guide

A detailed marking guide for determining grades is available on the website. It is for use only when learners have satisfactorily completed all of the assessment criteria.

Point values and QCF credit values

There is no relationship between point value system used to determine grades and QCF credit values. When a QCF unit is achieved the full credit value is awarded regardless of the Creative Techniques grade and point value.

Accreditation of prior learning and experience (APEL)

Accreditation of Prior Learning (APL) and Accreditation of Prior Experience and Learning (APEL) recognise the contribution a person's previous experience could contribute to a qualification.

Recording requirements

Recording forms are provided for centre use and should be photocopied as required for this Vocationally Related Qualification.

5.2 Recording forms

Learners and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds has developed a set of recording forms specifically for these qualifications; *Recording forms for Creative Techniques*. These are available from the City & Guilds website.

Although it is expected that new centres will use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by learners and assessors at the centre.

6 Course design and delivery

6.1 Initial assessment and induction

Centres will need to make an initial assessment of each learner prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available in the *Centre resource packet*.

6 Course design and delivery

6.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way that:

- best meets the needs and capabilities of their learners
- which satisfies the requirements of the qualification.

In particular, staff should consider the skills and knowledge related to the national occupational standards.

Appendix 1 Creative Techniques qualifications

Level 1 Award

Fashion				
Level 1 Awards in Creative Techniques – Fashion	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Fashion – Sewing Machine Skills	7111 – 01 – 100	500/4869/7	30	4
Fashion – Sleeveless Blouse or Top	7111 – 01 – 101	500/4863/6	30	4
Fashion – Unlined Skirt	7111 – 01 – 102	500/4692/5	30	4
Fashion – Casual Trousers	7111 – 01 – 103	500/4772/3	30	4
Fashion – Textile Decoration	7111 – 01 – 104	500/4773/5	30	4
Fashion – Theatre Costume from Found Objects	7111 – 01 – 105	500/4794/2	30	4
Fashion – Theatre Costume from Paper	7111 – 01 – 106	500/4774/7	30	4
Fashion – Embellished Bag with a Handle	7111 – 01 – 107	500/4796/6	30	4
Fashion – Fabric Hat	7111 – 01 – 108	500/4806/5	30	4
Fashion – Illustration	7111 – 01 – 109	500/4727/9	30	4

Textiles				
Level 1 Awards in Creative Techniques – Textiles	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Textiles – Sewing Machine Skills	7111 – 02 – 200	500/4781/4	30	4
Textiles – Hand Embroidery	7111 – 02 – 201	500/4784/X	30	4
Textiles – Machine Embroidery	7111 – 02 – 202	500/4785/1	30	4
Textiles – Patchwork and Quilting	7111 – 02 – 203	500/4787/5	30	4
Textiles – Textile Decoration	7111 – 02 – 204	500/4786/3	30	4
Textiles – Hand Knit Textiles	7111 – 02 – 205	500/4887/9	30	4
Textiles – Machine Knit Textiles	7111 – 02 – 206	500/4780/2	30	4

Textiles – Crocheted Textiles	7111 –02 – 207	500/4728/0	30	4
Textiles – Felt Making	7111 – 02 – 208	500/4885/5	30	4
Textiles – Hand Weaving	7111 – 02 – 209	500/4782/6	30	4
Textiles – Hand Woven Baskets	7111 – 02 – 210	500/4783/8	30	4

Floral				
Level 1 Awards in Creative Techniques – Floral	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Floral Design – Boutonnieres and Corsages	7111 – 06 – 600	500/4876/4	30	4
Floral Design – Traditional Floral Arrangements	7111 – 06 – 601	500/4877/6	30	4
Floral Design – Small Hand Tied Items	7111 – 06 – 602	500/4878/8	30	4
Floral Design – Small Tributes	7111 – 06 – 603	500/4879/X	30	4
Floral Design – Wedding Items	7111 – 06 – 604	500/4881/8	30	4
Floral Design – Hung Items and Garlands	7111 – 06 – 605	500/4883/1	30	4
Floral Design – Contemporary Floral Designs; Colour, Line and Texture	7111 – 06 – 606	500/4886/7	30	4
Floral Design – Botanical Drawings	7111 – 06 – 607	500/4884/3	30	4
Garden Design – Country Garden	7111 – 06 – 608	500/4891/0	30	4

