

For the attention of the teachers, trainers and coordinators of the Assessor, Quality Assurance and Learning and Development qualifications.

January 2014

1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

Qualifications

- Assessment and Quality Assurance (**TAQA**)
- Learning and Development (**L&D**)

Level 3, 4

Number 6317 & 6318

This news article contains important information about:

- TAQA E-learning
- Learning & Development mini-qualifications
- Learning & Development Apprenticeships
- Education and Training and Quality Assurance books now available
- Assessment materials

Every effort has been made to ensure that the information contained in this publication is true and correct at 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 is a registered charity established to promote education and training.





The end-to-end e-Learning programme has now gone live to allow flexible delivery of unit 301 (Understanding the Principles and Practice of Assessment) in the 6317, 6318 and the new 6502 qualifications.

The TAQA e-learning programme is delivered as a series of short, engaging varied activities no more than 15 minutes in length. This makes it easy for learners to dip in and out of the process to fit it into their work and personal life. The e-learning experience provides a flexible learning environment for the learner and can be used for independent study or as part of a blended learning programme. The package is totally flexible which means that it can be used by tutors to deliver the unit via e-learning or using a varied mix of e-learning, face to face delivery and independent study. The TAQA e-learning programme covers learning for the **stand-alone qualification** or the It can also act as a great **CPD** or **refresher** for existing staff

TAKE A LOOK AT THE E-LEARNING PROGRAMME

Our new demonstration video provides detailed information on how the course is structured and what is covered.



[Contact us to find out more](#)

For more information about any of these features please contact directsales@cityandguilds.com

Learning and Development mini-qualifications

The following qualifications are open for registrations.

These mini-qualifications relate closely to other qualifications in the Learning & Development suite. They have been specifically designed for people who are interested in or need to achieve a qualification in the topic areas listed below. The mini-qualifications

Qualification News continued



contain units from the Learning & Development Award,

Certificate and Diploma and so can also be used as a way of working towards the larger qualifications. They are appropriate for anyone entering or already involved in delivering learning

The qualification hand book and supporting documentation is available in the Learning and Development qualification [webpage](#).

Qualification Number	Level	Title	Credits	Suitable for candidates who:
6318-06	3	Award in facilitating learning & development in groups	6	Deliver learning to groups
6318-06	3	Award in facilitating learning & development for individuals	6	Deliver learning to individuals
6318-06	3	Award in Facilitating and Assessing Learning	12	Deliver learning and need to assess the outcome
6318-06	3	Certificate in Facilitating and Assessing Learning	27	Deliver learning and need to become a qualified assessor
6318-07	3	Certificate in Learning Delivery	15	Carry out initial assessment, prepare learning programmes and then deliver them to groups or individuals
6318-08	3	Certificate in Coaching	15	Undertake coaching in a workplace
6318-09	4	Certificate in Managing Learning	24	Manage learning in an organisation
6318-10	3	Certificate in Mentoring	16	Undertake mentoring in a workplace
6318-11	3	Certificate in working with employers	18	Need to work closely with employers to arrange training for example to deliver apprenticeships

Apprenticeship Frameworks in Learning & Development

The City & Guilds Level 3 Apprenticeship in Learning and Development Apprenticeships provide learners with the skills needed for a career in learning and development. From planning and preparing training programmes and resources, assess and verify learner achievement to providing advice to learners.

There is a framework for England (9893-02) and a different one for Wales (9893-03).

In **England** – the framework consists of the Level 3 Certificate in Learning & Development (6318-03) and includes Functional Skills qualifications.

In **Wales** the framework consists of the Level 3 Certificate in Learning & Development (6318-03) and includes Essential Skills Wales qualifications.

For further details please see [Apprenticeships](#)

Assessment and Quality Assurance

Assignments

Exemplar assignments have been developed for the TAQA units 301 and 401, they are provided as an option for centres to use. Alternatively centres can use their own assignments and other assessment methods as allowed in the assessment strategy to assess the units. The assessment for unit 301 now has 2 options available:

Option A, contains short answer questions and a presentation

Option B, contains an evolve test (204) and a professional discussion (304)

Unit 401 is an assignment activity. Details of which assessment methods are acceptable can be found in the Qualification handbook.

The exemplar assignments are available under the relevant level tab on the qualification webpage - [Assessment and Quality Assurance](#) - under the Assessment Materials section. The passwords for these assessments are available on the Walled Garden.

New Text book

The new textbook, The City & Guilds Textbook: Level 3 Award in Education and Training, which will be available to buy through Walled Garden from tomorrow and all other channels next week.

This new textbook from City & Guilds is the perfect accompaniment to the 6502 Level 3 Award in Education and Training. With the content mapped directly to the qualification, this book is designed to help candidates to link the teaching theory to their assignments. It offers practical guidance and background knowledge to the key topic areas and provides further opportunities for candidates to develop their knowledge through detailed reading lists.



Price: £19.99
TL code: TL036502
ISBN: 9780851932941 [Buy Now >](#)

Practical Guide to Quality Assurance book

In October we launched our first text book directly related to internal and external quality assurance practice. It contains helpful tips, real examples and is designed to give practical rather than theoretical guidance. It would be invaluable to candidates undertaking all Level 4 Quality Assurance qualifications. The title is 'The City & Guilds Practical Guide to Quality Assurance' and it is available via: [www.cityandguildsbookshop.com/Practical Guide to Quality Assurance](http://www.cityandguildsbookshop.com/Practical%20Guide%20to%20Quality%20Assurance)

