

Readiness checklist

Supporting your transition to deliver the new Construction and Building Services Engineering qualifications

Version 1
September 2020

Introduction

From September 2021 City & Guilds and EAL will be the sole provider of a new suite of fundable Construction and Building Services Engineering qualifications in Wales.

About this document

We have put together the following four-stage checklist to help you prepare and manage your transition from the legacy qualifications to the new Construction and Building Services Engineering qualifications that have been designed for the skills needs of Wales.

The suite of qualifications will be available to learners from September 2021.

You can use this checklist to help ensure that you have everything in place and are ready to hit the ground running.

Keeping up to date

You can find all the latest information from City & Guilds and EAL about this new suite of fundable Construction and Building Services Engineering qualifications on our dedicated website skillsforwales.wales

Please also ensure that you're signed up for email updates.

To sign up visit skillsforwales.wales/sign-up

When prompted select whether you want to receive construction and/or building services engineering qualification information, updates and be the first to hear about new events and webinars.

For general enquiries, please email skillsforwales.customer@cityandguilds.com or skillsforwales.customer@eal.org.uk, or call 0844 543 0033, option 3, between the hours of 8am and 5pm

The suite of qualifications

Level 3 Apprenticeship

| | | | | |
|--|--|--|--|---|
| Construction Two Year Live: Sept 21 | Construction Three Year Live: Sept 21 | Building Services Engineering Two Year Live: Sept 21 | Building Services Engineering Three Year Live: Sept 21 | Building Services Engineering Four Year Live: Sept 21 |
|--|--|--|--|---|

Offered by City & Guilds

Offered by EAL

Offered by WJEC

Level 2

| | | | |
|--|--|--|---|
| Foundation in Construction and the Built Environment Live: Sept 21 | Core in Construction and the Built Environment Live: Sept 21 | Progression in Construction Live: Sept 21 | Progression in Building Services Engineering Live: Sept 21 |
|--|--|--|---|

GCE AS / GCE A Level

| | |
|--|---|
| GCE AS in Built Environment Live: Sept 22 | GCE A level in Built Environment Live: Sept 22 |
|--|---|

