

# Essential Skills Wales - Steps that centres need to take

All candidates



## Step 1

Identify candidates; only include candidates that are on programme and aiming to complete. Ensure all eligible candidates are registered before **31 May 2020**

Partial completion



## Step 2

Identify which candidates fall into the partial completion category, and those who fall into the calculated approach



## Step 3

For candidates that are eligible for partial completion, ensure all outstanding claims for any successful completed units are made by **31 May 2020**

Calculated results



## Step 4

For any candidates that are eligible for a calculated result, review the evidence available for each candidate, for each assessment component that they have not yet achieved



## Step 5

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



## Step 6

Complete internal sign off within the centre