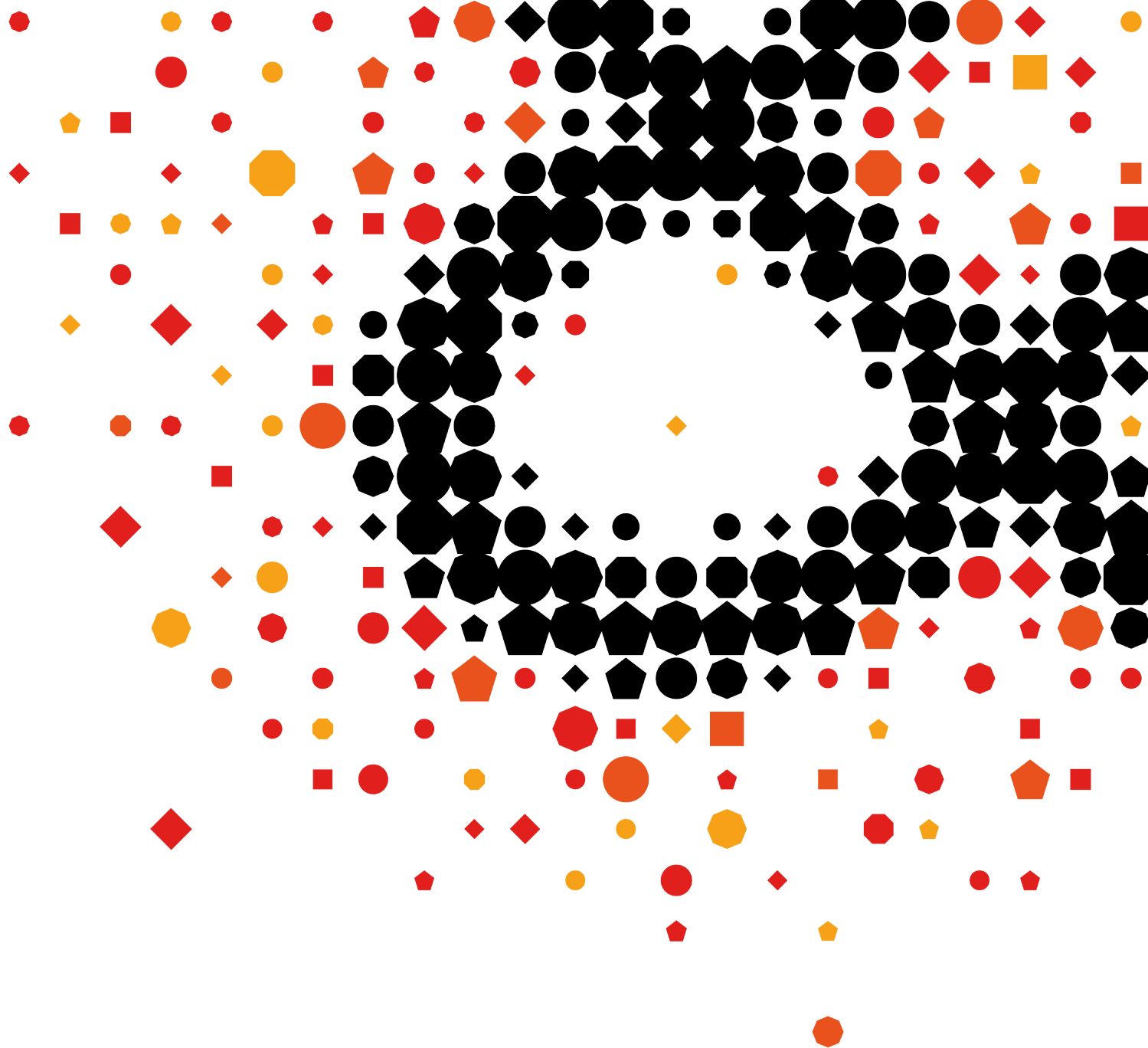


Essential Skills Qualifications (Wales)

