

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

## Qualification handbook

Interiors, 2D, 3D, Design, Employability Skills, Professional Practice, Balloon Artistry



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## Qualification handbook

<b>Qualification title</b>	<b>Number</b>	<b>Ofqual ref.</b>
Level 1 Award in Creative Techniques	7111-51	600/0957/3
Level 1 Certificate in Creative Techniques	7111-52	600/0812/X
Level 1 Diploma in Creative Techniques	7111-53	600/1304/7
Level 2 Award in Creative Techniques	7112-51	600/0958/5
Level 2 Certificate in Creative Techniques	7112-52	600/0823/4
Level 2 Diploma in Creative Techniques	7112-53	600/0959/7
Level 3 Award in Creative Techniques	7113-51	600/0960/3
Level 3 Certificate in Creative Techniques	7113-52	600/0961/5
Level 3 Diploma in Creative Techniques	7113-53	600/0787/4

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# 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:

- Interiors
- 2D
- 3D
- Design
- Employability Skills
- Professional practice
- Balloon Artistry

## 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 (Interiors) learners must be enrolled on 7111-51 and successfully complete at least one unit within the Interiors craft pathway

### 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 (2D), learners must successfully complete **four** units. The **two** mandatory units – Design and Sampling-Design Ideas and **two** optional units from within the 2D craft pathway eg Life Drawing – Full Human Figure, Linear and Mixed Media – Black and White Studies

### 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 three **Craft Pathways**. Centres will decide which units to offer as appropriate to their needs.

**Interiors** contain a number of qualifications covering decorative paint effects, the application of metal leaf and interior décor.

**2D** covers graphic skills with subjects like life drawing, drawing and painting, printmaking, mixed media, and creative computing.

**3D** units include qualifications in jewellery, glass and ceramics.

## 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](http://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](http://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:

<b>Craft Pathway</b>	<b>Level 1 Award</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 1 Certificate</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 1 Diploma</b>	<b>GLH</b>	<b>Expected own learning time</b>
<b>Interiors</b>	One of units 30 – 309 <b>(4 credits)</b>	30	10	001, 002 and two of units 300 – 309 <b>(14 credits)</b>	120	20	001, 002, 003, 004, 005, 006, 007 and eight of units 300 – 309 <b>(54 credits)</b>	450	90
<b>2D</b>	One of units 400 – 418 <b>(4 credits)</b>	30	10	001, 002 and two of units 400 – 418 <b>(14 credits)</b>	120	20	001, 002, 003, 004, 005, 006, 007 and eight of units 400 – 418 <b>(54 credits)</b>	450	90
<b>3D</b>	One of 500 – 518 <b>(4 credits)</b>	30	10	001, 002 and two of units 500 – 518 <b>(14 credits)</b>	120	20	001, 002, 003, 004, 005, 006, 007 and eight of units 500 – 518 <b>(54 credits)</b>	450	90
<b>Design</b>	One of	30	0	Not offered			Not offered		

	units 001 – 002 <b>(3 credits)</b>								
<b>Employability Skills</b>	One of units 003 – 006 <b>(3 – 4 credits)</b>	30	10	Not offered			Not offered		
<b>Professional Practice</b>	One of unit 007 <b>(3 credits)</b>	30	0	Not offered			Not offered		
<b>Balloon Artistry</b>	One of units 800-803 <b>(4 credits)</b>	30	10	Not offered			Not offered		

<b>Craft Pathway</b>	<b>Level 2 Award</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 2 Certificate</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 2 Diploma</b>	<b>GLH</b>	<b>Expected own learning time</b>
<b>Interiors</b>	One of units 300 – 326 <b>(6 credits)</b>	30	30	001, 002 and two of units 300 – 326 <b>(20 credits)</b>	120	80	001, 002, 003, 004, 005, 006, 007 and eight of units 300 – 326 <b>(78 credits)</b>	450	330
<b>2D</b>	One of units 400 – 436 <b>(6 credits)</b>	30	30	001, 002 and two of units 400 – 436 <b>(20 credits)</b>	120	80	001, 002, 003, 004, 005, 006, 007 and eight of units 400 – 436 <b>(78 credits)</b>	450	330

<b>3D</b>	One of units 500 – 523 <b>(6 credits)</b>	30	30	001, 002 and two of units 500 – 523 <b>(20 credits)</b>	120	80	001, 002, 003, 004, 005, 006, 007 and eight of units 500 – 523 <b>(78 credits)</b>	450	330
<b>Design</b>	One of units 001 – 002 <b>(4 credits)</b>	30	30	Not offered			Not offered		
<b>Employability Skills</b>	One of units 003 – 006 <b>(4 – 6 credits)</b>	30	30	Not offered			Not offered		
<b>Professional Practice</b>	One of unit 007 <b>(4 credits)</b>	30	10	Not offered			Not offered		
<b>Balloon Artistry</b>	One of units 800-803 <b>(6 credits)</b>	30	10	Not offered			Not offered		

<b>Craft Pathway</b>	<b>Level 3 Award</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 3 Certificate</b>	<b>GLH</b>	<b>Expected own learning time</b>	<b>Level 3 Diploma</b>	<b>GLH</b>	<b>Expected own learning time</b>
<b>Interiors</b>	One of units 300 – 327 <b>(9 credits)</b>	60	30	001, 002 and two of units 300 – 327 <b>(30 credits)</b>	180	120	001, 002, 003, 004, 005, 006, 007 and eight of units 300 – 327 <b>(115 credits)</b>	690	460

<b>2D</b>	One of units 400 – 432 <b>(9 credits)</b>	60	30	001, 002 and two of units 400 – 432 <b>(30 credits)</b>	180	120	001, 002, 003, 004, 005, 006, 007 and eight of units 400 – 432 <b>(115 credits)</b>	690	460
<b>3D</b>	One of units 500 – 523 <b>(9 credits)</b>	60	30	001, 002 and two of units 500 – 523 <b>(30 credits)</b>	180	120	001, 002, 003, 004, 005, 006, 007 and eight of units 500 – 523 <b>(115 credits)</b>	690	460
<b>Design</b>	One of units 001 – 002 <b>(6 credits)</b>	60	30	Not offered			Not offered		
<b>Employability Skills</b>	One of units 003 – 006 <b>(5 – 8 credits)</b>	60	30	Not offered			Not offered		
<b>Professional Practice</b>	One of unit 007 <b>(5 credits)</b>	60	30	Not offered			Not offered		
<b>Balloon Artistry</b>	One of units 800-803 <b>(9 credits)</b>	30	30	Not offered			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 – Interiors	
Unit number	Unit title
7111 – 300	Soft Furnishings – Sewing machine Skills
7111 – 301	Soft Furnishings – Making Lined Curtains
7111 – 302	Soft Furnishings – Simple Decorated Cushion
7111 – 303	Passementerie
7111 – 304	Upholstery – a Drop-in Seat
7111 – 305	Upholstery – Modern Upholstered Stool
7111 – 306	Decorative Effects – Paint Effects
7111 – 307	Interior Décor – Living Room and Kitchen