Sugarcraft				
Level 1 Awards in Creative Techniques – Sugarcraft	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Sugar Decoration – Royal Icing	7111 – 07 – 700	500/4805/3	30	4
Sugar Decoration – Sugar Paste	7111 – 07 – 701	500/4999/9	30	4
Sugar Decoration – Pastillage	7111 – 07 – 702	500/4870/3	30	4
Sugar Decoration – Bar Gateau	7111 – 07 – 703	500/4807/7	30	4
Sugar Decoration – Botanical Study	7111 – 07 – 704	500/4809/0	30	4
Sugar Decoration – Fantasy Flowers	7111 – 07 – 705	500/4889/2	30	4

Sugar Decoration – Floral Sugar Display for Tableware	7111 – 07 – 706	500/4810/7	30	4
Sugar Decoration – Wired Floral Corsage	7111 – 07 – 707	500/4811/9	30	4
Sugar Decoration – Working with Marzipan	7111 – 07 – 708	500/4815/6	30	4
Sugar Decoration – Table Styling	7111 – 07 – 709	500/4813/2	30	4
Sugar Decoration – Works using Chocolate Coverings	7111 – 07 – 710	500/4812/0	30	4

Level 1 Certificate

Level 1 Certificates in Creative Techniques	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Creative Techniques in Fashion	7111 – 11	500/5362/0	120	14
Creative Techniques in Textiles	7111 – 12	500/5361/9	120	14
Creative Techniques in Floral	7111 – 16	500/5385/1	120	14
Creative Techniques in Sugarcraft	7111 – 17	500/5377/2	120	14

Level 2 Award

Fashion				
Level 2 Awards in Creative Techniques – Fashion	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Fashion – Blouse, Shirt or Jacket	7112 – 01 – 100	500/4764/4	30	6
Fashion – Panelled Skirt	7112 – 01 – 101	500/4848/X	30	6
Fashion – Tailored Skirt	7112 – 01 – 102	500/4849/1	30	6
Fashion – Fitted, Unlined Trousers	7112 – 01 – 103	500/4850/8	30	6
Fashion – Tailored Jacket	7112 – 01 – 104	500/4851/X	30	6
Fashion – Lingerie	7112 – 01 – 105	500/4852/1	30	6
Fashion – Corsetry Bra	7112 – 01 – 106	500/4853/3	30	6
Fashion – Waspie Corset	7112 – 01 – 107	500/4854/5	30	6
Fashion – A Victorian Style Corset	7112 – 01 – 108	500/4855/7	30	6
Fashion – Fabric Decoration, Added Colour	7112 – 01 – 109	500/4856/9	30	6
Fashion – Fabric Decoration, Added Pattern	7112 – 01 – 110	500/4857/0	30	6
Fashion – Theatre Costume for a Named Character	7112 – 01 – 111	500/4862/4	30	6
Fashion – Theatre Costume, Historical and Accessory	7112 – 01 – 112	500/4816/8	30	6
Fashion – Pattern Cutting, Bodice and Sleeve Blocks and Toiles	7112 – 01 – 113	500/4834/X	30	6
Fashion – Pattern Cutting, Adapting a Bodice Block to a Design	7112 – 01 – 114	500/4835/1	30	6
Fashion – Pattern Cutting, Skirt and Trouser Blocks and Toiles	7112 – 01 – 115	500/4836/3	30	6
Fashion – Pattern Cutting, Dress Blocks and Adaptations	7112 – 01 – 116	500/4837/5	30	6
Fashion – Accessory – Structured, Lined Handbag	7112 – 01 – 117	500/4838/7	30	6