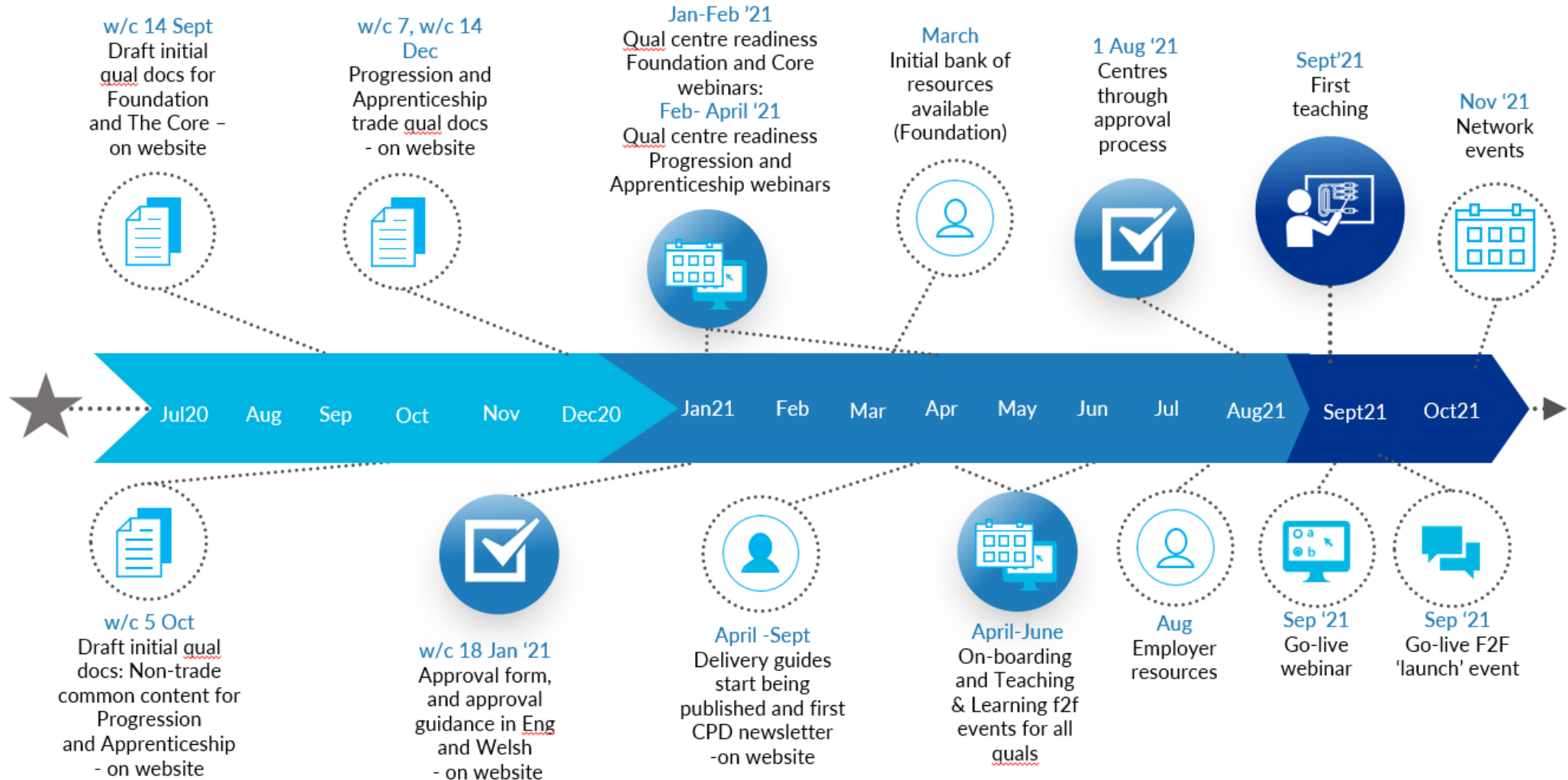
GCSE

| |
|--|
| GCSE in Built Environment Live: Sept 21 |
|--|

Learner options for Level 2 and 3 entry points

| | Year 1 | Year 2 | Year 3 | Year 4 |
|---|---|--|--|--------|
| Learner option A Complete 1 year in full time learning before securing an apprenticeship | Foundation in Construction and the Built Environment | Apprenticeship qualification Construction 2 or 3 years | | |
| | | Apprenticeship qualification Building Services Engineering 2, 3 or 4 years | | |
| Learner option B Complete two years in full time learning before securing an apprenticeship | Foundation in Construction and the Built Environment | Progression qualification (in a chosen trade pathway from Construction or Building Services Engineering) | Apprenticeship qualification Construction 2 or 3 years | |
| | | | Apprenticeship qualification BSE 2, 3 or 4 years | |
| Learner option C Take the Core or Foundation qualification off-the-job while taking an apprenticeship | Core or Foundation qualification and Apprenticeship qualification Construction 2 or 3 years | | | |
| | Core or Foundation qualification and Apprenticeship qualification Building Services Engineering 2, 3 or 4 years | | | |
| Notes | Cohorts 1 & 2 Transition arrangements are under consideration for learners finishing qualifications in 2021 | Apprenticeship length The length of each apprenticeship can vary depending on the chosen trade pathway | | |

Timeline of implementation



Phase 1 Getting yourself familiar with the qualifications

| Things to consider | All clear, understood and actioned? | Need more information, or more to do? | What to do |
|---|-------------------------------------|---------------------------------------|--|
| Are you aware of where to find the key information about the Construction and Building Services Engineering qualifications? | <input type="checkbox"/> | <input type="checkbox"/> | Go to the website: skillsforwales.wales |
| Have you sign up for Construction and Building Services Engineering updates from City & Guilds and EAL? | <input type="checkbox"/> | <input type="checkbox"/> | Go to skillsforwales.wales to sign up to receive emails for news, upcoming events and other information |
| Do you understand the scope and purpose of the qualifications for your sector? | <input type="checkbox"/> | <input type="checkbox"/> | Check the training and events pages on the skillsforwales.wales website to register for a keep in touch webinar taking place between March-November 2020. Watch the recorded keep in touch webinars that you've missed, and the 'Overview of the suite of qualifications and development timelines' webinar |
| How familiar are you with the new subject content for Construction and/or Building Services Engineering? | <input type="checkbox"/> | <input type="checkbox"/> | Draft specifications are available on the qualification pages of the skillsforwales.wales website for the common content of the Foundation from 14 Sept 2021. The Progression and Apprenticeship qualifications common content is available from 5 October 2021. Trade content will be available in draft from December 2021. |

