

T Level Technical Qualifications

Annual Provider Self-assessment | Version 1.0



Review date		TL-SA
Type	Annual Provider Self-assessment	

Provider details		
UKPRN	Centre No.	Provider name
Head of Provider		Email
T Level Primary Contact		Email

Instructions

At the start of each academic year, providers delivering T Level Technical Qualifications (TQs) are required to complete a self-assessment to update City & Guilds on the delivery of the T Level Technical Qualifications (TQs).

The self-assessment is part of the annual provider review carried out by the Quality team, is mandatory and must be completed and returned to City & Guilds by the last working day of October.

Only one self-assessment form is required per provider. You do not need to complete this per qualification or industry area. Some sections and/or questions may not be relevant to Providers who have not yet started the second year of delivery (Occupational Specialisms). Where this is the case, please leave the section blank.

T-LEVELS



Institute for Apprenticeships
& Technical Education



Section 1 | Key staff

T Level Primary Contact

Each Provider should have one T Level Primary Contact with whom we will communicate regarding all T Level queries, as well as regarding approval and quality assurance. This person has overarching responsibility for the delivery of all T Level subjects. Please reconfirm the current post-holder:

Name	Role	Email

Exams Office Primary Contact

Each Provider should also have one T Level Exams Office Primary Contact with whom we will communicate regarding all T Level administrative matters including registration, exam and assessment bookings. Please reconfirm the current post-holder:

Name	Role	Email

Please detail below any changes to staff involved in the delivery, assessment and internal quality assurance of the T Level Technical Qualifications since approval and/or last self-assessment form. This should include, tutors, trainers, assessors and other key delivery staff.

Name	Role	Email	Qualifications

Section 2 | Provider approval criteria review

You have an obligation to ensure that during the delivery of T Levels you continue to meet all the City & Guilds Provider Approval Criteria for the Technical Qualification (TQ).

Please identify any changes to the approval as set out in the [T Level Provider approval and quality assurance guide](#) since approval / last self-assessment.

Approval criteria review

Criteria A | Management Systems, Policies and Procedures

Criteria B | Industry Placement

Criteria C | Appropriate resources

Criteria D | Qualification and Assessment Delivery

Criteria E | Internal Quality Assurance (IQA) and Standardisation

Criteria F | Secure Live Assessment and Administration

Criteria G | Conflict of Interest (CoI)

Section 4 | Standardisation

Occupational Specialism Standardisation

For the Occupational Specialisms which are externally moderated;

1. List any feedback / concerns identified through moderation (such as where marking was not standardised or where marks were adjusted)
2. List any actions / planning you are undertaking to support the marking and standardisation process in this forthcoming academic year.

1

2

Section 5 | Action planning

Please note any follow up actions required to satisfy the T Level approval criteria*, in relation to the areas above.

*Please refer to the approval document for criteria references.

Action Plan		
Criteria Ref. Action required	Date	By whom

Section 6 | Feedback and support

Please note below any feedback you would like to provide City & Guilds in relation to the T Level Technical Qualifications and/or any additional support you require.

Feedback and support

Section 7 | Provider declaration

As part of the self-assessment and annual provider review, you will agree to the written and enforceable agreement between you and City & Guilds for the delivery of the TQ(s). This agreement consists of:

- The provider approval application any subsequent approval application(s);
- [Centre Contract General Terms](#);
- [Quality Assurance Standards: Centre Handbook](#);
- [Quality Assurance Standards: Centre Assessment](#);
- [T Level Technical Qualifications Provider approval and quality assurance guide](#);
- The relevant policies, procedures, and regulations; and
- The relevant Technical Qualification specifications

In addition, you on behalf of the Provider must agree to the following conditions:

- Give all reasonable access and cooperate with City & Guilds in matters related to your application to become a City & Guilds Approved Provider (Centre) in accordance with City & Guilds requirements.
- To immediately notify City & Guilds of any changes to the information given in this form and Provider Approval application (including staffing) to the appropriate City & Guilds representative, both during the approval process and (if the Provider is approved) after approval is given.
- To ensure all reasonable steps are taken to ensure City & Guilds are able to comply with its Conditions of Recognition and contractual obligations with the Institute for Apprenticeships and Technical Education (the Institute).
- You will comply with and ensure that all qualifications are delivered in accordance with the relevant Equalities Law.
- You will have in place a complaints and appeals procedure.
- You will complete the annual self-assessment by the required deadline as specified by City & Guilds.
- You will have in place a procedure for preventing and investigating malpractice and maladministration to uphold the integrity of City & Guilds qualifications.

I agree to the above conditions and have the authority to do so on behalf of all persons involved. I acknowledge that failure to meet any of these conditions may result in Qualification and/or Provider approval being terminated.

Name	Position	Date