

# Functional Skills Reformed Qualifications

## Application for fast track qualification approval

Fast track approval is a streamlined approval process for existing centres offering Functional Skills.

If you are unsure of your centre's status regarding your eligibility for fast track approval, please contact your relevant City & Guilds Quality team and we will be happy to help. Once completed, please email this form to:

[FS.Quality@cityandguilds.com](mailto:FS.Quality@cityandguilds.com)

Centre name

Centre number

First name

Last name

Role

E-mail address

Contact number

Tick here if this application includes fast track approval at any additional suffix-site(s)

Please list the suffix-site centre numbers which you wish to apply for fast track approval:

Please tick the boxes of the qualifications below you currently offer which will be replaced/superseded by the corresponding new qualifications that you would like to request fast track approval for:

### Existing approved qualifications:

Qualification number	Qualification title	Tick as appropriate
3748-01	Functional Skills English	
3748-02	Functional Skills Maths	

### New qualifications requested:

Qualification number	Qualification title	Tick as appropriate
4748-01	Entry Level Functional Skills English	
4748-02	Level 1/Level 2 Functional Skills English	
4748-03	Entry Level Functional Skills Maths	
4748-04	Level 1/Level 2 Functional Skills Maths	

Please note that currently the existing 3748-03 Functional Skills Information and Communication Technology (ICT) is not being updated within the reformed 4748 Functional Skills suite of qualifications.

Centres should continue to utilise the existing approved 3748-03 qualification.

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## Declaration

By ticking the above box and signing this declaration I confirm I am duly authorised by the centre listed on the previous page to submit this application on their behalf. I also confirm the following:

- A completed self-assessment will be submitted alongside this fast-track approval application.
- The centre has current approval for the qualifications detailed above.
- Where further changes to assessment sites takes place post approval, a completed Centre Update (CU) form, plus CVs of Assessors and/or Internal Quality Assurers where appropriate, will be submitted via the Walled Garden Quality Portal.
- All necessary resources are in place in order to offering the new qualification suite, and;
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We'd love to keep in touch with you so that we can tell you all about our new and existing products, services, news and events from City & Guilds and members of the City & Guilds Group. We will treat your personal data with the utmost care and privacy.

We will only process your personal data in accordance with our privacy policy, and you may change your preferences or unsubscribe at any time.

Please keep me up to date with new and existing products, services, news and events

### Signature

Please email this completed fast-track form alongside your completed self-assessment to:

[FS.Quality@cityandguilds.com](mailto:FS.Quality@cityandguilds.com)

Name:

Date:            /            /



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