Phase 2 Getting centre teams understanding the changes

| Things to consider | All understood and actioned? | Need more information, or more to do? | What to do |
|--|------------------------------|---------------------------------------|--|
| Do senior leaders have a good understanding of the new qualifications, especially resourcing and programme planning implications | <input type="checkbox"/> | <input type="checkbox"/> | <p>Go to the Assessor and IQA Requirements document in the resources section of skillsforwales.wales. Information will also be available in the qualification specification handbooks (see timeline for publication dates).</p> <p>Curriculum leads can view the delivery planning template in the resources section of skillsforwales.wales to support programme planning</p> |
| Are tutors familiar with the qualifications and thinking about getting ready for delivery | <input type="checkbox"/> | <input type="checkbox"/> | <p>Webinars will be taking place between January – June 2021. Go to the ‘training and events’ section at skillsforwales.wales to register and view the recorded webinars.</p> |
| Are tutors familiar with the teaching and learning resources that are available to support the delivery of the new qualifications? | <input type="checkbox"/> | <input type="checkbox"/> | <p>Teaching and learning resources will start to be available on the resources section of the skillsforwales.wales website from March 2021. From April 2021 delivery guides will be published and information made available on continuous professional development.</p> |
| Are tutors, assessor and IQAs familiar with the guidance for the Project, guided and professional discussion | <input type="checkbox"/> | <input type="checkbox"/> | <p>Guidance notes can be found in the Qualification Handbook and relevant qualification assessment packs.</p> |

| | | | |
|---|--------------------------|--------------------------|---|
| <p>Are assessment teams familiar with the changes and likely implications for centre delivery</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Go to the Assessor and IQA Requirements document in the resources section of skillsforwales.wales. Information will also be available in the qualification specification handbooks (see timeline for publication dates).</p> <p>Go to the training and events section of skillsforwales.wales to register for the webinars</p> |
| <p>How familiar are Internal quality assurance (IQA) staff with the new qualifications and assessment methods</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Review the assessor and IQA requirements document in the resources section of the skillsforwales.wales website. Information will also be available in the qualification specification handbooks (see timeline for publication dates).</p> |
| <p>Are staff involved in the administration of construction and BSE qualifications (eg exams staff) aware of the changes</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>From January 2021 you will be able to download the PDF 'An introduction to working with City & Guilds EAL' on skillsforwales.wales</p> |
| <p>Staff responsible for the teaching and assessment of employability have a good understanding of the content of the new qualifications to support activities which integrate employability within programmes of study</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The qualification specification handbooks will provide information and guideline for delivery about Employability units.</p> |
| <p>The plans are in place to meet good practice of embedding and contextualising the teaching of maths, Welsh and English</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Get familiar with embedding the teaching of maths, Welsh and English</p> |
| <p>Information gathered from webinars has been discussed with your wider delivery teams</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Within your organisation share the information gained at events and webinars, including post event follow up slides, or webinar recordings</p> |

Phase 3 Applying for centre and qualification approval

| Things to consider | All understood and actioned? | Need more information, or more to do? | What to do |
|---|------------------------------|---------------------------------------|--|
| Staff audit has been completed to confirm appropriate occupational and technical competence by qualification and by level | <input type="checkbox"/> | <input type="checkbox"/> | Review the centre requirements section of the specification handbook, and establish a plan for any CPD or other staff training that's required |
| All required policies and documentary evidence for centre and qualification approval are in place * | <input type="checkbox"/> | <input type="checkbox"/> | Review all sections of the approval form to ensure everything is in place and available for Awarding Body inspection * These are in development – live Jan 21. |
| Centre and qualification approval form has been, completed and submitted * | <input type="checkbox"/> | <input type="checkbox"/> | From January 2021 you will be able to download the centre and qualification application forms and 'An introduction to working with City & Guilds EAL' on skillsforwales.wales |
| Date and time of centre and qualification approval visit confirmed with City & Guilds EAL | <input type="checkbox"/> | <input type="checkbox"/> | Once your form is fully completed your centre will be contacted by an External Quality Assurer via phone or email with a visit date |
| Internal processes are in place to support preparation for qualifications which have external assessments | <input type="checkbox"/> | <input type="checkbox"/> | Find out which qualifications have external assessment in the specification handbooks and ensure your IT platforms are compatible with Awarding Body requirements. e-volve for online testing with City & Guilds EAL Platform via On line Services – BTL Surpass |

