

Autumn Newsletter

Welcome to your Technical Qualifications quarterly newsletter



We're well and truly into the 2019/20 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

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In September we released our [welcome pack](#) for your 2019/20 Technical Qualifications delivery. If you haven't already accessed this you can find this along with other useful materials on our [resources and support page](#).

We're keen to ensure that you have all of the relevant information needed to support you throughout the year, and would like to remind you of some upcoming key dates and important information.



On-boarding

Please watch our generic [on-boarding recorded presentation](#) available to support your delivery, assessment and marking of Technical Qualifications. Within this presentation there are a number of activities available to support your delivery team.

Contents

- What's available, progressing to higher education, new for 2019 and UCAS information
- Key information on delivery
- Marking and moderation
- Learning support
- Over to you
- Hints and tips.



Regional network events

We're running a series of regional network events throughout the year, designed to provide you with all the support you need from guidance on deadlines to general advice on our Technical Qualifications.

Our regional networks are updated regularly, with more sectors to be made available soon. To find a regional network near you visit eventbrite.co.uk then search for City & Guilds networks in your region. All events are available on our events page cityandguilds.com/techbac/events



Documents and resources

Exam guides

Our exam guides have been produced to help support centres to understand the types of knowledge and understanding our exams are designed to assess, and how they do this by using different types of questions. They are vital to ensure you give your learners the best possible chance to show their true knowledge and understanding of our qualifications. You can locate these guides by typing the qualification number under the search bar on our website.

Contact update form

You will receive subsequent updates from us, so it's important that we have your most up-to-date contact information, please kindly update your centre information by completing this [contact update form](#) if you have not yet done so and submit to technical.quality@cityandguilds.com

Standardisation Support

Please make use of the subject specific standardisation webinars which have been recorded by the Principal Moderators of our Technicals Qualifications.

The webinar recordings cover lots of information surrounding synoptic assessments, including:

- An overview of a synoptic assignment
- An explanation of the requirements for evidence submission
- A look at the process of marking synoptic assignments using City & Guilds documentation
- A description of the role of the centre within the marking process
- Sharing best practice for centre quality assurance and marker standardisation

All of the above can be found [here](#).

Synoptic assignments: referencing work and plagiarism

We would like to remind centres of their responsibility to ensure that candidates are aware of what constitutes as plagiarism and to take adequate steps to prevent and detect it.

Detailed information on how to prevent and detect plagiarism, and how to appropriately reference within assignments can be found on JCQ's website:

- Information for candidates is available [here](#) (coursework assessments) and [here](#) (non-examination assessments)
- Guidance for teachers/assessors on plagiarism in assessments is available [here](#)



Booking and assessment

Booking your assessments

Our Technicals Quality team have produced a helpful [guide on how to book assessments](#) for Technical Qualifications which you can find on our [resources and support webpage](#), under teaching and learning resources.

Late booking fees

We'd like to remind you that bookings made after the date of the relevant booking windows will incur a fee per learner, per assessment entered plus an administration charge. This applies to all dated entry exams, synoptic assignments, centre assessed components and Employer Involvement. Please refer to our [UK centre charges list](#) on our website for more information.

Synoptic assignments points of clarification

Following our collection of responses for points of clarification on synoptic assignments, we'd like to thank those of you who've sent your responses back to us. All your feedback will be collated and reviewed, and synoptic assignments/forms will be updated (where relevant) including a version history by Monday 2 December 2019. **It is important that the latest versions of the assignments/forms are used.**

Synoptic re-sits

Learners who failed their synoptic assignment last year will have an opportunity to re-sit this year, using this year's live assignment. The assessment window (3 February – 15 May 2020, and 2 January – 15 May 2020 for land-based qualifications only) applies to all synoptic assignments, whether they are a re-sit or a first sitting.

Past papers and past synoptic tests

City & Guilds publishes sample and past papers to support centres when preparing learners for their theory exams. Where we don't already have a sample and two past papers available we will continue to publish past papers until we do.

Where we have both a sample and at least two past papers for each theory exam, we will no longer publish past papers. The reason for this is that we have a wealth of support materials available to support centres' delivery. We have not made any changes to our content, neither do we expect any changes soon. We will review this going forward, and where necessary we will publish new past papers, for example if content is updated.

Where we write new versions of synoptic assignments, we will publish past versions for use by centres as mocks or to support learner preparation for their synoptic.

Note that where the synoptic assignment takes the same form each year, for example a hairdressing service, and therefore does not have a new version each year, we will not publish a past version of these assignments.



Moderation support

Marking and moderation guide for centres

This key document takes centres through the marking and moderation process for synoptic assignments, as well as the quality assurance process for other centre-assessed components. It also provides detailed guidance on the administrative requirements for Technical Qualifications. You'll find this document under the 'Teaching and learning resources' section of our [resources and support page](#).

Moderation visits

You can [download a list of Technical Qualifications which require a moderation visit](#) for this academic year.

For some Technical Qualifications, ephemeral evidence plays a significant part in the evaluation and assessment of candidate performance. Therefore, the quality of the evidence collected by tutors during the practical assessment is vital. The purpose of visiting moderation is to ensure that evidence gathered by centres during the practical assessments is sufficient to support any subsequent awarding of the synoptic assessments.

Employer Involvement

To assist you with planning your Employer Involvement activity, we have a guide to help support you in planning for this year. Employer Involvement is a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications, and this guide outlines what is required in terms of providing evidence, what Employer Involvement is and why it's important.



Vacancies

We currently have some vacancies for the roles of Moderator for our Technical Qualifications. This is an excellent CPD opportunity and will prepare staff to support the centre's delivery of Technical Qualifications. If anyone in your team is interested, they can visit our [Moderator vacancies webpage](#).

In addition, we also have roles available for Chief Examiners and Examiners across a range of industry areas. This is a great opportunity for those with good understanding of their industry and an educational background, to support us in setting the standard for these new qualifications. If you know of anyone who may be interested in these roles, please ask them to visit our [Examiner vacancies webpage](#).



We're here to support you

As always, our Technicals Quality team is here to help if you have any questions, so get in touch with us if you need further assistance.



E: technicals.quality@cityandguilds.com



T: 0300 303 5352



W: cityandguilds.com/technical-resources