

# City & Guilds Technicals

## First Steps

*Preparation to Teach  
Technicals 2023/2024*

# Welcome

Welcome to this 'first steps' presentation from Technical Advisors Alison Whittle and David Pye



# Agenda

- Introduction to Technicals
- Finding key documents
- Next Steps





# Introduction to Technicals

# Introduction to Technicals

## Technical Qualifications

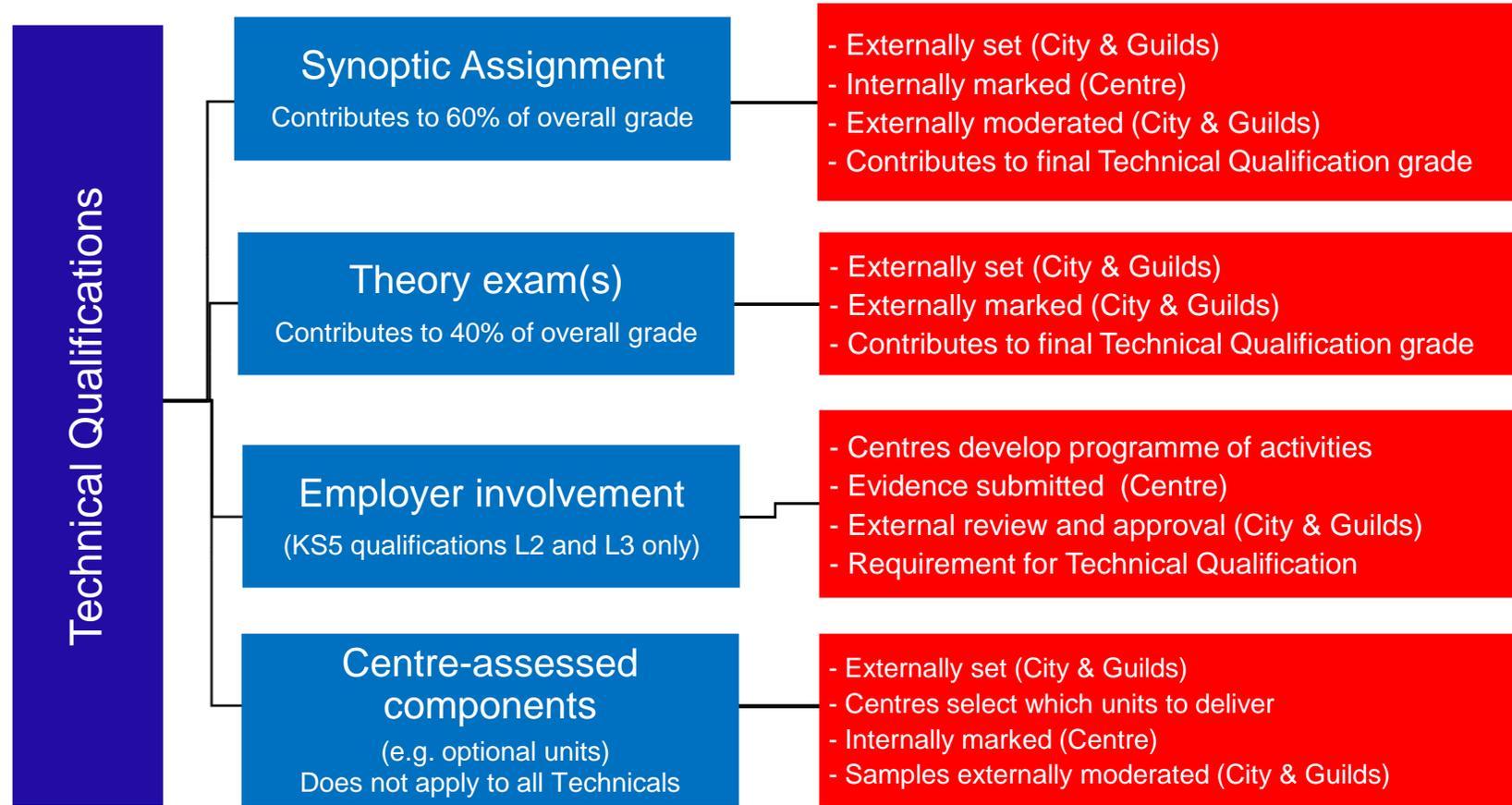
City & Guilds Technical Qualifications for 14-19 year olds give learners the most up-to-date and relevant technical skills they need to succeed in their chosen career path – be that a job, university or an apprenticeship.

