

**For the attention of the** teachers, trainers and coordinators of the Teaching, Training, Assessment & Quality Assurance qualifications.

**May 2014**

1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2468  
F +44 (0)20 7294 2400  
www.cityandguilds.com

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Changes required in the Education &amp; Training Qualifications</li><li>• Assessment and Quality Assurance (<b>TAQA</b>)</li></ul>
<b>Level</b>	<b>3, 4, 5</b>
<b>Number</b>	<b>6502, 6503 &amp; 6317</b>

**This news article contains important information about:**

- End registration dates for the 6302, 6304 and 6305 qualifications
- 6502 Education and Training qualifications
- 6317 TAQA User Guide
- 6317-42 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- 6317 TAQA Focus Groups/Network Meetings
- Using technology to carry out remote assessment
- 6317 No exemptions or equivalences in TAQA
- Questions of the month – new addition to this update!

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## **End registration dates for the 6302, 6304 and 6305 qualifications**

The 2010 Teaching in the Life Long Learning sector qualifications will come to an end on 31 August 2014. No new registrations will be allowed after that date. All centres will be required to move over to the new Award, Certificate and Diploma in Education and Training.

## **6502 Education & Training**

### **Funding**

We are pleased to confirm that L4 Certificate in Education and Training is funded under Adult Skills, unemployed and OLASS and the L3 Award in Education and Training is funded for the unemployed and OLASS only.

### **Change to ITT Bursaries**

We included information about bursaries for Initial Teacher Training (ITT) in a recent FAB Update. Members should be aware of a recent change to the degree requirements to be eligible for a maths bursary. Trainees with a 3rd class degree in Maths will be eligible for a bursary of £9,000 if they have at least a grade B at A level maths. This contrasts with the bursaries to trainee teachers in English language or for SEN programmes who have to have a 2:1 degree or above. The revised guidance can be found in the Bursary Guide Academic Year 2014/15.

### **Forms packs updated**

#### **Level 3 Forms Pack**

In response to feedback that we have received from you, the forms pack for the Level 3 Award in Education and Training has been reviewed and updated. An additional optional form has been added to support Unit 302 Task D in the City and Guilds Assessment Pack for the Award. Please see version 5 (V5) on the web page for the qualification. You can also access it from the link below.

<http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-3>

#### **Level 4 and Level 5 Forms Packs**

The forms packs for these levels have also been reviewed and some additional guidance included about the use of the Observation and Feedback form for those optional units which require an observation. Please see Level 4 forms pack April 2014 Version 1.3 and Level 5 forms pack April 2014 Version 1.4, both available on the web page for the qualification. You can also access it from the link below.

Level 4 <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-4>

Level 5 <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-5>

## **6503 Standalone Specialist Diploma in Education and Training**

Please note that there is a specific forms pack available for use with the stand-alone specialist qualifications. The Observation and Feedback forms provided for observation of practice are specific to the pathway chosen and support the gathering of evidence for the assessment criteria to be achieved. Please ensure you use the correct form for the pathway being undertaken. The pack is available on the web page for the qualification. You can also access it from the link below. The pack is available on the web page for the qualification. <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6503-level-5-standalone-specialist-diplomas/level-5>

### **Forms for centre devised assessments**

We have produced a number of forms for you to use should you wish to devise your own assessments for the 6502 suite of qualifications. These were previously listed individually under “centre documents” but have now been put into one pack for ease of access. They can be located under assessment materials and it is called ‘centre devised forms v1’.

Please note that the grading of assessments for these qualifications is *Pass* or *Refer*. The forms have been revised to clarify this, along with guidance on what is expected for a Pass grade.

*Please remember that any centre that decides to devise their own assessments must have their plans confirmed as acceptable by their QC prior to use.*

### **Advice on observation and practice for optional units**

Centres will be aware that some of the optional units available in the 6502 suite of qualifications require an observation of practice. These observations **are in addition** to the requirements for observations of practice at each level. A document has been produced which details the optional units which require an observation, with some guidance. This is available on the 6502 page on the website, on the General Tab under Centre Documents.

<http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training>

### **RPL and Exemptions**

Below is some guidance to support you in your advice and guidance to learners:

If a learner presents with a 2011 12 credit PTLLS qualification, they are exempt from the Level 3 Award in Education and Training and Unit 301 of the Level 4 Certificate in Education and Training.