7111 – 308	Interior Décor – Bedroom and Bathroom
7111 – 309	Decorated Interior - Textiles

### Craft pathway – 2D

Unit number	Unit title
7111 – 400	Life Drawing – Human Figure, Tonal
7111 – 401	Life Drawing – Human Figure, Linear
7111 – 402	Life Drawing – Hands and Feet
7111 – 403	Drawing Skills – Portfolio
7111 – 404	Mixed Media – Collage
7111 – 405	Drawing and Painting – Watercolour and Inks
7111 – 406	Drawing and Painting – Oils and Acrylics
7111 – 407	Drawing and Painting – Human Figure, Colour
7111 – 408	Creative Computing – 2D Digital Drawing
7111 – 409	Creative Computing – Digital Collage and Montage
7111 – 410	Creative Computing – Exploring Typography
7111 – 411	Creative Computing – 2D Narrative
7111 – 412	Creative Computing – Homepage Design
7111 – 413	Creative Computing – Folding Package
7111 – 414	Creative Computing – Promotional Video
7111 – 415	Creative Computing – Character Concept Art
7111 – 416	Printmaking – Printing with Found Materials
7111 – 417	Printmaking – Glue Prints
7111 – 418	Creative Sketchbooks

### Craft pathway – 3D

Unit number	Unit title
7111 – 500	Jewellery – Decorative Band Ring
7111 – 501	Jewellery – Ring with a Cabochon Stone
7111 – 502	Jewellery – Personalised Key Fob
7111 – 503	Jewellery – Cuff-links
7111 – 504	Jewellery – Wrist Chain
7111 – 505	Jewellery – Pendant
7111 – 506	Jewellery – Pair of Earrings
7111 – 507	Jewellery – Brooch
7111 – 508	Glasswork – 2D Copper Foil Item
7111 – 509	Glasswork – Fused Glass Jewellery, Item
7111 – 510	Glasswork – Cast Glass, Panel
7111 – 511	Glasswork – Leaded Panel
7111 – 512	Glasswork – Pate de Verre, Textured Sheet
7111 – 513	Glasswork – Sandblasting
7111 – 514	Glasswork – Warm Glass Panel
7111 – 515	Glasswork – Slumped Glass Item

7111 – 516	Ceramics – Coiled Form
7111 – 517	Ceramics – Slab Built Form
7111 – 518	Ceramics – Thrown Form

### Craft pathway – Balloon Artistry

Unit number	Unit title
7111 – 800	Balloon Artistry – Classic Balloon Décor
7111 – 801	Balloon Artistry – Balloon Arrangements
7111 – 802	Balloon Artistry – Aerial Balloons
7111 – 803	Balloon Artistry – Festive Occasions and Event Décor

## 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 – Interiors

Unit number	Unit title
7112 – 300	Soft Furnishings – Interlined Curtains
7112 – 301	Soft Furnishings – Decorative Duvet Cover
7112 – 302	Soft Furnishings – Decorative Cushion
7112 – 303	Soft Furnishings – Lined Curtain Valance and a Pair of Tie Backs
7112 – 304	Soft Furnishings – Window Blind
7112 – 305	Soft Furnishings – Firm Lampshade
7112 – 306	Soft Furnishings – Tailored Lampshade
7112 – 307	Soft Furnishings – Collection of Rug Samples
7112 – 308	Soft Furnishings – Loose Cover for an easy chair

7112 – 309	Passementerie – Traditional Tassel Tie Back with Trimmings
7112 – 310	Passementerie – Matching Set of a Tassel, Cord and Woven Braid
7112 – 311	Upholstery – Stuff Over Seat
7112 – 312	Upholstery – Small Ottoman or Box with a Lid
7112 – 313	Upholstery – Traditional Upholstered Stool
7112 – 314	Upholstery – Upholstered Headboard
7112 – 315	Decorated Interior Textiles – Colour
7112 – 316	Decorated Interior Textiles – Pattern
7112 – 317	Interior Décor – Loft Space
7112 – 318	Interior Décor – Home Based Office
7112 – 319	Interior Décor – Bedroom with En Suite Shower Room
7112 – 320	Decorative Effects – Broken Colour Effects
7112 – 321	Decorative Effects – Wood Graining
7112 – 322	Decorative Effects – Marbling
7112 – 323	Decorative Effects – Stained and Polished Box or Display Case
7112 – 324	Decorative Effects – A Set of Full Sized Stained and Polished Stool or Chair Legs
7112 – 325	Decorative Effects – Application of Metal Leaf
7112 – 326	Decorative Effects – A Sample Collection of Contemporary Paint Effects

### Craft pathway – 2D

Unit number	Unit title
7112 – 400	Life Drawing – Full Human Figure, Tonal
7112 – 401	Life Drawing – Full Human Figure, Linear
7112 – 402	Life Drawing – Anatomy
7112 – 403	Life Drawing – Gesture Drawings
7112 – 404	Life Drawing – Portraiture
7112 – 405	Life Drawing – Heads, Hands and Feet
7112 – 406	Drawing Skills – Perspective
7112 – 407	Mark Making – Low Relief
7112 – 408	Mark Making – Images from Photographs
7112 – 409	Mark Making – Portfolio of Work
7112 – 410	Mixed Media – Black and White Studies
7112 – 411	Mixed Media – Low Relief Compositions
7112 – 412	Mixed Media – Developed Piece
7112 – 413	Drawing and Painting – Landscape, Garden or Woodland Scene
7112 – 414	Drawing and Painting – Townscape or Building Study
7112 – 415	Drawing and Painting – Waterscape
7112 – 416	Drawing and Painting – Natural Form
7112 – 417	Drawing and Painting – Still Life
7112 – 418	Drawing and Painting – Full Length Figure
7112 – 419	Drawing and Painting – Colour Study
7112 – 420	Creative Computing – Captioned 2D Digital Drawing

7112 – 421	Creative Computing – DVD Portfolio of Digital Composite Imagery
7112 – 422	Creative Computing – Letter Form in an Environment
7112 – 423	Creative Computing – Advanced 2D Narrative
7112 – 424	Creative Computing – Website Design
7112 – 425	Creative Computing – Package Design
7112 – 426	Creative Computing – Video Diary
7112 – 427	Creative Computing – Concept Art, Portfolio
7112 – 428	Printmaking – Block Prints
7112 – 429	Printmaking – Collagraph Prints
7112 – 429	Printmaking – Lino Prints
7112 – 431	Printmaking – Monoprinting
7112 – 432	Printmaking – Relief Printing
7112 – 433	Printmaking – Resist Prints
7112 – 434	Printmaking – Screen Printing
7112 – 435	Printmaking – Stencil Printing
7112 – 436	Creative Sketchbooks

