

Winter Newsletter

Welcome to your Technical Qualifications seasonal newsletter



Happy New Year and welcome back to the start of a new term. We're well and truly into the 2018/19 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

Quick links menu

- [Events and regional networks](#)
- [Moderation support](#)
- [Booking and assessment](#)
- [Updates](#)
- [Help and support](#)

Your winter newsletter covers the next steps of delivering your Technical Qualifications, and it's important to share this newsletter with everyone who is involved in the administration or delivery.



Events and regional networks

Upcoming webinar for Curriculum Managers

Are you up-to-date with the latest education policy changes? We're keen to ensure you're up-to-date with the latest developments, which is why we're set to bring you a recorded webinar full of useful insight. This is specifically aimed at Curriculum Managers to provide up-to-the-minute information to assist with decision making about curriculum provision delivery from September 2019. The fast pace of change within the education policy landscape means that not only planning for the upcoming academic year is important, but for future years is paramount. Our expert Technical Advisors will talk you through the ways in which City & Guilds can support, guide and prepare you for the future. We'll let you know once this is available next month.

Technical Qualifications Grading Prediction Calculator

Our Post-16 Technical Advisor will be producing a short instructional video on using a grading calculator to predict learners grades and UCAS points for Technical Qualifications. This will be available in early March 2019 and we'll notify you once it's accessible.

Regional networks and Technical Advisor support

Our Technical Advisors are on hand to provide centre guidance across all industries and answer any queries you may have. For more information on upcoming regional networks in your industry area, head to our [Technical Advisor](#) page, you can also follow our each advisor on social media.



Moderation support

Moderation visits

Moderation visits are an additional quality assurance activity that support the remote moderation of synoptic assignments. For a full list of qualifications which require a moderation visit please [refer to this document](#). The Technicals and Moderation Support team are currently in the process of allocating moderators to all centres that require a moderation visit and centres should start to hear from their moderator over the next five weeks. Land-based qualifications will be allocated visits first as the synoptic assignments are released to learners earlier. All other qualifications will then follow.

Synoptic assignments

All synoptic assignments for assessment in 2019 are now available on our website (please see the relevant qualification page). They can be downloaded by approved centres in advance of release to candidates and used for planning purposes.

Please note – synoptic assignments in land-based industries were released to candidates from 2 January 2019. Synoptic assignments for all other Technical Qualifications can be released to candidates from 4 February 2019.

Updated quality assurance documents

This is just a reminder that a revised and updated version of the [Technical Qualifications: Marking and Moderation guide](#) was published in November 2018. Please ensure that all relevant staff at your centre have familiarised themselves with the contents of this document version. It's available, along with other key guidance and support resources [here](#).

Moderation Portal

The Moderation Portal is our online system that allows centres to upload marks and evidence, and will be available later in the spring term. We'll inform you as soon as it has launched and provide centre login details.

In the meantime, you can view our [user guide](#) from last year to familiarise yourself with the process. We've also produced a [useful guide to help you prepare your evidence](#).

Centre webinars for synoptic assignments

We've produced four new webinars to support centres in the marking, moderation and quality assurance processes for the synoptic assignments. Each webinar is around 15 minutes long, and has been designed to break the process down into easily digestible sections. These webinars can be accessed from our [events and webinars](#) page.



Booking and assessment

Booking your assessments

The deadline for booking spring exams, synoptic assignments, optional and mandatory units and employer involvement (KS5 only) has now passed. You can still make bookings on Walled Garden for the time being, however you will be charged late booking fees. These fees are in line with our published [UK Centre Charges for 2018/19](#).

If you haven't made your bookings, or want to talk through these with us please contact the Technicals and Moderation Support team on 01924 206719 or email moderationsupport@cityandguilds.com for further guidance and next steps.

Please note – late bookings made through Walled Garden after 22 December 2018 will incur a £45 administration fee plus £10 per learner and per assessment entered.



Employer Involvement

Deadline approaching: 1 February 2019

The deadline is fast approaching to submit your Employer Involvement planner for approval to us if you're delivering a Technical Qualification for the first time. You need to submit this by 1 February 2019 to employerinvolvement@cityandguilds.com

You'll be pleased to know that if you delivered a qualification last year there is no requirement to submit your planner again to us. However all centres must submit the completed planner and tracker to the Moderation Portal by 14 June 2019.

You can [download a template planner and tracker here](#) and also [view our exemplar here](#). For further advice and guidance please refer to the [Employer Involvement Centre Guidance](#) or speak to our Technicals and Moderation Support team.

Booking extra time

As the booking window for exams is now closed, we would like to remind you of some important points around booking for your learners who require specific arrangements in order to access the assessments.

