Foreword
The information contained in this document has been written in collaboration between Pearson NCFE and City & Guilds. Each organisation publishes its own version of this document.

T level Technical Qualifications Comparison of monitoring reviews across Awarding Organisations (AO's)

Awarding Organisations (AO) have a responsibility to ensure the integrity of T-Levels are being maintained by the Providers offering these qualifications. Each AO must demonstrate to the Institute that sufficient monitoring activities are in place and where this is not the case, demonstrate how they have worked with the Provider to ensure their processes and procedures are in line with the required expectations.

AOs may have different processes in place to monitor how you deliver the T-Level. The purpose of all monitoring activities is the same, however they may be carried out in slightly different ways.

Pearson

For the T Level Technical Qualifications approved, Pearson will conduct termly **monitoring reviews** with providers. This process is different to NCFE and City and Guilds as all the assessments for both TQs are set and marked by Pearson, rather than being moderated. Monitoring reviews will take place termly; this will be a remote activity conducted by one of the Provider Quality Managers.
During the termly Monitoring Reviews the Provider Quality Manager will quality assure your: Management and Information Systems, Resources, Assessment and IQA processes. No student work will be sampled as part of this review however, they will check that you have appropriate processes and procedures in place to deliver the T level Technical Qualification, in line with the expectations and requirements and your terms and conditions of Qualification Approval. In addition, the Provider Quality Manager will discuss your assessment planning in terms of exam series selection and student preparation.

The criteria within this report are very similar to the criteria of Pearson's Approval application, therefore once approved, you should continue to update and maintain all records. Should there be any actions as a result of this activity, you will receive a development plan which will be monitored by the Provider Quality Manager at the following monitoring activity.

If you are delivering various Pearson T Level Technical Qualifications, you will receive separate monitoring reports, although the reviews may be conducted at the same meeting.

NCFE

Once approved, NCFE will conduct one annual monitoring review (AMR) per academic session. This will normally take place at the start of the session, for example September to October. The provisional date for your annual monitoring review will be discussed with your external quality assurer (EQA) once you are approved to offer the T Level. Most AMRs will take place remotely, using our secure file sharing system Serv-U.

During the AMR an EQA will quality assure your management and information systems, resources, assessment and internal quality assurance (IQA) processes. No student work will be sampled as part of this review, however, they will check that you have appropriate processes and procedures in place to deliver the T Level, in line with NCFE expectations and requirements.

The criteria within this report are very similar to the criteria of the NCFE approval report, therefore once approved, you should continue to update and maintain all records. The criteria within this report are also very similar to Pearson's Monitoring Report.

NCFE took the decision to do one AMR as they will be conducting regular moderation reviews with providers. For some T Levels, this may take place at the industry placement throughout the year, with one final moderation review at the end of the qualification. Other TQs will only have a final moderation review at the end of the qualification.

Moderation reviews will quality assure assessment decisions made by assessors to confirm assessment criteria are being applied correctly.

City & Guilds

Following approval, City & Guilds will carry out an annual self-assessment with each provider. These will take place at the start of the academic year (usually around October) and are mapped to the provider approval criteria.

They will use a risk-based model to determine the monitoring activities that are required for each provider. These activities will predominantly be carried out by a specialist Technical Qualification Associates (TQAs) and could either be a visit, or desk-based activity. The volume and type of activities will be dependent on the review of the annual self-assessment and the outcome of the previous years' assessments.

Dependent on which TQ a provider is delivering, they will monitor the outcomes of core component pass rates (core exams and the ESP) and the result of moderation / external marking of Occupational Specialisms (OS).

During any monitoring activity, theTQA will review against the provider approval criteria A – G, as set out in the original approval application and the 'provider approval and quality assurance information' document. These criteria must continue to be met to ensure City and Guilds have confidence in your delivery and can continue to deliver the T Level Technical Qualifications.

Preparing for monitoring reviews

Once you have set up your policies and procedures you can share this information across AOs, for the different TQs you are offering, as ultimately all AOs will be checking for the same or similar evidence. We recommend that you start to prepare for your AOs reviews as soon as delivery commences. You should have systems in place and be ready to share information as defined by the AO. They may include:

Management and information systems
Policies and procedures, records of communications between teams and departments (including placements and staff who work remotely), staff induction processes, course evaluation reviews, student course evaluation reviews, internal and external assessment processes, effective monitoring and evaluation of the effectiveness of all delivery and assessment, student registration, assessment entry and withdrawal processes, secure live assessment and administration, communications with awarding organisations.

Resources
Records of assessors and IQAs, CPD records, staff CVs, physical resources such as resources required for students to achieve the qualification, resources for assessment in the workplace informed by the specification, and regular review and evaluation of all resources.

Delivery and Assessment processes
Delivery plans, lesson plans, schemes of work, course files, student tracking records, Student Individual Learning Plans, Student Initial Assessment and Diagnostic results, assessment feedback, secure live assessment processes,

IQA processes
Records from standardisation and course team meetings for all staff involved and use of exemplar materials, IQA feedback to Assessors.

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Change History Record**Version**	**Description of change**	**Date of issue**
V1.0	Published	April 2020
V2.0	City and Guilds monitoring details added, branded updated.	April 2022