

Skills for Work & Life

Welcome to 2023/2024 (England)

Katherine Reid & Alicja Twarowska



This webinar is being recorded and will be available on the Resource Hub shortly

Housekeeping



This session is being recorded

The session is being recorded, which will be made available on our [Resource Hub webpage](#).



Everyone is on mute

Everyone is on mute.



Slides

The slides will be available on the [Resource Hub webpage](#).



Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



If the session cuts off

Please try logging out and back in again using the original webinar link to gain access back into the session.

To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed.

Meet the Skills for Work and Life team



Katherine Reid
& Alicja Twarowska
Technical Advisors

Providing guidance and support across
Maths, English, DFSQ, Employability
and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Shan Purcell
Marketing Manager

Marketing City
& Guilds' portfolio
of qualifications,
products and
services for Maths,
English, DFSQ,
Employability and ESOL



Amanda Kelly
Industry Manager

Managing City &
Guilds' portfolio of
qualifications, product
s and services
for Maths, English,
DFSQ, Employability
and ESOL



Hilary Gwilliam
Senior Category
Manager

Responsible for the City &
Guilds' Skills for Work and
Life offer for England, the
Nations and
Internationally

pre-employment@cityandguilds.com

Support available

Connect-Share-Networks

Join our Technical Advisors for an interactive half day of sharing good practice.

Virtual Link-ups

Can't attend one of our face-to-face events? You can join us online, to connect and share good practice.

New to us

Online monthly onboarding for new staff and centres.

Regular webinars

Will run again at least once a month through the academic year. Each webinar will have a specific focus/topic. Recordings and slides are made available on the Resource Hub.



EVENTS AND NETWORKS

2023/2024

[Events and Webinars - Maths and English | City & Guilds](#)

Functional Skills | ESOL | Bitesized | Employability | Essential Skills

Upcoming Events

Dates	Topic	Type of Event
22/09/23	SfWL: Welcome to 2023/24 (Wales)	Webinar
26/09/23, 19/10/23, 23/11/23, 15/12/23	New to DFSQ	Virtual Link Up
02/10/23, 14/11/23, 07/12/23	FS English Reading & Writing	Virtual Link Up
03/10/23, 02/11/23, 06/12/23	FS Maths	Virtual Link Up
04/10/23, 13/11/23, 05/12/23	FS English SLC	Virtual Link Up
05/10/23	SfWL: Digital Resources- IA & DA	Webinar
05/10/23, 06/12/23	ESOL	Virtual Link Up
06/10/23, 03/11/23, 01/12/23	New to Us	Virtual Link Up
03/11/23	SfWL: ESOL & Beyond	Webinar
15/11/23	Employability	Virtual Link Up
21/11/23	Connect-Share-Network Event: FS English	In person Wakefield
21/11/23	Connect-Share-Network Event: FS Maths	In person Wakefield
04/12/23	SfWL: Digital Resources- Teaching & Learning	Webinar

But first a quick poll



Would you like to host one of our in person Connect-Share-Network events?

