

New Diploma Aggregation Service (DAS) reports on the Walled Garden



www.cityandguilds.com
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1.1 Update on Diplomas and Unique Learner Numbers Processing

To help make the administration of Diplomas and Unique Learner numbers easier City & Guilds has created new report functionality for your examinations officer to use. This document outlines how they should be used. Nb. this is only applicable if you have candidates with a unique learner number who are planning to claim a 14-19 diploma.

In order for QCF and 14-19 Diplomas to work City & Guilds shares candidate information and results with other awarding bodies securely via the Diploma Aggregation Service (DAS) and the MIAP Learner Registration Service. Eventually this will also include the Learner Achievement Record (LAR) or Personal Learner Record to support QCF.

The Unique Learner Number (ULN) is used to identify candidates. This is a 10 digit number which is assigned to learners. To obtain an ULN, you should apply to the MIAP Learner Registration Service (LRS).

For more details on ULNs, LRS or DAS please visit www.cityandguilds.com/uln or for more information about how to apply for a Walled Garden account please visit www.walled-garden.com

City & Guilds is required to send achievement data to DAS so it can aggregate all the achievements for a learner across multiple awarding bodies and confirm that a diploma can be awarded to the chosen Diploma Awarding Body (DAB).

When you provide City & Guilds with a candidate ULN along with other candidate details; family name, given name, gender and date of birth, the ULN is checked with the LRS to verify that there is a match with the record they hold. City and Guilds will **not** be able to send any result data to DAS for ULNs which have not been verified or have failed validation. Please see www.cityandguilds.com/uln and see the “LRS/ULN Walled Garden reports information” document which explains how you can ensure this data matches and thus not risk delaying any diploma results.

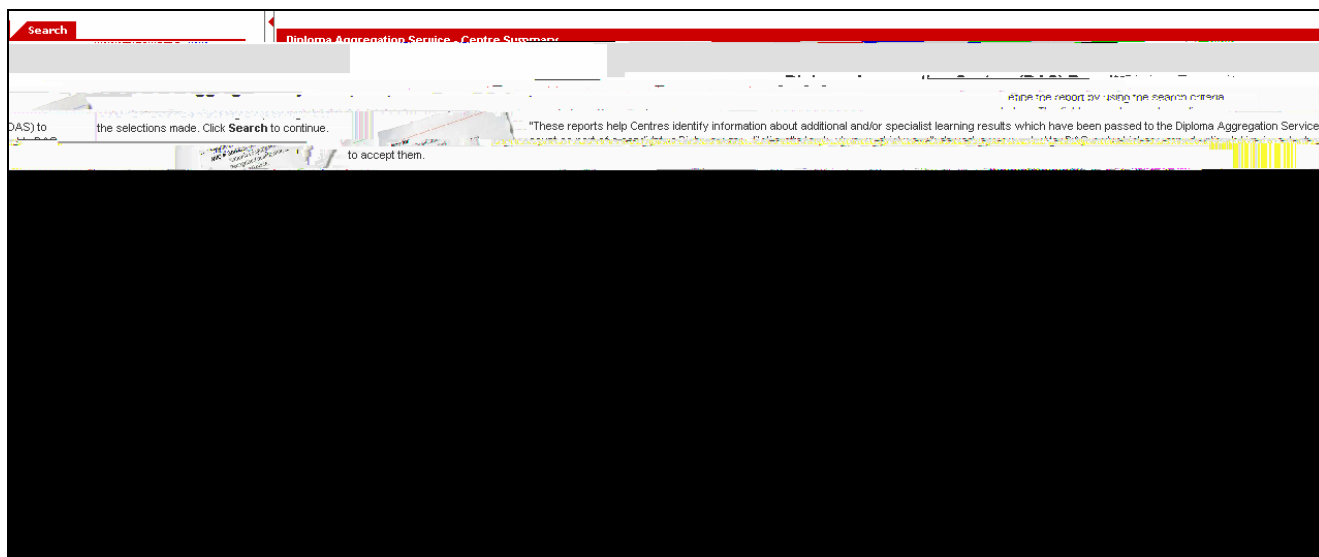
City & Guilds will send results to DAS for all students with a valid ULN, a Diploma account in DAS and where there is any achievement in a qualification that could be a constituent part of a 14-19 diploma claim, these qualifications are referred to as Diploma Constituent Qualifications (DCQ) in the rest of this document.

