

Land-based Work-based Independent Assessment for Apprenticeships Frequently Asked Questions

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What has happened to the land-based apprenticeship exams?

In spring 2011 a joint decision was made with Lantra SSC to change the way the examined independent assessment for the apprenticeships were assessed. After feedback from centres and employers it was felt that the formal online/dated exams were not serving as the most appropriate way to test these candidates.

From September 2011 the formal exams were **withdrawn and replaced** by centre assessed questions. These questions cover the same units and assessment criteria as the exams and they also remain the same style; level 2 are multiple choice and level 3 are short answer.

The new centre assessed questions can be found in the Question and Answer Resource Guides on the City & Guilds website: www.cityandguilds.com.

Where can I find the new Question & Answer Resource Guides?

Documentation for the work-based qualifications is available on the City & Guilds website: www.cityandguilds.com. Search for the qualification and then go to the documents section to find the PDF you need.

Please note that all assessment material is now password protected. Passwords are available on the Walled Garden Catalogue.

How do I access the passwords for assessment documentation?

All assessment material is now password protected for security. Passwords are available on the Walled Garden Catalogue on the relevant qualification's page under the administration section.

Please note that you need to look at the page for the specific programme of study (eg 0065-21 or 0065-31) rather than just the qualification suite page (eg 0065).

In most centres the exams/registrations office will have access to the Walled Garden so if you do not have access yourself you will be able to request the password from them.

Why can't I register candidates for the assessment using a 500 unit number?

When the form of assessment changed in September 2011 it was necessary for the unit numbers to be changed as well so that the new assessment type could be set up on the Walled Garden. All the exams which had a 500 unit number were changed to the corresponding 700 unit number for the centre assessed questions. For example the 0065-503 exam is now assessed by the 0065-703 centre assessed questions, the 0065-504 exam is now the 0065-704 centre assessed questions etc.

All new unit numbers are available on the Walled Garden.

How should I deliver the centre assessed questions?

If you worked with the NVQ question and answer banks then this system will be familiar to you as we modelled the new procedures on these.

The centre assessed questions are not formal exams but they should be delivered under test conditions. This means that candidates may not look up any of the answers and they will need to be supervised to ensure that the work is their own. However, they do not need to be formally invigilated, it would be appropriate for the test to take place in the class room or work place with the assessor present.

The questions can be delivered at any time during the candidate's learning either as written tests, as described above, or as oral questions, eg during a relevant practical activity. If taken as oral questions this should be in a 1:1 situation and the assessor should record the answers given by the candidate for QA purposes on the answer sheet provided.

Full details on how to deliver the centre assessed questions can be found in the Question and Answer Resource Guides.

Why do the centre-assessed questions cover the same assessment criteria as the Diploma?

One of the requirements for apprenticeship programmes is that there should be independently set assessment of some underpinning knowledge. The Sector Skills Councils determine how this should be carried out.

In this instance it was decided that we should independently test the knowledge elements within some of the Diploma units via the centre-assessed questions. Some apprenticeships were also to be tested by an additional assignment.

Where the centre-assessed questions fully cover the assessment criteria it is not necessary to repeat the assessment in the Diploma. However, the centre-assessed questions must be fully completed, therefore, where candidates have completed the Diploma prior to attempting the centre-assessed questions then these will still need to be fully undertaken.

Centres should refer to the mapping at the front of each Question and Answer Resource Guide.

How are the centre-assessed questions marked?

Questions should be marked in the centre by the Assessor using the model answer guide provided.

The candidate needs to answer all the questions correctly in order to pass the assessment, however, they do not need to pass them all in one sitting. Where a candidate has given a wrong answer they can retake that question at a later date without having to resit the questions they answered correctly on the first occasion. In this instance it would be helpful if the answer sheets were dated appropriately.

How are the centre assessed questions quality assured?

The centre assessed questions are quality assured by the Internal Verifier and External Verifier along with the candidate's portfolio.

Have the assignments changed?

No, there have been no amendments to the assignments. The assignment guides are available on the City & Guilds website: www.cityandguilds.com.

Do these changes apply to all the Land-based Work-based apprenticeship independent assessments?

Not all apprenticeship independent assessments were set up with formal exams. Those that were not set up with exams are listed below and have not changed; they still require the 0070-25-500 assignment at level 2 and the 0070-35-501 assignment at level 3.

- Level 2 and Level 3 Apprenticeships in Environmental Conservation
- Level 2 and Level 3 Apprenticeships in Horse Care
- Level 3 Apprenticeship in Trees and Timber

The independent assessment for the Floristry apprenticeships had already changed prior to the introduction of the centre assessed questions. Any candidates registered for the new apprenticeship should in addition take one

of the following City & Guilds qualifications.

- Level 2

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate in Retail Knowledge	1013-22	500/7352/7
Level 2 Certificate in Customer Service	4417-02	500/6329/7
Level 2 Award in Business for the Environment and Land-based Sector	0070-25	500/9311/3

- Level 3

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number
Level 3 Certificate in Retail Knowledge	1013-32	500/7350/3
Level 3 Certificate in Customer Service	4417-03	500/6206/2
Level 3 Award in Business for the Environment and Land-based Sector	0070-35	500/9232/7

Candidates registered on the old Floristry apprenticeships, which closed in July 2011, may still take the exams: Level 2 0068-500, Level 3 0068-501.

Why do the handbooks still say that there are exams?

The handbooks will be amended in line with the changes. In the meantime we have issued an addendum to the handbook which provides the new information and which is available on the City & Guilds website: www.cityandguilds.com. Search for the qualification and then go to the documents section to find the addendum.

Why wasn't I informed of these changes?

It has been difficult for us to directly contact all relevant members of staff in all our centres. We have always updated the news section of our website but we understand that not everyone looks at this regularly. We also tried to hold an e-mail list for centre contacts to send out news items but the messages still did not always get to all relevant people in centres.

Thankfully our communication systems have now improved. City & Guilds has an instant messaging communication system which will e-mail news and updates relevant to your subject area direct to your e-mail inbox. If you would like to receive all our update messages so that you don't miss out on news

and changes in the future, please sign up to the instant messaging system [here](#).