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The latest news and insights

T Levels Quarterly E-bulletin
April 2023

Hello!

Welcome to your April T Levels e-bulletin. As we head into the summer term, we will continue to support you wherever you are in your delivery of T Levels.

Below you'll find information regarding the approvals window, summer results, the Employer-Set Project for Building Services Engineering, Onsite Construction and Management and Administration, exam administration guidance webinars that are coming up next month plus updated information for Providers wishing to deliver from September 2025.

Some key information to highlight below: we need your feedback and responses!

- We have now published the proposed key assessment dates for 2024 - 2025, please do review these and send your feedback.
- You should have received an online file from City & Guilds requesting information on learners due to receive results this summer. Please ensure you have amended this file as necessary.

This quarter's highlights

Provider approval process

The T Levels approval window opened on Monday 27 February for first teaching in September 2023. If you wish to apply for Full Provider approval, you must complete and submit a TL-A1 form. This is relevant for all eligible Providers who do not currently deliver any other T Levels with City & Guilds. If you already deliver a T Level with City & Guilds, you will need to complete and submit a TL-A2 extension approval form.

You can find the forms on the **T Levels Resource Hub**, along with the TL-DS form, which should be used in place of CVs for your staff. However, you are still able to submit CVs via the T Level Service Portal should you prefer. If you don't yet have access to the Service Portal, you will receive this shortly after you submit your application form.

Please be aware, your allocated TQA will be in regular communication with you in the 30 working days following your application being submitted, and potentially longer.

We recommend you read the **Provider approval and quality assurance guide**, for more advice and support on the approvals process.

More about the approvals process

Download the application form

Provider contacts

City & Guilds require contact details for **an Exams Lead**, **a T Level Lead** and a **summer contact** who is available and can be reached during the summer break. Please ensure you have provided these details to the Quality Team either by emailing **technicals.quality@cityandguilds.com** or by completing the **contact update form**.

Assessment update

Summer results

We will issue summer T Levels results to Providers on Monday 14 August (instead of the usual Wednesday). This will allow more time to prepare results to be shared with learners on Thursday 17 August (they are embargoed until this date). We will be updating our key date schedules in the coming weeks.

Learner completion data spreadsheets

As part of the Ofqual VTQ results action plan, which supports the successful delivery of 2023 Level 3 VTQ results, your centre will have received a letter from Ofqual setting out the required deadlines regarding confirmation of which learners are expected to receive results this summer.

As part of this action plan, City & Guilds provided access to an online file (via secure link) listing all learners with current registrations on Technical Qualifications at your centre. We asked you to confirm, within this file, if these learners are due to achieve their qualification this year, if they are still on programme but not due to complete, or if they have been withdrawn.

We require this information to ensure we have full visibility of learner achievement and ensure results are released on time. Once complete we will contact you if we identify any discrepancies, such as any learner due to complete that does not have the required bookings.

Please note: Providers must comply with this data request to be in line with Ofqual VTQ results action plan. If you have any queries, please contact **technicals.quality@cityandguilds.com**.

Employer-Set Project (ESP)

The ESP delivery window for Building Services Engineering, Onsite Construction and Management and Administration opened on 3 April and will close on 12 May, which is the final day to upload your evidence to Walled Garden. If you have any questions regarding the ESP, please contact the Technicals Quality team via **technicals.quality@cityandguilds.com**.

If you need support or have queries regarding the uploading of evidence, you can also refer to the **Employer-Set Project assessment process guide**. Please take extra care to read the video evidence requirements, the file name conventions and permitted file formats, all of which you can find on pages 15 onwards.

Consultation on proposed key dates

Draft key date schedules for 2024 and 2025 have been published for consultation. We are seeking feedback from T Level Providers on the proposed key assessment dates for the 2024-2025 academic year. If you are currently delivering or will be delivering any of the following T Level technical qualifications, please review the proposed dates for the autumn and summer series and send us your feedback.

- Building Services Engineering for Construction (8710)
- Onsite Construction (8711)
- Maintenance, Installation and Repair for Engineering and Manufacturing (8712)
- Engineering, Manufacturing, Processing and Control (8713)
- Design and Development for Engineering and Manufacturing (8714)
- Management and Administration (8715)

This is an opportunity for T Level Providers to indicate any issues by completing the feedback form. Feedback must be submitted by 28 April 2023 for any changes to be considered before the final key dates schedules are published in July 2023.

View the proposed key dates

JCQ AI guidance

You may have already heard of ChatGPT and other forms of artificial intelligence (AI) which could be used by your learners to complete their assessments. To offer support to centres the Joint Council for Qualifications (JCQ), of which City & Guilds is a member, has produced some **guidance**.

While the potential for learner AI misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not; and you will already have established measures in place to ensure that learners are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice. This guidance reminds centres and assessors of best practice in this area, applying it in the content of AI use.

Important points to note:

- centres should explain the importance of learners submitting their own independent work
- centres should ensure that assessors are familiar with AI tools and their risks
- learners must acknowledge use of AI when used misuse of AI tools is malpractice

Within the document, there is a list of potential indicators of AI use that may help identify work where learners have misused AI. Please do pass this information on to all your colleagues.

View this guidance

Tutor resources update

Tutor resources

We have now released many of our tutor resources to support delivery staff. These include schemes of work, worksheets, PowerPoints and multiple-choice questions for each knowledge outcome. To locate and download these resources visit the 'Tutor resources' section of the **Resource Hub**.

