

# T-LEVELS

## T Level Technical Qualification Welcome pack

To support your 2023/2024 delivery

September 2023

City &   
Guilds



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# Introduction

Welcome to the new academic year with City & Guilds.

This welcome pack gives an overview of the key information and milestones for centres delivering T Levels. Whether you're a new or returning centre, you'll find useful links to our guidance documents, important dates and information on the key stages of assessment and quality assurance. There are also useful contact details and handy links.



This welcome pack contains information on the following T Level Technical Qualifications (TQs) from City & Guilds:



Onsite  
Construction



Building Services  
Engineering  
with EAL



Engineering &  
Manufacturing  
with EAL



Business and  
Management



Agriculture, Land  
Management and  
Production

We created this welcome pack with curriculum staff, quality teams and exam teams in mind. To enable us to communicate with the right people at your centre, we ask that all tutors, curriculum managers, exam officers, quality managers and support staff sign up to receive our T Levels updates. To ensure you receive all the essential information, please update your contact details.



Contact form

City & Guilds are working in collaboration with EAL on Building Services Engineering and Engineering and Manufacturing T Levels.



# Content of a T Level

T Levels are two-year programmes that represent the gold standard in Technical Education. Several components make up these innovative new programmes, including the Core, Occupational Specialism(s) and industry placement. Learners are required to complete all components successfully.

## T Level programme composition

### Core

20–50% Total TQ time

Graded: A\* to E

Core covers: Concepts and theories, transferable/core skills

Assessment: Through two externally set and marked exams and an employer set project.

### Occupational Specialisms

50–80% Total TQ time

Graded: Pass / Merit / Distinction

Specialism(s) covers: Knowledge and skills relating to a specific trade

Assessment: Assessed synoptically through rigorous practical assignments to threshold competency.

### Industry placement

315 hours  
Min. 45 days

### Maths and English

GCSE or Functional Skills Level 2\*

### Enrichment tutorial

\*Learners must continue to study maths and English if they haven't already achieved Level 2 (GCSE grade 4) as part of the condition of funding.

## High level details of the T Level Technical Qualifications

City & Guilds Technical Qualification Title	QAN
T Level Technical Qualification in Building Services Engineering for Construction	<b>603/6911/5</b>
T Level Technical Qualification in Onsite Construction	<b>603/6917/6</b>
T Level Technical Qualification in Design and Development for Engineering and Manufacturing	<b>610/0516/2</b>
T Level Technical Qualification in Maintenance, Installation and Repair for Engineering and Manufacturing	<b>610/0692/0</b>
T Level Technical Qualification in Engineering, Manufacturing, Processing and Control	<b>610/0971/4</b>
T Level Technical Qualification in Management and Administration	<b>610/0111/5</b>
T Level Technical Qualification in Agriculture, Land Management and Production	<b>610/2933/6</b>

A full list of product codes and QAN codes, including those for Occupational Specialisms for the pathways listed above, are available within our Provider Approval and Quality Insurance information.



**Provider Approval and  
Quality Insurance information**



**“Learners deserve the chance now to have an appropriate entry point and the opportunity to then progress further, onto and up to a reasonable apprenticeship level.”**

**Geoff Rhodes  
President Institute of Carpenters**





# Support for your centre

As part of your preparation to deliver T Levels, whether this is your first, second or third year of delivery, we recommend that you review the existing support, including guidance documents, recorded webinars and FAQs that are available on our website. [These resources](#) aim to support your planning and preparation.

Please refer to the [Institute for Technical Education and Apprenticeships \('IfATE'\)](#) and [DfE](#) websites for further information and support.



**Resource Hub**

## Technical Advisors

Here to provide ongoing support to your centre throughout the year, our team of Technical Advisors (TAs) are specialists in their fields and have a broad range of industry and educational experience within the further and higher education sectors.

They also have extensive experience in delivering qualifications and supporting centres across a wide range of educational settings.

To find the Technical Advisor for your industry please follow the link below where you will see all the Technical Advisors and their contact details.

