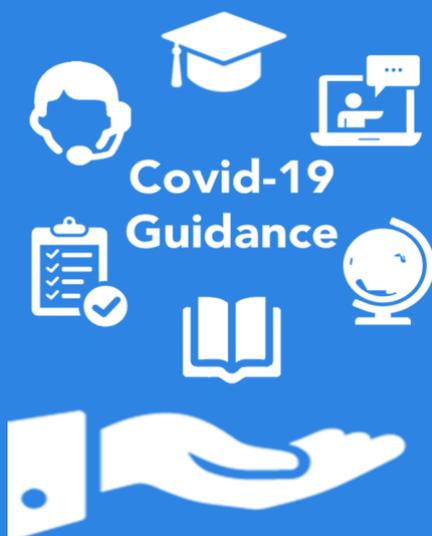


Teacher Assessed Grades and Centre Determined Grades Eligibility System Process Guidance

Functional Skills (3748 and 4748)
ESOL Skills for Life (4692)
Essential Skills (Wales) (3868)
Essential Skills (Northern Ireland) (4800)
Principles of Maths and English (3844)

Information for centres on the Eligibility Booking System and
Process for Teacher Assessed Grades and Centre Determined
Grades

Version 2, June 2021



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Version Control

Version	Revisions
2.0 June 2021	Addition of 'Adding Eligibility Reasons' Addition of Appendix 2 Amendments to Part 2 Eligibility Rationale Form

Introduction

This document is to be used in conjunction with the Alternative Assessment Arrangements 2021, Information for Teacher Assessed Grades (TAG) or Centre Determined Grades (CDG) documents for the following qualifications:

- Functional Skills,
- ESOL Skills for Life,
- Essential Skills (Northern Ireland),
- Essential Skills (Wales).
- B2 qualifications within the Skills for Life portfolio (3803, 3844, 3847, 5546)

These documents can be found on our Covid-19 webpage [here](#).

- [Functional Skills](#),
- [ESOL](#),
- [Essential Skills \(Northern Ireland/Wales\)](#),
- B2 qualifications within the Skills for Life portfolio (3803, 3844, 3847, 5546)

This document will guide you through these different stages of the TAG/CDG Process as follows:

- what process needs to be completed for each qualification type,
- how to submit your Eligibility Booking via Walled Garden,
- how to submit your Eligibility Rationale Form (ERF) or Centre Policy and Approach (CPA) form via the Website,
- submitting evidence of eligibility,
- eligibility outcomes

Please note: This is a live document and will be updated on a regular basis – always refer to the latest version on our website.

The Quality Delivery team are available to support you with any queries and their contact details are at the back of this document.

Which process needs to be completed for each qualification type

The table below outlines which elements of this guide are relevant for different qualification suites:

Qualification Type	Functional Skills (3748/4748)	ESOL (4692)	Principles of Maths/English (3844)	Essential Skills (Wales) (3868)	Essential Skills (Northern Ireland) (4800)
1. Eligibility Booking via Walled Garden	✓	✓	✓	✓	✓
2A. Eligibility Rationale Form via Website	✓	✓	✓	X	X
2B. Centre Approvals & Policy Form via Website	X	X	X	✓	✓
3. Providing Eligibility evidence	✓	✓	✓	X	X

Key Dates

Access key dates document [here](#).

Support and Guidance

The Quality Delivery team will be available to assist you as you move through this process, their contact details can be found at the end of the document.

Using Internet Explorer

We'd like to remind you that Internet Explorer is being decommissioned by Microsoft. Centres should not use Internet Explorer when submitting Eligibility Bookings via Walled Garden. Please ensure you use either Google Chrome or Microsoft Edge.

Before submissions

Ensure your candidates meet the eligibility criteria for the TAG/CDG process for the relevant qualification. Detailed guidance of eligibility can be found on each qualification guidance on the Covid-19 webpage [here](#); A summary is included below:

For Functional Skills, ESOL and Skills for Life

In order to use TAGs, candidates must:

- be registered for the relevant qualification with City & Guilds
- be assessment ready
- be unable to access assessment face to face
- be unable to access assessment remotely
- be unable to delay the assessment as a result is required for progression, and any delay will impact a candidate's ability to progress and
- have sufficient, valid and authenticated evidence that a tutor can use to form the basis of their TAG judgement.

Our **FS/ESOL/Skills for Life Candidate Eligibility Decision Tree** will take you through the steps you need to take before submitting your candidates for the TAG Eligibility process – **See Appendix 1**. As part of the Eligibility Rationale Form, centres will declare they are only submitting candidates who they believe to be truly eligible. Centres must have evidence in place to demonstrate that candidates are eligible, City & Guilds will sample this evidence to verify eligibility.

For Essential Skills (Wales)

The candidates must be registered for the qualification.

Centre Determined Grades are available for candidates who meet the Alternative Assessment Candidate Eligibility Criteria:

- Those who have completed teaching and learning and are considered to be functioning at the required level.
- Those due to complete their ESW qualifications before 31st August 2021.

For Essential Skills (Northern Ireland)

The candidates must be registered for the qualification.

Centres will determine a grade (Pass/Fail) in Essential Skills, Centre Determined Grade or CDG, for candidates who either are:

- legitimately expected to take an Essential Skills external examination between 1 March 2021 and 31 August 2021, or
- could not take their planned external assessment during the academic year 2020/2021 for reasons outside of their control.