Our Technical Qualifications have been developed in consultation with employers and industry bodies to ensure the qualifications are fit for purpose and meet the needs of businesses.



# Technical Qualifications

These are the components that make up Technical Qualifications.



There is no direct claim status (DCS) for Technical Qualifications. Results are issued by City & Guilds

# Finding Key Documents

# Welcome Pack

This is a key document for all centres and is updated each year.

To locate this document-click on the **Technicals** tab on City and Guilds home page. Then click on the Resources and Support tab below as indicated in red in this screen shot.

The support and resources tab direct you to the Teaching and Learning banner where you will see a list of support resources available to you.

Open up the link to the Welcome pack where you will find all of the key information you need to help plan your delivery including:

1. Key dates for technical qualifications
2. Guidance and support
3. Key contacts
4. Information on approvals and moderation
5. Booking assessments



## Teaching and Learning Resources

- [Technical Qualifications: Welcome Pack 2023/2024](#)
- [Technical Qualifications: Delivery checklist 2023/24](#)
- [Technical Qualifications: Exam timetable 2023/24](#)
- [Technical Qualifications: Moderation visits 2023/24](#)
- [Technical Qualifications: Guide to teaching, learning and assessment](#)

# Two main pages

## Qualification Page

- Handbooks
- Exam guides
- Past papers

## Technicals Webpage

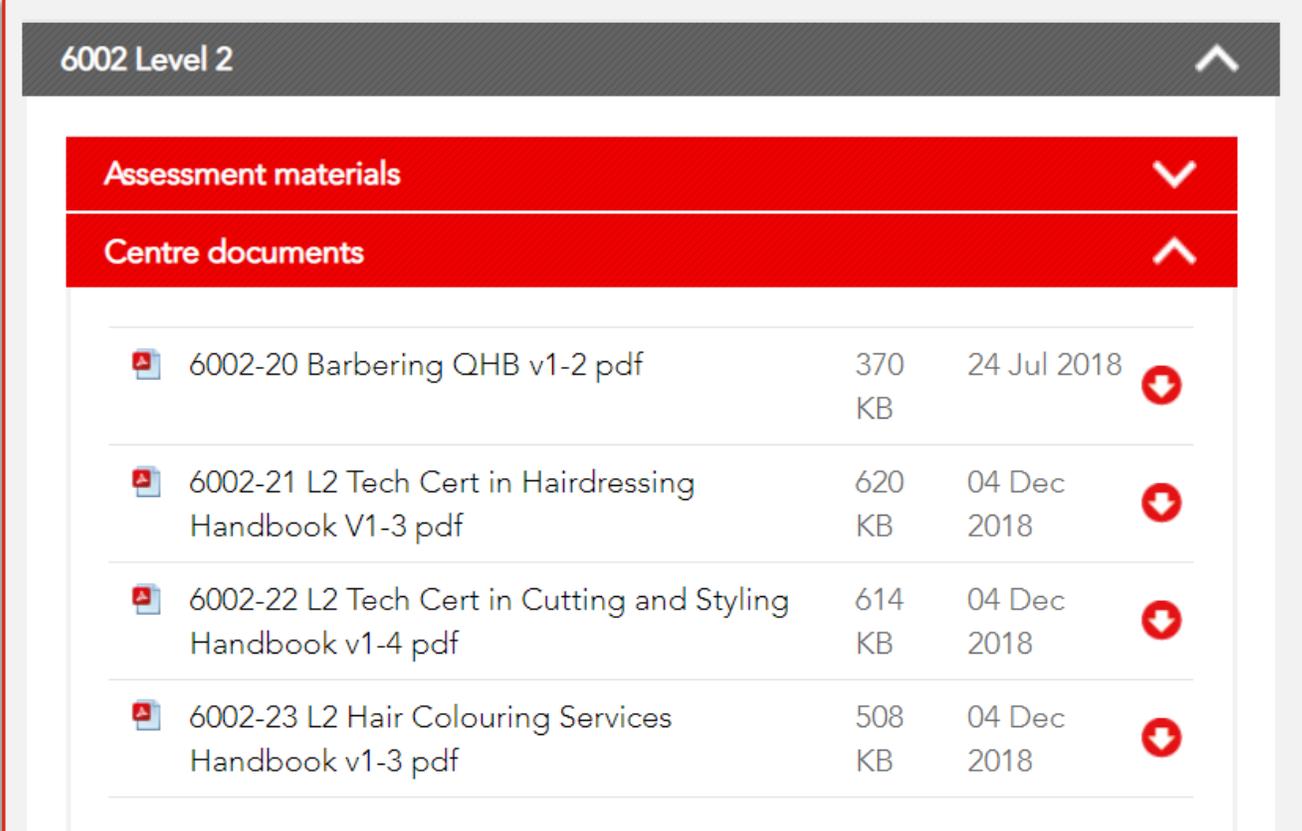
- Welcome pack
- Employer involvement guides
- Exam time tables



