

Digital Skills Newsletter

Reminders and new service

Digital and IT Apprenticeship Standards offer

The revised and new Digital and IT Apprenticeship Standards are starting to appear on the IfATE website and will begin to open our offer on Walled Garden this month.

The new and revised EPA products are:

- **Information Communication Technician (ICT)** – replacement for Infrastructure Technician and Unified Communication Technician
- **Data Analyst** – not previously offered by C&G
- **Network Engineer**
- **Software Developer**

If you wish to use our End-point Assessment Organisation for ICT and Data Analyst, as these are new programmes you will need to complete the EPA Provision form within the Quality area of Walled Garden or the form on our website – [EPA-Only](#). Transferring from Version to Version 1.1 will be automatic approval, but we may need a form completed for audit purposes.

Current apprenticeships

While the IfATE website says that the older products will be closed for registration from 1 July 2021, this refers to the ILR data and not City & Guilds systems. We know that not all training providers register their apprentices with us when they place apprentices on the ILR and you may have some that we do not yet know about.

City & Guilds will allow registration on the current apprenticeships until you do not need that facility anymore. More importantly, we will keep the EPA booking and offer open until the last apprentice on the older Standards has been processed.

What's different in the new and revised Standards?

The first thing that you will see for these Standards is the change in assessment, which will now consist of 2 methods – 1. Project with Q&A, and 2. Portfolio (not assessed) to inform a Professional Discussion. Also, there are specific knowledge (K), skills (S), and behaviours (B) for each assessment method that the apprentice must achieve to gain a pass – there is no overlap and KSBs missed in one assessment will not be compensated for in the other.

For Network Engineer, the projects will be two 7-hour simulated assessments that must be done on consecutive days, while the other Standards are looking for a real work-based project to be done that is set by the employer for an organisational need.

AND, of course, the other big change is that the on-programme qualifications (other than English and maths) are no longer required to proceed through Gateway to EPA. This should not cause concerns, as you will still be vital to the training, monitoring and formative assessment of an apprentices journey. Also, you will still need to prepare them for the EPA itself, practice work and Q&A/Professional Discussion.

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Just remember that while you can no longer use funding to pay for registration and certification on Vendor programmes or our knowledge qualifications, you can still pay for learning materials that are appropriate to the Standard you are delivering. This can be Vendor material or even our own Get-to-Gateway product as required.

Product publication dates and City & Guilds registration/EPA dates?

Standard	Registration opens	IfATE Publication
Information Communication Technician	18 June 2021	4 May 2021
Data Analyst	18 June 2021	1 June 2021
Network Engineer	1 June 2021	1 June 2021
Software Developer	1 June 2021	1 June 2021
	EPA booking opens*	
Information Communication Technician	1 May 2022	
Data Analyst	1 May 2022	
Network Engineer	1 May 2022	

City & Guilds product numbers

Standard	City & Guilds Number
Information Communication Technician – product number per Pathway	9602-12/13/14
Data Analyst	9770-12
Network Engineer	9601-12
Software Developer	9600-12

EPA Process

All centres should now be using EPA Pro that has helped smooth out the process by using one system and the introduction of “meet the IEPA” is personalising dates for the EPA evidence submission and interview/professional discussion. This will not change, except that you will now need to consider the timings for the project to be completed and two sessions with the IEPA.

Also, note that the Portfolio must be submitted at Gateway – it is no longer part of the assessed material at EPA.

11 May 2021

Adaptation and Teacher Assessed Grading - reminder

The new VTQ Contingency Regulatory Framework (VCRF) covers certificating and non-certificating students who were expecting to take assessments (for 'in-scope' qualifications) between 1 August 2020 and 31 August 2021.

The VCRF will allow awarding organisations to use alternative arrangements when exams do not take place and/or when students cannot complete all internal assessment. This includes issuing results based on teachers' judgements of students' performance, to be referred to as Teacher Assessed Grades (TAGs).

Link to high level summary for Technical Qualifications 2021:

[alternative-assessment-arrangements-for-technical-qualification-summer-2021-pdf.ashx](https://www.cityandguilds.com/~/media/2021/04/alternative-assessment-arrangements-for-technical-qualification-summer-2021-pdf.ashx)
([cityandguilds.com](https://www.cityandguilds.com))

Government categories

DfE/Ofqual and the other regulators has assigned categories to qualifications on the VCRF, based on the purpose of those programmes. These are **Category A** and **Category B**; the latter being split in to **B1** and **B2**.