### Craft pathway – 3D

Unit number	Unit title
7112 – 500	Jewellery – Dress Ring
7112 – 501	Jewellery – Chain
7112 – 502	Jewellery – Decorated Button
7112 – 503	Jewellery – Cluster Ring
7112 – 504	Jewellery – Brooch
7112 – 505	Jewellery – Hollow Bead Pendant
7112 – 506	Jewellery – Brooch Findings
7112 – 507	Jewellery – Clasp Device
7112 – 508	Glasswork – 3D Copper Foil Item
7112 – 509	Glasswork – Fused Glass Jewellery, Set
7112 – 510	Glasswork – Cast Glass, Item
7112 – 511	Glasswork – Leaded Panel, Decorative
7112 – 512	Glasswork – Pate de Verre, One Mould Sculpture or Vessel
7112 – 513	Glasswork – Sandblasted Panel
7112 – 514	Glasswork – Warm Glass Panel
7112 – 515	Glasswork – Slumped Glass Vessel
7112 – 516	Ceramics – Coiled Clay Form
7112 – 517	Ceramics – Slab Form
7112 – 518	Ceramics – Open and Decorated Thrown Form
7112 – 519	Ceramics – Tile Making
7112 – 520	Ceramics – Surface Decoration
7112 – 520	Ceramics – Pinched Forms
7112 – 522	Ceramics – Press Moulding
7112 – 523	Ceramics – Glazes

### Craft pathway – Balloon Artistry

Unit number	Unit title
7112 – 800	Balloon Artistry – Balloon Arrangements, Special Occasions
7112 – 801	Balloon Artistry – Classic Balloon Décor
7112 – 802	Balloon Artistry – Festive Balloon Design and Event Décor
7112 – 803	Balloon Artistry – Aerial Balloons

## 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 – Interiors

Unit number	Unit title
7113 – 300	Soft Furnishings – Experimental Collection of Samples
7113 – 301	Soft Furnishings – Pair of Interlined Draw Curtains with an Advanced Heading, Swags and Tails
7113 – 302	Soft Furnishings – Co-ordinated Bed Furnishings
7113 – 303	Soft Furnishings – Loose Cover for an Armchair
7113 – 304	Soft Furnishings – Co-ordinated Cushions
7113 – 305	Soft Furnishings – Advanced Shaped Window Treatments
7113 – 306	Passementerie – Functional Item
7113 – 307	Passementerie – Wall Hanging
7113 – 308	Passementerie – An Accessory
7113 – 309	Passementerie – Sample Collection
7113 – 310	Upholstery – Chair with a Sprung Seat

7113 – 311	Upholstery – Chair with a Sprung Arm and/or Independent Sprung Edge
7113 – 312	Upholstery – Upholstered Decorative Headboard
7113 – 313	Interior Décor – Interior Design, Kitchen and Utility Room
7113 – 314	Interior Décor – Master Bedroom suite with integral wet room and walk-in wardrobe facilities
7113 – 315	Interior Décor – Sitting Room with French Doors leading to a Conservatory
7113 – 316	Interior Décor – Study and Hobby Room
7113 – 317	Interior Décor – Studio Apartment
7113 – 318	Interior Décor – Outdoor Room
7113 – 319	Decorative Effects – Experimental Collection of Decorative, Painted Samples
7113 – 320	Decorative Effects – Decorative Painting of Wall and Door Surfaces
7113 – 321	Decorative Effects – Advanced Broken Colour Paint Effects
7113 – 322	Decorative Effects – Advanced Wood Graining Effects
7113 – 323	Decorative Effects – Advanced Marbling Effects
7113 – 324	Decorative Effects – Advanced Stencilling Effects
7113 – 325	Decorative Effects – Distressing and Ageing Paint Effects
7113 – 326	Upholstery – An Upholstered Easy Chair with Arms
7113 – 327	Upholstery – A Chair with Deep Buttoned back and/or Seat

### Craft pathway – 2D

Unit number	Unit title
7113 – 400	Life Drawing – Full Length Pose, Tonal
7113 – 401	Life Drawing – Full Length Pose, Linear
7113 – 402	Life Drawing – Anatomical Illustrations
7113 – 402	Life Drawing – Movement
7113 – 402	Life Drawing – Realistic Portrait
7113 – 405	Life Drawing – Figure, Colour
7113 – 406	Drawing Systems – Perspective
7113 – 407	Drawings Systems – Form
7113 – 408	Mark Making – Individual Studies
7113 – 409	Mixed Media – Abstract Artwork
7113 – 410	Drawing and Painting – Landscape
7113 – 411	Drawing and Painting – Townscape with Buildings and Figures
7113 – 412	Drawing and Painting – Waterscape
7113 – 413	Drawing and Painting – Natural Form
7113 – 414	Drawing and Painting – Still Life with Background
7113 – 415	Drawing and Painting – Interior
7113 – 416	Drawing and Painting – Reflective Surfaces
7113 – 417	Drawing and Painting – Facial Expressions
7113 – 418	Creative Computing – 2D Digital Drawing and Text
7113 – 419	Creative Computing – Interactive Portfolio of Digital Composite Imagery

7113 – 420	Creative Computing – Type Design
7113 – 421	Creative Computing – 2D/3D Narrative
7113 – 422	Creative Computing – Commercial Website Design
7113 – 423	Creative Computing – Illustrated Publication
7113 – 424	Creative Computing – Theatrical Trailer
7113 – 425	Creative Computing – Concept Art, Digital Gallery
7113 – 426	Printmaking – Drypoint Printing
7113 – 427	Printmaking – Monoprinting
7113 – 428	Printmaking – Monotype Printing
7113 – 429	Printmaking – Multiple Block Lino Printing
7113 – 430	Printmaking – Silk Screen Printing
7113 – 431	Printmaking – Stencil Printing
7113 – 432	Creative Sketchbooks

### Craft pathway – 3D

Unit number	Unit title
7113 – 500	Jewellery – Pendant of Stone Settings
7113 – 501	Jewellery – Fretwork Brooch
7113 – 502	Jewellery – Assembly Device
7113 – 503	Jewellery – Master Pattern
7113 – 504	Jewellery – Box Snap
7113 – 505	Jewellery – Bracelet Joints
7113 – 506	Jewellery – Tri-coloured Ring
7113 – 507	Jewellery – Unusual Setting
7113 – 508	Glasswork – Sculptural Copper Foil Item
7113 – 509	Glasswork – Fused Glass Jewellery, Range
7113 – 510	Glasswork – Cast Glass, Sculpture
7113 – 511	Glasswork – Leaded Panel, Architectural
7113 – 512	Glasswork – Pate de Verre, Two Mould Item
7113 – 513	Glasswork – Sandblasted Architectural Panel
7113 – 514	Glasswork – Warm Glass, Installation
7113 – 515	Glasswork – Slumped Glass, Set of Vessels
7113 – 516	Ceramics – Surface Decoration
7113 – 517	Ceramics – Large Coiled Form
7113 – 518	Ceramics – Pinched Forms
7113 – 519	Ceramics – Slab Form with Lid
7113 – 520	Ceramics – Thrown Containers with Lids
7113 – 521	Ceramics – Low Relief Tile Panel
7113 – 522	Ceramics – Slip Cast Modular Form
7113 – 523	Ceramics – Glaze Developments