- Yes
- No
- Possibly, I would like more information

pre-employment@cityandguilds.com



Reminders and updates for the new academic year



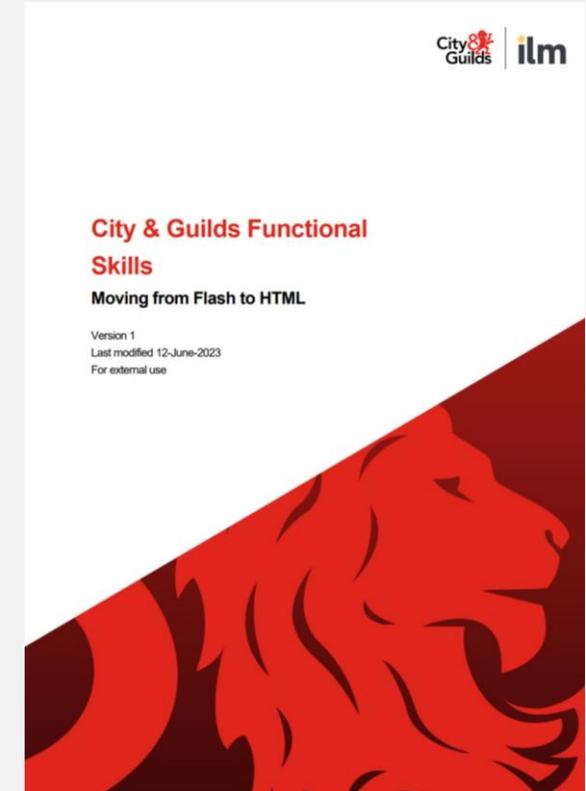
From Flash to HTML

Functional Skills assessments have migrated from Flash to HTML.

We have updated the guidance document which is available from the 4748-qualification page which contains the answers to some frequently asked questions.

All live e-volve Reading, Writing and Mathematics exams at level 1 and level 2 are now in the new HTML format. Flash tests have been switched off. This means there is **no need** to use Surpass Viewer to take live tests.

[Functional Skills qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/qualifications/functional-skills)



Open Assess

User guide

A guide to using our online platform

Version 2.2
Last modified 13-June-2023
For external use

Open Assess

- Four HTML versions of samples are available for each subject and each level
- These can be sat and marked in an ordinary browser
- Score reports can be generated although Candidate Review (not currently available)
- Updated Open Assess guide is available on the Functional Skills qualification page.
- Flash samples can no longer be booked for learners to take, but any exams already taken can be marked or reviewed.

HTML calculator changes

New calculator functionality

- A copy and paste function is now available
 - The **keyboard shortcut for pasting content must be used** - Ctrl & V, this is due to the Secure Client locking down the computer, so that the right click method on the mouse does not work.
- When inputting numbers into the calculator both the mouse and numeric keys on the keyboard can now be used.

**New
Calculator
features**

Calculator Guidance

Click on the **Calculator**  button below to use the calculator.

You can select the buttons on the calculator using your mouse, or using the numbers on your keyboard.

You can copy numbers from the calculator and paste them into your answer box.

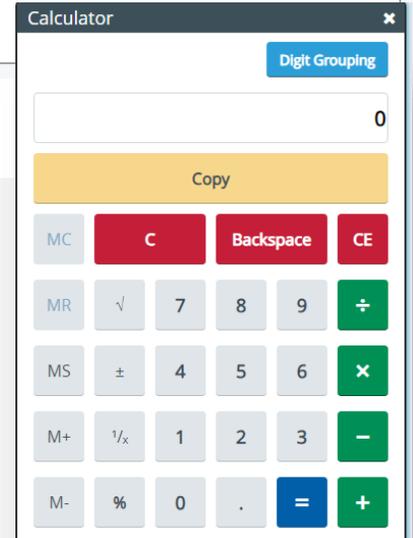
To do this, click on the **Copy** button to copy the workings or answer on the display.

Copy

To **Paste** click into the answer box and press **Ctrl** and **V** on your keyboard.