Fashion – Illustration, Children’s Wear	7112 – 01 – 118	500/4839/9	30	6
Fashion – Illustration, Women’s Wear	7112 – 01 – 119	500/4840/5	30	6
Fashion – Illustration, Women’s and Mens’ Wear Collection	7112 – 01 – 120	500/4841/7	30	6
Fashion – Millinery, Soft Hat with Textured Sideband	7112 – 01 – 121	500/4842/9	30	6
Fashion – Millinery, Blocked Straw Hat with a Brim	7112 – 01 – 122	500/4843/0	30	6
Fashion – Millinery, Blocked Felt Hat	7112 – 01 – 123	500/4844/2	30	6
Fashion – Computer Pattern Grading, Blouse or Shirt	7112 – 01 – 124	500/4846/6	30	6
Fashion – Computer Pattern Grading, Skirt and Trousers or Shorts	7112 – 01 – 125	500/4847/8	30	6
Fashion – Computer Pattern Grading, Waistcoat and Jacket	7112 – 01 – 126	500/4845/4	30	6

Textiles				
Level 2 Awards in Creative Techniques – Textiles	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Textiles – Collection of Hand Embroidered Textiles	7112 – 02 – 200	500/4978/1	30	6
Textiles – Traditional Hand Embroidery	7112 – 02 – 201	500/4975/6	30	6
Textiles – Innovative Hand Embroidery	7112 – 02 – 202	500/4973/2	30	6
Textiles – Collection of Quilting, Patchwork and Appliqué Textiles	7112 – 02 – 203	500/5066/7	30	6
Textiles – Item of Patchwork with Quilting	7112 – 02 – 204	500/5051/5	30	6
Textiles – Item of Appliqué with Quilting	7112 – 02 – 205	500/4966/5	30	6
Textiles – Textile Decoration, Added Colour	7112 – 02 – 206	500/4967/7	30	6
Textiles – Textile Decoration, Added Pattern	7112 – 02 – 207	500/4963/X	30	6

Textiles – Collection of Machine Embroidered Textiles	7112 – 02 – 208	500/4961/6	30	6
Textiles – Traditional Machine Embroidery	7112 – 02 – 209	500/4964/1	30	6
Textiles – Innovative Machine Embroidery	7112 – 02 – 210	500/4979/3	30	6
Textiles – Collection of Hand Knit Textiles	7112 – 02 – 211	500/4980/X	30	6
Textiles – Traditional Hand Knit Garment	7112 – 02 – 212	500/4983/5	30	6
Textiles – Innovative Hand Knit Garment	7112 – 02 – 213	Awaiting allocation	30	6
Textiles – Collection of Machine Knit Textiles	7112 – 02 – 214	500/4965/3	30	6
Textiles – Traditional Machine Knit Garment	7112 – 02 – 215	500/4968/9	30	6
Textiles – Innovative Machine Knit Garment	7112 – 02 – 216	500/4890/9	30	6
Textiles – Collection of Hand Made Felt	7112 – 02 – 217	500/4962/8	30	6
Textiles – Traditional Hand Made Felt	7112 – 02 – 218	500/4969/0	30	6
Textiles – Innovative Hand Made Felt	7112 – 02 – 219	500/4970/7	30	6
Textiles – Collection of Woven Textiles	7112 – 02 – 220	500/4976/8	30	6
Textiles – Traditional Hand Woven Textile	7112 – 02 – 221	500/4971/9	30	6
Textiles – Innovative Hand Woven Textile	7112 – 02 – 222	500/4972/0	30	6
Textiles – Basket Weaving, Round Basket with Cross Handle	7112 – 02 – 223	500/4974/4	30	6
Textiles – Basket Weaving, Oval Basket with Side Handles	7112 – 02 – 224	500/4977/X	30	6

Floral				
Level 2 Awards in Creative Techniques – Floral	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Floral Design – Wired Items	7112 – 06 – 600	500/5149/0	30	6
Floral Design – Decorative Table Arrangements	7112 – 06 – 601	500/5505/7	30	6
Floral Design – Hand Tied Bouquets	7112 – 06 – 602	500/5052/7	30	6