1. Eligibility Bookings

Hints & Tips

Using cohorts

We recommend centres use cohorts to make eligibility submissions for groups of candidates. The maximum number of candidates that can be submitted in a single cohort is **100 candidates**. Centres can create more than one cohort per submission window. Once a cohort is created on the Walled Garden, it can be reused for multiple submissions for the same group of candidates, for example:

- for more multiple components or qualifications at the eligibility stage,
- to make and submit eligibility and results for each submission.

1. How to submit your eligibility booking

Please complete the following steps to submit your eligibility booking into Walled Garden:

- 1.1 Log into your Walled Garden account. Click on 'Catalogue' and select the relevant qualification from the list of qualifications. Select 'Place Order'.
- 1.2 Select order type '[Eligibility Booking](#)'.

Complete the information fields under '[Eligibility booking details](#)':

- 1.3 The centre number will auto-populate if your Walled Garden account is attached to one centre. If you have access to more than one centre number, select your centre number from the drop-down list.
- 1.4 Check the submission Window.
The system will default to the current window unless the date is within one week of the next window opening, if this is the case the system will default to the next window.
- 1.5 Select the assessment you want to make the submission for from the drop-down list of Assessment codes.

Please note: You will only be able to select the e-volve assessment codes in the system. In Appendix 2 we have mapped out the paper-based alternatives.

For Essential Skills Wales, centres will only be able to submit an Eligibility Booking for the test element of the qualification. To prevent delays to certification, they should claim achievement for the Controlled Task through the normal Results Entry process via Walled Garden.

1.6 Add in your own internal centre reference number, making a note of it so that it can be used in the Eligibility Rationale Form if applicable.

The screenshot shows the 'Eligibility booking details' section of a form. At the top, there are buttons for 'Named registration', 'Unnamed registration', 'Dated entry', 'Results entry', 'On Demand', and 'Eligibility booking'. The 'Eligibility booking' button is highlighted with a red box and callout 1.2. Below this, a text box explains that this section allows submitting an eligibility booking request for a specific assessment. The 'Eligibility booking details' section includes a 'Centre number *' dropdown menu with '999990 - SAP Test UK CR1' selected, callout 1.3, and a 'Your reference' text input field, callout 1.6. Below these is a 'Window' dropdown menu with 'Assessment Window 1' selected, callout 1.4. The 'Assessment code *' dropdown menu is open, showing a list of assessment codes, callout 1.5. At the bottom, there is an 'Add candidate' section. Callouts 1.2 through 1.6 are blue boxes with red lines pointing to the corresponding form elements.

1.3 Centre number will default if you are only allocated to one.

1.2 Select Eligibility booking.

Select order type

Named registration Unnamed registration Dated entry Results entry On Demand Eligibility booking

This section allows you to submit an eligibility booking request for a specific assessment so that you can submit results via the Atypical result entry process.

Eligibility booking details

Centre number * 999990 - SAP Test UK CR1

Your reference

Window Assessment Window 1

Assessment code *

- Please select assessment
- 4748-015 - Functional English Speaking, Listening and Communicating Level 2
- 4748-113 - Functional English Reading Level 2
- 4748-114 - Functional English Writing Level 2
- 4748-012 - Functional English Speaking, Listening and Communicating Level 1
- 4748-110 - Functional English Reading Level 1
- 4748-111 - Functional English Writing Level 1

Add candidate

1.4 This will default to the current or next available window.

1.5 Select from the drop-down list of Assessment codes.

1.6 Add in your internal centre reference number and use this within the Eligibility Rationale form to link your submission together.

1.7 Select your eligible candidates by using the options under 'Add candidate'

This will allow you to select from your list of registered candidates by using the Candidate details, Cohort, Enrolment number or Unique learner number search options.

Once highlighted, some candidates can be de-selected prior to submission.

You can make multiple submissions in each window, there is no requirement to submit all candidates for the same assessment at the same time.

You can create a cohort of candidates to make your submission easier, and to aid the process of submitting results later in the TAG process. Up to 100 candidates can be added to each cohort.

Please note: You can create multiple cohorts and make multiple submissions in each window, as each sitting must be completed in a single sitting.

2. To select candidates by using candidate details fields:

- 2.1 You can complete any of the search criteria boxes and click search to find the candidates.
- 2.2 Select candidates to add to the booking by using the tick boxes.
- 2.3 Once complete, press 'Add to booking'.

2.1 Add candidates to your eligibility booking using these options here.

Add candidate

Candidate details Cohort Enrolment Number Unique learner number

This section allows you to search by using other candidate details if you do not have the candidate enrolment number. Once you have found the candidate, you will then be able to proceed with your order.

Search by candidate details

First name

Last name *

Date of birth Day Month Year

Gender

Enrolment No.

Your reference

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	LKT3067	JONATHAN		SMITH	M	21.10.1990	

2.2 Select candidate using the tick box.

2.3 Then click on Add to booking.

3. To select candidates by using Cohort details:

- 3.1 Select Cohort from the Add candidate section.
- 3.2 Select Cohort name from the drop-down list.
- 3.3 Select candidates to add using the tick boxes.
- 3.4 Once complete, press 'Add to booking'.

3.1 Select Cohort from the Add candidate section.

3.2 Select Cohort name from the drop-down list.

Add candidate

Candidate details **Cohort** Enrolment Number Unique learner number

This section allows you to add an existing group of candidates to your order.