## Craft pathway – Balloon Artistry

<b>Unit number</b>	<b>Unit title</b>
7113 – 800	Balloon Artistry – Aerial Designs
7113 – 801	Balloon Artistry – Corporate Balloon Arrangements
7113 – 802	Balloon Artistry – Classic Balloon Décor
7113 – 803	Balloon Artistry – Festive Design and Event Décor

## 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

Level 1 Award in Creative Techniques – Interiors				
Unit title	City & Guilds unit number	Unit Accreditation Number(s)	Guided Learning Hours	Total QCF credit value
Soft Furnishings – Sewing Machine Skills	7111 – 51 – 300	A/600/0947	30	4
Soft Furnishings – Making Lined Curtains	7111 – 51 – 301	A/600/0950	30	4
Soft Furnishings – Simple Decorated Cushion	7111 – 51 – 302	J/600/0952	30	4
Passementerie	7111 – 51 – 303	R/600/0954	30	4
Upholstery – a Drop-in Seat	7111 – 51 – 304	H/600/0957	30	4
Upholstery – Modern Upholstered Stool	7111 – 51 – 305	M/600/0959	30	4
Decorative Effects – Paint Effects	7111 – 51 – 306	K/501/9192	30	4
Interior Décor – Living Room and Kitchen	7111 – 51 – 307	R/501/9493	30	4
Interior Décor – Bedroom and Bathroom	7111 – 51 – 308	M/501/9193	30	4
Decorated Interior – Textiles	7111 – 51 – 309	H/600/0960	30	4
<i>Certification Module - Level 1 Award in Creative Techniques (Interiors)</i>	<i>7111 – 51 – 901</i>			

Level 1 Award in Creative Techniques – 2D				
Unit title	City & Guilds unit number	Unit Accreditation Number(s)	Guided Learning Hours	Total QCF credit value
Life Drawing – Human Figure, Tonal	7111 – 51 – 400	L/501/9198	30	4
Life Drawing – Human Figure, Linear	7111 – 51 – 401	R/501/9199	30	4
Life Drawing – Hands and Feet	7111 – 51 – 402	A/501/9200	30	4
Drawing Skills – Portfolio	7111 – 51 – 403	J/501/9202	30	4
Mixed Media – Collage	7111 – 51 – 404	R/501/9204	30	4

Drawing and Painting – Watercolour and Inks	7111 – 51 – 405	Y/501/9205	30	4
Drawing and Painting – Oils and Acrylics	7111 – 51 – 406	D/501/9206	30	4
Drawing and Painting– Human Figure, Colour	7111 – 51 – 407	H/501/9207	30	4
Creative Computing – 2D Digital Drawing	7111 – 51 – 408	K/501/9208	30	4
Creative Computing – Digital Collage and Montage	7111 – 51 – 409	M/501/9209	30	4
Creative Computing – Exploring Typography	7111 – 51 – 410	K/501/9211	30	4
Creative Computing – 2D Narrative	7111 – 51 – 411	M/501/9212	30	4
Creative Computing – Homepage Design	7111 – 51 – 412	T/501/9213	30	4
Creative Computing – Folding Package	7111 – 51 – 413	A/501/9214	30	4
Creative Computing – Promotional Video	7111 – 51 – 414	F/501/9215	30	4
Creative Computing – Character Concept Art	7111 – 51 – 415	J/501/9216	30	4
Printmaking – Printing with Found Materials	7111 – 51 – 416	K/501/9564	30	4
Printmaking – Glue Prints	7111 – 51 – 417	M/501/9565	30	4
Creative Sketchbooks	7111 – 51 – 418	A/502/0380	30	4
<i>Certification Module - Level 1 Award in Creative Techniques (2D)</i>	7111 – 51 – 902			

<b>Level 1 Award in Creative Techniques – 3D</b>				
<b>Unit title</b>	<b>City &amp; Guilds qualification number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Jewellery – Decorative Band Ring	7111 – 51 – 500	H/501/9529	30	4
Jewellery – Ring with a Cabochon Stone	7111 – 51 – 501	Y/501/9530	30	4
Jewellery – Personalised Key Fob	7111 – 51 – 502	D/501/9531	30	4
Jewellery – Cuff-links	7111 – 51 – 503	H/501/9532	30	4
Jewellery – Wrist Chain	7111 – 51 – 504	K/501/9533	30	4
Jewellery – Pendant	7111 – 51 – 505	M/501/9534	30	4
Jewellery – Pair of Earrings	7111 – 51 – 506	T/501/9535	30	4
Jewellery – Brooch	7111 – 51 – 507	A/501/9536	30	4
Glasswork – 2D Copper Foil Item	7111 – 51 – 508	F/501/9537	30	4



Glasswork – Fused Glass Jewellery, Item	7111 – 51 – 509	J/501/9538	30	4
Glasswork – Cast Glass, Panel	7111 – 51 – 510	R/501/9543	30	4
Glasswork – Leaded Panel	7111 – 51 – 511	Y/501/9544	30	4
Glasswork – Pate de Verre, Textured Sheet	7111 – 51 – 512	D/501/9545	30	4
Glasswork – Sandblasting	7111 – 51 – 513	H/501/9546	30	4
Glasswork – Warm Glass Panel	7111 – 51 – 514	K/501/9547	30	4
Glasswork – Slumped Glass Item	7111 – 51 – 515	M/501/9548	30	4
Ceramics – Coiled Form	7111 – 51 – 516	T/501/9549	30	4
Ceramics – Slab Built Form	7111 – 51 – 517	Y/501/9558	30	4
Ceramics – Thrown Form	7111 – 51 – 518	D/501/9559	30	4
<i>Certification Module - Level 1 Award in Creative Techniques (3D)</i>	<i>7111 – 51 – 903</i>			

<b>Level 1 Award in Creative Techniques – Balloon Artistry</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Balloon Artistry – Classic Balloon Décor	7111 – 51 – 800	T/502/0846	30	4
Balloon Artistry – Balloon Arrangements	7111 – 51 – 801	A/502/0847	30	4
Balloon Artistry – Aerial Balloons	7111 – 51 – 802	F/502/0848	30	4
Balloon Artistry – Festive Occasions and Event Décor	7111 – 51 – 803	J/502/0849	30	4
<i>Certification Module - Level 1 Award in Creative Techniques (Balloon Artistry)</i>	<i>7111 – 51 – 921</i>			