If a learner presents with a 2007 6 credit PTLLS qualification, then the RPL policy can be applied. There are no exemptions. The rationale behind this is that the 2007 qualification had a different assessment strategy and the learning outcomes were different. However, in order not to discriminate against those with the earlier qualification, centres could use the RPL policy and map previous learning to the new learning outcomes and assessment criteria.

If a learner presents with a CTLLS qualification, there are no exemptions within the Level 5 Diploma in Education and Training, and no practice hours or observations can be carried forward. The rationale for this is that the 2007 and 2011 CTLLS qualifications did not require graded observations and are therefore not appropriate for the new Diploma.

The Foundation is running the GCSE maths enhancement programme (<http://www.et-foundation.co.uk/supporting/programmes/gcse-maths-enhancement/>) and has also led on a Training Needs Analysis (HOST Policy report attached). I also attach a report on our strategic consultations for maths and English for background reading. Please note, these reports are in draft format and cannot be made available to the general public. For any questions about the reports, please contact our Research Manager Charlynn Pullen: [Charlynn.Pullen@etfoundation.co.uk](mailto:Charlynn.Pullen@etfoundation.co.uk).

## New text book

The new textbook, The City & Guilds Textbook: Level 3 Award in Education and Training is now available to buy.

This new textbook from City & Guilds is the perfect accompaniment to the 6502 Level 3 Award in Education and Training. With the content mapped directly to the qualification, this book is designed to help candidates to link the teaching theory to their assignments. It offers practical guidance and background knowledge to the key topic areas and provides further opportunities for candidates to develop their knowledge through detailed reading lists.



Price: £19.99  
TL code: TL036502  
ISBN: 9780851932941 [Buy Now >](#)

## 6317 Training Assessment, Quality Assurance

### 6317 TAQA User Guide

Many queries still arise from centres and prospective learners about the TAQA units and qualifications. In an effort to clarify the purpose, target audience and how the units appear in other qualifications, we have drafted a TAQA User Guide. Centres may find this useful when discussing the qualifications with prospective customers, during induction programmes for candidates and when introducing new staff.

The TAQA User Guide is now on the 6317 web pages, under the general tab.

## **6317-42 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Unit 403**

There will shortly be new guidance added to the qualification handbook for 6317 TAQA qualifications. It relates to 6317-42 unit 403 – ‘Plan, allocate and monitor work in own area of responsibility’.

We have found that some centres are experiencing difficulty in guiding candidates to gather appropriate evidence for the unit. It seems that on occasion, candidates have presented evidence of *leading the work of assessors* for unit 403 rather than evidence of *leading the work of other IQAs*.

Evidence of *leading the work of assessors* is valid for Unit 402 – i.e. those who carry out the routine IQA role.

The 6317-42 Certificate is designed for the small number of people who lead the overall internal quality assurance process in a centre. Such people would usually work in large centres because to complete the unit they must be *managing or coordinating the work of a team of other IQAs* rather than carrying out the IQA themselves.

The guidance outlines what is expected from the candidate when presenting evidence for the unit and is designed to clearly differentiate from the evidence required for unit 402

Please browse the 6317 web pages for the release of the revised Qualification Handbook.

## **Focus Groups/Network Meetings.**

A series of Focus Groups/Telephone interviews and Network Meetings for centres related to the new Education and Training Qualifications (6502/3) and TAQA 6317 are planned in the autumn. Centres will be invited to take part to provide feedback to City & Guilds about the future landscape for qualifications, CPD, and training and the challenges facing the sector in the next year or two. We are interested in starting a dialogue that will help shape what we offer in the future.

The events will include an opportunity to discuss issues related to the Education & Training and TAQA qualifications with peers and advisers.

Please browse the website for dates, venues & the joining instructions.

## **Remote Assessment**

City & Guilds is committed to ensuring that all professionals in teaching, training, assessment and quality assurance are able to use technology to its best effect. In TAQA for example our Unit 301 e-learning package can be used in a variety of ways but all speed up learning, reduce tutor and assessor time and travel - so reducing costs.

However there are specific issues with using technology for undertaking ‘remote assessment’ when delivering the teaching, training and assessment qualifications.

Centres are already using a wide variety of technology options to carry out remote assessment. This might include for example, video clips or voice files in portfolios, e-portfolios, phone discussions etc.

However one area that regularly raises queries is whether it is acceptable to carry out observations (which may be conducted live and in real time but where the assessor is not in the same room as the candidate) via a webcam or using applications such as Skype.