Search by candidate details

Cohort name 3

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	OFW8399	Darren		Dowling	M	04.04.1983	
<input checked="" type="checkbox"/>	OFW8425	Alex		Anderson	F	01.01.1980	
<input checked="" type="checkbox"/>	OFW8352	Gary		Gold	M	07.07.1986	
<input checked="" type="checkbox"/>	OFW8401	Carly		Candy	F	03.03.1982	
<input checked="" type="checkbox"/>	OFW8327	Joseph		Juggle	M	10.10.1988	
<input checked="" type="checkbox"/>	OFW8364	Fred		Friar	M	06.06.1985	
<input checked="" type="checkbox"/>	OFW8338	Ingrid		Idol	F	09.09.1987	
<input checked="" type="checkbox"/>	OFW8413	Brian		Brother	M	02.02.1981	
<input checked="" type="checkbox"/>	OFW8340	Harriet		Harlow	F	08.08.1986	
<input checked="" type="checkbox"/>	OFW8376	Elizabeth		Elliot	F	05.05.1984	

Add to booking

3.3 Select candidates to add using the tick boxes.

3.4 Once complete, press Add to booking.

4. To select a single candidate by using Enrolment Number:

- 4.1 Select Enrolment Number from the Add candidate section.
- 4.2 Enter Candidate enrolment No. and click 'search'.
- 4.3 Select candidate using the tick box.
- 4.4 Once complete, press 'Add to booking'.

The screenshot shows the 'Add candidate' section of a software interface. At the top, there are four tabs: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'. The 'Enrolment Number' tab is selected and highlighted with a red box. A callout box points to this tab with the text: '4.1 Select Enrolment Number from the Add candidate section.'

Below the tabs, there is a text input field for 'Candidate enrolment No.' containing the value 'LKT3067'. A 'Search' button is to the right of the input field. A callout box points to the search button with the text: '4.2 Enter Candidate enrolment No. And click search.'

Below the search field, there is a table with the following columns: 'Select', 'Enr no.', 'First name', 'Middle name', 'Last name', 'Gender', 'D.O.B.', and 'Your ref'. The table contains one row of data: 'LKT3067', 'JONATHAN', 'SMITH', 'M', '21.10.1990'. The 'Select' column has a checked checkbox. A callout box points to this checkbox with the text: '4.3 Select candidate using the tick box.'

At the bottom right of the table area, there is an 'Add to booking' button. A callout box points to this button with the text: '4.4 Once complete, press Add to booking.'

6. To select a candidate by using Unique learner number:

- 6.1 Select Unique learner number from the Add candidate section.
- 6.2 Enter Unique learner number and click search.
- 6.3 Select candidate using the tick box.
- 6.4 Once complete, press 'Add to booking'.

The screenshot shows the 'Add candidate' interface. At the top, there are four tabs: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'. The 'Unique learner number' tab is selected and highlighted with a red box. A blue callout box points to this tab with the text: '6.1 Select Unique learner number from the Add candidate section.'

Below the tabs, there is a text input field for 'Unique learner number' containing '6563058611' and a 'Search' button. A blue callout box points to the search button with the text: '6.2 Enter Unique learner number and click search.'

Below the search field, there is a table with the following columns: 'Select', 'Enr no.', 'First name', 'Middle name', 'Last name', 'Gender', 'D.O.B.', and 'Your ref'. The table contains one row with the following data: 'LKT3067', 'JONATHAN', 'SMITH', 'M', '21.10.1990'. The 'Select' column has a checked checkbox. A blue callout box points to this checkbox with the text: '6.3 Select candidate using the tick box.'

At the bottom right of the table, there is an 'Add to booking' button. A blue callout box points to this button with the text: '6.4 Once complete, press Add to booking.'

7. Process to add another candidate

Once you have clicked the 'Add to booking' button on any of the above candidate selections you will be presented with the screenshot shown below. It will ask you if you wish to add another candidate.

If you have other candidates to add, select yes, otherwise select no.

8. Adding Eligibility Reasons

For Functional Skills, ESOL and Skills for Life assessments

You will need to provide detailed commentary for each candidate outlining why the assessment cannot be:

- delayed
- delivered face-to-face in line with public health guidance
- delivered remotely

Candidates associated to this booking

Enr no.	First name	Last name	Gender	DOB	Your ref	Delay	Public Health guidance	Remote Assessment	
FKX6900	ASOP	CandidateElevon	M	01.01.2000					Remove
FKX7919	Mosi	Miller	F	13.05.2000					Remove

It is critical that centres provide as much detail as possible to explain why this candidate has not been able to access an assessment and must use the alternative approach of Teacher Assessed Grades. If centres do not provide sufficient detail, City & Guilds will contact them for the additional detail required. This runs the risk of delaying results being released to the centre by the results deadline date.

In the Appendix of the Alternative Assessment Arrangement guidance City & Guilds has outlined what rationales will and won't be accepted.

If sufficient rationale is not provided, or if the rationale does not meet the requirements outlined in the alternative arrangements, City & Guilds will reject the eligibility for that candidate.

For Essential Skills (Wales and Northern Ireland)

You do not need to add any detailed rationale, however this is a mandatory field so you will need to add 'n/a' into each text box in order to submit your booking.

9. Candidates associated with this booking

Once you have added all your candidates you will be presented with the following screenshot.

