

# Digital Skills Newsletter

## Assessment mitigation 2020-2021

Please make sure you have read the Adaptations Guide and the Digital and IT Sector guides that can be found using this link.:

<http://bit.ly/CGMitigation20-21>

The differences between the two is laid out below. Any issues you have, please address these to [adaptation.quality@cityandguilds.com](mailto:adaptation.quality@cityandguilds.com) and feel free to copy Ken, David and your City & Guilds account manager to the email so we can follow-up for you.

## What has changed

### Summer 2020

- Impact of Covid-19 and national lockdown
- Ofqual – temporary framework to manage situation – Extraordinary Regulatory Framework

Mitigation options:

- No mitigation
- Adapt
- Delay
- Centre Assessment Grades (20 March-31 July)

## Scope of learners

The adaptations are ONLY available to learners undertaking their assessment in the UK or the Republic of Ireland, scheduled to complete their qualification or assessments during the 2020/21 academic year. These adaptations **do not apply** to International or End-point Assessment products.

## Applying Adaptations

If you need to use the adaptation then you need to inform us that you are going to do so, when you get to the Adaption webpage you will be able to locate the form:

# FLASH UPDATE 09

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IT Technical Salesperson

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- Next webinar dates

Note from David and Ken

## 2020 – 2021

- Further local, regional, national disruptions inevitable
- Ofqual – consult and confirm **Extended** Extraordinary Regulatory Framework
- Broad agreement across other regulators

More information is available in the Ofqual advice notice [here](#).

One key mitigation where possible:

- Adaptation

AOs and sector bodies working together up front to agree shared principles for adaptations (based on aims and principles in the EERF)

## No scope for Centre Assessment Grades


### Important guidance

Updated 26 October – Qualification Adaptation Guidance

Special Consideration Guidance

Centre intention form – to apply adaptation

Please complete the 2020/21 Centre Adaptation Intention form if you are intending to apply adaptation to assessments.

 Complete the form >

## What's in the Qualification Assessment Adaptation guide?

As there is limited scope for adaptation across industries, we have produced this document to give the details behind what is allowed, as follows:

- Explanation of adaptation
- Learner eligibility
- Example of possible adaptations, eg portfolio-based, centre-marked, dated exams, externally set and marked on demand, paper-based exams
- Work experience
- **Remote assessment and remote invigilation** – controls and general requirements for remote assessment and observations
- **Special consideration**
- **Quality assurance**
- Further advice and guidance

## What's in the sector guide?

As mentioned above, the full detail on each specific type of Adaptation allowed is covered in the **Qualification Assess Adaptation Guide**, while the sector guides contain a summary of what adaptations are, scope of learners and when they should be applied. They specify the adaptations that are permitted alongside the qualifications and assessments to which they apply. Centres are **not permitted** to make any further adaptation to the assessments beyond what is set out.

Adaptations are to be used in relation to the conditions and controls for assessments, delivery of the assessments, or the assessment methodology as stated per qualification handbook.

If you have any issues with using the adaptations given please contact email the team at [adaptation.quality@cityandguilds.com](mailto:adaptation.quality@cityandguilds.com) for specific adaptation enquiries and you can include Ken, David and your City & Guilds account manager to help follow-up on your behalf..

## Proposed Adaptations for Digital and IT Skills sector

- Credit based qualifications
  - Evolve tests to be taken using Remote Invigilation or in the centre/employer premises as normal
  - Assignments to be taken using remote supervision or in the centre/employer premises as normal
  - Portfolio evidence to be gathered as normal, remote observations allowed but will need someone from the employer organisation present to assist with questions as needed
  - **NO** centre assessed work allowed and the *Centre Assessed Grading* tool will not be available as an adaptation for Evolve tests
- Apprenticeship Standards
  - On-programme Evolve tests to be taken using Remote Invigilation or in the centre/employer premises as normal
  - EPA Evolve tests to be taken using Remote Invigilation or in the centre/employer premises as normal

Where a qualification has a paper and includes *On-demand paper-based exam* which is set and marked by City & Guilds, these are still on **Delay** and will not be issued at this time.