<b>Level 1 Awards in Creative Techniques – Design</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Design	7111 – 51 – 001	R/502/0322	30	3
Sampling – Design Ideas	7111 – 51 – 002	Y/502/0323	30	3
<i>Certification Module - Level 1 Award in Creative Techniques (Design)</i>	<i>7111 – 51 – 904</i>			

<b>Level 1 Awards in Creative Techniques – Employability Skills</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Producing Documents for a Creative Business	7111 – 51 – 003	Y/501/9639	30	4
Introduction to Creating Promotional Materials	7111 – 51 – 004	L/501/9640	30	3
Building Business Knowledge – Local Creative Businesses	7111 – 51 – 005	Y/501/9642	30	3
Start-up Business Skills – Promotion for an Item	7111 – 51 – 006	K/501/9693	30	3
<i>Certification Module - Level 1 Award in Creative Techniques (Employability Skills)</i>	7111 – 51 – 905			

<b>Level 1 Award in Creative Techniques – Professional Practice</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Professional Practice associated with the Creative Industries	7111 – 51 – 007	M/501/9694	30	3
<i>Certification Module - Level 1 Award in Creative Techniques (Professional Practice)</i>	7111 – 51 – 906			

### **Level 1 Certificate**

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 1 Certificate in Creative Techniques in Interiors	7111 – 52	600/0812/X	120	14
Level 1 Certificate in Creative Techniques in 2D	7111 – 52	600/0812/X	120	14
Level 1 Certificate in Creative Techniques in 3D	7111 – 52	600/0812/X	120	14
<i>Certification Module - Level 1 Certificate in Creative Techniques - (Interiors)</i>	7111 – 52 – 911			
<i>Certification Module - Level 1 Certificate in Creative Techniques (2D)</i>	7111 – 52 – 912			
<i>Certification Module - Level 1 Certificate in Creative Techniques (3D)</i>	7111 – 52 – 913			

## Level 1 Diploma

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 1 Diploma in Creative Techniques in Interiors	7111 – 53	600/1304/7	450	54
Level 1 Diploma in Creative Techniques in 2D	7111 – 53	600/1304/7	450	54
Level 1 Diploma in Creative Techniques in 3D	7111 – 53	600/1304/7	450	54

## Level 2 Award

<b>Level 2 Award in Creative Techniques – Interiors</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Soft Furnishings – Interlined Curtains	7112 – 51 – 300	K/600/0961	30	6
Soft Furnishings – Decorative Duvet Cover	7112 – 51 – 301	M/600/0962	30	6
Soft Furnishings – Decorative Cushion	7112 – 51 – 302	T/600/0963	30	6
Soft Furnishings – Lined Curtain Valance and a Pair of Tie Backs	7112 – 51 – 303	F/600/0965	30	6
Soft Furnishings – Window Blind	7112 – 51 – 304	D/600/0973	30	6
Soft Furnishings – Firm Lampshade	7112 – 51 – 305	K/600/0975	30	6
Soft Furnishings – Tailored Lampshade	7112 – 51 – 306	M/600/0976	30	6
Soft Furnishings – Collection of Rug Samples	7112 – 51 – 307	F/600/0979	30	6
Soft Furnishings – Loose Cover for an easy chair	7112 – 51 – 308	T/600/0980	30	6
Passenterie – Traditional Tassel Tie Back with Trimmings	7112 – 51 – 309	Y/600/0986	30	6
Passenterie – Matching Set of a Tassel, Cord and Woven Braid	7112 – 51 – 310	R/600/0985	30	6
Upholstery – Stuff Over Seat	7112 – 51 – 311	D/600/0987	30	6
Upholstery – Small Ottoman or Box with a Lid	7112 – 51 – 312	H/600/0988	30	6
Upholstery – Traditional Upholstered Stool	7112 – 51 – 313	D/600/0990	30	6
Upholstery – Upholstered Headboard	7112 – 51 – 314	H/600/0991	30	6
Decorated Interior Textiles – Colour	7112 – 51 – 315	M/600/0993	30	6
Decorated Interior Textiles – Pattern	7112 – 51 – 316	T/600/0994	30	6
Interior Décor – Loft Space	7112 – 51 – 317	L/501/9850	30	6
Interior Décor – Home Based Office	7112 – 51 – 318	Y/501/9849	30	6
Interior Décor – Bedroom with En Suite Shower	7112 – 51 – 319	L/501/9847	30	6

Room				
Decorative Effects – Broken Colour Effects	7112 – 51 – 320	A/501/9844	30	6
Decorative Effects – Wood Graining	7112 – 51 – 321	M/501/9842	30	6
Decorative Effects – Marbling	7112 – 51 – 322	H/501/9840	30	6
Decorative Effects – Stained and Polished Box or Display Case	7112 – 51 – 323	M/501/9839	30	6
Decorative Effects – A Set of Full Sized Stained and Polished Stool or Chair Legs	7112 – 51 – 324	T/502/0703	30	6
Decorative Effects – Application of Metal Leaf	7112 – 51 – 325	D/501/9836	30	6
Decorative Effects – A Sample Collection of Contemporary Paint Effects	7112 – 51 – 326	Y/501/9835	30	6
<i>Certification module - Level 2 Award in Creative Techniques (Interiors)</i>	7112 – 51 – 901			

<b>Level 2 Awards in Creative Techniques – 2D</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Life Drawing – Full Human Figure, Tonal	7112 – 51 – 400	M/502/0845	30	6
Life Drawing – Full Human Figure, Linear	7112 – 51 – 401	T/501/9583	30	6
Life Drawing – Anatomy	7112 – 51 – 402	A/501/9584	30	6
Life Drawing – Gesture Drawings	7112 – 51 – 403	F/501/9585	30	6
Life Drawing – Portraiture	7112 – 51 – 404	J/501/9586	30	6
Life Drawing – Heads, Hands and Feet	7112 – 51 – 405	L/501/9587	30	6
Drawing Skills – Perspective	7112 – 51 – 406	R/501/9588	30	6
Mark Making – Low Relief	7112 – 51 – 407	Y/501/9589	30	6
Mark Making – Images from Photographs	7112 – 51 – 408	L/501/9590	30	6
Mark Making – Portfolio of Work	7112 – 51 – 409	R/501/9591	30	6
Mixed Media – Black and White Studies	7112 – 51 – 410	Y/501/9592	30	6
Mixed Media – Low Relief Compositions	7112 – 51 – 411	A/501/9634	30	6