This is a complex situation where certain factors apply to specific qualifications - so it is not possible to give a blanket approval to any particular suite. Therefore please remember that before embarking on any use of technology for remote assessment, centres should always confirm that it is acceptable with their individual Qualification Consultant.

Because of the nature and requirements of the teaching, training and assessment qualifications this is a complex area in general in the 'Learning' sector. City & Guilds are currently working on guidance about when it might be appropriate to use such technology – with particular reference to the 'Learning' qualifications.

Please browse the 6317 web page under the general tab for the release of the guidance on Remote Assessment.

## **Inaccurate information**

When the TAQA qualifications were agreed and released in 2010 by the SSC (LLUK as it was at the time) it was agreed that there could be no exemptions or equivalences to the units. Only an SSC can make this type of decision.

It was also confirmed that if a person holds the requisite D or A & V units for their role then they are deemed already qualified and do not need to complete the TAQA qualifications.

It appears that some centres have misunderstood and been offering a service whereby if someone already holds D34 or V1 and wants to achieve the 6317-42 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, then they are accredited with prior achievement of units 401 and 402. The centres are then assessing the candidates on unit 403 only to achieve the Certificate.

It is not possible – or necessary - to accredit any other units to the TAQA qualifications as there are no equivalences or exemptions allowed.

So if candidates do not hold the required assessor or IQA qualifications and need to achieve the TAQA qualifications they have to meet *all* the requirements (gather the evidence, complete the assignment, be observed, etc., etc.) for that TAQA unit/qualification and be successfully assessed and quality assured. *There are no other acceptable ways of achieving the TAQA units or qualifications.*

For further guidance please see the 6317 Qualification Handbook on [http://cdn.cityandguilds.com/ProductDocuments/Learning/Training\\_and\\_Development/6317/Centre\\_documents/6317\\_L3-L4\\_Qualification\\_handbook\\_v1-3.pdf](http://cdn.cityandguilds.com/ProductDocuments/Learning/Training_and_Development/6317/Centre_documents/6317_L3-L4_Qualification_handbook_v1-3.pdf) and the City & Guilds RPL Policy document

<http://www.cityandguilds.com/~media/Documents/ProvideTraining/Centre%20Document%20Library/Quality-Assurance-documents/rpl-policy-guidance-aug2013%20pdf.ashx>

## 6502 Questions of the month!

1. Can I use technology (video recordings, Skype etc) to record observations of trainee teachers or assessors?

It has always been the policy that recordings are not appropriate for observations of trainee teachers and assessors. In general, this is still the case. There may be individual situations, with strong mitigating circumstances, where a recording could be accepted. This must be agreed with the Qualification Consultant in advance. There is an updated policy on the use of technology in assessment, and this can be found on the centre document section of the website.

2. How do I grade assessments for the 6502 qualifications if I am writing my own assessments?

All assessments for the Initial Teacher Training suites of qualifications are graded as Pass/Refer. Please see the Centre Devised Assessment Pack available on the qualification web pages for further guidance.

3. If a learner wants to do the Certificate in E&T and already has a PTLLS, what exemptions can I apply?

If a learner presents with a 2011 12 credit PTLLS qualification, they are exempt from the Level 3 Award in Education and Training and Unit 301 of the Level 4 Certificate in Education and Training.

If a learner presents with a 2007 6 credit PTLLS qualification, then the RPL policy can be applied. There are no exemptions. The rationale behind this is that the 2007 qualification had a different assessment strategy and the learning outcomes were different. However, in order not to discriminate against those with the earlier qualification, centres could use the RPL policy and map previous learning to the new learning outcomes and assessment criteria.

4. Do any of the teacher training qualifications carry UCAS points?

No teacher training qualifications are listed on the UCAS website and therefore they do not carry any points.

5. How many hours of practice and observations can a candidate carry forward when progressing from the Level 4 Certificate to the Level 5 Diploma?

When candidates are progressing from the Level 4 Certificate in Education and Training to the Level 5 Diploma in Education and Training, they can carry forward 20 hours of practice and 2 hours of observed and assessed practice. Practice and observed and assessed practice from other qualifications is not permitted. Please see Page 8 of the Level 5 Diploma in Education and Training Qualification Handbook for further guidance. Please also refer to the Observation Guidance on the 6502 webpage.