There may still be issues for some centres, please let us know as soon as these become obvious to you. While we cannot promise any changes, we will always look to do offer the best solutions we are allowed and investigate those that you have looked to use.

Please send you enquiries to [adaptation.quality@cityandguilds.com](mailto:adaptation.quality@cityandguilds.com)

## Structure of the Standard

This Apprenticeship Standard was one of the originals published that did not require any qualifications to get through Gateway, but maintained the holistic aspect of the End-point Assessment (EPA), which means:

- **No on-programme qualifications**
  - Training providers (TP) will need to work with the employer to deliver learning and perform relevant *formative assessment*
  - TP will need to ensure they keep relevant records (not required by us but would be useful for Ofqual and ESFA audits) to ensure that the apprentice is on track to meet the requirements of the Outcomes for End-point Assessment (EPA)
- **Gateway**
  - While there are no on-programme certifications required, the TP will need to submit
    - the Gateway Declaration form signed by them, the apprentice and the employer (see information on digital signatures)
    - proof of achievement for English and maths at Level 2
- **EPA**
  - the format is the same as for the other Digital Standards we currently offer (with exception of Digital Support Technician)
  - the apprentice needs to complete
    - a Synoptic Project
    - Summative Portfolio
    - provide an Employer Reference
    - then undertake an Interview with an Independent End-point Assessor (IEPA)

## Price

Registration	£25
EPA Final payment	£825
EPA Resit	£825

*(Holistic Assessment, talk to us as to how to do this pragmatically)*

## Digital credentials – on-programme

We are now going to start issuing Digital Credentials for the on-programme qualifications and while their organisations may not let them be included in email signatures, they can be shared through a wide variety of social media products. They can also be included as part of an application for a job alongside their C.V.

Software Developer, Infrastructure Technician and Digital Marketer have been signed off, while the Network Engineer and the Cyber Security products are being reviewed.

Behind the badge is the detail outlining underpinning knowledge, skills tags and the criteria that they will have to have achieved to obtain the specific digital credential.



### Level 3 Certificate in Digital Marketing Business Principles (9628-13)

Issued by City & Guilds

This qualification provides the learner with underpinning knowledge of how to create value for the business and customers through digital and social media platforms. They understand the specialisms that digital marketers use to acquire, convert, interact with customers and how to measure success in digital marketing campaigns. Developed in collaboration with employers, sector experts and training providers using the Digital Marketer Standard as the baseline. Ofqual Accreditation No: 603/1610/X

#### Skills

Business Environment	Communication Styles	Digital Elements	Payment
Search Engine Optimisation (SEO)	Social Media Platforms		

The process of issuing the badges is being automated, which will only work if you provide the apprentices email address, and this should be completed by the end of January 2021. We are also looking to issue the badges retrospectively and will issue information on how this will be done in the New Year.

So, get those lists of names of your apprentices, their City & Guilds number and email addresses ready.

## In other news

### E-volve upgrade

Apologies for any issues when E-volve was first re-opened for business. Things are back to normal, but if you are having issues re-instating your account;

- check with the E-volve administrator/super user for your organization
- OR get in touch with your City & Guilds account manager who will be able to help

### IT User qualifications

Several actions are happening around Level 2 and below qualifications review, especially in respect of IT user, Functional Skills ICT, Employability and ESOL qualifications. It is proposed that the only products required for the development of digital literacy for life and work will be the Essential Digital Skills Qualifications (ESDQs) at Entry Level 3 and Level 1 and there is no further need for Level 2.

These are the main points coming from the Government for the Digital and IT sector are:

- Funding to be removed from Entry Level and Level 1 from 2021
- Remove funding from Level 2 IT user
- Remove funding from Level 2 Functional Skills ICT

The issues we see with this approach are as follows:

- EDSQs
  - 45 hour programmes (at Entry Level and Level 1)
  - Single end test
  - Fixed curriculum
- IT User (4249 and 7574)
  - Flexibility to design curriculum to employment need: not just digital roles, but use of digital in all industry sectors
  - Flexible size to cater for different length programmes depending on local need
  - More depth on each subject – even at Entry Level 3 than would be catered for in the EDSQ
  - Unit route for single short, sharp upskilling/reskilling programmes
  - Lack of Level 2 means no stepping-stone to Digital Support Technician apprenticeship, or other linked Level 3 apprenticeships, or Level 3 full time qualifications
  - Offers the opportunity to embed specific learning and credentialling of digital skills in any industry specific that sectors requirements

City & Guilds is compiling evidence to respond to this review and any information on why you use these programmes, case studies or insights into how it has helped learners would be welcomed.

