

## Functional Skills (4748) approval guidance

This document provides instructions for completing the approval process to deliver the Functional Skills 4748 qualifications. Further information can be found on our [Functional Skills \(4748\) qualifications page](#).

If your centre is currently approved to deliver the 3748 suite of Functional Skills qualifications you may apply for Fast track approval via our 4748 qualifications webpage, using our Fast track approval process.

If your centre does not have approval to deliver the 3748 qualification you will need to apply for the 4748 qualifications via a Qualification Approval Application (QAP) which must be submitted via the [Walled Garden Quality Portal](#).

### Process for Fast track approval

Before you complete the forms please read the handbooks and assessor and examination guidance for the subjects and levels you wish to deliver, which can be found in the 'Centre Documents' tab on the [Functional Skills \(4748\) qualification page](#).

Then you can complete the following two documents which can be found within the 'Documents' section under the 'Centre Documents' drop down menu:

- Functional Skills (4748) Fast track application
- Functional Skills (4748) Self-assessment form

Once you have completed these two simple documents please submit them via email to [FS.Quality@cityandguilds.com](mailto:FS.Quality@cityandguilds.com). Our team will review the documents and confirm via email if you've been successful.

### Process for QAP approval

If you wish to apply for the new 4748 qualifications and do not currently have approval for 3748 you will need to apply via the QAP form on the [Walled Garden Quality Portal](#). You can find out more about this process by reading our Quality Portal user guide.

Before you complete the forms please read the handbooks and assessor and examination guidance for the subjects and levels you are seeking approval to offer, which can be found in the Centre documents tab on the Functional Skills (4748) qualification page.

Please complete the QAP form and attach the following document to your application:

- Functional Skills (4748) Self-assessment form

Your application may require an approval visit by one of our External Quality Assurers (EQA). We'll let you know who your EQA is. They will then be in touch to arrange a date for the approval visit.

**If you have a query or need any support, just call your dedicated quality team on: 0300 303 53 52**

**Lines are open Monday to Friday 8.30 am to 5.00 pm.**