## 6317 Questions of the month!

### 1. 6318 Unit 008 'Facilitate learning & development in groups'

**Q.** For this unit how many people are required to constitute a 'group'?

**A.** 3 or more people is a reasonable definition of a group - but it is really up to the centre to decide. It helps to agree the figure with your allocated QC before you start the unit.

### 2. TAQA 6317 & currency

**Q.** I cannot find the information but I believe that candidate evidence for TAQA units has a time limit of 18 months in order to be valid and after such time the candidate has to produce updated evidence. Is this correct?

**A.** There is no time limit on evidence in 6317. In fact there is no time limit on evidence full stop. However what the candidate has to demonstrate (in all qualifications) is that the knowledge and competence that the evidence relates to is still current.

A rule of thumb is that if evidence is less than 3 years old it is generally deemed to be current. However if it is older than that it has to be tested to ensure that it remains current. It is usual to do this by professional discussion or questioning if the assessor is testing the currency of knowledge or by an observation or some other demonstration of the skill if it is a question of whether the candidate's competence is still current.

### 3. TAQA Unit 302 observations

**Q.** I have been asked by a customer whether two observations is completely necessary for the assessor qualifications. I have been told that apparently other AOs don't require this. Can you shed any light on this?

**A.** Yes the TAQA assessor qualifications do require two observations. However they do not have to be done on different occasions - they have to be with two different learners. So both could be done on the same day as long as they were clearly planned, carried out and recorded separately. To carry this out well does require skilled assessors but it is achievable. This is the relevant extract from the FAQs:

*It is entirely feasible that one observation of the candidate-assessor assessing each of their learners (ie two observations in total) carried out by the TAQA assessor could suffice. If you think the process through - if the candidate-assessor working with a learner, plans and carries out an activity using two assessment methods and then gives feedback then that would be one completed. If they did the same with another learner then that would be all the observations required - plus it would provide a number of products for use as evidence.*

### 4. TAQA and RPL

**Q.** I am an IQA and I am enrolled on the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice – 6317-42. I have achieved previously the V1 and updated via NOS Standard 11. I have completed Units 401 and 403, and I wish to RPL the V1 certificate to Unit 402; is this acceptable? I am jointly responsible for all IQA activity in our centre which equates to 14 assessors.

**A.** When the SSC (LLUK as it was then) approved the TAQA qualifications they did not allow any exemptions or equivalences. So it is not possible to accredit any other units to the TAQA qualifications as there are no equivalences or exemptions allowed.

If candidates do not hold the required assessor or IQA qualifications and need to achieve the TAQA qualifications they have to meet *all* the requirements (gather the evidence, complete the assignment, be observed, etc) for that TAQA unit/qualification and be successfully assessed and quality assured. *There are no other acceptable ways of achieving the TAQA units or qualifications.*



## 5. TAQA team members

**Q.** Our TAQA team now only consists of one person acting as both Centre Manager and IQA plus one Assessor. There is also an examination secretary. I feel that a team of two personnel delivering and assessing this qualification is too small. Am I correct?

**A.** It is indeed possible to run a centre with only an IQA and an assessor. It's not ideal as if one of the people should become ill or leave the centre will then struggle. Also it does also depend on candidate numbers and assessor and IQA capacity of course. It would not be acceptable if there were only the two staff and 500 candidates..... Finally - there is only a small amount of standardisation possible in a two-person team but it is still acceptable.

## 6. 6317 IQAs and assessors

**Q.** Do you have to have been an assessor on TAQA qualifications before you are allowed to IQA them?

**A.** If you look at page 16 of the Qualification Handbook that the qualifications must be delivered by 'highly skilled practitioners of learning, assessment and QA'. Then on page 17 it says that practitioners have to be:

- skilled, knowledgeable and experienced in learning delivery, assessment and quality assurance
- able to demonstrate good practice in accordance with the NOS for Learning and Development and/or the relevant Professional Standards
- show current evidence of continuing professional development and practice in assessment and quality assurance

This is really an issue of occupational competence. How would someone who has little or no experience of delivering 6317 qualifications really be able to comply with these points? In addition how could someone with no experience of delivering or assessing 6317 realistically be able to:

- guide and develop other assessors of 6317
- understand what constitutes best practice in assessing 6317
- explain and/or demonstrate best practice in assessing 6317
- identify poor practice and suggest ways to improve

So although there is no specific statement saying that an IQA for TAQA qualifications must have experience of assessing them first, it would not be good practice for someone with no experience to be the IQA for them.