

6 Steps for the Submission Process



Step 1

Identify your candidates; only include candidates that are on programme and aiming to complete



Step 2

Review the evidence available for each candidate, for each assessment component that they have not yet achieved



Step 3

Assign a centre assessment grade for each candidate, for each component



Step 6

Submission to City & Guilds



Step 5

Internal sign-off within the centre



Step 4

Interval and rank order candidates within grades