Mixed Media – Developed Piece	7112 – 51 – 412	R/501/9686	30	6
Drawing and Painting – Landscape, Garden or Woodland Scene	7112 – 51 – 413	R/501/9641	30	6
Drawing and Painting – Townscape or Building Study	7112 – 51 – 414	F/501/9649	30	6
Drawing and Painting – Waterscape	7112 – 51 – 415	T/501/9650	30	6
Drawing and Painting – Natural Form	7112 – 51 – 416	A/501/9651	30	6
Drawing and Painting – Still Life	7112 – 51 – 417	D/501/9688	30	6
Drawing and Painting – Full Length Figure	7112 – 51 – 418	H/501/9689	30	6
Drawing and Painting – Colour Study	7112 – 51 – 419	Y/501/9768	30	6
Creative Computing – Captioned 2D Digital Drawing	7112 – 51 – 420	D/501/9769	30	6
Creative Computing – DVD Portfolio of Digital Composite Imagery	7112 – 51 – 421	R/501/9770	30	6
Creative Computing – Letter Form in an Environment	7112 – 51 – 422	Y/501/9771	30	6
Creative Computing – Advanced 2D Narrative	7112 – 51 – 423	D/501/9772	30	6
Creative Computing – Website Design	7112 – 51 – 424	H/501/9773	30	6
Creative Computing – Package Design	7112 – 51 – 425	K/501/9774	30	6
Creative Computing – Video Diary	7112 – 51 – 426	M/501/9775	30	6
Creative Computing – Concept Art, Portfolio	7112 – 51 – 427	T/501/9776	30	6
Printmaking – Block Prints	7112 – 51 – 428	A/501/9777	30	6
Printmaking – Collagraph Prints	7112 – 51 – 429	F/501/9778	30	6
Printmaking – Lino Prints	7112 – 51 – 429	J/501/9779	30	6
Printmaking – Mono printing	7112 – 51 – 431	A/501/9780	30	6
Printmaking – Relief Printing	7112 – 51 – 432	F/501/9781	30	6
Printmaking – Resist Prints	7112 – 51 – 433	F/501/9828	30	6
Printmaking – Screen Printing	7112 – 51 – 434	J/501/9832	30	6
Printmaking – Stencil	7112 – 51 – 435	R/501/9834	30	6

Printing				
Creative Sketchbooks	7112 – 51 – 436	F/502/0381	30	6
<i>Certification module - Level 2 Award in Creative Techniques (2D)</i>	7112 – 51 – 902			

<b>Level 2 Awards in Creative Techniques – 3D</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Jewellery – Dress Ring	7112 – 51 – 500	Y/501/9690	30	6
Jewellery – Chain	7112 – 51 – 501	D/501/9691	30	6
Jewellery – Decorated Button	7112 – 51 – 502	H/501/9692	30	6
Jewellery – Cluster Ring	7112 – 51 – 503	R/501/9803	30	6
Jewellery – Brooch	7112 – 51 – 504	Y/501/9804	30	6
Jewellery – Hollow Bead Pendant	7112 – 51 – 505	D/501/9805	30	6
Jewellery – Brooch Findings	7112 – 51 – 506	H/501/9806	30	6
Jewellery – Clasp Device	7112 – 51 – 507	K/501/9807	30	6
Glasswork – 3D Copper Foil Item	7112 – 51 – 508	M/501/9808	30	6
Glasswork – Fused Glass Jewellery, Set	7112 – 51 – 509	T/501/9809	30	6
Glasswork – Cast Glass, Item	7112 – 51 – 510	K/501/9810	30	6
Glasswork – Leaded Panel, Decorative	7112 – 51 – 511	M/501/9811	30	6
Glasswork – Pate de Verre, One Mould Sculpture or Vessel	7112 – 51 – 512	T/501/9812	30	6
Glasswork – Sandblasted Panel	7112 – 51 – 513	A/501/9813	30	6
Glasswork – Warm Glass Panel	7112 – 51 – 514	F/501/9814	30	6
Glasswork – Slumped Glass Vessel	7112 – 51 – 515	J/501/9815	30	6
Ceramics – Coiled Clay Form	7112 – 51 – 516	L/501/9816	30	6
Ceramics – Slab Built Form	7112 – 51 – 517	R/501/9817	30	6
Ceramics – Open and Decorated Thrown Form	7112 – 51 – 518	Y/501/9818	30	6
Ceramics – Tile Making	7112 – 51 – 519	D/501/9819	30	6
Ceramics – Surface Decoration	7112 – 51 – 520	J/501/9829	30	6

Ceramics – Pinched Forms	7112 – 51 – 521	A/501/9830	30	6
Ceramics – Press Moulding	7112 – 51 – 522	F/501/9831	30	6
Ceramics – Glazes	7112 – 51 – 523	L/501/9833	30	6
<i>Certification module - Level 2 Award in Creative Techniques (3D)</i>	7112 – 51 – 903			

<b>Level 2 Awards in Creative Techniques – Balloon Artistry</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Balloon Artistry – Balloon Arrangements, Special Occasions	7112 – 51 – 610	Y/501/9575	30	6
Balloon Artistry – Classic Balloon Décor	7112 – 51 – 611	M/501/9601	30	6
Balloon Artistry – Festive Balloon Design and Event Décor	7112 – 51 – 612	J/501/9605	30	6
Balloon Artistry – Aerial Balloons	7112 – 51 – 613	F/502/0848	30	6
<i>Certification module - Level 2 Award in Creative Techniques (Balloon Artistry)</i>	7112 – 51 – 924			

<b>Level 2 Awards in Creative Techniques – Design</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Design	7112 – 51 – 001	T/501/9695	30	4
Sampling – Exploring Potential of Ideas and Materials	7112 – 51 – 002	A/501/9696	30	4
<i>Certification module - Level 2 Award in Creative Techniques (Design)</i>	7112 – 51 – 904			

<b>Level 2 Awards in Creative Techniques – Employability Skills</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Producing Documents for	7112 – 51 – 003	F/501/9697	30	6



a Creative Business				
Creating Promotional Material for Corporate Business	7112 – 51 – 004	J/501/9698	30	4
Building Business Knowledge – Analysing Creative Businesses	7112 – 51 – 005	L/501/9699	30	4
Start-up Business Skills – Promoting a Creative Product	7112 – 51 – 006	T/501/9700	30	4
<i>Certification module - Level 2 Award in Creative Techniques (Employability Skills)</i>	7112 – 51 – 905			

<b>Level 2 Award in Creative Techniques – Professional Practice</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Professional Practice associated with the Creative Industries	7112 – 51 – 007	A/501/9701	30	4
<i>Certification module - Level 2 Award in Creative Techniques (Professional Practice)</i>	7112 – 51 – 906			

### **Level 2 Certificate**

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 2 Certificate in Creative Techniques in Interiors	7112 – 52	600/0823/4	120	20
Level 2 Certificate in Creative Techniques in 2D	7112 – 52	600/0823/4	120	20
Level 2 Certificate in Creative Techniques in 3D	7112 – 52	600/0823/4	120	20
<i>Certification module - Level 2 Certificate in Creative Techniques (Interiors)</i>	7112 – 52 – 911			
<i>Certification module - Level 2 Certificate in Creative Techniques (2D)</i>	7112 – 52 – 912			

