City and Guilds Course Units:

**Construction**

**Entry Level**
Basic Construction Skills (A, C-6218)
Carpentry: Skills Foundation (C-3528)
Masonry: Skills Foundation (C-3528)
Painting: Skills Foundation (C-3528)
Plumbing: Skills Foundation (C-3528)
Refrigeration and Air Conditioning: Skills Foundation (C-3528)
Electrical Installation: Skills Foundation (C-3528)

**Level 1**
Basic Construction Skills (A, C-6218)
Electrical Installation (C-6161)
Painting and Decorating (C-6161)
Refrigeration and Air Conditioning: Skills Foundation (C-3528)
Plumbing (C-6161)
Refrigeration and Air Conditioning (C-6161)
Timber Vocation (Site Carpentry (C-6161)
Trowel Vocation (C-6161)
Carpentry Skills Proficiency (C-3529)
Ducting Fabrication: Skills Proficiency (C-3529)
Electrical Installation: Skills Proficiency (C-3529)
Fabrication, Welding and Pipework: Skills Proficiency (C-3529)
Masonry: Skills Proficiency (C-3529)
Painting: Skills Proficiency (C-3529)
Plumbing: Skills Proficiency (C-3529)
Refrigeration and Air Conditioning: Skills Proficiency (C-3529)

**Level 2**
Construction Industry Technical (D-6165)
Construction Industry Technical – Quantity Surveying (D-6165)
Electrical Installation (D-6165)
Painting and Decorating (D-6161)
Plumbing (D-6161)
Refrigeration and Air Conditioning (D-6161)
Timber Vocation (Site Carpentry (D-6161)
Trowel Vocation (D-6161)
COSMETOLOGY

Awards
Beauty Therapy
Beauty Salon Reception
Working in the Professional Beauty Industry
Working in the Professional Nail Industry
Skin Care and Make-up Treatments
Waxing Techniques
Facial Treatments
Eyelash and Eyebrow Treatments
Body Massage
Aromatherapy Massage using Pre-blended Oils
Indian Head Massage
Face and Skin Conditioning using Electrotherapy
Manicure
Pedicure
Nail Technologies
Nail Art
Artificial Nail Structures

Hairdressing

Awards
Hairdressing Salon Reception
Working in the Professional Hairdressing Industry
Women's Haircutting
Colouring Hair
Styling Women's Hair
Cutting Men's Hair
Cutting Beards and Moustaches
Providing Face Massage
Providing Professional Shaving Services
Cutting African Caribbean Women's Hair
Perming and Neutralising African Caribbean Women's Hair
Relaxing African Caribbean Women's Hair
Styling and Finishing African Caribbean Women's Hair
Working in the Beauty Industry
Working in the Nail Industry
Level 1/Entry 3
Introduction to the Hair and Beauty Sector (A, C, D-3001)

Level 2
Hairdressing (Women's Hairdressing) (D-6902)
Hairdressing (Barbering) (D-6902)
African Caribbean Women's Hairdressing (D-6902)

Hospitality, Catering and Tourism

Entry Level
Food Preparation: Skills Foundation (C-3528)
Food and Beverage Service: Skills Foundation (C-3528)
Housekeeping: Skills Foundation (C-3528)

Level 1
Food Preparation and Cooking (C-7065)
Food and Beverage Service (C-7066)
Reception Operations and Services (C-7067)
Accommodation Operations and Services (C-7068)
Food Preparation: Skills Proficiency (C-3529)
Food and Beverage Service: Skills Proficiency (C-3529)
Housekeeping: Skills Proficiency (C-3529)
International Tourism (C-4867)

Level 2
Food Preparation and Cooking (Culinary Arts) (D-7065/8065)
Patisserie (D-7065/8065)
Food and Beverage Service (D-7066/8066)
Reception and Front Office Services (D-7067)
Accommodation Services (D-7068/8068)
Barista Skills (A-7102)
Bartending (A-7106)
Food Safety in Catering (A-7150)
Food and Beverage Service: Skills Proficiency (C-3529)
International Tourism (D-4867)
Travel and Tourism (A, C, D-4976)
HOME ECONOMICS

Home Management

SECTION ONE: FAMILY AND SOCIETY
Module 1 - The Family
Module 2 - Values, Goals, Conflict Resolution
Module 3 - Population Issues
Module 4 - Caring for Special Groups
Module 5 - Work and Work Ethics, Careers

SECTION TWO: HOME AND FINANCIAL MANAGEMENT
Module 6 - Principles of Management
Module 7 - Money Management
Module 8 - Consumerism

SECTION THREE: HOUSING AND EQUIPMENT MANAGEMENT
Module 9 - Housing and Maintenance
Module 10 - Safety in the Home, Safety Features of Appliances and Equipment
Module 11 - Furniture, Soft Furnishings and Accessories
Module 12 - Entertainment, Table Setting, and Social Graces

Clothing and Textiles

SECTION ONE: TEXTILES
Module 1: Fibres
Module 2: Fabrics and Fabric Finishes
Module 3: Care and Maintenance of Textile Products

