

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

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.

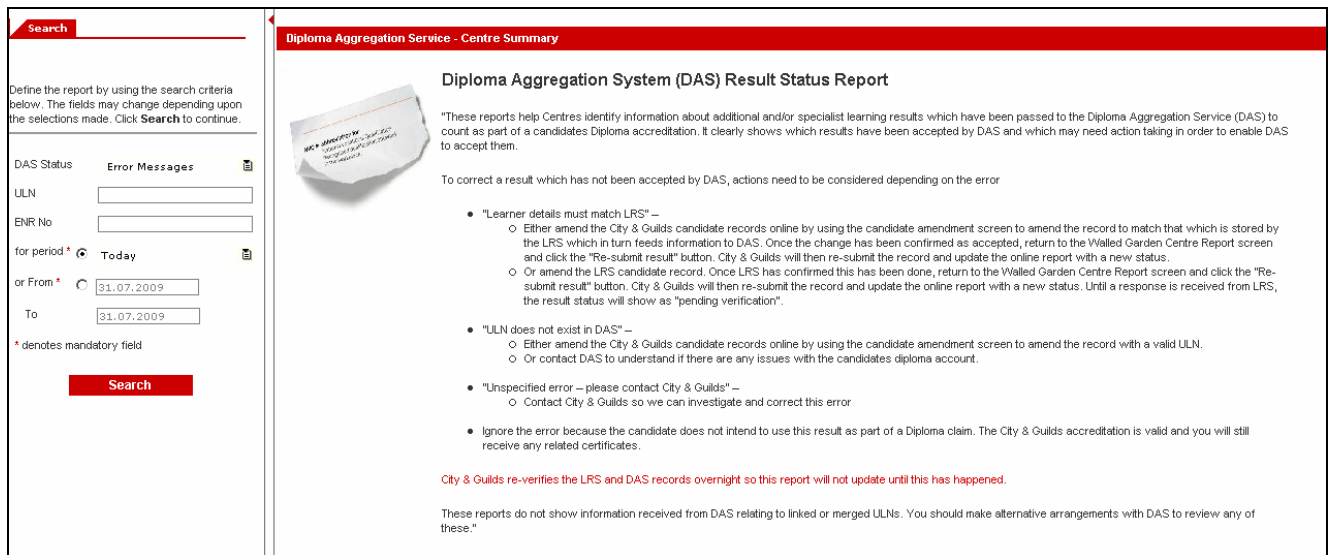
City & Guilds will send results to DAS for all students with a valid ULN, a Diploma account in DAS and where there is any achievement in a qualification that could be a constituent part of a 14-19 diploma claim, these qualifications are referred to as Diploma Constituent Qualifications (DCQ) in the rest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

A screenshot of a web page titled 'Diploma Aggregation Service - Centre Summary'. The page has a red header and a search sidebar on the left. The main content area is titled 'Diploma Aggregation System (DAS) Result Status Report'. It includes an image of a sticky note with the text 'WALL GARDEN CENTRE SUMMARY' and 'DIPLOMA AGGREGATION SERVICE (DAS) RESULT STATUS REPORT'. The text explains that these reports help centres identify information about additional and/or specialist learning results which have been passed to the Diploma Aggregation Service (DAS) to count as part of a candidates Diploma accreditation. It lists several error types and provides instructions on how to correct them. A red note states: 'City & Guilds re-verifies the LRS and DAS records overnight so this report will not update until this has happened.' The page also mentions that these reports do not show information received from DAS relating to linked or merged ULNs.

Diploma Aggregation System (DAS) Result Status Report

"These reports help Centres identify information about additional and/or specialist learning results which have been passed to the Diploma Aggregation Service (DAS) to count as part of a candidates Diploma accreditation. It clearly shows which results have been accepted by DAS and which may need action taking in order to enable DAS to accept them.