9.1 If you wish to create a new cohort, type the cohort name in the cohort box and click create.

9.2 Once you are sure all the details are correct click 'Submit'.

Candidates associated to this booking

Functional Skills English
Order type: Eligibility booking

Cohort_ARP1

Enr no.	First name	Last name	Gender	DOB	Your ref	
LKT3067	JONATHAN	SMITH	M	21.10.1990		<input type="button" value="Remove"/>
ZBY3067	Blake	Smith	M	06.04.1986		<input type="button" value="Remove"/>
IWU5838	Bob	Smith	M	15.06.1989	Bob12	<input type="button" value="Remove"/>

9.1 Type the cohort name in the cohort box and click create.

Submit

9.2 Once completed click Submit.

Candidates associated to this booking

Functional Skills English
Order type: Eligibility booking

Cohort name: Cohort_ARP1

Enr no.	First name	Last name	Gender	DOB	Your ref	
LKT3067	JONATHAN	SMITH	M	21.10.1990		<input type="button" value="Remove"/>
ZBY3067	Blake	Smith	M	06.04.1986		<input type="button" value="Remove"/>
IWU5838	Bob	Smith	M	15.06.1989	Bob12	<input type="button" value="Remove"/>

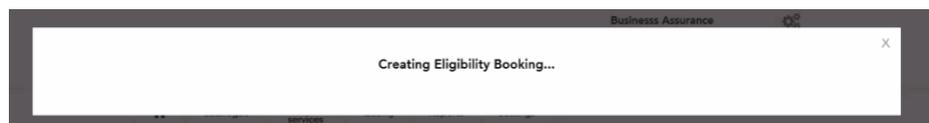
Message from webpage
Are you sure you want to submit?

Submit

9.3 You will be presented with a final 'Are you sure you want to submit?' Dialog box.

Click OK to finalise the booking.

9.4 You will see a message that the booking is being created. See following picture.



9.5 This will give a reply of either a successful 'Thanks for your submission' message containing a booking request number, or 'There was an issue submitting the eligibility booking' with a list of potential issues.

10. How to search for eligible candidates once they have been submitted

If you need to search for candidates once you have submitted your eligibility booking, you can do this by following the steps below:

- 10.1 Selecting 'Eligibility bookings' as shown in the diagram below.
- 10.2 Using the search boxes and searching by request number, Qualification number, Window, Reference number, Centre number, Assessment code and status.
- 10.3 Select 'Search'.

The screenshot shows a web interface for searching eligibility bookings. At the top, there are three tabs: 'Eligibility bookings' (highlighted with a red box and a callout box labeled '10.1 Select Eligibility bookings'), 'Declaration submissions', and 'Atypical result submissions'. Below the tabs is a heading 'Search details' and a sub-heading 'This section allows you to search, view and amend eligibility bookings.' The search form contains several input fields: 'Request number', 'Qualification number', 'Window' (a dropdown menu with '- Select -'), 'Your reference', 'Centre Number', 'Assessment code', and 'Status' (a dropdown menu with '- Select -'). A 'Search' button is located at the bottom right of the form, highlighted with a red box and a callout box labeled '10.3 Select search'. A large red box encompasses the entire search form area, with a callout box labeled '10.2 Use these search boxes to search for your candidates' pointing to it.

11. How to check on the eligibility status for candidates

Follow steps 10.1 – 10.3 – see page 13.

11.1 See 'Status' column. Please check the system for updates to the Eligibility bookings on a regular basis.

The status of your submission will be one of the following options: [Pending](#), [Approved](#), [Rejected](#) or [Action needed](#).

If 'Action Needed' has been selected, then we need more information to support the eligibility booking, which may include evidence of your candidates being eligible for the TAG process.

Please note: for ESW and ESNI qualifications we will not request to see further evidence at this time.

[Eligibility bookings](#) | [Declaration submissions](#) | [Atypical result submissions](#)

This section allows you to search, view and amend eligibility bookings.

Search details

Request number Centre Number

Qualification number Unit code

Window Status

Your reference

Eligibility Bookings

Date	Request Number	Centre	Qualification	Unit	Window	Your reference	Status
01.04.2021	ELG100001	014701	4748-02 Functional Skills English level	4748-011	Spring 1		Approved
02.04.2021	ELG100002	014701	4748-02 Functional Skills English level	4748-010	Spring 2	PO1FD	Pending
02.04.2021	ELG100003	724650	3638-02 Essential Skills qualifications in Application of Number and Numeracy	3638-981	Summer 1	Isolation Students 12	Rejected
09.04.2021	ELG100004	012345	3748-01 Functional Skills English	3748-110	Spring 1	Old FS Eng – Cohort 1	Action Needed
02.04.2021	ELG100005	724650	3638-02 Essential Skills qualifications in Application of Number and Numeracy	3638-001	Summer 1	Isolation Students 12	Draft

11.1 See status column for all candidates submitted.

12. How to view feedback when 'Action needed' has been selected

- 12.1 Select 'Action needed' from the drop-down menu and click on 'Search'. (see 9.3 on page 13)
- 12.2 Select a booking (screenshot coming soon)
- 12.3 See 'City & Guilds Feedback' box to review the information and what action needs to be taken in order to progress your application any further.

City & Guilds Feedback

Feedback:

Lo rem ipsum dolor sit amet, consectetur adipiscing elit. Nulla venenatis consectetur mattis. Maecenas faucibus semper cursus. Duis tempus, diam vitae auctor tempus, eros urna accumsan diam, ut tempor justo nisi et nunc. Mauris tempor urna feugiat porttitor. Cras vel tortor in sem bibendum tempor. Etiam at nunc vitae nulla iaculis commodo non sed odio. Suspendisse hendrerit leo id augue posuere varius. Donec ac hendrerit odio. In hac habitasse platea dictumst. Donec efficitur enim eu vulputate posuere. In hac habitasse platea dictumst.