Category A test occupational or professional knowledge and/or skills, or proficiency in a skill area. Students must be assessed on their competency in these areas so that they can be effective and safe within the workplace.

Category B1 are used to support progression to further or higher study or into employment. They are used instead of, or alongside, GCSEs and A levels. TAGs are permitted and can support progression for certain assessment components and specific conditions.

Category B2 are typically either short-course qualifications, qualifications typically delivered on a 'roll-on/roll-off' basis, or which may be smaller than those in B1 (for example, Entry Level or Award sized qualifications).

Centre Assessment Grade (CAG) vs Teacher Assessed Grade (TAG)

- Centres should not make comparisons to the Centre Assessment Grades (CAG) approach adopted last year which were a **prediction** of the grade that students would most likely have achieved had they sat their assessment as normal.
- TAGs are different and must be determined based on actual assessment **evidence** covering the knowledge, understanding or skills that would normally have been assessed (i.e., the evidence must be valid for that particular assessment). Centres should familiarise themselves with the information provided in the guidance document and not rely upon last years' experience.

11 May 2021

City & Guilds Digital and IT VRQs

Classification

City & Guilds Digital and IT qualifications have been placed in **Category A** where they have been determined to be required to prove competence to undertake a job – this applies to NVQ products and some of the qualifications that are the only one in a Credit Based apprenticeship, as well as some Level 4 qualifications.

All the on-programme qualifications for Apprenticeship Standards have been placed in this category, as they are part of an apprenticeship and have reasonable options of *Adaptation* have been provided.

Category A does not allow for Teacher Assessed Grading (TAG).

The rest of the qualifications sit in **Category B1** where TAG may be used as a last option based on a number of criteria. Please check the latest publication for VRQs and B1 qualification on the Covid-19 webpage.

TAG must be based on evidence that you have and are getting now, it cannot be on a prediction of what might have been from evidence that was only collected at the start of their programme.

Centres should continue teaching and learning with assessments as normal, where it is safe to do so. You are going to have complete a *Centre Policy Approach* form that will show your approach for all VRQ qualifications within category B1 that you deliver and that you intend to submit a TAG.

You will be expected to provide further detail around your process for determination of TAGs and the internal quality assurance (IQA) procedures relating to this, in order to ensure we have confidence in the approach to determining TAGs.

NOTE: *Assessment, either remotely or in person, throughout must always be the primary option.*

Adaptations to delivering some assessments have been made so centres must explore these options before considering a TAG for a student.

TAG is the assessment of last resort.

What about Category A qualifications?

Further Adaptations are being added to those published in October 2020. These will look at offering the following (please note this is draft information):

- For Evolve online tests a possible option to use portfolio of evidence
 - judgement must be on evidence that exists and cannot be a prediction.
- Practical assignments to use evidence that has and is being produced by a learner, marked against a City & Guilds Set assignment
 - Cannot be a portfolio of evidence-based judgement, the evidence must be able to be shown to meet the criteria required by the assignment it is replacing.

Technicals: Submission deadline

Don't forget your grading judgements for the 5220 Technicals need to be with us by **18 June 2021** if you wish your learners to be included in our August result publication.

11 May 2021
New service

City & Guilds has been working behind the scenes to provide a more convenient way of doing remote invigilation, which we will open for use from 14 June. This is a proctored service that has two levels for you to choose from (depending on the qualification) that will allow provide the following benefits:

- Reduce call on room resources:
 - No need to bring learners into the centre for testing
 - No requirement to have to set up in an employer's premises for apprentices
 - Use own equipment (if it meets required specification)
- Reduce staff costs
 - Proctored service by a person or AI system (depending on qualification)
- Less complicated set-up
 - Single camera requirement
 - Removal of need for second device with camera eliminates issues of bandwidth or personal cost to learner using their mobile phone
- Time to suit your learner
 - Fit around their work or just be in an environment they feel comfortable to be in

Download the 5-step Guide to Remote Invigilation [here](#).