Floral Design – Tributes with Bases	7112 – 06 – 603	500/5103/9	30	6
Floral Design – Co-ordinated Wedding Items	7112 – 06 – 604	500/5053/9	30	6
Floral Design – Hanging Decorative Items	7112 – 06 – 605	500/5163/5	30	6
Floral Design – Contemporary Floral Designs; Material Manipulation and Collage	7112 – 06 – 606	500/5359/0	30	6
Floral Design – Botanical Illustrations	7112 – 06 – 607	500/5112/X	30	6
Garden Design – Urban Garden	7112 – 06 – 608	500/5113/1	30	6
Garden Design – Low Maintenance Garden	7112 – 06 – 609	500/5124/6	30	6

Sugarcraft				
Level 2 Awards in Creative Techniques – Sugarcraft	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Sugar Decoration – Royal Icing	7112 – 07 – 700	500/5047/3	30	6
Sugar Decoration – Sugar Paste Cake	7112 – 07 – 701	500/5050/3	30	6
Sugar Decoration – Pastillage	7112 – 07 – 702	500/5150/7	30	6
Sugar Decoration – Tea Fancies	7112 – 07 – 703	500/5102/7	30	6
Sugar Decoration – Botanical Study	7112 – 07 – 704	500/5054/0	30	6
Sugar Decoration – Fantasy Flowers	7112 – 07 – 705	500/5104/0	30	6
Sugar Decoration – Floral Sugar Display for Table Ware	7112 – 07 – 706	500/4995/1	30	6
Sugar Decoration – Wired Floral Double Ended Spray	7112 – 07 – 707	500/5105/2	30	6
Sugar Decoration – Marzipan Modelling	7112 – 07 – 708	500/4984/7	30	6
Sugar Decoration – Table Styling	7112 – 07 – 709	500/4985/9	30	6
Sugar Decoration – Works using Chocolate Couverture	7112 – 07 – 710	500/5123/4	30	6

Level 2 Certificate

Level 2 Certificates in Creative Techniques	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Creative Techniques in Fashion	7112 – 11	500/5444/2	120	20
Creative Techniques in Textiles	7112 – 12	500/5422/3	120	20
Creative Techniques in Floral	7112 – 16	500/5713/3	120	20
Creative Techniques in Sugarcraft	7112 – 17	500/5389/9	120	20

Level 2 Diploma

Level 2 Diplomas in Creative Techniques	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Creative Techniques in Fashion	7112 – 19	500/6645/6	450	78
Creative Techniques in Textiles	7112 – 20	500/6180/X	450	78

Level 3 Award

Fashion				
Level 3 Awards in Creative Techniques – Fashion	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Fashion – Pattern Cutting and Modelling	7113 – 01 – 100	500/5157/X	60	9
Fashion – Blouse or Shirt with Advanced Styling	7113 – 01 – 101	500/5154/4	60	9
Fashion – Advanced Style Skirt	7113 – 01 – 102	500/5152/0	60	9
Fashion – An Advanced Style Cullotte, Trousers or Shorts	7113 – 01 – 103	500/5151/9	60	9
Fashion – Advanced Style Dress	7113 – 01 – 104	500/5155/6	60	9
Fashion – Advanced Style, Lined Jacket	7113 – 01 – 105	500/5153/2	60	9
Fashion – Theatre Costume, Advanced Historical Costume	7113 – 01 – 106	500/5158/1	60	9
Fashion – Theatre Costume with Supports	7113 – 01 – 107	500/5156/8	60	9
Fashion – Theatre Costume, Advanced Accessory	7113 – 01 – 108	500/5312/7	60	9
Fashion – Theatre Costume, Body Extensions for Character Performance	7113 – 01 – 109	500/5110/6	60	9
Fashion – Advanced Textile Decoration	7113 – 01 – 110	500/5384/X	60	9
Fashion – Advanced Millinery, Bridal Headwear	7113 – 01 – 111	500/5420/X	60	9
Fashion – Advanced Millinery, Blocked Felt Hat with Decorative Join	7113 – 01 – 112	500/5297/4	60	9
Fashion – Advanced Millinery, Blocked Straw Hat with Double Brim	7113 – 01 – 113	500/5463/6	60	9
Fashion – Advanced Millinery, Pile Fabric Soft Hat	7113 – 01 – 114	500/5667/0	60	9
Fashion – Advanced Millinery, Draped Hat	7113 – 01 – 115	500/5462/4	60	9