Ctrl + V

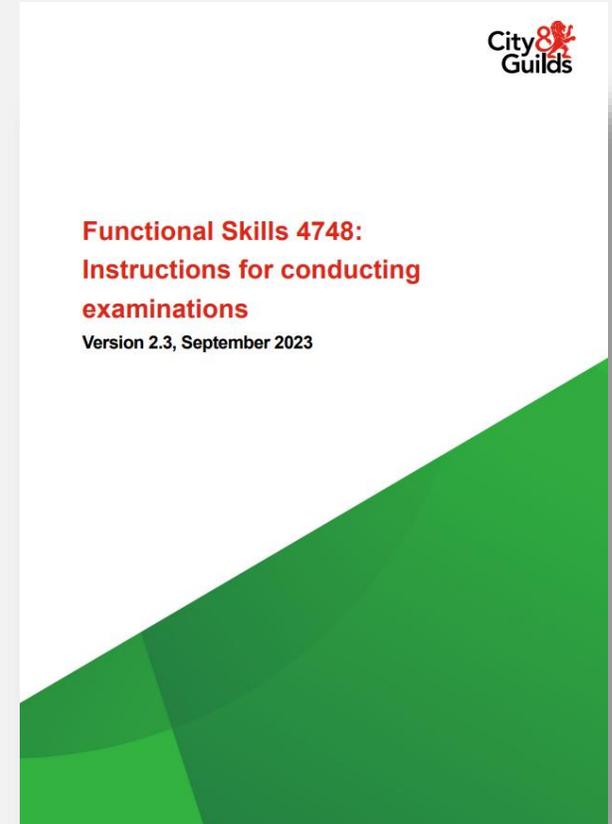
 Calculator



Rules for Invigilation- Reminders

- Ensure you have the most recent Instructions for Conducting Examinations document.
- For Functional Skills Mathematics, candidates must be given both sections from the same version of the paper.
- Exam dates can be moved within the permitted window, but you must notify City & Guilds using the exam change notification form.

[Exam Change Notification Form \(office.com\)](#)



[Functional Skills 4748:
Instructions for
conducting examinations
\(cityandguilds.com\)](#)

Invigilation Certificate

Invigilation Certificate

Centre No: Centre Reference: Exam Date: Assessment No: Exam Version: Start Time:

Qualification No:

End Time: 

Line No.	Enrolment No.	Candidate First Name	Candidate Last Name	Gender M/F/U	Date of Birth DD/MM/YYYY	Attendance Y/N	Comments / Additional Details
1	<input type="text"/>					N	
2						N	
3						N	
4						N	
5						N	
6						N	
7						N	
8						N	
9						N	
10						N	
11						N	
12						N	
13						N	
14						N	

Invigilator

I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City and Guilds Regulations for the conduct of examinations.

Invigilator Name: Emailed by (Print Name): Total number of candidates present on this form Papers packed by: Checked by: Date: Page: of

Version 0.2

Access Arrangements



Functional Skills English Reading

Reading within Functional Skills English qualifications is defined as the independent understanding of written language in specific contexts.

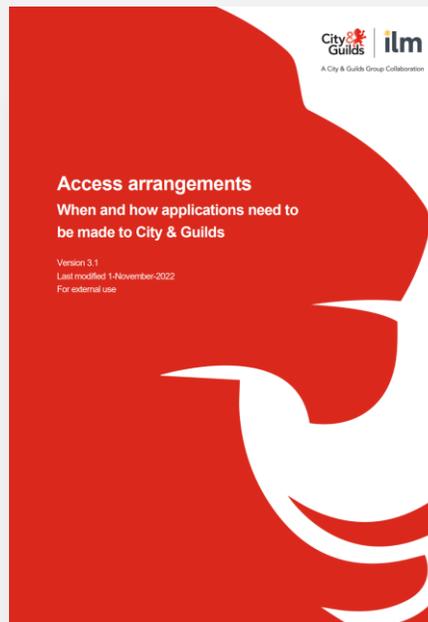
"Text" is defined as materials that include the use of words that are written, printed, on-screen or presented using Braille.

A computer reader may be used in the Reading component, providing it's the candidate's normal way of reading. A computer reader is an acceptable arrangement, since it still allows the candidate to independently meet the requirements of the reading standards.

A (human) reader cannot be used to demonstrate the requirements of the reading standards as this does not meet the requirement for independence. As a last resort, an exemption from the Reading component can be requested for a disabled candidate who cannot use assistive technology.

