**Essential Skills Wales - Late Requests for Partial Completions**

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| Centre Name |  | Centre Number |  |

**Qualifications included**

This process is intended to include:

* 3868-01 Essential Communication Skills – Level 1 to Level 3
* 3868-02 Essential Application of Number Skills – Level 1 to Level 3

Learners who successfully completed the Controlled Task or Confirmatory Test before 20 March 2020, who were due to successfully complete the other component before 31 July, will be awarded the full qualification and do not need to complete the outstanding assessment component.

Partial completion for Essential Digital Literacy Skills (3868-03) and Essential Employability Skills (3868-04) should be claimed via the normal process, by claiming results on Walled Garden.

**Eligibility**

All learners who were registered on or after **1 September 2019**, and who were due to complete their 3868 Essential Communication or Application of Number Skills qualification during the period **20 March to 31 July 2020**, are eligible.

Any learners registered **before** 1 September 2019 will be in scope if they were due to complete **before** 31 July 2020. This must have been confirmed as part of the declaration made by the Head of Centre.

Learners need to be registered on their Essential Skills qualification with City & Guilds to be included in this process. Learners with an expired registration cannot be processed.

**Learners Affected**

Please complete the table below with the details of the learners impacted. For large submissions (more than 20 learners), please add this information to an Excel spreadsheet using the headings below and submit this along with this form.

Please note each line of the table should contain only one assessment component, therefore some learners may need multiple lines.

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| **Enrolment Number** | **Qualification** **(eg AON Level 1)** | **Component achieved before 20 March 2020** **(ie 3868-005)** | **Assessment Date** |
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**Rationale for late submission**

Please provide a rationale for why these submissions are late.

Your rationale should also address if there is a significant period between:

* the registration date and the achievement of the first component (particularly where registration was prior to 1 September 2019); or
* the achievement of the first component and the expected achievement of the second component.

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**Declaration**

I can confirm that:

* no CAGs have been submitted for these learners
* the learners in this submission are reflective of the assessment cohort who would have been expected to complete their qualifications by 31 July 2020.
* all learners in this submission meet the eligibility criteria
* the learners were on track to achieve their qualification by 31 July 2020
* my centre has completed the declaration and returned this to City & Guilds.

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| **Signed**(Head of Centre/Nominee) | **Date** |

Once complete please sent to **centresupport@cityandguilds.com**