Contact the relevant TA for qualification-specific queries.



**Technical Advisors**



## Meet the Technical Advisors for T Levels



**Alison Whittle**

Technical Advisor for Post 16 Education  
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**Anne Rogers**

Technical Advisor for Land-based  
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**Bob Hassell**

External Quality Assurer  
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**Dominic Green**

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**Karen Egan**

ILM Technical Advisor for Leadership and Management,  
Coaching and Mentoring  
[karen.egan@i-l-m.com](mailto:karen.egan@i-l-m.com)



**Paul Brown**

Technical Advisor for Construction and Utilities  
[paul.brown@cityandguilds.com](mailto:paul.brown@cityandguilds.com)



**Rob Mallender**

Technical Advisor for Building Services Engineering  
[robert.mallender@cityandguilds.com](mailto:robert.mallender@cityandguilds.com)



**Samantha Ashman**

Lead Technical Advisor - Engineering and Manufacturing  
[samantha.ashman@eal.org.uk](mailto:samantha.ashman@eal.org.uk)



**Sarah Cocks**

Technical Advisor for Land-based  
[sarah.cocks@cityandguilds.com](mailto:sarah.cocks@cityandguilds.com)



## Network events

Our dedicated TAs will be holding regular support events and webinars throughout the academic year. Sign up to receive T Level email updates as they're released.

Support events will include:

- **Live T Level webinars:** Sector-specific webinars will be held with TAs on hand to answer any questions and provide dedicated support for your TQs.
- **Recorded webinars:** Recorded presentations will be made available for those who cannot attend the live sessions.
- **Online conference calls:** During the academic year, TAs will offer centres the opportunity to arrange an online conference call, which will provide tailored support for TQs.
- **Ongoing support networks for centres:** Our team of TAs will run network events providing general updates for TQs.
- **Assessment practices and strategy:** These sessions will cover requirements and best practice supporting tutors in preparation for assessment.
- **Teaching and learning workshops:** Hosted by our TAs, these workshops will prepare your learners for external assessments by sharing valuable hints and tips.
- **Curriculum planning workshops:** These workshops will support your planning for each new year's delivery.
- **Website navigation:** Recorded videos to support T Level webpage navigation.



**These network events will be advertised on our website and via email alerts.**

Please ensure that you are signed up to receive our T Level updates.



**Sign up form**



**Events page**

## Guidance and support documents

The following documents will be available to download from our dedicated T Level Resource Hub:

### Annual planners

This calendar outlines activities that support the processes required to deliver the TQ. It includes useful reminders of when certain activities need to be completed, highlights exam dates and details support events hosted by our Technical Advisors throughout the year.

### Key date schedules

This schedule is a good reminder of important dates and activities throughout the year that centres need to be aware of. It includes the dates and time for exams and assessments.

### Qualification specifications

These contain all the content required to be taught to achieve the qualification outcomes. They also detail information about staff expertise and equipment required for delivery.

### Assessment support materials

Sample assessment materials (SAMs), ESP exemplars and examiner reports (where available) will be available to support the learning process and preparation for assessments.

### Webinars

There are a number of webinars available on-demand via our Events page that support the planning and delivery of T Levels. Slide decks from these events are also available to download.

### Curriculum plans

These are printable versions of exemplar curriculum planners. They are designed to support teaching staff with their planning, timetabling and delivery models. These plans are a helpful guide, and the blank templates can be used to create your own curriculum plans.

### Teaching, learning and assessment guide

This guide is helpful for anyone delivering the new T Levels. It provides practical tips to support the delivery of T Levels and the core components of the TQ. It also outlines the key design principles of the assessment.

### Tutor resources

Extensive tutor resources are available for the core content for all our Technical Qualifications. These comprise of detailed schemes of work, PowerPoint (PPT) slides worksheets and sample questions. These materials are available to download for free from the T Level resources landing page, alongside other supporting documents for these qualifications.