Access Arrangement	Yes/N	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates .
Reader	No	
Computer reader	Yes	
Sign Language Interpreter	No	
Scribe	Yes	
Speech recognition technology	Yes	
Word processor	Yes	
Practical Assistant	Yes	
Modified question papers (including Braille)	Yes	
Electronic spell and grammar checkers	No	

[Qualification handbook](#)
Sets out the range of appropriate/possible access arrangements for each assessment component.



[Access Arrangements and Special Considerations](#)
Provides information of when and how applications need to be made.



Providing step-by-step guide to [applying for access arrangements via Walled Garden](#).

What's new for entry level FS for September 2023

- Brand-new set of live assessments for Reading, Writing and Mathematics at Entry Level 1, 2 and 3 now available on the website.
- Old versions of the papers have been removed from the website and candidates **must not** sit these assessments and centres must destroy any digital or paper versions of these papers.
 - Any assessments which were taken before this date **can** be marked, internally quality assured and results entry claims submitted.
- **New passwords** (available from Walled Garden in the Administration section on the 4748-01 or 4748-03 catalogue pages as appropriate)
- **Assessment Tracking document** -we will be asking selected centres for the submission of specific assessments.



Digital Functional Skills Qualifications

City & Guilds' new Digital Functional Skills Qualifications (DFSQs) are now available for teaching from September 2023.

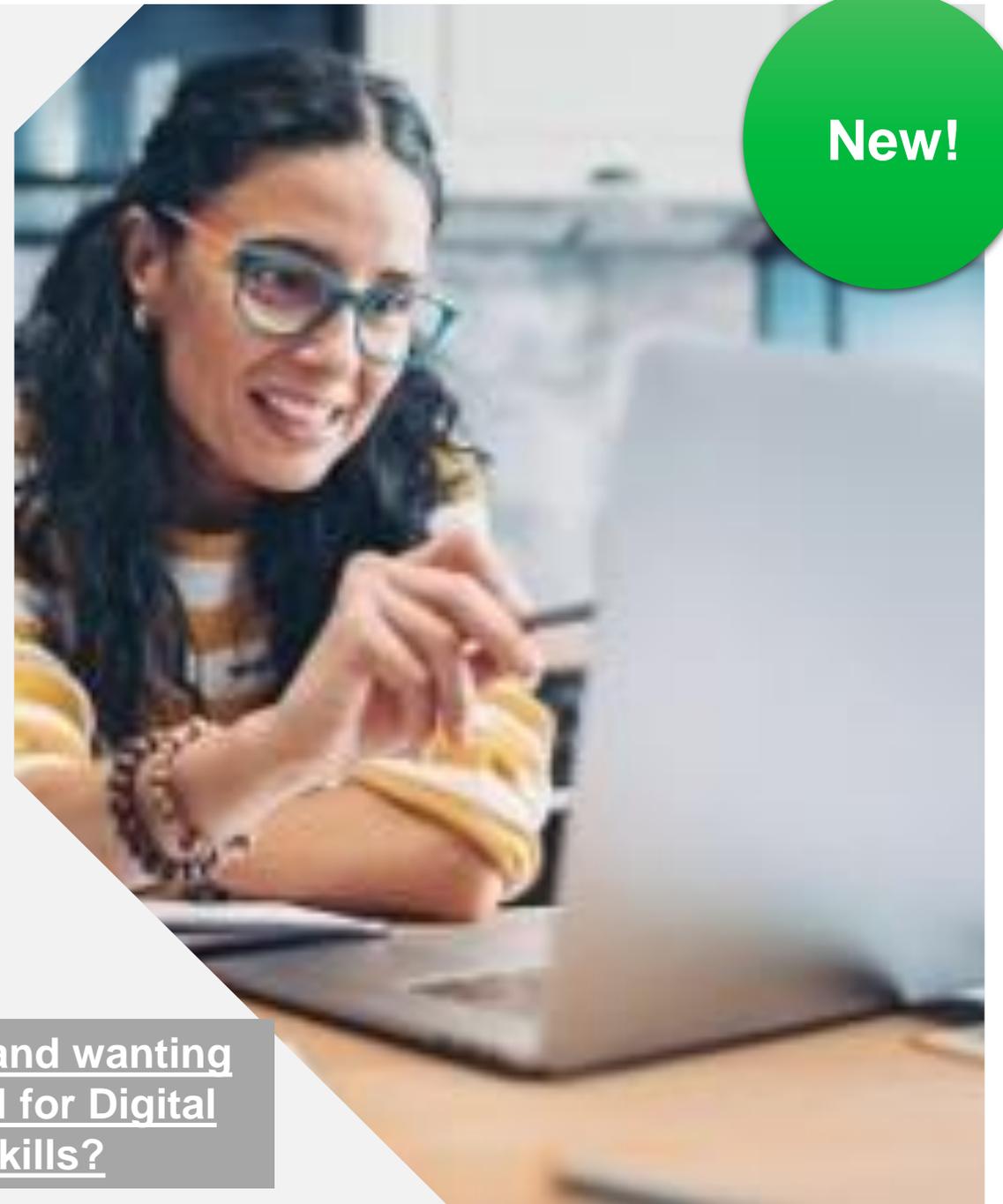
Available at Entry Level 3 and Level 1, these qualifications now replace the existing Functional Skills ICT qualifications and will be the new funded offer in the digital space at Level 1 and below, alongside Essential Digital Skills qualifications.