## **Remote invigilation of Functional Skills**

As we have now been officially allowed to let our centres use remote invigilation for Functional Skills, we have been working on a simple method to set these up rather than the process used for Mitigation/Adaptation over the Summer and currently still in place.

Please make sure you are visiting Covid-19 page regularly to get further updates on this, as we hope to be launching it during December 2020.

## **Data Analyst Standard – revised version**

We have started the process to develop the materials to support and undertake End Point Assessment (EPA) for the Data Analyst revised version. We are also looking to work with one of the leading providers of statistical and data analysis software, which we hope will allow us to tap into some programmes they have been doing for undergraduates and gain the benefits of access to an internationally recognised set of software.

## **Digital Marketer Standard Review**

Discussions are still on going, David and Ken attended the latest Employer Group meeting. Any evidence you have that you can provide from your employers that Digital Marketer is the product they want rather than a Marketing Assistant – even if it includes much of the content of DM.

We will keep you posted.

## **Infrastructure Technician and Unified Comms Technician**

These will be combined under a new title – Information Communication Technician. Initiation meeting to start the project is happening this week. It will benefit from work being done for the Data Analyst, in how we structure Project requirements, so we are hopeful that the development can proceed at pace.

There will be 3 pathways and just to remind those currently doing Unified Communications Technician, we are reliably informed there will be minimal change to what you will be delivering.

Funding has yet to be finalized, but we will let you know in one of the webinars as soon as we have that information

## **Reminders**

### **EPA Pro**

City & Guilds apprenticeship management programme designed for use with End Point Assessment Standards. For more information and update on migration: <http://bit.ly/CGEPAPro>

### **Traineeships and AEB in Digital and IT Sector**

For those working in the digital curriculum area this presents two opportunities: delivery of Digital and IT Traineeships or AEB 19 + funded programmes, and delivery of Digital skills for other sector teams.

For more information and update on Traineeships: <https://bit.ly/CGTraineeships2020-2021>

8 December 2020

## Essential Digital Skills Qualifications (EDSQs)

City & Guilds does not have an issue with EDSQs and sees a place for them as a step into digital skills development, as well as inclusion of use of digital equipment like ATMs. Our development of an EDSQ offer is under way, with planned launch to centres to register learners from September 2021. These qualifications are at Entry level 3 and Level 1 and will be eligible for 19+ AEB funding. They are also expected to be the Core Digital element of Traineeships from 2021/22 (IT User qualifications and units are eligible for this component for 2020/21). More information will be made available as the development progresses.

### Updates and webinars – and more

Are you still a bit unsure as to how some of the things around Apprenticeship Standards work or just want a reminder of some of the things we have discussed at events and on webinars? Then, please visit our Updates and Webinars page.

<http://bit.ly/CGDigitalUpdate>

Please check out the information held there as this may answer many of the questions you have.

### Next webinars

12 January 2021 (09.30 -10.30): <https://bit.ly/CGDigital12Jan>

26 January 2021 (09.30 – 10.30): <https://bit.ly/CGDigital26Jan>

If you have any specific topics you would like discussed at these events, please forward your suggestions to:

Ken Gaines [ken.gaines@cityandguilds.com](mailto:ken.gaines@cityandguilds.com)

OR

David Wackett [david.wackett@cityandguilds.com](mailto:david.wackett@cityandguilds.com)

### Note from David and Ken

**Thank you for your continued support  
Merry Christmas and Happy New Year**

We always urge you to Stay Alert and Stay Safe. Please make sure you check the Covid-19 webpage.

[www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)