

Level 3 IVQ in Teaching, Training and Assessing Learning (1106-21/22)

Frequently asked questions -Centre

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1 About the new qualification

What level is the IVQ in Teaching, Training and Assessing Learning?

This is accredited under the National Qualification Framework (NQF) as a level 3 qualification with two specified routes:

- Advanced Diploma (core)
- Specialist Advanced Diploma (options)

What do I need to do to offer the new qualification?

If you had previously offered City & Guilds 1104 at Certificate or Diploma level and now wish to offer the replacement qualification 1106-21 or 1106-22, you need to complete a fast track approval form. If you have not offered 1104 before, you will need to complete a Qualification Approval Form, available from your local office. New centres wishing to deliver the qualification are required to complete a Centre Approval Form and a Qualification Approval Form, available from your local/branch office.

What is the difference between the Advanced Diploma and Specialist Advanced Diploma routes for the new qualification?

The Specialist Advanced Diploma route requires more units, allowing a Specialist Advanced Diploma candidate to demonstrate greater knowledge and skills over a range of roles which link to the candidate's work practice.

Can I continue to offer the international 1104 qualifications?

No, the 1104 Certificate and Diploma are no longer available for registration or certification. The last assessment date for the 1104 qualification was December 2008.

What are the candidate entry requirements?

There are no formal entry requirements, however, candidates must demonstrate a reasonable level of language and literacy skills, plus the ability to read and write in English (except China). They should also have a teaching position or work placement in order to achieve the practical aspect of the qualification.

2 About assessment of the qualification

How will the new 1106 qualification be assessed?

Assessment will be by practical activities for each unit which are externally set and internally assessed. There will also be a holistic report which is externally set and internally marked. There is also a summative multiple choice test consisting of 50 questions in one and a half hours covering the five mandatory units of the Advanced Diploma route, which is externally set and externally marked. Each Specialist Advanced Diploma unit will have practical activities and knowledge questions within each unit which will be externally set and internally marked.

What is a holistic report?

A written statement reflecting a candidate's experience throughout the mandatory units of the Advanced Diploma Route.

Is there a sample question paper available for the summative multiple choice examination?

Yes, City & Guilds has produced a specimen paper which is available from the 1106 qualification handbook for centres.

Are there assessment activities for each unit?

Yes, these are provided in the qualification handbook as evidence requirements. All activities must be successfully completed by the candidate.

Can a candidate gain accreditation of prior learning for this qualification?

There is no accreditation of prior experience and learning for the IVQ Advanced Diploma (core) route and Specialist Advanced Diploma (options) route in Teaching, Training and Assessing Learning except:

- Where a candidate is entering for the Specialist Advanced Diploma (options) route having achieved the Advanced Diploma (core) route within the last three years
- Where a candidate has gained the 1104 Diploma within the last two years they will be exempt from the five core units of the 1106 Advanced Diploma and progress directly to the Specialist Route
- There is no APL for holders of 1104 at Certificate level

How many times can a candidate be referred?

Candidates can be referred only once. This applies to assessment of the evidence requirements, holistic report and knowledge questions. They can retake an assessment after a period of seven days. If they do not pass on this occasion they are deemed a fail.

Why does the new qualification have more assessment documentation?

This has been produced to enable centres to ensure quality of practice and provide constructive feedback to candidates. The following documentation is available from your local/ branch office once the centre has full qualification approval:

- Tutor guide
- Assessor guide
- Nominated Observer
- Internal Verifier
- External Verifier

Is the assessment documentation available electronically?

Yes, please contact your local/branch office for the electronic versions of appendices, proformas and evidence requirements.

What are the requirements of those who will deliver/assess the 1106?

Staff should be technically competent and experienced at a level above that which will be delivered/assessed. Unit 112 can only be taught and assessed by a local/branch office.

Can the trainer also be the assessor?

Yes, there is no conflict of interest between these roles as the qualification is internally and externally verified.

Is a word count guide provided for the knowledge questions?

No, provided the candidate answers the question successfully. Centres are to use their professional judgement when marking and giving feedback. Centres must provide example answers and agree these with their external verifier.

Can centres use past multiple choice tests as an example for current candidates?

No. These remain the property of City & Guilds and must be returned after each test. A sample is provided in the qualification handbook for centres.

Is there an overall pass/credit or distinction grade for the qualification?

No, provided all the evidence criteria are met and the Multiple Choice test passed there is just one grade of pass.

3 General FAQs

At what stage will the candidate be able to progress from the Advanced Diploma route to the Specialist Advanced Diploma route?

Candidates can progress to the Specialist Advanced Diploma route within three years of achieving the Advanced Diploma.

Does City & Guilds provide a sample scheme of work, session plans and handouts?

Sample materials are available in the qualification guidance packs (Tutor/Guidance) from your local/branch office.

How will this qualification be quality assured?

This qualification will be quality assured in two ways:

- Internally: the management of the qualification and the assessment of the practical activities, holistic report and knowledge questions/answers will be checked by an Internal Verifier within the centre.
- Externally: City & Guilds will appoint an External Verifier to monitor/check all aspects of the planning, management, delivery and assessment of the qualification on a regular basis.

Will there be an opportunity for Assessors, Internal Verifiers and External Verifiers to gain a recognised qualification?

Within the Specialist Advanced Diploma route there are units which will be available specifically for Assessors, Internal Verifiers and External Verifiers to gain recognition. These can be taken as part of the Specialist Advanced Diploma route or as a separate qualification. The External Verifier unit (112) can only be provided by a City & Guilds office for their External Verifiers or as agreed by the respective office. Please refer to the City & Guilds Directory pages for registration and certification guidance.

What do guided learning hours (GLH) actually mean?

The amount of time during which a candidate will be expected to achieve the knowledge and evidence requirements involved for each unit. This does not have to be solely class contact time, but can combine class time, tutorials, self study, research and if available e-learning. Providing the aims, outcomes and knowledge requirements are met, centres have the flexibility to deliver the qualification in as many hours as they deem appropriate.

Can I deliver other topics beside those in the 1106?

Yes, for example to address local, organisational or government needs, providing this is not at the detriment of the course content.

Is unit accreditation available for this qualification?

No.

Do we have to use the documents and proformas supplied by City & Guilds?

We strongly recommend the use of proformas supplied. If a centre wishes to use their own documentation, these should be agreed with the External Verifier (to ensure all required criteria are covered).

Can a candidate take unit 110 Assessing Competence or unit 111 Quality assuring competence-based programmes- internal if they are not currently carrying out these functions as part of their job?

These units are specifically for work-based practitioners. However, a candidate may attend the delivered sessions to gain knowledge, for example, if they are considering changing job roles. They cannot gain certification until they successfully complete the knowledge questions and evidence requirements through actual work based activity.

Should candidates hold a recognised qualification in the subject they wish to teach?

It is recommended they hold a UK level three or equivalent, however, this may vary from country to country and guidance should be sought from your external verifier.

What are the requirements of those who will deliver/assess the 1106?

Staff should be technically competent and experienced at a level above that which will be delivered/assessed. Unit 112 can only be taught and assessed by a local/branch office.

What lower level qualifications are available to enable progression to the 1106?

The level 1 Introductory Award in Training Skills (1106-01) and the level 2 IVQ Diploma in Training Skills (1106-02) are available to enable progression to the Level 3.