[digital-functional-skills-qualifications](https://www.cityandguilds.com/digital-functional-skills-qualifications)
([cityandguilds.com](https://www.cityandguilds.com))

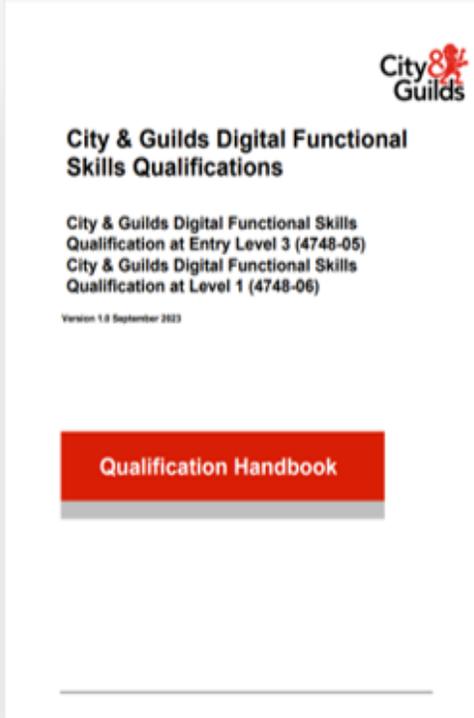
[Looking to become a City & Guilds centre?](#)

[Already approved and wanting fast track approval for Digital Functional Skills?](#)

New!