# Qualification Page

Contains various important document including

- The qualification handbook
- Exam guides
- Past synoptic assignment
- Sample exam papers



The screenshot shows a user interface for a qualification page. At the top, there is a dark grey header with the text "6002 Level 2" and a white upward-pointing arrow icon. Below the header, there are two red navigation bars. The first bar contains the text "Assessment materials" and a white downward-pointing arrow icon. The second bar contains the text "Centre documents" and a white upward-pointing arrow icon. Below these bars is a list of documents. Each document entry consists of a small red icon with a white 'A' (representing a PDF), the document title, the file size in KB, the date, and a red circular icon with a white downward-pointing arrow (representing a download button).

Document Title	File Size (KB)	Date	Action
6002-20 Barbering QHB v1-2 pdf	370 KB	24 Jul 2018	Download
6002-21 L2 Tech Cert in Hairdressing Handbook V1-3 pdf	620 KB	04 Dec 2018	Download
6002-22 L2 Tech Cert in Cutting and Styling Handbook v1-4 pdf	614 KB	04 Dec 2018	Download
6002-23 L2 Hair Colouring Services Handbook v1-3 pdf	508 KB	04 Dec 2018	Download

# Technicals Webpage

From the homepage click Technicals

**City & Guilds**

SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site:  **SEARCH**

ABOUT OUR OFFER QUALIFICATIONS APPRENTICESHIPS **TECHNICALS** T LEVELS RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

DELIVER TECHNICAL QUALIFICATIONS STUDY TECHNICAL QUALIFICATIONS SUBJECT AREAS RESOURCES AND SUPPORT EVENTS AND WEBINARS

TECHNICALS CASE STUDIES FAQs CONTACT US

# Technical Qualifications

# Resources and Support

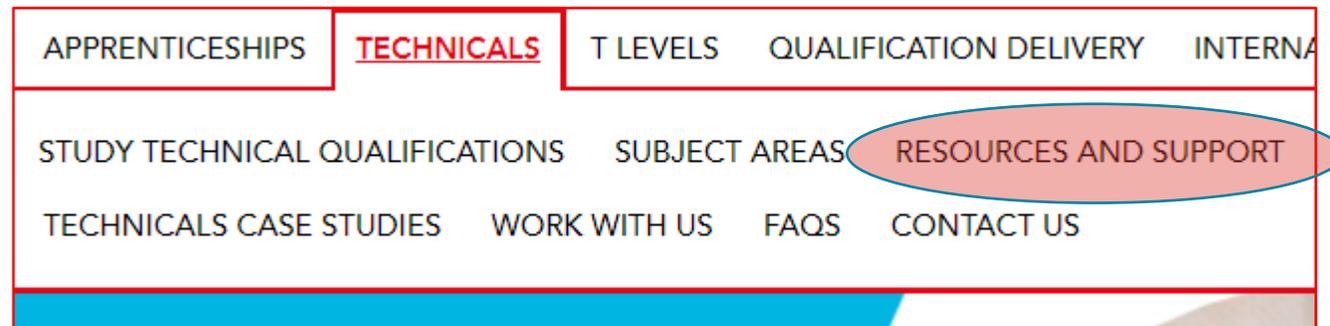
Then follow  
*“Resources and support”* from either  
of the quick links as shown



A vertical menu titled "TECHNICALS" with a hatched header. It contains four items, each with a red arrow pointing to the right:

- Deliver Technical Qualifications
- Study Technical Qualifications
- Subject areas
- Resources and support

The "Resources and support" item is highlighted with a red oval.