Visit the Resource Hub

Hodder Education textbooks

Hodder Education have published the below textbooks which cover the core components of each pathway. Follow the links below for more information.

Engineering and Manufacturing T Level: Core Due to publish in June 2023

Management and Administration T Level: Core

Agriculture, Environment and Animal Care T Level

We are looking to expand our team of experienced consultants to help us author and/or review teacher resources for this sector. If you are interested in working on these on a freelance basis please get in touch with

hassan.nobeeboccus@cityandguilds.com Topics will include:

- Health and safety
- Sustainability
- Working in the agriculture, environmental and animal care sector
- Ethics
- Business
- Equality
- Communication
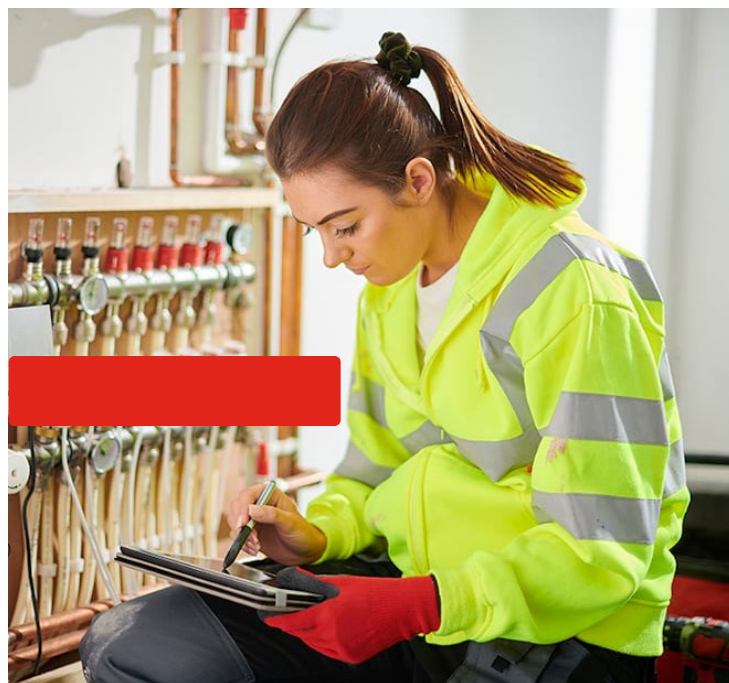- Relationship management
- Finance
- Information and data

Onsite Construction and Building Services Engineering

Assessment updates

Exemplar candidate evidence to have achieved the 'E' and 'A' grades in the Onsite Construction and Building Services Engineering Employer-Set Projects are now available on the relevant qualification webpage.

Also available are assessment materials, including question papers, mark schemes and ESP materials, along with the Core Reports for the autumn 2022 assessment series, which provide support for delivery.

Read more here

Please note: The Moderation Portal will be unavailable due to maintenance between 23.59 Friday 12 May - 09.00 Monday 15 May 2023.

Management and Administration

Employer-Set Project (ESP)

ESP materials were released on 27 March. All evidence for the ESP must be uploaded to Walled Garden by 12 May. If you need support or have queries regarding the uploading of evidence, please refer to Employer-Set Project assessment process guide.

Please take extra care to read the video evidence requirements, the filename conventions and permitted file formats, all of which can be found on pages 15 onwards.

Read more here

Engineering and Manufacturing

Upcoming support events for providers

For Providers who are planning to deliver the Engineering & Manufacturing T Level from September 2023, we have a variety of online events happening throughout the months of April and May, where we will look at the core component content and linking resources that are available across our website to help you plan your delivery.

Read more here

Agriculture, Environment and Animal Care

Events between April and June

In the run-up to the first delivery of Agriculture, Land Management and Production, our Technical Advisors, Anne Rogers and Sarah Cocks, will be running a series of webinars, MS Teams calls and in-person events to support providers while preparing to deliver. Find the links below to the events coming up this quarter.

Read more here

Webinar: Exam administration guidance

These webinars will provide information and instruction on our dated exams process for summer 2023. They are aimed at exam officers and invigilators, who complete and return exam stationery and scripts. You will hear about the purpose of the instructions supplied in the exam packs and why it is important to understand them and carry out each instruction carefully, followed by an opportunity to ask us questions on the process.

Both events will cover the same topics, so please register for one of the webinars listed below.

Register: 2 May | 11.00 – 12.00 BST

Register: 16 May | 14.00 – 15.00 BST

Government guidance update: Delivering T Levels in 2025

All providers currently funded to offer classroom-based study programmes to 16- to 19-year-olds can now register to deliver T Levels from September 2025. You must **register before midnight on 22 March 2024** to be eligible to receive an up-front funding allocation to support T Level delivery in the 2025-to-2026 academic year.

Providers who register before 28 July 2023 will have access to implementation planning support and future capital funding for T Levels to support delivery in 2025.

Read more online

Stay on Track

Remember to provide us with the correct details for all colleagues involved in the T Level delivery.
Simply click on the relevant button below and we'll keep you up to date.

Update my email settings

Sign-up for T Level updates

Please share this e-bulletin with your colleagues delivering or interested in T Levels. Thank you for taking the time to read our T Level e-bulletin and please stay safe and well.

Best wishes,

T Levels team