Lo rem ipsum dolor sit amet, consectetur adipiscing elit. Nulla venenatis consectetur mattis. Maecenas faucibus semper cursus. Duis tempus, diam vitae auctor tempus, eros urna accumsan diam, ut tempor justo nisi et nunc. Mauris tempor urna feugiat porttitor. Cras vel tortor in sem bibendum tempor. Etiam at nunc vitae nulla iaculis commodo non sed odio. Suspendisse hendrerit leo id augue posuere varius. Donec

Eligibility booking details

Centre number *	123456	Your reference	Test 1234
Window	Spring 1	Request Number	ELG100004
Assessment code *	4748-010	Status	Action Required
		Submission Date	09.04.2021

Further details on this part of the process will be issued shortly.

12.3 See feedback and actions given here.
The feedback box is only visible for the status of Action Needed.

2. Submitting your Eligibility Rationale Form (ERF) /Centre Policy and Approach Form (CPA)

Eligibility Rationale Form

This form should be completed for the following qualifications:

- 3748 Functional Skills (Legacy)
- 4748 Functional Skills (Reform)
- 4692 ESOL Skills for Life
- B2 Skills for Life qualifications: 3803, 3844, 3847 and 5546 and 5546

This form should be completed by the Head of Centre, or an agreed delegate, as it forms part of the Head of Centre declaration that supports the Eligibility and TAG submission.

This form can be accessed [here](#) or through the Covid-19 pages for Functional Skills or ESOL.

Please complete **one Eligibility Rationale Form per window**. You will be able to select which qualification(s) you are submitting Eligibility bookings for.

Please note: If you do not submit your Eligibility Booking via Walled Garden and your Eligibility Rationale Form via the City and Guilds website at the same time, this will cause a delay and impact the timely release of your results.

- 1.1 Complete the details within the TAG Eligibility Rationale Form and submit it.



City & Guilds Eligibility Rationale Form Version 3

This form should be used when an eligibility booking is submitted for any of the following B2 qualifications:

- 3748 Functional Skills (Legacy)
- 4748 Functional Skills (Reform)
- 4692 (ESOL Skills for Life)
- 3803 Personal Progress
- 3844 Principles of English and Mathematics
- 3847 English Skills and Mathematics Skills
- 5546 Employability Skills

Centres must provide detail around their processes relating to TAGs, learner eligibility, the use of supporting evidence, and internal quality assurance.

This form covers your approach for all B2 qualifications being delivered. It must be completed by the Head of Centre, or someone with the designated authority to act on their behalf, as a statement of compliance.

This form includes the Head of Centre declaration, in addition to the confirmation at the point of submission for TAGs to Walled Garden.

This form must be completed for each window when a centre enters a Eligibility Booking.

Only complete this form once Eligibility Bookings have been submitted.

Centres will need to complete one form for all the learners within their eligibility booking for each submission window.

Mandatory questions are marked with a *

All personal details provided will be processed in accordance with our Group Privacy Policy:

<https://www.cityandguilds.com/help/privacy-statement>

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Centre Policy and Approach form

For Essential Skills (Wales) (3868) and Essential Skills (Northern Ireland) (4800) you will need to complete a Centre Policy and Approach (CPA) form.

This form can be accessed [here](#) or through the Covid-19 pages for Functional Skills or ESOL.



City & Guilds Essential Skills Centre Policy and Approach (CPA) form

...

Centres must provide detail around their process for determining Centre Determined Grades (CDG), the use of supporting evidence, and how CDGs will be internally quality assured.

This form covers your approach for all Essential Skills Qualifications being delivered. It must be completed by the Head of Centre, or someone with the designated authority to act on their behalf, as a statement of compliance.

It requires you to outline:

- the process you will use to determine CDGs,
- how you will ensure sufficient range and appropriate use of evidence,
- how you will ensure you have robust IQA procedures, including effective internal standardisation,
- your evidence retention policy.

The Head of Centre Declaration is comprised of this form, in addition to the confirmation at the point of submission for CDGs to Walled Garden.

You only need to complete one form per centre.

You do not need to complete a separate form for each assessment window unless your approach changes.

Mandatory questions are marked with a *

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<https://www.cityandguilds.com/help/privacy-statement>

Next

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Never give out your password. [Report abuse](#)

3. Submitting evidence for eligibility

Centres must retain evidence that supports candidates' eligibility, for 12 months after the date the results are issued or the outcome of an appeal, whichever is later.

Centres will not need to upload this evidence for all candidates initially, however City & Guilds will request a sample of this evidence as part of our external quality assurance when validating candidate eligibility.

Further information on how to do this will be provided when your centre is requested to submit evidence.

4. Decisions relating to Eligibility

Once you have submitted your eligibility booking and Eligibility Rationale Form/Centre Policy and Approach form, the Quality Delivery team will review your application and the system will be updated to inform you of the outcome of the eligibility applications.

The outcome will be one of the following options:

- approving your application, allowing you to move to the next stage of the process (once the submission window opens),
- requesting more information/evidence – see section on 'How to view feedback when 'Action Needed' has been selected',
- rejecting your application, as eligibility criteria has not been met.

Points 2 and 3 above do not apply to Essential Skills as meeting Eligibility criteria does not apply.