These materials are provided in Word and PPT format, enabling centres to customise materials to suit their own delivery. They are designed to provide support for first delivery and reduce preparation time.

### Guidance for marking and moderation

Our TQ Occupational Specialism assessment process guide provides information regarding the marking and moderation of the relevant OS assessments. To support centre assessors when marking the Occupational Specialism assessment, we have also produced standardisation materials and video guides. These materials and guides are for internal standardisation and aim to familiarise staff with the standards expected, and how to effectively use the marking grids and assessment themes.

### Assessment guidance

Process guides to support the delivery of the Employer-Set Project (ESP) and Occupational Specialisms (OS) are available. For the OS assessments, we have created video and PDF guides to support your marking, as well as standardisation materials.

### Approval and quality assurance guide

This guide is designed to provide an overview of the approval process and the types of quality assurance monitoring that will take place for T Levels.

### Contact update form

You'll find a link to our T Levels contact update form on our Resource Hub. Please ensure you have registered the T Level lead, Exams Officer primary contact and Moderation Portal primary contact and use this form to update us of any changes.



# Assessment requirements

The following table outlines the assessment components required to complete a full two-year TQ.

A learner needs to complete the following assessment components:

Assessment	Availability
Core exam – paper 1	Summer and Autumn
Core exam – paper 2	Summer and Autumn
Employer set project (ESP)	Summer and Autumn
Occupational Specialism(s)	Summer only <ul style="list-style-type: none"> <li>• Building Services Engineering / Onsite Construction</li> <li>• Engineering and Manufacturing / Management and Administration from 2024</li> <li>• Agriculture, Land Management and Production from 2025</li> </ul>

**Book your learners onto all assessment components for the relevant Technical Qualification via [walled-garden.com](https://walled-garden.com), our online administration system.**

It is important that a booking is made for every learner against all relevant components of the TQ. Please note that late booking fees apply. Please review the key date schedule for details.

T Level learners can take the core sub-components, i.e., the Core Exams and Employer-Set Project in different assessment series (summer and autumn). This can be done for the first assessment occasion and any retakes, however exam papers 1 and 2 must always be sat in the same series.

The exam schedule means that a learner can take the Core Exams and/or the Employer-Set Project in the summer of year one or the following autumn series. The autumn series can be used to support learners if they are not ready to take assessments in the summer. It can also be used to minimise the burden on centres that may be delivering more than one TQ at a time, and a need to ease the impact on exam facilities.

The Occupational Specialisms assessments are typically taken in year two of their two-year T Level programme.



# Fees

We have created a comprehensive fee and charges list for each T Level TQ which are published on our website.

These documents outline the fee charges for 23/24 across registrations, bookings and include late and very late fees and retake fees.



**Fees**





# Moderation

Some OS assessments are subject to moderation.

Moderation is a quality assurance process whereby City & Guilds review a sample of centre marking and candidate evidence to ensure that it is accurate and consistent, in line with the correct national standard. Where it is not, centre marks may be adjusted or in some instances the work is remarked, to align them with these standards.

## Quality assurance activities and visits

We carry out a range of quality assurance activities throughout the year to ensure providers are supported in their delivery. These activities will include annual Provider self-assessments, external moderation, moderation visits and exam audits. Please refer to the Provider Approval and Quality Assurance information for further details.



**Provider Approval and  
Quality Assurance information**

**Our T Level Assessment Guidance provides information regarding marking and moderation of the relevant OS assessments.**

It includes information explaining:

- planning candidate evidence collection
- authenticating evidence
- what must be produced for marking
- marker standardisation
- the marking process
- records which need to be completed
- how to upload marks and evidence for sampling
- C&G moderation process
- Moderator visits
- Moderator reports



**TQ Occupational Specialism  
assessment process guide**





## Exam series and results

City & Guilds will provide a breakdown of results via the 'T Levels Results Slip' report on the Walled Garden; we will not issue certificates or results by post.

We will also provide results of the TQ components to the Department for Education (DfE), who will issue the overall T Level grade and certificate.