Textiles				
Level 3 Awards in Creative Techniques – Textiles	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Textiles – Experimental Collection of Hand Embroidery	7113 – 02 – 200	500/5111/8	60	9
Textiles – Hand Embroidered Panel or Hanging	7113 – 02 – 201	500/5260/3	60	9
Textiles – Hand Embroidered Accessory or Set of Accessories	7113 – 02 – 202	500/5490/9	60	9
Textiles – Hand Embroidered Functional Item	7113 – 02 – 203	500/5387/5	60	9
Textiles – Advanced Textile Decoration	7113 – 02 – 204	500/5384/X	60	9
Textiles – Experimental Collection of Quilting, Patchwork and Appliqué	7113 – 02 – 205	500/5358/9	60	9
Textiles – Quilted Patchwork Panel or Hanging	7113 – 02 – 206	500/5383/8	60	9
Textiles – Wholecloth Quilt	7113 – 02 – 207	500/5355/3	60	9
Textiles – Quilting, Patchwork and Appliqué, Container or Box	7113 – 02 – 208	500/5235/4	60	9
Textiles – Experimental Collection of Machine Embroidery	7113 – 02 – 209	500/5666/9	60	9
Textiles – Machine Embroidered Hanging	7113 – 02 – 210	500/5374/7	60	9
Textiles – Machine Embroidered Accessory or Set of Accessories	7113 – 02 – 211	500/7293/6	60	9
Textiles – Machine Embroidered Functional Item	7113 – 02 – 212	500/5373/5	60	9
Textiles – Experimental Collection of Basketry Techniques	7113 – 02 – 213	500/5372/3	60	9
Textiles – Basket using Coiling Techniques	7113 – 02 – 214	500/5403/X	60	9
Textiles – Basket using Twining Techniques	7113 – 02 – 215	500/5404/1	60	9
Textiles – Basket using Plaiting Techniques	7113 – 02 – 216	500/5405/3	60	9

Textiles – Basket using Rush, Cane, or Willow Techniques	7113 – 02 – 217	500/5406/5	60	9
Textiles – Experimental Collection of Hand Made Felt	7113 – 02 – 218	500/5419/3	60	9
Textiles – Hand Made Felt Panel or Hanging	7113 – 02 – 219	500/5398/X	60	9
Textiles – Hand Made Felt Accessory or Set of Accessories	7113 – 02 – 220	500/5401/6	60	9
Textiles – Hand Made Felt Functional Item	7113 – 02 – 221	500/5418/1	60	9
Textiles – Experimental Collection of Hand Knit Textiles	7113 – 02 – 222	500/5399/1	60	9
Textiles – Collection of Co-ordinated Hand Knit Items for an Interior	7113 – 02 – 223	500/5396/6	60	9
Textiles – Set of Hand Knit Fashion Accessories	7113 – 02 – 224	500/5393/0	60	9
Textiles – Hand Knit Fashion Garment	7113 – 02 – 225	500/5400/4	60	9
Textiles – Experimental Collection of Machine Knit Textiles	7113 – 02 – 226	500/5704/2	60	9
Textiles – Collection of Co-ordinated Knitweave Items for an Interior	7113 – 02 – 227	500/5397/8	60	9
Textiles – Fashion Garment Created from an Open Machine Knit Fabric	7113 – 02 – 228	500/5394/2	60	9
Textiles – Fashion Garment Using Sideways Machine Knitting	7113 – 02 – 229	Awaiting allocation	60	9
Textiles – Experimental Collection of Hand Woven Textiles	7113 – 02 – 230	500/5765/0	60	9
Textiles – Hand Woven Panel or Hanging	7113 – 02 – 231	500/5398/X	60	9
Textiles – Hand Woven Accessory or Set of Accessories	7113 – 02 – 232	500/5395/4	60	9
Textiles – Hand Woven Functional item	7113 – 02 – 233	500/5433/8	60	9