Centre Devised
Assessments

January 2020

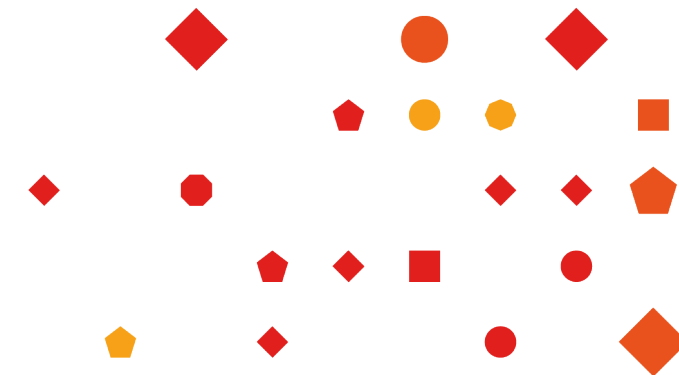
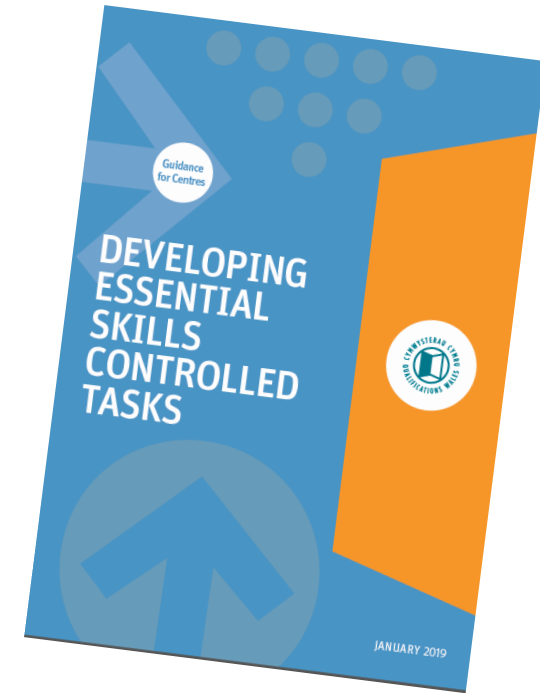


Qualifications Wales – Guidance Document



Guidance for Centres

- Feedback from centres has indicated that they would value the opportunity to develop their own Controlled Tasks for Essential Skills qualifications to make them more relevant to the sectors and learners they are teaching
- In March 2018 Qualifications Wales (QW) carried out a consultation with centres and as a result agreed that it would construct some guidance for centres who wished to create their own Controlled Tasks
- QW worked with the Asset Management Group (AMG) which is made up of the four awarding bodies who collaborate on the development and awarding of Essential Skills qualifications (City & Guilds, Pearson, WJEC and Agored Cymru)
- This document is designed to be accessed online:
<https://qualificationswales.org/english/publications/guidance-for-developing-essential-skills-controlled-tasks-2019/>





Guidance Document

Before you begin...

It is important to remember that developing Essential Skills controlled tasks and mark schemes is a significant undertaking requiring commitment, hard work and a comprehensive understanding of Essential Skills qualifications. That said, it usually involves working within a likeminded and enthusiastic team and the work itself is often creative, interesting and hugely rewarding.

Section 1 of the document outlines a step-by-step guide to developing centre specific Controlled Tasks and mark schemes.

It contains a reminder that you must be familiar with the Design Principles document and the City & Guilds Essential Skills Qualifications (3868) Qualification Handbook