SECTION TWO: PSYCHOSOCIAL ASPECTS OF DRESS
Module 4: Consumer Aspects
Module 5: Clothing and Culture
Module 6: Career Opportunities

SECTION THREE: CONSTRUCTION TECHNIQUES
Module 7: Sewing Equipment
Module 8: Basic Pattern Drafting
Module 9: Commercial Patterns
Module 10: Basic Construction Processes
Module 11: Special Techniques in Garment Construction
Module 12: Simple Soft Furnishings
Food and Nutrition

SECTION ONE: PRINCIPLES OF NUTRITION
Module 1: Nutritive Value of Foods
Module 2: Nutrition for the Life Cycle
Module 3: Diet, Health and Nutritional Status

SECTION TWO: FOOD SERVICE MANAGEMENT
Module 4: Equipment and Utensils for Food Preparation and Service
Module 5: Food Hygiene and Safety
Module 6: Food Preservation
Module 7: Consumerism and Purchasing

SECTION THREE: FOOD PREPARATION AND SERVICE
Module 8: Scientific Principles in Food Preparation
Module 9: Management of Food Preparation and Service
Module 10: Meal Planning and Service
Module 11: Food Preparation Methods
Module 12: Large-scale Food Preparation and Service

Engineering (Auto Mechanics)

Entry Level
Motor Vehicle Repair: Skills Foundation (C-3528)
Motor Cycle Repair: Skills Foundation (C-3528)
Electronic Engineering: Skills Foundation (C-3528)
Electrical Engineering: Skills Foundation (C-3528)
Engineering Skills (C-3528)

Level 1
Engineering Skills (C-1155)
Motor Vehicle Systems (C-3905)
Sound Engineering and Music Technology (A, C-7603)
Telecommunications Systems Technician (C-2730)
Computer Aided Design and Manufacturing (A-7579)
Motor Vehicle Repair: Skills Proficiency (C-3529)
Electronic Engineering: Skills Proficiency (C-3529)
Electrical Engineering: Skills Proficiency (C-3529)
Metal Machining: Skills Proficiency (C-3529)
Plant Maintenance: Skills Proficiency (C-3529)
Level 2
Hybrid Electric Vehicle Operation and Maintenance (A-4290)
Motor Vehicle Systems (C, D-3905/4290)
Motor Vehicle Repair Body Competence (D-4271)
Motor Vehicle Repair Paint Competence (D-4271)
Light Vehicle Maintenance and Repair (C, D-4290)
Automotive Body and Paint (C, D-4291)
Motorcycle Maintenance and Repair (D-4290)

Level 3
Hybrid Electric Vehicle Operation and Maintenance (A-4290)
Motor Vehicle Diagnostic Techniques (D-3905/4290)
Motor Vehicle Systems Technician (D-3905/4290)
Motor Vehicle Systems (D-3905/4290)
Motor Vehicle Repair Body Competence (D-4271)
Light Vehicle Maintenance and Repair (C, D-4290)
Automotive Body Repair (C, D-4291)
Automotive Body and Paint (C, D-4291)
Motorcycle Maintenance and Repair (D-4290)

Entrepreneurship

ILM's business and enterprise qualifications are aimed at potential entrepreneurs and owner-managers of small and medium enterprises (SMEs).

These qualifications will take the students through the process of planning and starting a new business, and help owners of SMEs boost productivity and efficiency. This qualification also offers a suite of qualifications for social entrepreneurs, consultants and others involved in developing and supporting new social enterprises.

Level 2
Level 2 Award in Understanding Enterprise (PDF)
Level 2 Certificate in Enterprise

Level 3
Level 3 Award and Certificate in Enterprise and Entrepreneurship

Customer Service
Customer Service (A-8992)
Customer Service (A-8992/C-4417)
Customer Service Improvement (A-4425)
Leading Customer Service (A-4425)

Tourism
The Tourism Syllabus consists of two Units of 150 hours each, comprising three Modules of 50 hours each. Each Module is compulsory. Together the two Units provide a comprehensive introduction to the field of
Tourism.

**Unit 1: Tourism Concepts**  
Module 1 - Concepts and Issues  
Module 2 - Linkages with Key Sectors  
Module 3 - Sustainable Tourism

**Unit 2: Tourism Product Development and Marketing**  
Module 1 - Product Development  
Module 2 - Marketing  
Module 3 - Entrepreneurship

Students will be required to complete the mandatory units for each programme along with optional units from among their programme choice thus fulfilling the necessary requirements for qualification in that programme.

*Every City and Guilds qualification has a credit value and a level. Levels indicate difficulty and vary from Entry Level to Level 8. There are three types of qualifications: Awards (1 to 12 credits), Certificates (13 to 36 credits) and Diplomas (37 or more credits). One credit represents ten notional hours of learning.*

Students at the institute will be allowed to pursue their vocation up to Level 3 where possible. Further qualification will be made possible at Hamilton Lavity Stoutt Community College (HLSCC).

