

# Digital Skills Newsletter

## FLASH UPDATE 10

### 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>

We all came back to a changed working environment and have had to quickly adapt to the latest lockdown. City & Guilds is working hard to get definitive guidance from the various regulatory bodies in England and across the developed nations, as well as the Department of Education in each country. At the moment of writing this Newsletter, we have no other Adaptation of assessment options other than those published in October 2020. We know this is not ideal and we wish to provide greater flexibility around what can be done but need permission from those who regulate qualifications.

### 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.

### Post 5 January 2021 – to time of writing

- Apprenticeship Standards: EPA still operating, on-programme move to remote (some good news later)
- Technicals: Waiting on Ofqual and DfE to state what they will allow and any further flexibility we can put in place
- Credit based: Adaptations are in place, regulatory bodies and individual Government education departments being consulted on extensions and more flexible.

Please check the Covid-19 pages daily, as we will be updating them as we get information:

[Covid-19 | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/covid-19)

Make sure you and colleagues (whatever sector the work in) are signed up to the email updates, this is how we and City & Guilds central operations send messages that you need:

[Email Updates | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/email-updates)

Any issues, please send you enquiries to [adaptation.quality@cityandguilds.com](mailto:adaptation.quality@cityandguilds.com)

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#### 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 >](#)

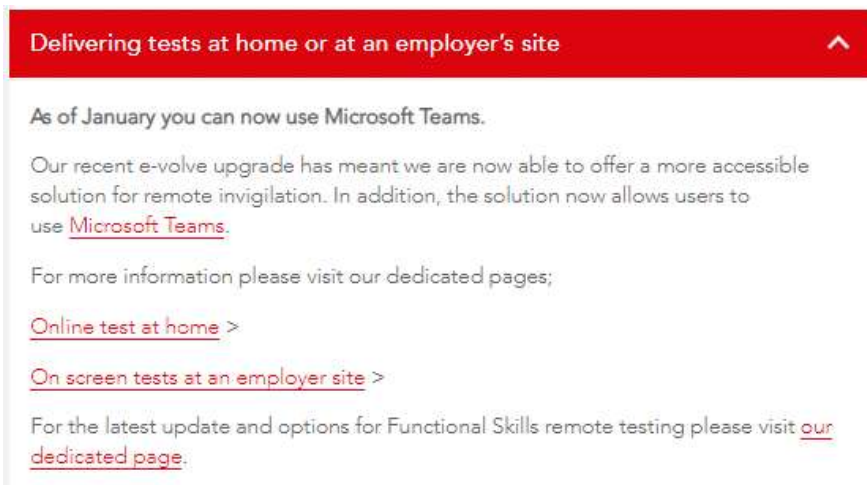
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## Microsoft Teams – use for Remote Invigilation

Many centres have asked why they could not use Microsoft Teams to do remote invigilation, until recently we would have considered it not as robust as Webex or Gotomeetings and lacking the functionality required with 2 devices. All has changed!!

For centres who do not have Webex or Gotomeeting licences City & Guilds will now accept Teams as a viable alternative. Information you need to use it can be found here:

[Adaptations - Covid-19 | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/Adaptations-Covid-19)



**Delivering tests at home or at an employer's site**

As of January you can now use Microsoft Teams.

Our recent e-volve upgrade has meant we are now able to offer a more accessible solution for remote invigilation. In addition, the solution now allows users to use [Microsoft Teams](#).

For more information please visit our dedicated pages;

[Online test at home >](#)

[On screen tests at an employer site >](#)

For the latest update and options for Functional Skills remote testing please visit [our dedicated page](#).

**PLEASE NOTE:** This is for all qualifications other than Functional Skills as this time.

## Other news

### Apprenticeship news

The Government has issued some updates to documents concerning Apprenticeships, the documents are listed in the table with the relevant link. Please note that these may change in the current circumstances and are provided on the bases that you check these as the Covid lockdown rules change.

