

4419 Level 5 Diploma in Primary Care and Health Management



A City & Guilds Group Business
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Frequently asked questions

<p>If a candidate failed their first Business Plan, how many times can the candidate re-submit the same Business Plan to which amendments were made?</p>	<p>Candidates can re-submit the same Business Plan only once and achieve up to a Pass grade on the re-submission.</p>
<p>Does a candidate have to allow a certain amount of time before they can re-submit a Business Plan?</p>	<p>The re-submission can be done from the next marking window.</p>
<p>Can a candidate submit a brand new Business Plan?</p>	<p>Candidates can only do this if they have failed their original Business Plan twice (first submission and re-submission). They can submit their new Business Plan once only.</p>
<p>What is the wordcount for the Business Case and Business Plan?</p>	<p>The recommended word count for the Business Case is 2000 words (maximum is 3000 words). The recommended word count for the Business Plan is 4000 words (maximum is 6000 words).</p>
<p>Are unit certificates issued?</p>	<p>Yes, Certificates of Unit Credit (CUCs) are issued for units under 4419-05 and 4419-06.</p>
<p>How does a candidate appeal their Business Plan result if they have failed or if only a Pass has been achieved?</p>	<p>If the candidate disagrees with a decision made regarding their result, they can appeal against it.</p> <p>The candidate should discuss their case with their centre as soon as possible. If the centre agrees with the candidate, the centre will fill in an appeals form and send it to City & Guilds on behalf of the candidate. The candidate may also appeal to City & Guilds directly. For more information, please go to the City & Guilds website http://www.cityandguilds.com</p>
<p>Can a centre/candidate speak directly to the marker who assessed the candidate's work?</p>	<p>In the first instance, the candidate should refer to the appropriate person at the centre to discuss their work. If further information is needed from the marker, then the centre should request this from City & Guilds.</p> <p>Markers can only be contacted through City & Guilds.</p>

How long does it take for a Business Plan to be marked?	Providing the Business Plan is submitted in the required format, with all the correct forms included, by the deadline date stated for the chosen marking window, then centres should be able to view candidates' results from six weeks from the start of the marking window. For example, if the marking window is January, and the Business Plan and relevant forms are received by City & Guilds by the end of December, then the centre should be able to view candidates' results by 15 February.
What should candidates do if they have been made redundant/changed jobs and no longer work in a doctors surgery?	In the first instance, candidates should refer to the appropriate person at the centre. The centre should also contact City & Guilds on candidates' behalf, in case further help or advice is required.
How does a candidate become a member of AMSPAR?	For more information on whether candidates are eligible and how they can apply, please click on the link below from the AMSPAR website: http://www.amspar.com/membership.php
What letters can candidates put after their name if they become a member of AMSPAR?	Full AMSPAR membership carries the post-nominals of MAMS.

The following submission dates are for each marking window:

Submission deadline (no later than)	Marking Window	Results issued (6 weeks from end submission deadline)
27 September	October	08 November
19 December	January	07 February
27 March	April	11 May
26 June	July	07 August