If you want to find out more, join the webinar:

Remote Invigilation Service

Date: 7 June 2021

Time: 14.00 – 15.00 (BST)

REGISTER

ReStart: Government initiative on reskilling/upskilling

This Government initiative was first announced in the November 2020 spending review and aims to distribute £2.9 billion over 3 years to over 18s on Universal Credit, which will clearly have an emphasis on those recently made redundant during the pandemic. To be clear this money sits with DWP rather than DfE, so can compliment work done under normal AEB work.

DWP are contracting Primes for 12 Contract Package Areas, these have been award and not all are training deliverers and may be looking for sub-contractors to help with the work. Though it is not a straight training programme, as it is seen as a 365 day support initiative to cover other issues to help people get back into employment.

JobCentre Plus will be referring suitable claimants onto the programme and it is expected that a SMART action plan for each individual will be created and review on a regular basis. In terms of completion;

- they may get to the 365 day mark and not achieved the job outcome
- they become employed or self-employed (whichever is their defined job outcome)

The ReStart provision will stop automatically either way; reached the 365 day limit or they meet their job outcome.

Join us on **6 July 2021** to find out more – watch out for the invite in your in box.

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Apprenticeship training manuals

Level 3 IT Technical Salesperson: Apprenticeship Training Manual

The SmartScreen package is now available for purchase via the Walled Garden catalogue.

Product code: **SS039705**

Price: **£350 + VAT for annual subscription**

This manual is a form-fillable PDF training manual that aligns directly to the Level 3 IT Technical Salesperson standard and provides coverage of the key skills. It is an invaluable supporting resource which will help learners, tutors and employers in understanding what is required of them as part of the on-programme learning.

In completing the tasks contained within the manual, which can be saved electronically, learners will gain first-hand experience of the standards required to become an IT Technical Salesperson.

The manual includes:

- a guide on how learners should use reflective practice to make the most of the learning
- a list of key terms and a glossary to aid learner understanding
- a guide on best practice use of the manual while on-programme
- a series of practical work-based tasks so that learners can relate their learning to their own experiences and organization.

Each task is split into three sections:

1. Know it - questions covering the knowledge required to work competently.
2. Show it - activities to allow apprentices to apply their knowledge and skills in a practical setting.
3. Reflect - questions which allow learners to reflect on how the task was carried out and how this could be improved.

The manual provides the opportunity enable learning anywhere, inside and outside the classroom, as it can be accessed via smartphone, laptop or tablet. It offers flexibility in lesson delivery and can help cater with learning styles.

Bursaries from City & Guilds Foundation

City & Guilds Foundation looks to help support a wide range of activities to enable people to get into work and recognise quality training through its Princess Royal Training Awards. As part of its work, each year it has money allocated to provide bursaries to help individuals (UK residents over 19) train, retrain or upskill but who find themselves in genuine financial need.

Recently we have really high number of applicants for building services, but we are looking to support people in the following areas health & social care, digital & IT, land based and hospitality.

If you know of any adults that have not taken up places with you – does not need to be a certified qualification programme or one from City & Guilds, then go The Foundation website page for bursaries: - [Bursaries: funding for training | City & Guilds Foundation \(cityandguildsfoundation.org\)](https://www.cityandguildsfoundation.org/bursaries)

Applications are liable to close 9 June, dependent on numbers of applications.

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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

22 June 2021 (09.30 – 10.30) <http://bit.ly/CGDigital22June>

13 July 2021 (09.30 – 10.30) <http://bit.ly/CGDigital13July>

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

Ken Gaines ken.gaines@cityandguilds.com

OR

David Wackett david.wackett@cityandguilds.com

Essential Digital Skills Qualifications

City & Guilds is planning to launch its EDSQs later this year, for first registration from Autumn. Available at Entry level and Level 1, they will be centre assessed and externally quality assured, and funded through the new Digital Entitlement. We will be providing more information about what they will look like and running webinars for centres in the coming weeks and months.

For details on how to join these webinars and how to get involved, look out for announcements in future editions of this newsletter, email alerts and on the City & Guilds website:

<https://www.cityandguilds.com/qualifications-and-apprenticeships/it/essential-digital-skills-qualifications>

To contact City & Guilds directly about getting involved, email us at:

pre-employment@cityandguilds.com

Note from David and Ken

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

www.cityandguilds.com/covid-19