Title / Date released	Link	Area / Impact
Apprenticeship Funding Bands (4 <sup>th</sup> Jan)	<a href="http://bit.ly/ApprentFund">http://bit.ly/ApprentFund</a>	New operational bands for standards/funding added to spreadsheets.
Providing apprenticeships during the coronavirus (COVID-19) outbreak (23 <sup>rd</sup> Dec)	<a href="http://bit.ly/GovtCovidApprent">http://bit.ly/GovtCovidApprent</a>	ESFA advice for providers and EPAOs on managing apprenticeship delivery during the pandemic.  This was released prior to 4 Jan 2021 announcement so likely to be updated.
Redundancy support for apprentices (22 <sup>nd</sup> Dec)	<a href="http://bit.ly/ApprentRedundant">http://bit.ly/ApprentRedundant</a>	Advice for affected apprentices who have recently lost their job and support hotlines.

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## Technical qualification – Theory exam support

While this may become unnecessary if the assessment adaptations become more flexible, some colleagues in the Adviser Team have put together a session to support you in helping your learners prepare for the Theory Exams. These are CPD events and all attendees will be issued with certificate

The sessions are sector neutral and spaces are limited:

### Technical Qualifications Theory Exams Support (For all Sectors)

- Wednesday, January 13 2021 3.30pm-5.00 pm:  
<https://attendee.gotowebinar.com/register/4374417317729558800>
- Thursday, January 21 2021 3.30pm-5.00 pm:  
<https://attendee.gotowebinar.com/register/1690145495979731216>
- Wednesday, February 10 2021 3.30pm-5.00 pm:  
<https://attendee.gotowebinar.com/register/363546234161245967>
- Wednesday, February 17 2021 3.30pm-5.00 pm:  
<https://attendee.gotowebinar.com/register/3835289383236229903>

## Revised Standards development

Currently the following revised Standards are under way:

- Infrastructure Communications Technician, which will replace the Infrastructure Technician and Unified Communications Technician. It will have 3 pathways.
- Software Developer
- Network Engineer
- Data Analyst, which is going for quality check of the Project outlines developed for the new Assessment Plan

While the new Standards are schedule to be released around the end of February, we will be looking to open these products for Registration around the end of April to beginning of May. At this time we should have outline handbooks and project requirements in place, with EPA first booking being open by September 2020 though we know that we will not see any EPA activity until early 2022.

## Digital Marketer

The redevelopment and consultation by employers on this is still on-going, as IfATE think it should be part of a Marketing Standard (which would need rewriting) rather than a stand-alone Standard. This is being challenged by the Employer Group and discussions have taken place with various other employers, as well as the Digital Marketing Institute that has thousands of members that can attest to the fact this is a job.

Some concern is around the attractiveness of the Apprentice title, Digital Marketer versus Marketing Assistant. We also know that this product has seen a much more even gender split that we have seen in other digital areas and in marketing.

## Credit based qualification

To enable you to offer a better Software Developer Traineeship for 16-19 or 19+ AEB, we are getting the generic language units put into the 7540-12/-13 and 4520-02/-03 qualifications. We will also include a unit on Planning a development and one on Data manipulation.

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## Digital credentials – on-programme

Don't forget that your apprentice can now get Digital Credentials for the on-programme qualifications of Standards (where relevant) and for the Apprenticeship overall. We need their email address in order to be able to send them the link and put them onto the Acclaim portal to access the "badges". These can be shared on social media, email signatures and in CVs, where anyone can click on them and see the competency that the apprentice now has.



### 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



We are also looking for sponsors for the badges. This does not require any monetary commitment, just that they check the content

and would be happy to have us place a statement on they badge content to state they recognize the credential and what has been learnt being appropriate to the job role stated.

While we have approached some large organisations and membership bodies, we do not have a preference and this could provide an extra means to get an organization some soft marketing.

Any candidates, let us know.

## EPA and Functional Skills

The Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) have recently published updated guidance on the delivery of apprenticeships and Functional Skills assessments in light of the new lockdown restrictions.

The guidance covers some key areas such as the extensions to apprenticeships flexibilities until [31 August 2021](#) from the Institute of Apprenticeships and Technical Education and Functional Skills requirements (please see pages 15/16 in the link below).

We hope that this guidance is useful and we are also continually updating our [EPA FAQ page](#) that will reflect the latest updates.

View the latest guidance from DFE and ESFA below.

## 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>

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## 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>

6 February 2021 (09.30 – 10.30)

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

## 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)