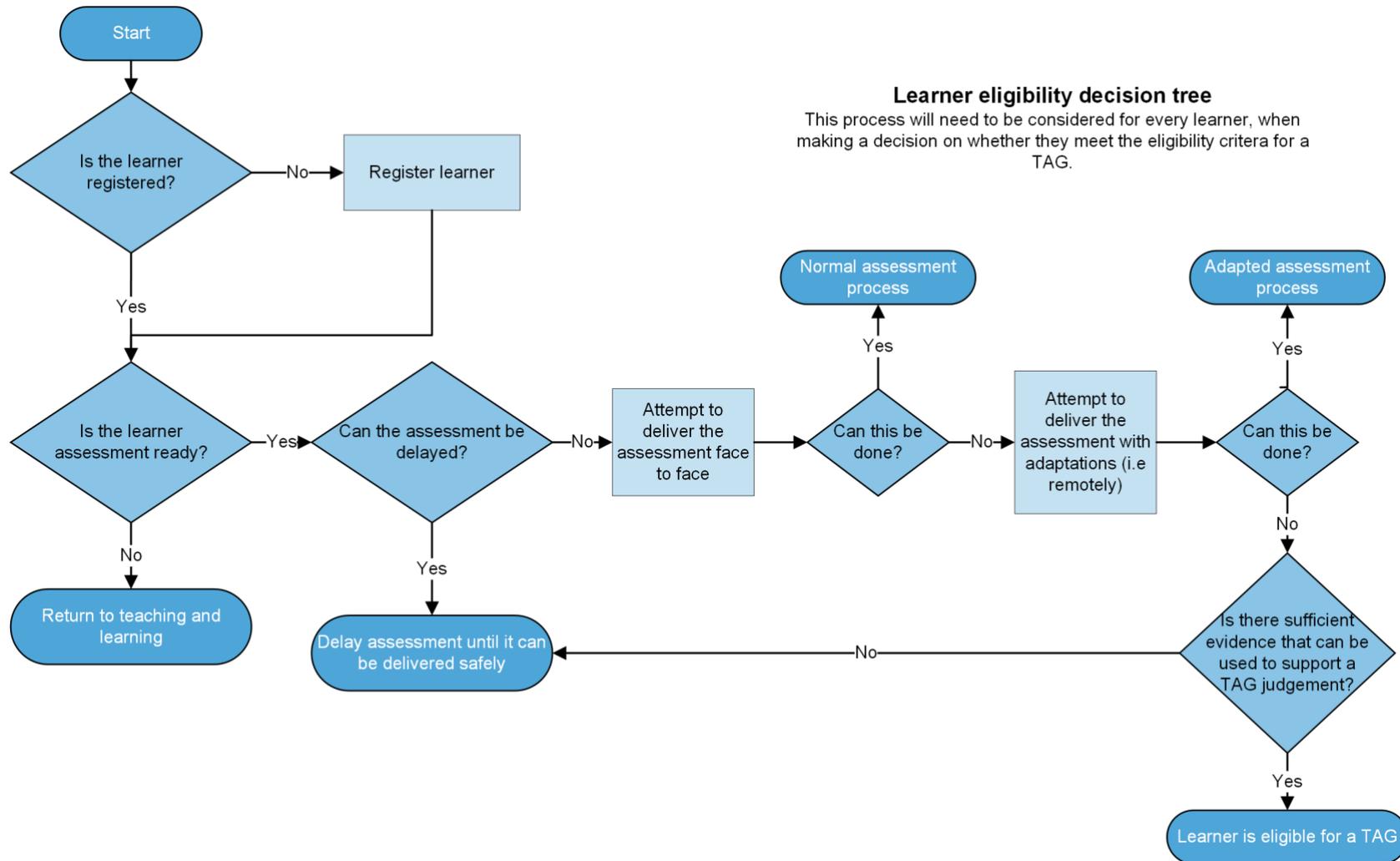
5. Submitting TAG Results and submitting evidence for TAG result

Centres have set windows when they can enter TAG results (Pass/Fails) for the candidates. To enter a result the candidate must have an eligibility booking.

The eligibility booking does not need to be approved in order to enter a result for a candidate, however it will need to be approved for each candidates for City & Guilds to issue a result.

This guidance can be found on our system hub page [here](#).

Appendix 1 – FS/ESOL/Skills for Life Candidate Eligibility Decision Tree



Appendix 2 – TAG Codes

3748 Functional Skills (Legacy)

TAG Assessment No. (e-volve)	Assessment Title	Equivalent to
3748-001	Functional English Reading at Entry 1	n/a
3748-002	Functional English Writing at Entry 1	n/a
3748-003	Functional English Speaking, listening and communication at Entry 1	n/a
3748-004	Functional English Reading at Entry 2	n/a
3748-005	Functional English Writing at Entry 2	n/a
3748-006	Functional English Speaking, listening and communication at Entry 2	n/a
3748-007	Functional English Reading at Entry 3	n/a
3748-008	Functional English Writing at Entry 3	n/a
3748-009	Functional English Speaking, listening and communication at Entry 3	n/a
3748-012	Functional English Speaking, listening and communication at Level 1	n/a
3748-015	Functional English Speaking, listening and communication at Level 2	n/a
3748-110	Functional English Reading Level 1	3748-310 3748-410 3748-510
3748-111	Functional English Writing Level 1	3748-311 3748-411 3748-511
3748-113	Functional English Reading Level 2	3748-313 3748-413 3748-513
3748-114	Functional English Writing Level 2	3748-314 3748-414 3748-514
3748-016	Functional Mathematics at Entry 1	n/a
3748-017	Functional Mathematics at Entry 2	n/a
3748-018	Functional Mathematics at Entry 3	n/a
3748-119	Functional Mathematics Level 1	3748-319 3748-419 3748-519
3748-120	Functional Mathematics Level 2	3748-320 3748-420 3748-520
3748-021	Functional ICT at Entry 1	n/a
3748-022	Functional ICT at Entry 2	n/a
3748-023	Functional ICT at Entry 3	n/a

