**Column A:** **Centre name** - If you are an AO partner centre, also include the AO partner name.

**Column B:** **Skillsfirst centre number** (only). If you are an AO partner centre, please clarify this with your AO.

**Column C:** **Learner name** – Learner name as registered with Skillsfirst.

**Column D: Skillsfirst learner number** - A unique number associated to the learner upon registration with Skillsfirst, you may also refer to this as a candidate reference number. If you are an AO partner centre, please clarify this with your AO.

**Column E: Date of birth** – Learner’s date of birth.

**Column’s F, G and H -** The table below details the information you will need for each Functional Skills qualification.

Please note: for Functional Skills English qualifications, a TAG for each component must be submitted on a separate row if applicable.

|  |  |  |
| --- | --- | --- |
| Qualification title / level | Skillsfirst Qualification Number | Component |
| Legacy FS English Level 1 | FSE01 | Writing Level 1orReading Level 1orSLC Level 1 |
| Legacy FS English Level 2 | FSE02 | Writing Level 2orReading Level 2orSLC Level 2 |
| Legacy FS Maths Level 1 | FSM01 | Maths Level 1 |
| Legacy FS Maths Level 2 | FSM02 | Maths Level 2 |
| FS ICT Level 1 | FSI01 | ICT Level 1 |
| FS ICT Level 2 | FSI02 | ICT Level 2 |
| Reformed FS English Level 1 | RFSE1 | Writing Level 1orReading Level 1orSLC Level 1 |
| Reformed FS English Level 2 | RFSE2 | Writing Level 2orReading Level 2orSLC Level 2 |
| Reformed FS Maths Level 1 | RFSM1 | Maths Level 1 |
| Reformed FS Maths Level 2 | RFSM2 | Maths Level 2 |

**Column I: Grade (Pass)** – Indicate the pass TAG judgement for the component.

**Column J: Reason for eligibility** – This must be completed for each learner / component individually

**Column K:** **Type of evidence used to confirm eligibility** – This must be completed for each learner / component individually. Where more than one evidence type has been used, each evidence type must be specified here.

**Column L:** **Type(s) of evidence used for TAG judgement** - This must be completed for each learner / component individually. Where more than one evidence type has been used, each evidence type must be specified here.

**Column M: Conditions assessment(s) were taken in** – State whether the assessment was taken in controlled exam conditions. If not, in what conditions were they taken in e.g. unsupervised, in learners home, workplace etc.

**Column N: Assessor/teacher name** – The person who made the TAG judgement

**Column O: IQA name** – The person who internally quality assured the TAG judgement

**Column P: If the assessment had taken place, would the learner be entitled to a reasonable adjustment?** – If the learner had taken the assessment, would a reasonable adjustment have been requested?

**Column Q: What type of reasonable adjustment was the learner entitled to?** – If the learner had taken the assessment, what reasonable adjustment(s) would have been requested?

**Column R: Has the lack of adjustment been taken into account when making the TAG judgement?** – You must provide an answer if you have answered ‘yes’ in column P, provide additional information in column S.

**Column S:** **Additional comments** – Any additional comments relevant to the TAG judgement to support Skillsfirst when reviewing the TAG submission. For example, if a learner was a borderline pass, indicate what action was taken to arrive at your decision, or, if a learner was entitled to a reasonable adjustment, how was this accounted for when making the TAG judgement?