Floral				
Level 3 Awards in Creative Techniques – Floral	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Floral Design – Wired Bridal Bouquets	7113 – 06 – 600	500/5300/0	60	9
Floral Design – Large Decorative Arrangements	7113 – 06 – 601	500/5299/8	60	9
Floral Design – Complex Hand Tied Designs	7113 – 06 – 602	500/6183/5	60	9
Floral Design – Bespoke Tributes	7113 – 06 – 603	500/5301/2	60	9
Floral Designs – Specialist Wedding Designs	7113 – 06 – 604	500/5302/4	60	9
Floral Design – Hanging Floral Displays for Special Occasions	7113 – 06 – 605	500/5392/9	60	9
Floral Design – Contemporary Floral Designs; Shape and Form	7113 – 06 – 606	500/5305/X	60	9
Floral Design – Accurate Botanical Illustrations	7113 – 08 – 607	500/5347/4	60	9

Sugarcraft				
Level 3 Awards in Creative Techniques – Sugarcraft	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Sugar Decoration – Royal Icing	7113 – 07 – 700	500/5239/1	60	9
Sugar Decoration – Sugar Paste Cake	7113 – 07 – 701	500/5272/X	60	9
Sugar Decoration – Pastillage Box	7113 – 07 – 702	500/5274/3	60	9
Sugar Decoration – Novelty Cake	7113 – 07 – 703	500/5273/1	60	9
Sugar Decoration – Botanical Study	7113 – 07 – 704	500/5263/9	60	9
Sugar Decoration – Fantasy Flower Display	7113 – 07 – 705	500/5264/0	60	9
Sugar Decoration – Sugar Foliage Table Centre Piece	7113 – 07 – 706	500/5267/6	60	9
Sugar Decoration – Sugar Flower Wired Double Ended Spray	7113 – 07 – 707	500/5271/8	60	9
Sugar Decoration – Marzipan Centre Piece	7113 – 07 – 708	500/5270/6	60	9
Sugar Decoration – Displays using Chocolate Couverture	7113 – 07 – 709	500/5100/3	60	9

Level 3 Certificate

Level 3 Certificates in Creative Techniques	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Creative Techniques in Fashion	7113 – 11	500/5446/6	180	30
Creative Techniques in Textiles	7113 – 12	500/7200/6	180	30
Creative Techniques in Floral	7113 – 16	500/5386/3	180	30
Creative Techniques in Sugarcraft	7113 – 17	500/5388/7	180	30

Level 3 Diploma

Level 3 Diplomas in Creative Techniques	City & Guilds qualification number	QCA accreditation number	Guided Learning Hours	Total QCF credit value
Creative Techniques in Fashion	7113 – 19	500/5448/X	690	115
Creative Techniques in Textiles	7113 – 20	500/5767/4	690	115

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Guide – Delivering International Qualifications contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Providing City & Guilds qualifications – a guide to centre and qualification approval contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Ensuring quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:

- Management systems
- Maintaining records
- Assessment
- Internal verification and quality assurance
- External verification.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- ***Walled Garden***

Find out how to register and certificate candidates on line

- **Qualifications and Credit Framework (QCF)**

Contains general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs

- **Events**

Contains dates and information on the latest Centre events

- **Online assessment**

Contains information on how to register for GOLLA assessments.

City & Guilds

Skills for a brighter future



www.cityandguilds.com

Useful contacts

Type	Contact	Query
UK learners	T: +44 (0) 844 543 0000 E: learnersupport@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
Centres	T: +44 (0) 844 543 0033 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
Single subject qualifications	T: +44 (0)20 7294 8080 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Results • Certification • Missing or late exam materials • Incorrect exam papers • Forms request (BB, results entry) • Exam date and time change
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	<ul style="list-style-type: none"> • Results • Entries • Enrolments • Invoices • Missing or late exam materials • Nominal roll reports
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	<ul style="list-style-type: none"> • Re-issue of password or username • Technical problems • Entries • Results • GOLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	<ul style="list-style-type: none"> • Employer solutions • Mapping • Accreditation • Development Skills • Consultancy
Publications	T: +44 (0)20 7294 2850 F: +44 (0)20 7294 3387	<ul style="list-style-type: none"> • Logbooks • Centre documents • Forms • Free literature

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education
and training**