### Exam Support Hub

Discover support resources and guidance for every stage of the assessment cycle, including booking and conducting exams, managing access arrangements, contingency planning, and results support

## Industry placements

Industry placements are a fundamental and mandatory component of a T Level programme.

To support both providers and employers in delivering high-quality education, the DfE has published guidance on the delivery of T Level industry placements (detailed above), an employer industry placement toolkit, and a learner guide for learners preparing for an industry placement.

View the government's key documents below:

- [Guidance on T Level Industry Placements](#)
- [Employer industry placement toolkit](#)
- [Guide to industry placements](#)

### Professional training development

The Education and Training Foundation (ETF) offers a range of support, through their T Level Professional Development (TLPD) offer, to help providers, practitioners and leaders deliver T Levels. The TLPD offer ensures that organisations are equipped to teach T Levels on the very first day learners walk through the doors of a classroom or workshop.

For more information, visit [etf.foundation.co.uk/tlpd](https://etf.foundation.co.uk/tlpd).



# Claim and share your digital credential!

In recognition of being an approved provider of T Levels, City & Guilds are awarding centres a digital credential! Digital credentials allow us to recognise and communicate all skills consistently. We do this by using the Open Badge Standard, a universal format that creates data that can be validated quickly and easily.

Your digital credential will be issued automatically to the named T Level lead contact we have on record by the end of October.



**Find out more about  
digital credentials**





# Who to contact

We want to ensure we get the right information to the right people.

Please use the link below to update us of any staff changes, and to register the following people:

- T Levels Lead
- Exams Office primary contact
- Moderation Portal primary contact



**Online form**

Each provider should have one T Level Primary Contact who we will communicate with regarding all T Level queries, as well as regarding approval and quality assurance. This person has overarching responsibility for the delivery of all T Level subjects. Each provider should also have one T Level Exams Office Primary Contact who we will communicate with regarding all T Level administrative matters including registration, exam, and assessment bookings.

## **A note on our communication**

We'll be sending communications to you throughout the year, from both our Technicals Quality team and also centrally with our key updates. This will be to either all contacts, or where the communication is only relevant to one role; it will be sent to that individual.

Please ensure you're receiving all our key update emails and that they are not being filtered out by your email system or provider. It's important that during the year you keep us up to date on any changes to centre staffing. To do this, simply complete our Technical Qualification contact form, which can be requested from our Technicals Quality team.

We will only process your personal data in accordance with our privacy policy. You may change your preferences or unsubscribe at any time at:

[cityandguilds.email-preferences.com](https://cityandguilds.email-preferences.com)







## Contact us

Please refer to the relevant qualification page and Technical Qualification specification for further information relating to T Level TQs.

Contact our Centre Support for registrations and booking entry:

Monday - Friday | 08:00 - 18:00 GMT

T: 01924 930 800

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

Contact our Technical Quality team for approvals, quality monitoring activities, assessment administration, centre updates, general questions and queries.

T: 0300 303 5352

E: [Technical.Quality@cityandguilds.com](mailto:Technical.Quality@cityandguilds.com)

W: [cityandguilds.com/tlevels](https://www.cityandguilds.com/tlevels)

### Get your learners involved

Please encourage your learners to share their T Level experiences with us. They can hashtag us on their social channels using: #CGTLevels, #ILMTLevels and #EALTLevels





# T-LEVELS

**City & Guilds** has been developing the skills and behaviours needed to help businesses thrive for over 140 years. We understand that to succeed in an evolving landscape, learners need to develop the right behaviours, skills and knowledge. This is why we work with education providers, employers and governments to support you in delivering better learner outcomes.

**EAL** has been the specialist skills partner and awarding organisation for engineering and manufacturing, building services and related sectors for the last 30 years. We offer over 300 regulated qualifications and other products including approved courses and learning resources delivered in schools, academies, university technical colleges (UTCs), colleges, universities, private training facilities and workplaces across the UK.

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

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