

# Skills for Wales Centre Support Guidance

**Supporting centres in the delivery and quality assurance of the Skills for Wales qualifications**

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## Document revision history

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## Approval

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# 1. Introduction

## 1.1. Purpose and scope

The Construction and Building Services Engineering (CBSE) qualifications in Wales are offered by City & Guilds and EAL. This document outlines the internal and external quality assurance requirements, providing guidance and examples of best practice to support centres delivering these qualifications.

### 1.1.1. Suite of qualifications

City & Guilds Qualification Name	Qualification Number	QiW Reference
Foundation Qualification in Construction and Building Services Engineering (Level 2)	8042-01	C00/4092/6
Core in Construction and Building Services Engineering (Level 2)	8042-02	C00/4414/0
Progression in Construction (Level 2) – Bricklaying	8042-03	C00/4169/2
Progression in Construction (Level 2) – Architectural Joinery	8042-04	C00/4169/2
Progression in Construction (Level 2) – Site Carpentry	8042-05	C00/4169/2
Progression in Construction (Level 2) – Timber Frame Erection	8042-06	C00/4169/2
Progression in Construction (Level 2) – Painting and Decorating	8042-07	C00/4169/2
Progression in Construction (Level 2) – Solid Plastering	8042-08	C00/4169/2
Progression in Construction (Level 2) – Dry Lining – Fixing	8042-09	C00/4169/2
Progression in Construction (Level 2) – Groundworks	8042-10	C00/4169/2
Progression in Construction (Level 2) – Roof Slating and Tiling	8042-11	C00/4169/2
Progression in Construction (Level 2) – Wall and Floor Tiling	8042-23	C00/4169/2
Construction (Level 3) – Dry Lining	8042-18	C00/4327/0
Construction (Level 3) – Roof Slating and Tiling	8042-20	C00/4327/1
Construction (Level 3) – Civil Operations – Groundworks	8042-19	C00/4327/2

Construction (Level 3) – Timber Frame Erection	8042-15	C00/4327/4
Construction (Level 3) – Bricklaying	8042-12	C00/4169/3
Construction (Level 3) – Architectural Joinery	8042-13	C00/4327/5
Construction (Level 3) – Site Carpentry	8042-14	C00/4283/1
Construction (Level 3) – Painting and Decorating	8042-16	C00/4327/6
Construction (Level 3) – Solid Plastering	8042-17	C00/4327/7
Construction (Level 3) – Wall and Floor Tiling	8042-21	C00/4327/8
Construction (Level 3) – Plant Operations	8042-22	C00/4491/9

EAL Qualification Name	Qualification Number	QiW Reference
Progression in Building Services Engineering (Level 2) – Plumbing and Heating	C00/4169/0A	C00/4169/0
Progression in Building Services Engineering (Level 2) – Electrotechnical Systems and Equipment Installation	C00/4169/0B	C00/4169/0
Building Services Engineering (Level 3) – Heating and Ventilating Installation	C00/4278/5	C00/4278/5
Building Services Engineering (Level 3) – Heating and Ventilating Craftsperson	C00/4278/6	C00/4278/6
Building Services Engineering (Level 3) – Plumbing and Heating	C00/4278/7	C00/4278/7
Building Services Engineering (Level 3) – Electrotechnical Installation	C00/4278/8	C00/4278/8

### 1.1.2. Qualification assessment characteristics

The tables below show how the qualifications have been grouped together in relation to their shared assessment characteristics.

## Level 2

Qualification	Assessment method	Characteristics
Core	On-screen knowledge test	Externally set, externally marked
	Project	Externally set, internally marked, externally verified
	Guided discussion	Internally set, internally marked, externally verified
Foundation	On-screen knowledge test	Externally set, externally marked
	Project	Externally set, internally marked, externally verified
	Guided discussion	Internally set, internally marked, externally verified
Progression	On-screen knowledge test	Externally set, externally marked
	Project	Externally set, internally marked, externally verified
	Guided discussion	Internally set, internally marked, externally verified

## Level 3

Qualification	Assessment method	Characteristics
All Level 3 trade qualifications	On-screen knowledge test	Externally set, externally marked
	Project	Externally set, internally marked, externally verified
	Professional Discussion	Externally set, externally marked
	Safety Critical test (only applicable for Electrotechnical Installation and Heating & Ventilating trades)	Externally set, internally marked, externally verified

## 2. Delivery and Quality Assurance

### 2.1. Learning delivery

These qualifications provide centres with the flexibility to design their own delivery of learning. This presents an opportunity to consider the scale and the cost of material to provide good quality fundamental knowledge and practice activities that will track learner progression on their learning journey and prepare the learner for the demands of the assessment.

The centre may have a range of appropriate training material or choose to re-cycle formative assessment papers and practical tasks, from previous qualification delivery that can be used to formatively assess the learner progress and readiness for their qualification assessed outcomes.

These are typical features of good practice and resource that centres delivering these qualifications may wish to consider, supporting their quality of the Learning journey, employer engagement and assessment preparation.