<i>Certification module - Level 2 Certificate in Creative Techniques (3D)</i>	7112 – 52 – 913			
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## Level 2 Diploma

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>QCA accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 2 Diploma in Creative Techniques in Interiors	7112 – 53	600/0959/7	450	78
Level 2 Diploma in Creative Techniques in 2D	7112 – 53	600/0959/7	450	78
Level 2 Diploma in Creative Techniques in 3D	7112 – 53	600/0959/7	450	78
<i>Certification module - Level 2 Diploma in Creative Techniques (Interiors)</i>	<i>7112 – 919</i>			
<i>Certification module - Level 2 Diploma in Creative Techniques (2D)</i>	<i>7112 – 53 – 920</i>			
<i>Certification module - Level 2 Diploma in Creative Techniques (3D)</i>	<i>7112 – 53 – 921</i>			

## Level 3 Award

<b>Level 3 Awards in Creative Techniques – Interiors</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number(s)</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Soft Furnishings – Experimental Collection of Samples	7113 – 51 - 300	F/600/0996	60	9
Soft Furnishings –Pair of Interlined Draw Curtains with an Advanced Heading, Swags and Tails	7113 – 51 – 301	R/600/0999	60	9
Soft Furnishings –Co-ordinated Bed Furnishings	7113 – 51 – 302	A/600/1001	60	9
Soft Furnishings –Loose Cover for an Armchair	7113 – 51 – 303	H/600/1008	60	9
Soft Furnishings –Co-ordinated Cushions	7113 – 51 – 304	L/600/1021	60	9
Soft Furnishings – Advanced Shaped Window Treatments	7113 – 51 – 305	Y/600/1023	60	9
Passementerie – Functional Item	7113 – 51 – 306	D/600/1024	60	9
Passementerie – Wall Hanging	7113 – 51 – 307	M/600/1030	60	9
Passementerie – An Accessory	7113 – 51 – 308	A/600/1032	60	9
Passementerie – Sample Collection	7113 – 51 – 309	F/600/1033	60	9
Upholstery – Chair with a Sprung Seat	7113 – 51 – 310	J/600/1034	60	9
Upholstery –Chair with a Sprung Arm and/or Independent Sprung Edge	7113 – 51 – 311	J/600/1051	60	9
Upholstery –Upholstered Decorative Headboard	7113 – 51 – 312	L/600/1052	60	9
Interior Décor – Interior Design, Kitchen and Utility Room	7113 – 51 – 313	F/501/9862	60	9
Interior Décor – Master Bedroom suite with integral wet room and walk-in wardrobe facilities	7113 – 51 – 314	J/501/9863	60	9
Interior Décor – Sitting Room with French Doors leading to a Conservatory	7113 – 51 – 315	K/502/0696	60	9
Interior Décor – Study and Hobby Room	7113 – 51 – 316	L/501/9864	60	9
Interior Décor – Studio	7113 – 51 – 317	R/501/9865	60	9

Apartment				
Interior Décor – Outdoor Room	7113 – 51 – 318	Y/501/9866	60	9
Decorative Effects – Experimental Collection of Decorative, Painted Samples	7113 – 51 – 319	D/501/9867	60	9
Decorative Effects – Decorative Painting of Wall and Door Surfaces	7113 – 51 – 320	H/501/9868	60	9
Decorative Effects – Advanced Broken Colour Paint Effects	7113 – 51 – 321	K/501/9869	60	9
Decorative Effects – Advanced Wood Graining Effects	7113 – 51 – 322	D/501/9870	60	9
Decorative Effects – Advanced Marbling Effects	7113 – 51 – 323	H/501/9871	60	9
Decorative Effects – Distressing and Ageing Paint Effects	7113 – 51 – 324	M/501/9873	60	9
Decorative Effects – Advanced Stencilling Effects	7113 – 51 – 324	K/501/9872	60	9
Upholstery – An Upholstered Easy Chair with Arms	7113 – 51 – 325	R/600/1053	60	9
Upholstery – A Chair with Deep Buttoned back and/or Seat	7113 – 51 – 326	K/600/1057	60	9
<i>Certification module - Level 3 Award in Creative Techniques (Interiors)</i>	<i>7113 – 51 – 901</i>			

<b>Level 3 Awards in Creative Techniques – 2D</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Life Drawing – Full Length Pose, Tonal	7113 – 51 – 400	A/501/9892	60	9
Life Drawing – Full Length Pose, Linear	7113 – 51 – 401	F/501/9893	60	9
Life Drawing – Anatomical Illustrations	7113 – 51 – 402	J/501/9894	60	9
Life Drawing – Movement	7113 – 51 – 403	L/501/9895	60	9
Life Drawing – Realistic Portrait	7113 – 51 – 404	R/501/9896	60	9
Life Drawing – Figure,	7113 – 51 – 405	Y/501/9897	60	9

Colour				
Drawing Systems – Perspective	7113 – 51 – 406	R/501/9588	60	9
Drawings Systems – Form	7113 – 51 – 407	L/501/9900	60	9
Mark Making – Individual Studies	7113 – 51 – 408	R/501/9901	60	9
Mixed Media – Abstract Artwork	7113 – 51 – 409	Y/501/9902	60	9
Drawing and Painting – Landscape	7113 – 51 – 410	D/501/9903	60	9
Drawing and Painting – Townscape with Buildings and Figures	7113 – 51 – 411	H/501/9904	60	9
Drawing and Painting – Waterscape	7113 – 51 – 412	K/501/9905	60	9
Drawing and Painting – Natural Form	7113 – 51 – 413	M/501/9906	60	9
Drawing and Painting – Still Life with Background	7113 – 51 – 414	T/501/9907	60	9
Drawing and Painting – Interior	7113 – 51 – 415	A/501/9908	60	9
Drawing and Painting – Reflective Surfaces	7113 – 51 – 416	F/501/9909	60	9
Drawing and Painting – Facial Expressions	7113 – 51 – 417	T/501/9910	60	9
Creative Computing – 2D Digital Drawing and Text	7113 – 51 – 418	A/501/9911	60	9
Creative Computing – Interactive Portfolio of Digital Composite Imagery	7113 – 51 – 419	F/501/9912	60	9
Creative Computing – Type Design	7113 – 51 – 420	J/501/9913	60	9
Creative Computing – 2D/3D Narrative	7113 – 51 – 421	L/501/9914	60	9
Creative Computing – Commercial Website Design	7113 – 51 – 422	R/501/9915	60	9
Creative Computing – Illustrated Publication	7113 – 51 – 423	Y/501/9916	60	9
Creative Computing – Theatrical Trailer	7113 – 51 – 424	D/601/9917	60	9
Creative Computing – Concept Art, Digital Gallery	7113 – 51 – 425	H/501/9918	60	9
Printmaking – Drypoint Printing	7113 – 51 – 426	K/501/9919	60	9
Printmaking – Monoprinting	7113 – 51 – 427	D/501/9920	60	9
Printmaking – Monotype Printing	7113 – 51 – 428	K/501/9922	60	9