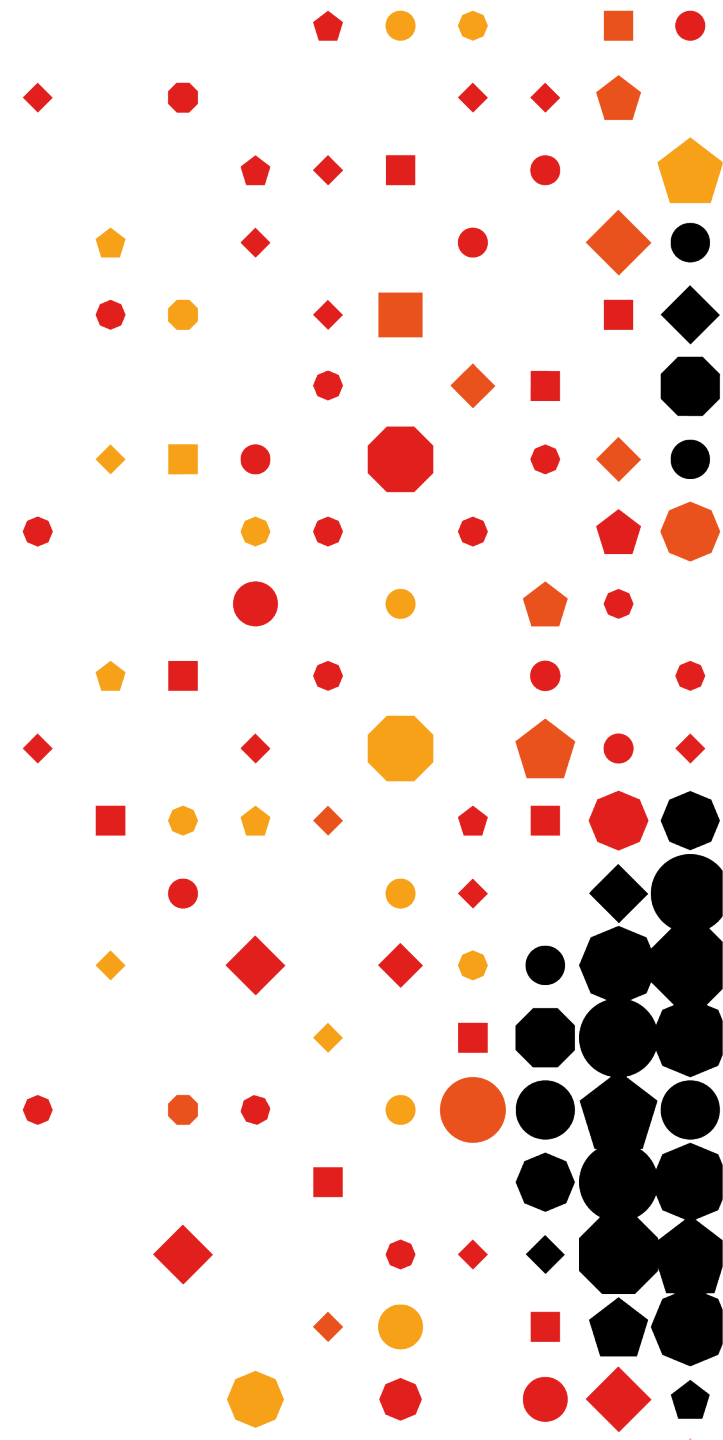
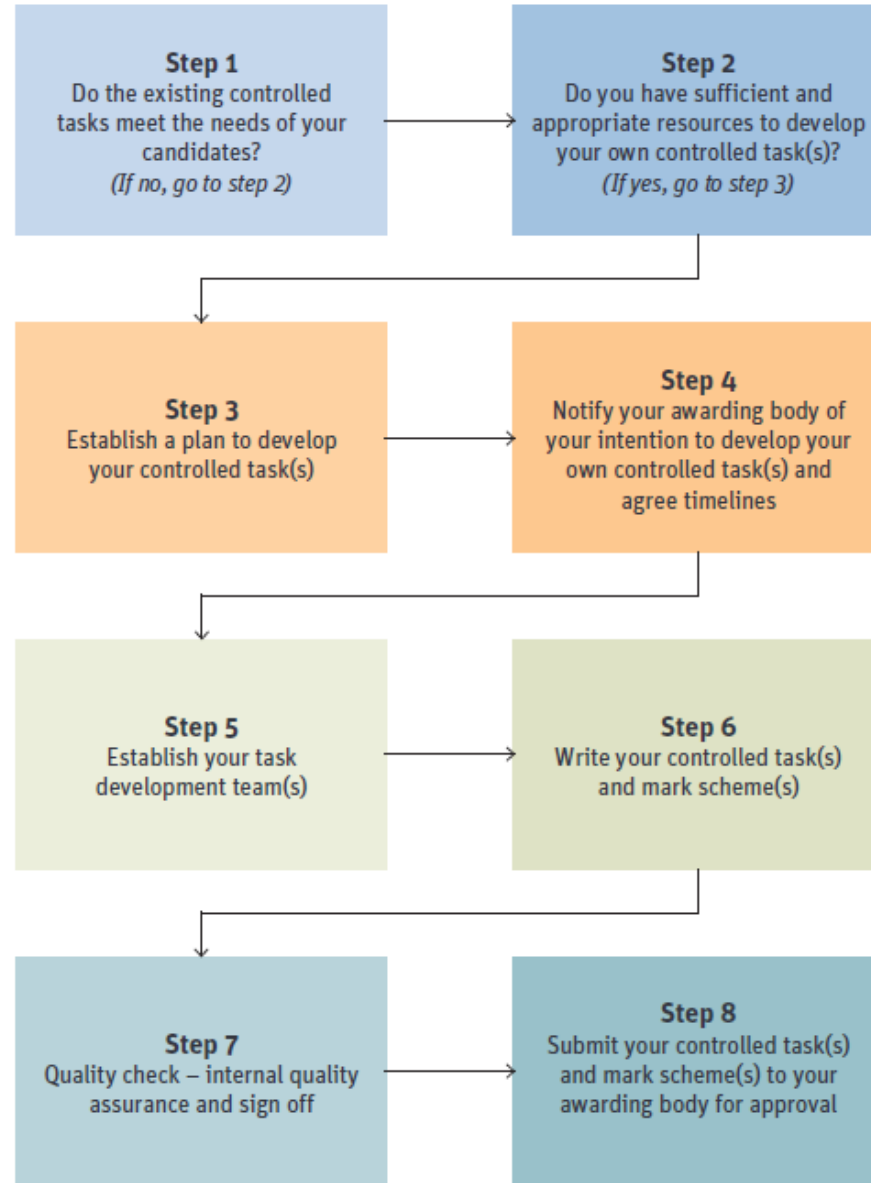
Design Principles: <https://qualificationswales.org/english/publications/update-to-the-essential-skills-design-principles/>