To correct a result which has not been accepted by DAS, actions need to be considered depending on the error

- "Learner details must match LRS" –
 - Either amend the City & Guilds candidate records online by using the candidate amendment screen to amend the record to match that which is stored by the LRS which in turn feeds information to DAS. Once the change has been confirmed as accepted, return to the Walled Garden Centre Report screen and click the "Re-submit result" button. City & Guilds will then re-submit the record and update the online report with a new status.
 - Or amend the LRS candidate record. Once LRS has confirmed this has been done, return to the Walled Garden Centre Report screen and click the "Re-submit result" button. City & Guilds will then re-submit the record and update the online report with a new status. Until a response is received from LRS, the result status will show as "pending verification".
- "ULN does not exist in DAS" –
 - Either amend the City & Guilds candidate records online by using the candidate amendment screen to amend the record with a valid ULN.
 - Or contact DAS to understand if there are any issues with the candidates diploma account.
- "Unspecified error – please contact City & Guilds" –
 - Contact City & Guilds so we can investigate and correct this error
- Ignore the error because the candidate does not intend to use this result as part of a Diploma claim. The City & Guilds accreditation is valid and you will still receive any related certificates.

City & Guilds re-verifies the LRS and DAS records overnight so this report will not update until this has happened.

These reports do not show information received from DAS relating to linked or merged ULNs. You should make alternative arrangements with DAS to review any of these."

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.

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

DAS Status:

U/LN:

ENR No:

for period * Today

or From *

To:

* denotes mandatory field

Search

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

Note: Date fields are very important. The report will only return candidates where results have been sent to DAS within the timeframe set by you when running the report i.e. if the 'Or From' field is set to 01.03.2009 the report will show only information within that date range.

Once the search is initiated, a list of results will be displayed in the main body of the screen. This will show all candidates where we have attempted to send results to DAS during the time period selected. Note – we send results the day they are awarded by us, or the date the candidates U/LN is validated (whichever is last).

The DAS status column is a traffic light indicator helping you easily spot if there is anything requiring attention. This field will show red if there is an error with 1 or more results, green if all results have been accepted by DAS, and grey if we are awaiting a response from DAS. An example is below:

Select	U/LN	DAS Status	ENR No	Given Name	Family Name	DOB	Gender
<input type="checkbox"/>	105000012	■	FWN9031	Johns	Smiths	19850708	F
<input type="checkbox"/>	105000047	■	GK8123	Michels	Johans	19800101	M
<input type="checkbox"/>	105000179	●	GKF6431	Diedre	Smith	19890701	F

3 records found

Print



In the example above, the first 2 candidates have a problem with one or more of the results we have sent to DAS.

1.4 More detail of response details

A centre will primarily be interested in those results not correctly accepted by DAS (as these are the ones requiring attention). You can scan the list above (or specifically just search for errors by selecting “error messages” in the DAS status field of the search criteria) and view more detail from any candidate you wish by clicking on the red “select” button to the left of each candidate. The detail will appear in the bottom (Student ULN Detail) section of the screen.

Note: This report will only show the most recent status and error for a given result.



Your search results

Select	ULN	DAS Status	ENR No	Given Name	Family Name	DOB	Gender
	1050000047		GGK8123	Michels	Johans	19800101	M

1 record found. [Print](#)

Student ULN Detail

Unique Learner Number		ENR
1050000047		GGK8123

Select	Conferment Date	Assessment	Assessment/Qualification Description	DAS Status	DAS Response Date	DAS Messages-Please note more than 1 error may exist per assessment	QCA Ref.	Program of Study	Result Withdrawn
	30.06.2009	3014-01A-001	Level 1 NVQ in Hairdressing		30.06.2009	Unspecified Error - Contact City & Guilds	100/3243/5	3014-01	

You can **resubmit** all results for this candidate which has not been accepted by DAS. This will then take Upto 48 hours to refresh this report. Any errors showing will need correcting before you do this by contacting DAS or using the candidate amendment form to update City & Guilds. [Re-Submit Assessments to DAS](#)

Note: Interface to DAS is overnight. Any re-verification of Assessments will amend status to Pending and may take 48 hours to update report. [Print](#)

In the above example there is an error relating to the candidate selected. More detail on error messages is in the next section.

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.