3748-924	Functional ICT In-app at Level 1	3748-324 3748-424 3748-524
3748-925	Functional ICT In-app at Level 2	3748-325 3748-425 3748-525

4748 Functional Skills (Reform)

TAG Assessment No. (e-volve)	Assessment Title	Equivalent to
4748-001	Functional English Reading Entry 1	n/a
4748-002	Functional English Writing Entry 1	n/a
4748-003	Functional English Speaking, Listening and Communicating Entry 1	n/a
4748-004	Functional English Reading Entry 2	n/a
4748-005	Functional English Writing Entry 2	n/a
4748-006	Functional English Speaking, Listening and Communicating Entry 2	n/a
4748-007	Functional English Reading Entry 3	n/a
4748-008	Functional English Writing Entry 3	n/a
4748-009	Functional English Speaking, Listening and Communicating Entry 3	n/a
4748-012	Functional English Speaking, Listening and Communicating Level 1	n/a
4748-015	Functional English Speaking, Listening and Communicating Level 2	n/a
4748-110	Functional English Reading Level 1	4748-210 4748-310 4748-410
4748-111	Functional English Writing Level 1	4748-211 4748-311 4748-411
4748-113	Functional English Reading Level 2	4748-213 4748-313 4748-413
4748-114	Functional English Writing Level 2	4748-214 4748-314 4748-414
4748-016	Functional Mathematics Entry 1	n/a
4748-017	Functional Mathematics Entry 2	n/a
4748-018	Functional Mathematics Entry 3	n/a
4748-119	Functional Mathematics Level 1	4748-219 4748-319 4748-419
4748-120	Functional Mathematics Level 2	4748-220 4748-320 4748-420

4692 ESOL

TAG Assessment No. (e-volve)	Assessment Title	Equivalent to
4692-011	Reading to obtain information Entry 1	n/a
4692-012	Writing to convey information Entry 1	n/a
4692-013	Speaking and listening to obtain and convey information Entry 1	n/a
4692-021	Reading to obtain information Entry 2	n/a
4692-022	Writing to convey information Entry 2	n/a
4692-023	Speaking and listening to obtain and convey information Entry 2	n/a
4692-031	Reading to obtain information Entry 3	n/a
4692-032	Writing to convey information Entry 3	n/a
4692-033	Speaking and listening to obtain and convey information Entry 3	n/a
4692-501	Reading to obtain information Level 1	
4692-102	Writing to convey information Level 1	n/a
4692-103	Speaking and listening to obtain and convey information Level 1	n/a
4692-601	Reading to obtain information Level 2	
4692-202	Writing to convey information Level 2	n/a
4692-203	Speaking and listening to obtain and convey information Level 2	n/a

3868 Essential Skills Wales

TAG Assessment No. (e-volve)	Assessment Title	Equivalent to
3868-001	Entry 1 Communication Controlled Task	n/a
3868-002	Entry 2 Communication Controlled Task	n/a
3868-003	Entry 3 Communication Controlled Task	n/a
3868-007	Entry 1 Application of Number Controlled Task	n/a
3868-008	Entry 2 Application of Number Controlled Task	n/a
3868-009	Entry 3 Application of Number Controlled Task	n/a
3868-013	Entry 1 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-014	Entry 2 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-015	Entry 3 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-016	Level 1 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-017	Level 2 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-018	Level 3 Essential Digital Literacy Skills Controlled Task and Structured Discussion	n/a
3868-204	Level 1 Essential Communication Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-004 through the usual Results Entry process in Walled Garden in order to receive a certificate.	3868-104 3868-304 3868-404
3868-205	Level 2 Essential Communication Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-005 through the usual Results Entry process in Walled Garden in order to receive a certificate.	3868-105 3868-305 3868-405
3868-206	Level 3 Essential Communication Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-006 through the usual Results Entry	3868-106 3868-306 3868-406

TAG Assessment No. (e-volve)	Assessment Title	Equivalent to
	process in Walled Garden in order to receive a certificate.	
3868-210	Level 1 Essential Application of Number Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-010 through the usual Results Entry process in Walled Garden in order to receive a certificate.	3868-110 3868-310 3868-410
3868-211	Level 2 Essential Application of Number Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-011 through the usual Results Entry process in Walled Garden in order to receive a certificate.	3868-111 3868-311 3868-411
3868-212	Level 3 Essential Application of Number Skills Confirmatory Test (e-assessment) ** Please ensure you claim 3868-012 through the usual Results Entry process in Walled Garden in order to receive a certificate.	3868-112 3868-312 3868-412
3868-019	Entry 3 Essential Employability Skills Controlled Task and Structured Discussion	n/a
3868-020	Level 1 Essential Employability Skills Controlled Task and Structured Discussion	n/a
3868-021	Level 2 Essential Employability Skills Controlled Task and Structured Discussion	n/a
3868-022	Level 3 Essential Employability Skills Controlled Task and Structured Discussion	n/a

4800 Essential Skills (Northern Ireland)

TAG Assessment No	Assessment Title	Equivalent to
4800-011	Level 1 Communication - Reading and Writing	n/a
4800-021	Level 2 Communication - Reading and Writing	n/a
4800-111	Level 1 Application of Number	n/a
4800-121	Level 2 Application of Number	n/a