A horizontal navigation menu with the following items:

- APPRENTICESHIPS
- TECHNICALS
- T LEVELS
- QUALIFICATION DELIVERY
- INTERNATIONAL

Below the main menu, there are three rows of secondary links:

- STUDY TECHNICAL QUALIFICATIONS    SUBJECT AREAS    RESOURCES AND SUPPORT
- TECHNICALS CASE STUDIES    WORK WITH US    FAQs    CONTACT US

The "RESOURCES AND SUPPORT" link in the second row is highlighted with a red oval.

# Teaching and Learning Resources

**Tip** - Regularly check this drop down menu for the latest guidance

## Teaching and learning resources

### Teaching and Learning Resources

- [Technical Qualifications: Welcome Pack 2023/2024](#)
- [Technical Qualifications: Delivery checklist 2023/24](#)
- [Technical Qualifications: Exam timetable 2023/24](#)
- [Technical Qualifications: Moderation visits 2023/24](#)
- [Technical Qualifications: Guide to teaching, learning and assessment](#)
- [Technical Qualifications: Webinar for booking assessments](#)
- [Technical Qualifications: Generic forms](#)
- [Technical Qualifications: Practical Observation forms - best practice](#)
- [Technical Qualifications: Employer Involvement centre guidance](#)
- [Technical Qualifications: Employer Involvement planner and tracker](#)
- [Technical Qualifications: Employer Involvement planner and tracker exemplar](#)
- [Technical Qualifications: Adaptable delivery planner 2023/24](#)

# Various Menus

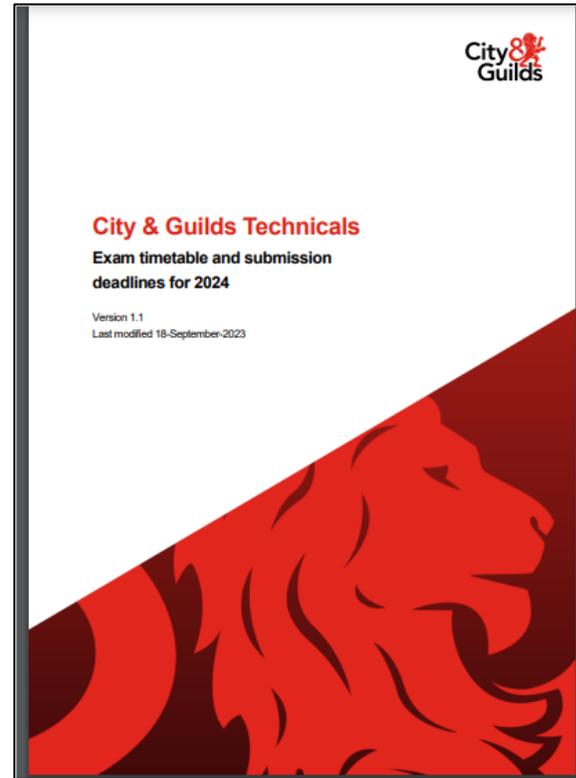
We are now presented with various menus. The majority of the key documents can be found under *'Teaching and learning resources'*



Quality assurance	∨
Contact update form	∨
Teaching and learning resources	∨
KS4 Technical Award resources	∨
Moderation portal	∨
Post-results service	∨
Enquiries, missing submissions and amendments	∨
Communications archive	∨

# Free resources to support effective delivery

## Freshly updated for 2023/2024



### City & Guilds Technical Qualifications

**Contact update form**

We request this form to be completed by all centres intending to deliver Technical Qualification for the 2019-20 academic year. We'd like to keep in touch with you so that you don't miss out on key communications designed to support your delivery. **Please submit the completed form to [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com).**

We will treat your personal data with the utmost care and privacy. We will only process your personal data in accordance with our privacy policy available [here](#), and you may change your preferences or unsubscribe at any time, just contact the Technicals Quality team.