**Certification**  
All students will be required to write the CXC examinations in the Academic Subjects and City and Guilds and/or Caribbean Vocational Qualification/ National Vocational Qualification examinations in the vocational subjects. The Secondary School-Leaving Certificate will be awarded to students who are successful in the local secondary school-leaving assessment.

**National Citizenship Programme**  
All students are required to complete a minimum of one hundred and twenty (120) hours of community service prior to graduation.

Students will make their request to conduct community service via the Guidance Officer who will be responsible for keeping accurate records and monitoring their progress. This can be done anytime during their years of enrollment.
Understanding City and Guilds qualifications

<table>
<thead>
<tr>
<th>NQF / QCF…Levels</th>
<th>City and Guilds qualifications (examples)</th>
<th>Regional qualifications*</th>
<th>UK and general qualifications (approximate equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Fellowship (FCGI or FInstILM)</td>
<td>Doctoral</td>
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<tr>
<td>7</td>
<td>Membership (MCGI or MInstILM))</td>
<td>Master’s Degree</td>
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<td></td>
<td>Master Professional Diploma</td>
<td>Postgraduate Diploma and Certificate</td>
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<tr>
<td></td>
<td>ILM Diploma in Strategic Leadership and Executive Management</td>
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<td>6</td>
<td>Graduateship (GCGI)</td>
<td>Broadly equivalent to each of the three years of undergraduate education</td>
<td>Bachelor’s Degree</td>
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<tr>
<td>5</td>
<td>Level 5 Vocational Awards</td>
<td>Higher National Diploma</td>
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<tr>
<td></td>
<td>IVQ Advanced Technician Diploma</td>
<td>Foundation Degree</td>
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<tr>
<td></td>
<td>Full Technological Diploma</td>
<td>Diplomas of Higher and Further Education</td>
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<td></td>
<td>IPQual Diploma in Advanced Management</td>
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<td>ILM Level 5 Diploma in Management</td>
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<td>Level 4 Vocational Qualification</td>
<td>Certificate of Higher Education</td>
<td>Higher National Certificate</td>
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<td></td>
<td>Higher Professional Diploma</td>
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</table>

*Regional qualifications may vary by region.
<table>
<thead>
<tr>
<th>Level</th>
<th>Qualification</th>
<th>Level</th>
<th>Vocational Awards</th>
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<tbody>
<tr>
<td>3</td>
<td>IVQ Technician Diploma</td>
<td>Advanced Proficiency*</td>
<td>A Level</td>
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<tr>
<td></td>
<td>IVQ Advanced Diploma</td>
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<td></td>
<td>Level 3 Vocational Awards</td>
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<tr>
<td></td>
<td>IQual Award in First Line Management</td>
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<td></td>
<td>ILM Level 3 Award in First Line Management</td>
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<tr>
<td></td>
<td>Advanced Apprenticeship</td>
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<tr>
<td>2</td>
<td>IVQ Technician Certificate</td>
<td>NVQ/CVQ Level 2*</td>
<td>GCSE A - C</td>
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<td></td>
<td>IVQ Diploma</td>
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<td>CSEC I – III*</td>
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<td>Level 2 Vocational Awards</td>
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<td></td>
<td>Apprenticeship</td>
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<td>1</td>
<td>IVQ Certificate</td>
<td>NVQ/CVQ Level 1*</td>
<td>GCSE D – G</td>
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<td>Introductory Awards</td>
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<td>CSEC IV – VI*</td>
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<tr>
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<td>Level 1 Vocational Awards</td>
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Assessment

The current Secondary School Grading System will be used.

GRADING SCHEME (Revised 2013)

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
<th>GPA</th>
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<tbody>
<tr>
<td>A+</td>
<td>90 – 100</td>
<td>4.30</td>
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<tr>
<td>A</td>
<td>85 – 89</td>
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<tr>
<td>A-</td>
<td>80 – 84</td>
<td>3.70</td>
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<tr>
<td>B+</td>
<td>75 – 79</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>65 – 69</td>
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<td>C+</td>
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<td>2.30</td>
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<tr>
<td>C</td>
<td>50 – 59</td>
<td>2.00</td>
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<tr>
<td>D+</td>
<td>45 – 49</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>40 – 44</td>
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<td>E</td>
<td>35 – 39</td>
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<tr>
<td>F</td>
<td>0 – 34</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The letter grade for a pass in any subject is C.

The Grade Point Average (GPA) needed for subject pass and honour rolls:

- Pass 2.00 – 2.99
- Credit 23.00 – 3.99
- Distinction 4.00 – 4.30

A GPA of 3.70 – 4.30 qualifies students for the Minister of Education Honour Roll and certificate of Exemplary Performance.

A GPA of 3.00 – 3.30 qualifies students for the Chief Education Officer’s Honour Roll and the Certificate of Excellence.

A GPA of 2.40 – 2.90 qualifies students for the School’s Certificate of Merit.