1.2 New Walled Garden Report

This new DAS report can be found on the Walled Garden by choosing “Reports” and then “DAS” as shown below:

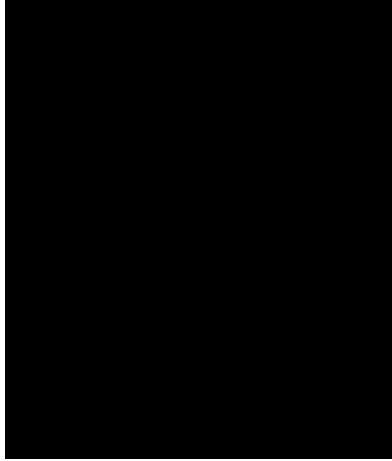


Once selected, this screen will appear explaining the purpose of the report and outlining some of the actions you may wish to take. Essentially this report enables you to check that any achievements with City & Guilds that you intend to use as part of a claim for a 14-19 diploma have been passed to, and accepted by DAS.



1.3 Search options

Search options are available on the left hand side of the screen, these enable you to view a more manageable set of data.



The options to choose from are as follows:

- 'Error messages' will only show results with a red status – see section 1.5 for more detail
 - 'Information messages' will only show results with a green status – see section 1.6 for more detail
 - 'Pending Verification' will only show results with a grey status – see section 1.7 for more detail
- 'All DAS Status' will show results with all statuses

1.5 Error messages (red)

Please note – it is entirely possible that many of your candidates will have a valid ULN, have achieved an assessment which could be part of a diploma, and that we attempt to send to DAS. This candidate may have no intention of ever claiming a diploma, or at least a diploma for which a specific assessment is related to, in this case the result will return an error. You can simply ignore this. You should only take action if you believe that any results that have failed to be accepted are required for a candidate to be able to claim a diploma.

There are 3 different messages relating to possible error and different action may be required for each. These are:

1. ULN Does Not Exist in DAS - Contact DAS for Further details

Action: This is where DAS has no record of the ULN, or the candidate has no DAS account. You should check the candidate details and ULN is correct and then contact DAS to find out more details.

2. Learner Details must match LRS

Action: We have attempted to send results but DAS has told us that the bio data (name, gender, date of birth) and the ULN do not match the records held within the LRS. In this case you should correct the details (See the LRS report on the Walled Garden for details) and then re-submit this result if required by selecting a given assessment by ticking the select option on the left and clicking the “re-submit assessments to DAS”.

3. Unspecified Error – Please Contact City & Guilds

Action: This message captures a range of issues that are too wide to explain in an error message, in the event you see this message you should contact our Customer Relations team who will be able to help.

1.6 Confirmation messages (green)

In addition there are 3 different positive messages (which will show up green to confirm action has happened as it should). These are:

1. New Result Created Successfully

This means a result has been passed to DAS and accepted.

2. Existing Result Updated Successfully

This means an existing assessment result which was already in the DAS for a given candidate has been updated, this may be as a result of a grade change or similar.

3. Result Withdrawn Successfully

This means that a result which had previously been accepted by DAS has now been removed. This is most likely because a City & Guilds result has been cancelled for a variety of reasons.

You need take no action.

1.7 Pending verification (grey)

In this instance, we are re-verifying the candidates name, gender, date of birth and ULN with the Learner Registration Service and are awaiting a response from them. You should check this report again in 48 hours.