**Centre details**

Centre Number <small>(6 numerals plus any suffix)</small>	<input type="text"/>	Full Centre Name:	<input type="text"/>
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**Main Technicals contact**

Name:	<input type="text"/>	This is the person within your centre nominated to receive all communications in regards to Technical Qualifications.  Similar to a Quality Contact, this person would be responsible for disseminating information internally and be first point of contact for City & Guilds queries.
Job Title / Role:	<input type="text"/>	
Email Address:	<input type="text"/>	
Contact Number:	<input type="text"/>	

**Moderation Portal contact**

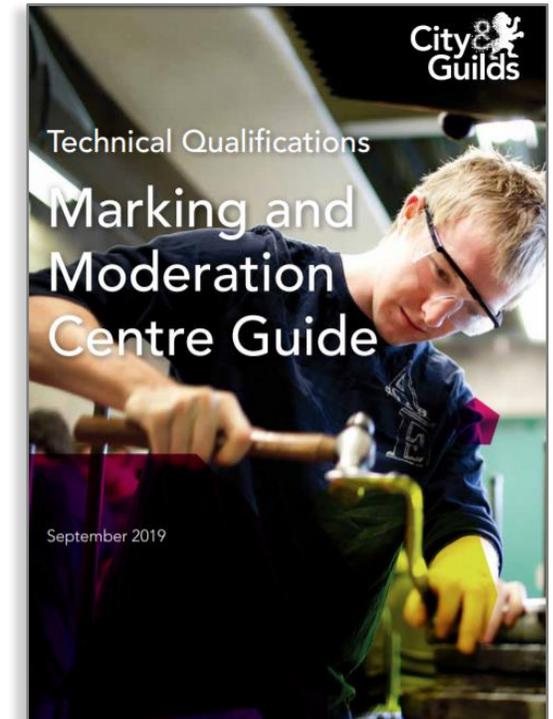
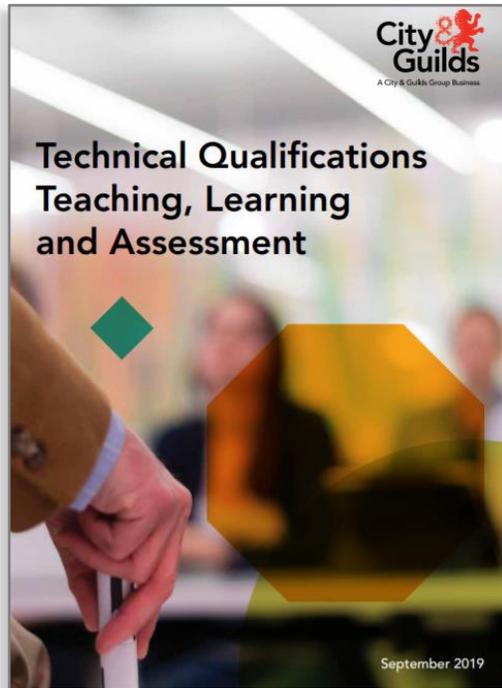
Name:	<input type="text"/>	This person will receive the initial account details, user guide and be responsible for setting up additional user accounts for all other staff within your centre. Please refer to the latest version of the Moderation Portal user guide for more detail.
Email Address:	<input type="text"/>	

**Additional evidence contact**

Name:	<input type="text"/>	This person will need to be available throughout July to support with any additional evidence requests as part of the awarding process and facilitate the upload of this evidence to the Moderation Portal
Email Address:	<input type="text"/>	

Contact update form for Technical Qualifications Version 2.1 June 2019

# Free resources to support effective delivery updated for 2023/2024



# Free resources to support effective delivery updated for 2023/2024





### Requirements for uploading evidence for Technical Qualifications

This document provides guidance and best practice advice to support the upload of candidate evidence on the Moderation Portal.

Centres should pay close attention to the task requirements in the Assessment packs and ensure that the candidate evidence that they submit demonstrates that the task has been fully met, shows candidate ability and supports the awarding of marks. For tutor evidence (Candidate Record Forms and Practical Observation Forms), centres should ensure that they are fully and clearly completed and that any observations of performance align with the candidate evidence submitted.

**Content of evidence**

- Candidate evidence should show the processes used by the candidate to perform a task. It should be a tool to help visualise the actions performed by the candidate while completing the task, not just the final result.
- Only files related to the specific unit/assessment should be uploaded against an assessment record. E.g. synoptic evidence uploaded against the synoptic unit and any employer involvement documents uploaded against the employer involvement unit.
- The Moderation Portal has the functionality to allow evidence to be uploaded at cohort level or individual candidate level. Cohort-level evidence must be uploaded to the 'Group Learner' profile. Candidate evidence can be uploaded directly to the relevant candidate's profile.