Phase 4 planning and implementation

| Things to consider | All clear, understood and actioned? | Need more information, or more to do? | What to do |
|--|-------------------------------------|---------------------------------------|---|
| Plan to support the delivery of assessment bilingually, where required | <input type="checkbox"/> | <input type="checkbox"/> | Ensure all staff delivering the qualifications are aware that teaching, learning and assessment resources are available in both Welsh and English, on the website. Where required put systems and processes in place to enable and empower learners to complete the qualification using their language of choice |
| Plan is in place with tutors and assessors and IQAs to support integration, alignment and standardisation of the marking of the project and guided discussions | <input type="checkbox"/> | <input type="checkbox"/> | <p>Teaching and Learning and Assessment webinars will be taking place May 2021 – June 2021. Keep a look out on the ‘training and events’ section at skillsforwales.wales to register for when these webinars are available.</p> <p>Work with curriculum planning and programme to recognised where collaborative and integrated approaches can be used for Foundation and the Core qualification.</p> <p>Regular meetings and standardisation activities are planned so staff can work collaboratively towards best practice. From November 2021 align meetings where possible with the City & Guilds EAL network dates which will be published on skillsforwales.wales</p> |

Implications for Apprenticeships, eg work based project, employer sign off and professional discussion



Review the Guided Learning Hours of each qualification in the qualification handbooks on skillsforwales.wales

Read the Specification for Apprenticeships Standards for Wales regarding on and off the job hours.

Ensure your programmes of study identify funders key milestones for delivery and Awarding Body assessment windows.

Ensure templates for individual learning plans align to milestones and assessment windows and incorporate sufficient opportunity to meet on and off the job requirements.

Check the Recognition of Prior Learning arrangements in the qualification specification handbooks, and incorporate this into enrolment and initial assessment arrangements.

Know when your external assessments will be available



Log on to City & Guilds Walled Garden platform, or www.eal.org.uk, to confirm assessment timeframes. Define a process to identify when a learner is ready to be assessed [How to describe what customers need to do or go to access the EAL platform

| Things to consider | All understood and actioned? | Need more information, or more to do? | What to do |
|--|------------------------------|---------------------------------------|---|
| <p>Implications for study programmes, eg programme hours, condition of funding rules, meaningful progression</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Visit the qualification and training and events pages on skillsforwales.wales to access information about:</p> <ul style="list-style-type: none"> • The journey a learner can take through the qualifications • the relationship between the Core qualification and the apprenticeship qualification • the range of trade pathways, and delivery requirements |
| <p>Briefings and CPD support in place for staff, to ensure all understand changes for their practice</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Access events/webinars on skillsforwales.wales for information relating to new qualification content and assessment approaches</p> <p>Agree a robust centre CPD plan that aligns to each qualification you want to deliver. Visit the training and events page on skillsforwales.wales to register for a qualification webinar, and review the qualification handbook for the centre requirements for each qualification</p> <p>Source CPD opportunities and events – some CPD opportunities will be made available from April 2021 on skillsforwales.wales</p> |
| <p>Plans are in place to meet good practice of embedding and contextualising the teaching of maths, Welsh and English</p> | <input type="checkbox"/> | <input type="checkbox"/> | <p>City & Guilds and EAL offer support and guidance to assist centres with delivery of ESW. Please visit skillsforwales.wales to find out about our products and services.</p> |

Other considerations

Add here anything specific to your own organisation, or anything else pertinent that isn't mentioned above.

| Other things to consider | All clear, understood and actioned? | Need more information, or more to do? | Comments |
|--------------------------|-------------------------------------|---------------------------------------|----------|
| | <input type="checkbox"/> | <input type="checkbox"/> | |
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