If you have learners who require extra time to complete their exam, you must apply for this prior to booking the exam on the Walled Garden. If you haven't done this already then please do get in touch with us as soon as possible. For e-volve exams only, you need to add on the extra time when scheduling the exam. Extra time cannot be added after the exam has been booked, so you must remember to do this before making any exam bookings. If however you need more than 25% extra time, City & Guilds will need to schedule the test for you. Therefore, you will need to get in touch with our Policy team on 0207 294 2772 or email policy@cityandguilds.com to arrange this.

Please note – if agreed deadlines are missed, we cannot guarantee learners will be able to sit their assessments within this academic year, or that they will be certificated to the published timescales. Any delay has a significant impact on our ability to manage the moderation process and moderator resources.

Modified question papers

If any learners require enlarged or braille question papers, the learner must be entered for the paper-based version of the exam, and you will need to organise this at least three months prior to the exam taking place. Please email policy@cityandguilds.com to request any modified question papers.

Exam delivery

With the spring series exams fast approaching, it's important that paper-based examination scripts, once received, are stored securely until the exam date (as specified in our [exam timetable](#)). After the exam, the scripts and the invigilation certificates with complete attendance information must be returned within 24-hours to the addresses indicated on the return labels. This ensures marking can start as soon as possible. Failure to do this could delay the release of your results. The following document provides UK Centres with information on how to conduct City & Guilds examinations, please refer to the Joint Council for Qualifications [instructions for conducting examinations 2018/19](#).

Dated e-volve exams can be unlocked and prepared ready for Invigilators up to ten days before the exam date. The exam however cannot be started until the actual exam date. After the exam, please make sure to upload the e-volve answers to the portal. Successfully uploaded exams will disappear from the SecureClient Admin Console, and multiple-choice exams will appear in the Results screen in SecureAssess Central, Examiner marked exams will not show in the Results screen until marking and all quality checks have been completed. Please refer to the e-volve guideline documents which are available on our [e-volve page](#).

Important information about dated examinations

We've produced guidance on what to do if unforeseen events mean the exam can't go ahead. Please refer to our [emergencies guide](#) for more information.



Updates

Withdrawal of Technical Qualifications

As you may be aware, all Awarding Organisations are required by qualification regulators and funding agencies to regularly review the performance of their current qualifications. City & Guilds has reviewed the number of learners undertaking Technical Qualifications along with insights from our technical experts in the sectors.

Having completed this review, the seven qualifications in the tables below will be closed for new registrations from this summer:

Qualification	Last reg	Last cert
6519-20 Level 2 Technical Certificate in Medical Administrative Support	31/08/2019	31/08/2019
6519-30 Level 3 Advanced Technical Diploma in Medical Administration (450)	31/08/2019	31/08/2019
6004-30 Level 3 Advanced Technical Diploma in Complementary Therapies (540)	31/08/2019	31/08/2019
4292-31 Level 3 Advanced Technical Extended Diploma in the Automotive Industry (720)	31/08/2019	31/08/2019
4782-32 Level 3 Advanced Technical Diploma in Business travel (450)	31/08/2019	31/08/2020
3605-31 Level 3 Advanced Technical Diploma in Early Years and Childcare (540)	31/08/2019	31/08/2020
3605-32 Level 3 Advanced Technical Extended Diploma in Early Years and Childcare (1080)	31/08/2019	31/08/2021

Our decision not to continue with the above qualifications is based on low numbers of registrations and lack of demand in the sectors. We will continue to review qualification performance annually as part of our regulatory obligations. For more information please read our [withdrawal notification](#), which you can find from the 'Updates' section of our [resources and support page](#).

Important updates to our webpages

We've recently made some changes to our Technical Qualification web pages. Visit cityandguilds.com/technicals today!

The website includes updates to the following pages:

- [Study Technical Qualifications](#): this page now includes updated progression routes under the relevant subject accordions and highlights the career choices available to your learners.
- [Updated HE documents now available](#): the following documents are now available to access from our Study Technicals page; [HE grading scales for September 2019 \(720 and 1080\)](#) and the [road to university document](#).
- [New case study testimonials](#): hear what learners, colleges and employers are saying about studying or delivering our Technical Qualifications.

Technical Qualifications feedback survey

A huge thank you to everyone who took the time to complete our survey in December. Your feedback is very important to us, which is why we're taking the time to review all of the feedback which will improve the resources and communications we'll send you in future.



We're here to support you

Need further assistance?

As always, our Technicals and Moderation Support team is here to help if you have any questions. Get in touch with our team today.



E: moderationsupport@cityandguilds.com



T: 01924 206 719



W: cityandguilds.com/technical-resources