

City & Guilds KS5 Technical Qualifications

Employer Involvement Planner and Tracker

This tracker can be used to capture how your centre has met the employer involvement requirements for a Technical Qualification. This is to be uploaded to the Moderation Portal, along with a representative sample of evidence of the below activities having taken place.

The deadline for the submission of this can be found within the **Welcome Pack** and checklist for delivery, which are published on our website each academic year and can be found on the [resources and support page for Technical Qualifications](#).

We recommend that centres use this document on an ongoing basis throughout the year to track and record evidence of meaningful Employer Involvement activities.

One planner should be uploaded to the Moderation Portal for *each qualification* that is being delivered.

You may detail up to six activities on this document, but if you wish to provide information around any further Employer Involvement activities, please provide an additional attachment.

Centre details

Centre Number (6 numerals plus any suffix)		Full Centre Name:	
Qualification number:		Academic Year:	

Employer Involvement activity 1:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Employer Involvement activity 2:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Employer Involvement activity 3:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Employer Involvement activity 4:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Employer Involvement activity 5:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Employer Involvement activity 6:

What is the type of Employer Involvement activity?		Date of the activity:	
Employer Name:		Was this a remote or a face-to face activity?	
Further details of the Employer Involvement activity:			
What evidence can you provide to show that this activity took place?			

Declaration

To be completed by the Centre Contact (the key contact for Employer Involvement at the centre) upon submission to the Moderation Portal:

By ticking this box I / we confirm that the information in this form is accurate and that I / we have the necessary consents to provide any personal information set out in this form to The City and Guilds of London Institute to use for the purpose of quality assuring the employer involvement requirements for the Technical Qualifications

Name:	
Job title:	
Email address:	
Telephone no:	
Date:	