The table details which types of evidence count as 'cohort evidence' and which count as 'candidate evidence':

Candidate evidence	Cohort evidence
Candidate Record form	Employer involvement Planner
Declaration of Authenticity	Employer involvement evidence
Candidate assessment evidence	Centre standardisation declaration
Practical Observation form	Personal Interest form
Centre-assessed components – candidate assessment evidence	

Centres must ensure that the correct type of evidence is uploaded to the correct profile.



## KS5 Technical Qualifications Employer Involvement Planner and Tracker

Version 1.5

This planner can be used to capture how your centre intends to meet the employer involvement requirements for this qualification. Following this; it can be used on an ongoing basis throughout the year to track and record evidence of employer involvement activities. One planner should be submitted for each qualification that is being de

**All centres must submit the Employer Involvement planner for review to [employerinvolvement@cityandguilds.com](mailto:employerinvolvement@cityandguilds.com) by Monday 03 February 2020.**

The completed Planner & Tracker must be submitted to the Moderation Portal, along with a representative sample of evidence of the activities taking place by **Friday 12 June 2020.**

<b>Centre name</b>	
<b>Centre number</b>	
<b>Academic Year</b>	2019-20
<b>Qualification Code</b>	

**Planning**  
 Submit to [employerinvolvement@cityandguilds.com](mailto:employerinvolvement@cityandguilds.com) by **Monday 03 February 2020**

Employer name	Employer contact person	Employer Telephone	Employer Email	Planned type of activity (Please select from the drop down list)	When activity will take place (approx. month if unknown at approval stage)	Details of activity and any additional information

# Employer Involvement (KS5 only)

Employer Involvement forms a key part of KS5 Technical qualifications. It gives learners the opportunity to work with real employers and experience a real workplace and helps to bridge the gap between education and employers. Although it doesn't form part of the overall grade it is a mandatory component.

To be eligible, employer involvement activities must relate to the content of the qualification.

Employer involvement will be quality assured by City & Guilds, with the possible outcome that learners not meeting the requirement will not be able to achieve the qualification certificate.

The DfE has provided the following examples of which activities are considered to be 'meaningful' and count towards meeting the requirement.

The following activities meet the requirement for meaningful employer involvement:

- Learners undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification with an employer relevant to the qualification;
- Learners undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s);
- Learners take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures;
- Industry practitioners operate as 'expert witnesses' that contribute to the assessment of a learners work or practice, operating within a specified assessment framework.

# Key Stage 4

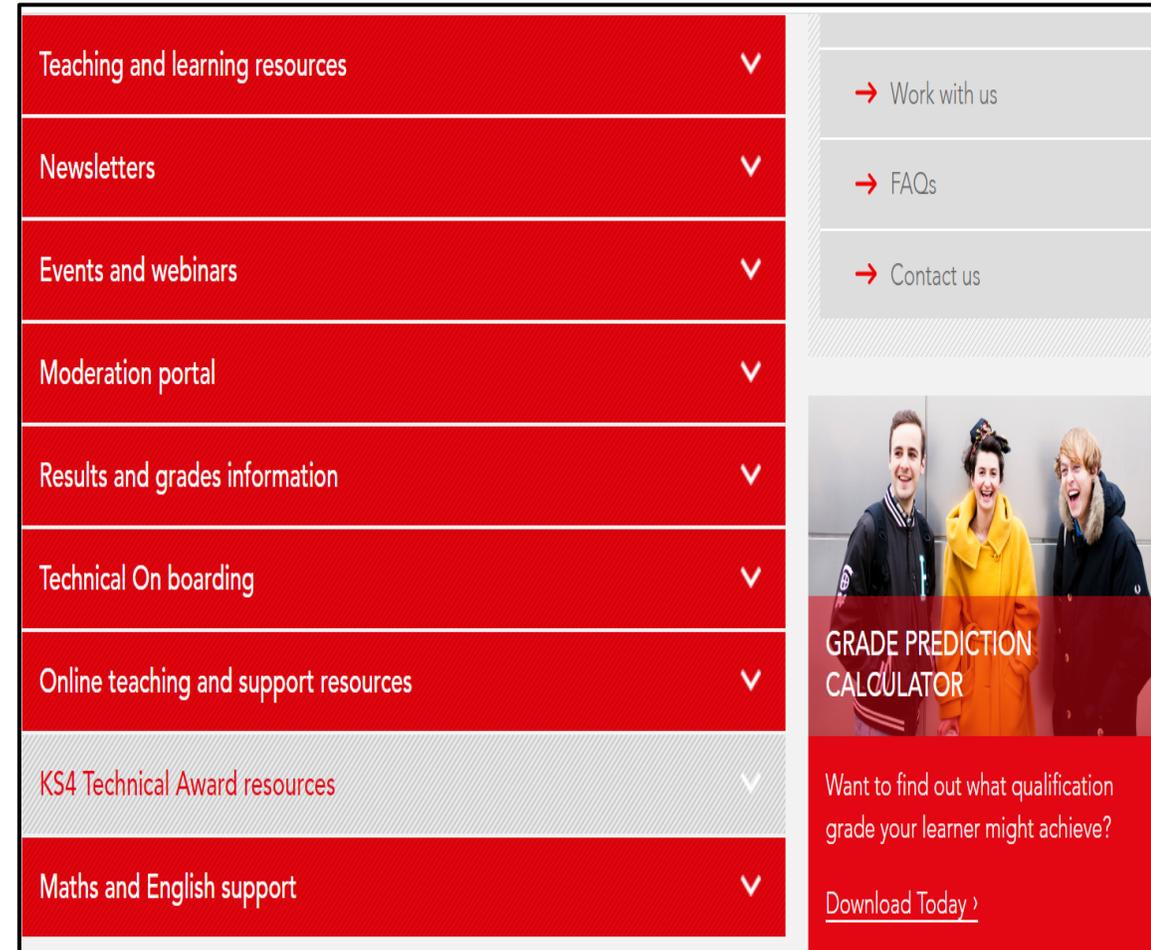
City and Guilds offers three Technical Awards aimed at 14–16-year-olds.