Printmaking – Multiple Block Lino Printing	7113 – 51 – 429	M/501/9923	60	9
Printmaking – Silk Screen Printing	7113 – 51 – 430	T/501/9924	60	9
Printmaking – Stencil Printing	7113 – 51 – 431	A/502/0699	60	9
Creative Sketchbooks	7113 – 51 – 432	H/502/0700	60	9
<i>Certification module - Level 3 Award in Creative Techniques (2D)</i>	<i>7113 – 51 – 902</i>			

<b>Level 3 Awards in Creative Techniques – 3D</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Jewellery – Pendant of Stone Settings	7113 – 51 – 500	J/502/0009	60	9
Jewellery – Fretwork Brooch	7113 – 51 – 501	A/502/0010	60	9
Jewellery – Assembly Device	7113 – 51 – 502	F/502/0011	60	9
Jewellery – Master Pattern	7113 – 51 – 503	K/502/0889	60	9
Jewellery – Box Snap	7113 – 51 – 504	Y/502/0015	60	9
Jewellery – Bracelet Joints	7113 – 51 – 505	D/502/0016	60	9
Jewellery – Tri-coloured Ring	7113 – 51 – 506	K/502/0018	60	9
Jewellery – Unusual Setting	7113 – 51 – 507	H/502/0020	60	9
Glasswork – Sculptural Copper Foil Item	7113 – 51 – 508	M/502/0022	60	9
Glasswork – Fused Glass Jewellery, Range	7113 – 51 – 509	T/502/0023	60	9
Glasswork – Cast Glass, Sculpture	7113 – 51 – 510	A/502/0024	60	9
Glasswork – Leaded Panel, Architectural	7113 – 51 – 511	F/502/0025	60	9
Glasswork – Pate de Verre, Two Mould Item	7113 – 51 – 512	J/502/0026	60	9
Glasswork – Sandblasted Architectural Panel	7113 – 51 – 513	Y/502/0029	60	9
Glasswork – Warm Glass, Installation	7113 – 51 – 514	L/502/0030	60	9
Glasswork – Slumped Glass, Set of Vessels	7113 – 51 – 515	M/502/0036	60	9
Ceramics – Surface Decoration	7113 – 51 – 516	T/502/0040	60	9
Ceramics – Large Coiled Form	7113 – 51 – 517	A/502/0041	60	9

Ceramics – Pinched Forms	7113 – 51 – 518	F/502/0042	60	9
Ceramics – Slab Form with Lid	7113 – 51 – 519	J/502/0043	60	9
Ceramics –Thrown Containers with Lids	7113 – 51 – 520	R/502/0045	60	9
Ceramics – Low Relief Tile Panel	7113 – 51 – 521	K/502/0052	60	9
Ceramics – Slip Cast Modular Form	7113 – 51 – 522	M/502/0053	60	9
Ceramics – Glaze Developments	7113 – 51 – 523	T/502/0054	60	9
<i>Certification module - Level 3 Award in Creative Techniques (3D)</i>	7113 – 51 – 903			

<b>Level 3 Awards in Creative Techniques – Balloon Artistry</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Balloon Artistry – Aerial Designs	7113 – 51 – 800	Y/502/0063	60	9
Balloon Artistry – Corporate Balloon Arrangements	7113 – 51 – 801	D/502/0064	60	9
Balloon Artistry – Classic Balloon Décor	7113 – 51 – 802	F/502/0851	60	9
Balloon Artistry – Festive Designs and Event Décor	7113 – 51 - 803	J/502/0852	60	9
<i>Certification module - Level 3 Award in Creative Techniques (Balloon Artistry)</i>	7113 – 51 - 924			

<b>Level 3 Awards in Creative Techniques – Design</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Research for Design	7113 – 51 – 001	F/501/9702	30	6
Sampling – Develop, Refine and Innovate Ideas	7113 – 51 – 002	J/501/9703	30	6
<i>Certification module - Level 3 Award in Creative Techniques (Design)</i>	7113 – 51 – 904			

<b>Level 3 Awards in Creative Techniques – Employability Skills</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Create, Store and Use Data for a Creative Business	7113 – 51 – 003	L/501/9704	30	8
Creating Promotional Material for a Product and Creative Business	7113 – 51 – 004	Y/501/9706	30	7
Building Business Knowledge – Handbook for a Creative Business	7113 – 51 – 005	D/501/9707	30	5
Start-up Business Skills – Business Plan for a Creative Business	7113 – 51 – 006	H/501/9708	30	6
<i>Certification module - Level 3 Award in Creative Techniques (Employability Skills)</i>	<i>7113 – 51 – 905</i>			

<b>Level 3 Award in Creative Techniques – Professional Practice</b>				
<b>Unit title</b>	<b>City &amp; Guilds unit number</b>	<b>Unit Accreditation Number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Professional Practice associated with the Creative Industries	7113 – 51 – 007	K/501/9709	30	5
<i>Certification module - Level 3 Award in Creative Techniques (Professional Practice)</i>	<i>7113 – 51 – 906</i>			



### Level 3 Certificate

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 3 Certificate in Creative Techniques in Interiors	7113 – 52	600/0961/5	180	30
Level 3 Certificate in Creative Techniques in 2D	7113 – 52	600/0961/5	180	30
Level 3 Certificate in Creative Techniques in 3D	7113 – 52	600/0961/5	180	30
Certification module - Level 3 Certificate in Creative Techniques (Interiors)	7113 – 52 – 911			
Certification module - Level 3 Certificate in Creative Techniques (2D)	7113 – 52 – 912			
Certification module - Level 3 Certificate in Creative Techniques (3D)	7113 – 52 – 913			

### Level 3 Diploma

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification accreditation number</b>	<b>Guided Learning Hours</b>	<b>Total QCF credit value</b>
Level 3 Diploma in Creative Techniques in Interiors	7113 – 53	600/0787/4	690	115
Level 3 Diploma in Creative Techniques in 2D	7113 – 53	600/0787/4	690	115
Level 3 Diploma in Creative Techniques in 3D	7113 – 53	600/0787/4	690	115
<i>Certification module - Level 3 Diploma in Creative Techniques (Interiors)</i>	<i>7113 – 53 – 919</i>			
<i>Certification module - Level 3 Diploma in Creative Techniques (2D)</i>	<i>7113 – 53 – 920</i>			
<i>Certification module - Level 3 Diploma in Creative Techniques (3D)</i>	<i>7113 – 53 – 921</i>			

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

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

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