Centre Documents: <https://www.cityandguilds.com/qualifications-and-apprenticeships/skills-for-work-and-life/english-mathematics-and-ict-skills/3868-essential-skills-wales#tab=documents>

It is vital that everyone at your centre understands the need to maintain the security and confidentiality of the materials while they are being developed.

Process

There is a clear process that must be followed before submitting the task(s) to City & Guilds:



Submitting the plan...

Once you have formed a plan of action (a suggested template has been provided by QW in Section 3 of the [Guidance for Centres](#) document) and reviewed your resources you must notify City & Guilds of your intention to submit a centre devised task for approval for use

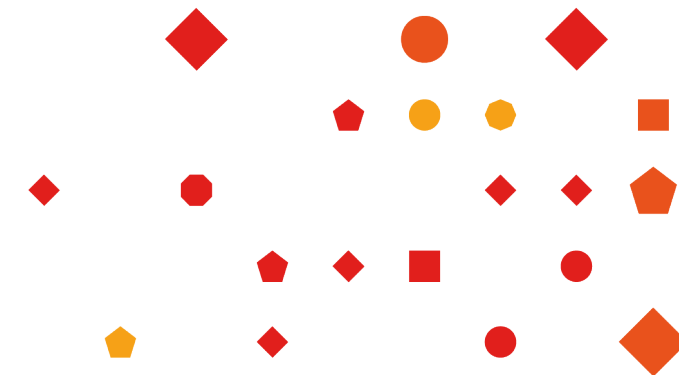
This is done by emailing the plan to a dedicated email address:

ESW-CDT@cityandguilds.com

The review and approval process will be carried out by a small team led by the Senior External Quality Assurer and monitored by our High Priority Qualifications Team

The review team will then evaluate the plan and if necessary will make comments or suggestions for improvements and agree the time frame for the next stage up until submission of the Controlled Task

Any further submissions will attract an fee – initially this has been set at £200 per task but may be revised once this new process has been implemented and reviewed.





Anticipated timeline...

Section 2 of the Guidance covers the approval of the centre devised tasks in Steps 1 – 6

The anticipated timeline of 12 weeks is broken up as follows:

Step Number	Week Number	Activities
1	1	Task received by City & Guilds
2	4	Initial feedback from City & Guilds – providing comments and advice on the degree to which the task meets the requirements for approval
	5-8	Centre reviews feedback and makes changes – liaising with City & Guilds where necessary
3	8-10	Centre finalises the amended controlled task(s) and resubmits to City & Guilds
4	10-11	City & Guilds considers the amended/final controlled tasks/mark schemes and supporting documents and decides to approve or refer them. Detailed feedback and further actions are agreed with centre where necessary.
5-6	12+	Controlled task(s) are approved for use OR referred – in this case steps 4-5 may be repeated until the task is approved or withdrawn from the approval process.



Templates

The Guidance Document contains the following documents:

- Task submission Cover Sheet
- Controlled Task Development plan – sample of a document that might be used although you are free to make your own
- Templates for developing controlled tasks – There is one for each Essential Skill

If you have any questions these should
be directed to:

ESW-CDT@cityandguilds.com

Thank you