3844 Principles of Maths/English

TAG Assessment No	Assessment Title	Equivalent to
3844-001	Entry 3 Principles of using written and spoken English (10 credits)	n/a
3844-101	Level 1 Principles of using written and spoken English (10 credits)	n/a
3844-102	Level 1 Principles of using mathematical techniques (non calculator) (13 credits)	n/a
3844-103	Level 1 Principles of using mathematical techniques (calculator)	n/a
3844-002	Entry 3 Principles of using mathematical techniques (non calculator)	n/a
3844-003	Entry 3 Principles of using mathematical techniques (calculator)	n/a
3844-201	Level 2 Principles of using written and spoken English (10 credits)	n/a
3844-202	Level 2 Principles of using mathematical techniques (non-calculator) (13 credits)	n/a
3844-203	Level 2 Principles of using mathematical techniques (calculator)	n/a

Further advice and guidance

Please visit our COVID-19 web pages [here](#) for all the latest information on the qualifications you deliver.

General guidance

For all general queries relating to arrangements for 2021, contact our Customer Support team who are available Monday to Friday 8 am to 6 pm excluding UK public holidays.

 centresupport@cityandguilds.com

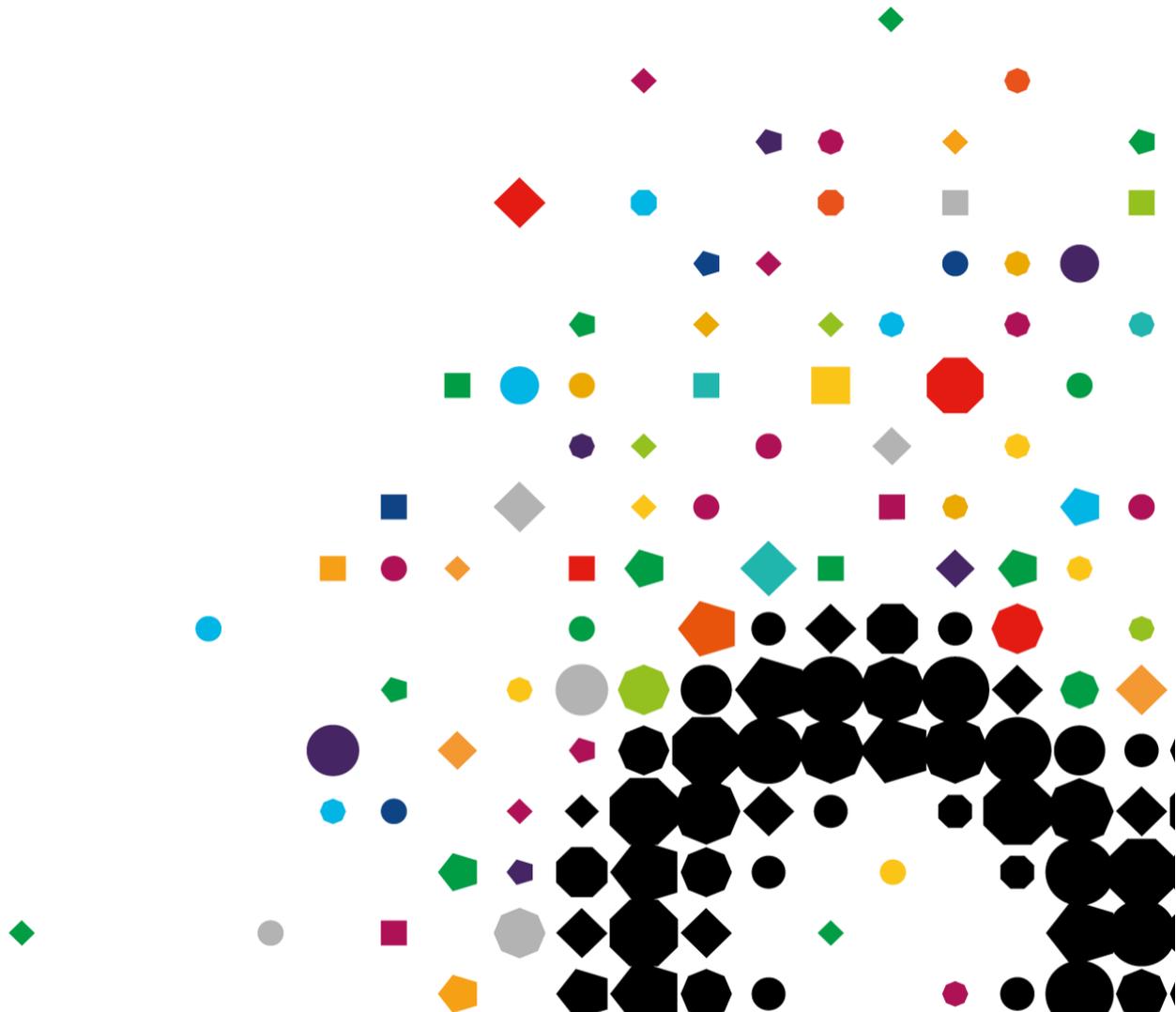
 01924 930 800

Quality assurance and submission

For all other queries relating to these arrangements, contact our Quality team who are available Monday to Friday 8.30 am to 5 pm excluding UK public holidays.

 fs.quality@cityandguilds.com

 0300 303 53 52



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