- Skills scan & training plan (combined with employer requirements)
- Schemes of work
- Lesson plans
- Teaching & learning resource including delivery material
- Formative assessments
- Planning & tracking
- Assessment re-sit learning log
- Learner review & employer/industry engagement
- Learner/Employer surveys

### 2.2. Assessment delivery

Typical records and activities used to determine whether assessment arrangements, methods and decisions meet quality requirements for Skills for Wales Construction and Building Services Engineering qualifications.

- Assessment planning
- Assessment records
- Evidence to support RPL
- Learner reports/evidence
- Photographic evidence of practical project
- Audio recordings of guided discussions

- Observations
- Attendance records
- Exam records (EAF4 for EAL & seating plans)

### 2.2.1. Photographic/video evidence

Evidence must be collected to support assessment decisions and be annotated clearly and mapped to specific performance statements.

Video or audio recordings should be a maximum length of 10 minutes and should be timestamped to reference exact points where key items of evidence occur.

Photographic or video evidence should follow the GDPR requirements, and if any other person is in the photograph or video evidence, permission will need to be provided.

Photographs/videos may be stored digitally.

Although, amounts and types of evidence may vary naturally with different types of activity, the below should be used as a guide to determine suitable amounts of evidence.

**Periodic photographs** – these would contain the learner working on the task/job.

**Completion photos** – these would be taken from different angles and perspectives to give a range of view of the completed job/task. They should be signed by the learner and assessor or employer to validate the work.

#### Foundation

##### Trade option 1

1. Periodic photo 1 – approximately 50% complete
2. Completion photo

##### Trade option 2

1. Periodic photo 1 – approximately 50% complete
2. Completion photo

**Total** – Minimum 4 photographs

#### Progression

1. Periodic photo 1 – approximately 50% complete
2. Periodic photo 2 – approximately 75% complete
3. Completion photo

**Total** – Minimum 3 photographs.



## Level 3

### For Large single tasks:

1. Periodic photo – 25% complete
2. Periodic photo – 50% complete
3. Periodic photo – 75% complete
4. Completion photo
5. Completion photo
6. Completion photo or short video (instead of photo 4, 5 and 6)

### For multiple smaller tasks:

1. Periodic photo – 50% complete
2. Completion photo
3. Completion photo – or short video (instead of photo 3 and 4)

The overall L3 project should contain **no fewer** than 6 photographs in total or fewer if using short videos.

## 2.3. Internal Quality Assurance

These records are an indicator of robust internal quality assurance of assessment and are used to evaluate the centres internal quality assurance arrangements, how those arrangements are applied and the support that is provided to staff such as; feedback, standardisation and CPD in relation to the technical areas they deliver learning and assessment.

Typical records used to evaluate Internal Quality Assurance are:

- Tutor/Assessor observations
- Observations of marking
- Invigilator observations
- Learner discussions
- Assessor discussions
- Sampling reports (formative and summative)
- Sampling plans
- Accuracy and sampling records including assessor feedback
- Standardisation records
- IQA Policy and procedure
- IQA Strategy including RAG/Risk rating information
- Assessor & IQA support plans

Centres and employers will work together to agree the measures that will be taken to internally quality assure the evidence submitted in the employer confirmation guide.

## 2.4. Governance

Typical records and activities used to evaluate the quality of internal administrative arrangements, the quality of internal staffing and internal staff expertise and competence:

- Policies and procedures
- Registration and certification arrangements
- Staff expertise and competence & professional qualifications
- Staff CPD Logs
- Evidence of appeals and outcomes
- Record of any conflicts of interest and control measures
- Evidence to support PAR (particular assessment requirements)
- Centre profile maintenance
- Records of third party and/or subcontractor arrangements

## 3. External quality assurance

### 3.1. EQA activity

The Awarding Organisations' focus of external quality assurance activities will be on the quality of assessment delivery and assessed outcomes. The policies, procedures, documentation and evidence covered in this document are what the EQA's will use to evaluate internal quality assurance, assessment delivery and governance arrangements.

Following the EQA activity, feedback will be provided on a centres assessment and IQA provision in a shared EQA report.

The report and feedback will advise the centre on good practice identified during the activity. The report will identify risks, improvement actions and where appropriate any sanction that may be linked to the qualification.

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## About City & Guilds | EAL

City & Guilds and EAL are two awarding bodies who have come together to collaborate on the development of a suite of construction and building services engineering qualifications for Wales.

We bring over 140 years' experience of developing qualifications and assessments in the construction and built environment sector. City & Guilds and EAL have always shared a great relationship, so this really is a proven partnership that is truly focused on supporting the sector to meet the opportunity that the future holds.

We strongly believe in empowering people with opportunities for the future, and our aims of this new suite of qualifications are to help people get into a job, get on in the job and go further.

[www.cityandguilds.com](http://www.cityandguilds.com)

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds/EAL's products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds/EAL cannot accept liability for loss or damage arising from the use of information in this publication.

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