These are all level 2 qualifications:

- Technical Award in Hair and Beauty Studies
- Technical Award in Land-based Studies
- Technical Award in Construction and Maintaining the Built Environment

There is a dedicated KS4 banner in the resources and support tab where you can access all of the support and guidance documents for Technical Awards.

All three key stage four (KS4) Technical Awards have now been approved for the 2024/2025 performance tables.



The screenshot shows a navigation menu with the following items:

- Teaching and learning resources
- Newsletters
- Events and webinars
- Moderation portal
- Results and grades information
- Technical On boarding
- Online teaching and support resources
- KS4 Technical Award resources
- Maths and English support

On the right side of the menu, there are three links:

- Work with us
- FAQs
- Contact us

Below the menu is a promotional banner for a "GRADE PREDICTION CALCULATOR". The banner features a photo of three young people (two men and one woman) smiling. The text on the banner reads:

GRADE PREDICTION CALCULATOR

Want to find out what qualification grade your learner might achieve?

[Download Today >](#)

# Technicals Checklist

- The Technicals checklist will assist in ensuring nothing is missed. The checklist shows key dates for registrations, booking dates for exams, employer involvement and booking window for synoptic assessments along with the deadlines.

Sample below – checklist available on the website from September 2022

2023				2024	
September	October	November	December	January	March
<b>4th</b> <input type="checkbox"/> Learner registrations open	<b>2nd</b> <input type="checkbox"/> Booking window opens for spring and summer 2024 exam series	<b>3rd</b> <input type="checkbox"/> Approvals window closes	<b>1st</b> <input type="checkbox"/> Booking window closes for spring (March 2024) exam series, thereafter a fee applies* (see footnote)	<b>3rd</b> <input type="checkbox"/> Synoptic assignment tasks for all Technical Qualifications can be delivered to learners from this date	<b>4th</b> <input type="checkbox"/> Spring exam series begins
<b>11th</b> <input type="checkbox"/> Window for clarification queries on the synoptic assignments opens	<b>2nd</b> <input type="checkbox"/> Booking window opens for synoptic assignments, optional units and any other centre assessed components (if applicable) and for Employer Involvement (EI) for Key Stage 5 only		<b>1st</b> <input type="checkbox"/> Booking window closes for synoptic assignments, optional units and any other centre assessed components (if applicable) and for Employer Involvement (EI) for Key Stage 5 (KSS) only*	<b>31st</b> <input type="checkbox"/> Applications for all UCAS Undergraduate courses, except those with a 16 October deadline, should arrive at UCAS by 18.00 (UK time)	<b>22nd</b> <input type="checkbox"/> Final day of spring exam series
	<b>27th</b> <input type="checkbox"/> Deadline for learner registrations		<b>4th</b> <input type="checkbox"/> Finalised synoptic assignments available from qualification webpages		<b>20-22nd</b> <input type="checkbox"/> 8202 Level 2 and 3 Electrical and Plumbing spring exams sitting
	<b>27th</b> <input type="checkbox"/> Window for clarification queries on the synoptic assignments				

# Adaptable Delivery Planners

These are adaptable planners to aid delivery, they show key dates and are adaptable so tutors can plan delivery of

- Teaching
- Revision sessions
- Employer involvement
- Preparation for exams
- Synoptic assessment planning

Available each year from September

Adaptable delivery plan for _____ Level _____ QAN _____ GLH _____ YEAR _____ OF _____														
<small> <b>City &amp; Guilds</b>            Curriculum Plan            Annual holiday dates - adapt as required (regional differences): <b>End of Summer break</b> Wednesday 4 September 2019, <b>Autumn Half Term</b> Friday 25 October 2019 to Monday 1 November 2019, <b>Christmas</b> Friday 20 December 2019 to Monday 6 January 2020, <b>Spring Half Term</b> Friday 14 February 2020 to Monday 24 February 2020, <b>Easter Break</b> Friday 4 April 2020 to Monday 20 April 2020,  <b>May Day Bank Holiday</b> Monday 4 May 2020, <b>Summer Half Term</b> Friday 22 May 2020 to Monday 1 June 2020, <b>Summer break</b> Tuesday 21 July 2020.         </small>														
Term 1 Autumn/Winter	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Date	02.09.2019	09.09.2019	16.09.2019	23.09.2019	30.09.2019	07.10.2019	14.10.2019	21.10.2019	04.11.2019	11.04.2019	18.11.2019	25.11.2019	02.12.2019	09.12.2019
Technical Qualification key dates	<b>02.03.2019</b> learner registrations open <b>02.09.2019</b> booking window for Spring (February/March/April 2020) and Summer (May/June 2020) exam series opens. <b>02.03.2020</b> booking window for synoptic assignments, optional table opens (if applicable) and Employer involvement (K15 only)							<b>01.11.2019</b> Deadline for learner registrations						
Sector specific exam dates														
Employer involvement														
Unit -														
Unit -														
Unit -														
Unit -														
Revision/Recap/Prep														
Term 2 Winter/Spring	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26		
Date	16.12.2019	06.01.2020	13.01.2020	20.01.2020	27.01.2020	03.02.2020	10.02.2020	24.02.2020	02.03.2020	09.03.2020	16.03.2020	23.03.2020		
Technical Qualification key dates	<b>20.12.2019</b> Deadline for booking first and second spring exam series (March/April 2020) <b>20.12.2019</b> Deadline for booking synoptic assignments, optional assignments and any other centre				<b>31.01.2020</b> Deadline for submitting your Employer involvement (E1) please for approval	<b>02.02.2020</b> Synoptic assignment task for all Technicians can be released to learners from this date				<b>02.03.2020</b> First Spring exam series begins <b>NOTE:</b> Check sector specific dates	<b>13.03.2020</b> Final day of first Spring exam series	<b>16.03.2020</b> Second Spring exam series begins <b>NOTE:</b> Check sector specific dates	<b>23.03.2020</b> Final day of second Spring exam series	

# Next Steps

# Next Steps

1. Locate and review key documents identified in this presentation.
2. Prepare for delivery
3. Contact your Technical Advisor – Follow this link [Technical Advisors](#)
4. Look out for any sector specific webinars, recordings or sessions, contact your Technical Advisor for details

These sessions typically cover:

- Qualification Handbook details and information
- Unit delivery – using adaptable curriculum planners
- Formative assessment – using past papers
- Exam guide/specification relevant to your subject area
- Synoptics – how to prepare learners for synoptic assessments
- Employer involvement advice – at sector level
- Standardisation information
- Moderation information and contact details

# Key Contact

## Website links:

Register for alerts to ensure you receive the information you need [contact-update-form](#)

The Technicals Quality team are available to help with any enquiries regarding Technicals and can signpost you to any information or support you require.

Technicals Quality team

**T:** [0300 303 5352](tel:03003035352)

Lines open: Monday to Friday 08.30 to 17.00 GMT

**E:** [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)



**Thank you**

## About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

[general.enquiries@cityandguilds.com](mailto:general.enquiries@cityandguilds.com)

[www.cityandguilds.com/about-us](http://www.cityandguilds.com/about-us)

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