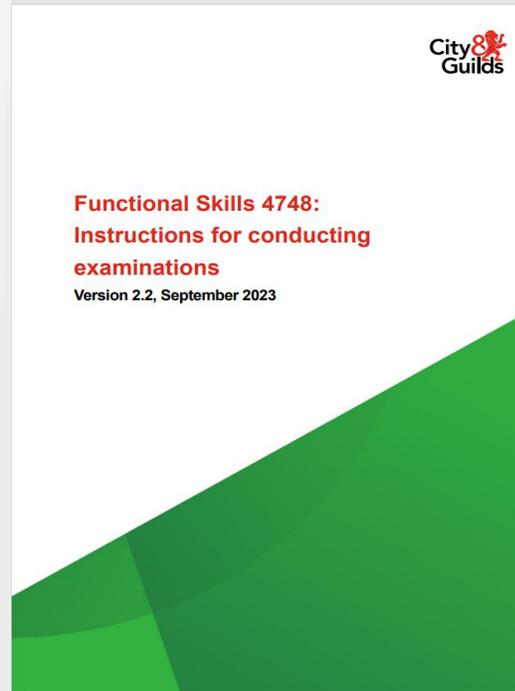
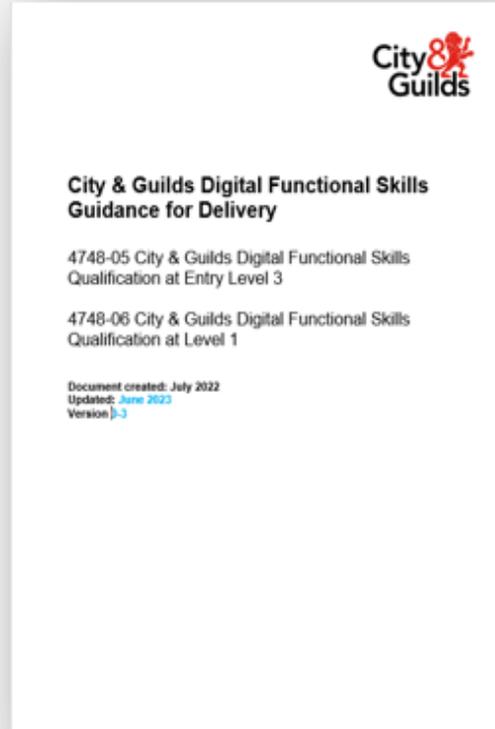


Key Documents



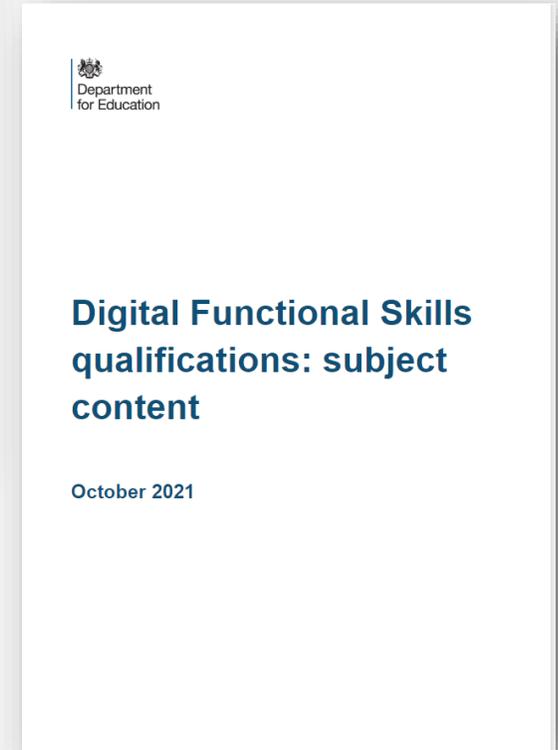
The Qualification handbook sets out the specifications for the qualifications

The Guidance for Delivery provides amplification of the subject content



The ICE document sets out how DFSQ assessments must be delivered including who can invigilate

Digital Functional Skills qualifications: subject content
(publishing.service.gov.uk)



Digital FS

Monthly 'New to DFSQ' Webinars:

- 26 September 2023
- 19 October 2023
- 23 November 2023
- 15 December 2023

Frequently Asked Questions can be found [here](#)

Initial and Diagnostic Assessments- coming soon

Sample tests - available on Open Assess

[digital-functional-skills-qualifications \(cityandguilds.com\)](https://digital-functional-skills-qualifications.cityandguilds.com)



Digital Functional Skills Qualifications (DFSQs)

Frequently Asked Questions

Version 1.0
Last modified 10-August-2023
For external use

ESOL Skills for Life

Post-16 qualifications reforms

- ESOL Qualifications will be undergoing a review. This is to ensure all qualifications support good outcomes for learners.
- There will be a process to consider updates to the National Standards for Adult Literacy and Numeracy.
- New reformed qualifications are planned to be introduced from September 2028.



[ESOL Skills for Life qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

ESOL Skills for Life

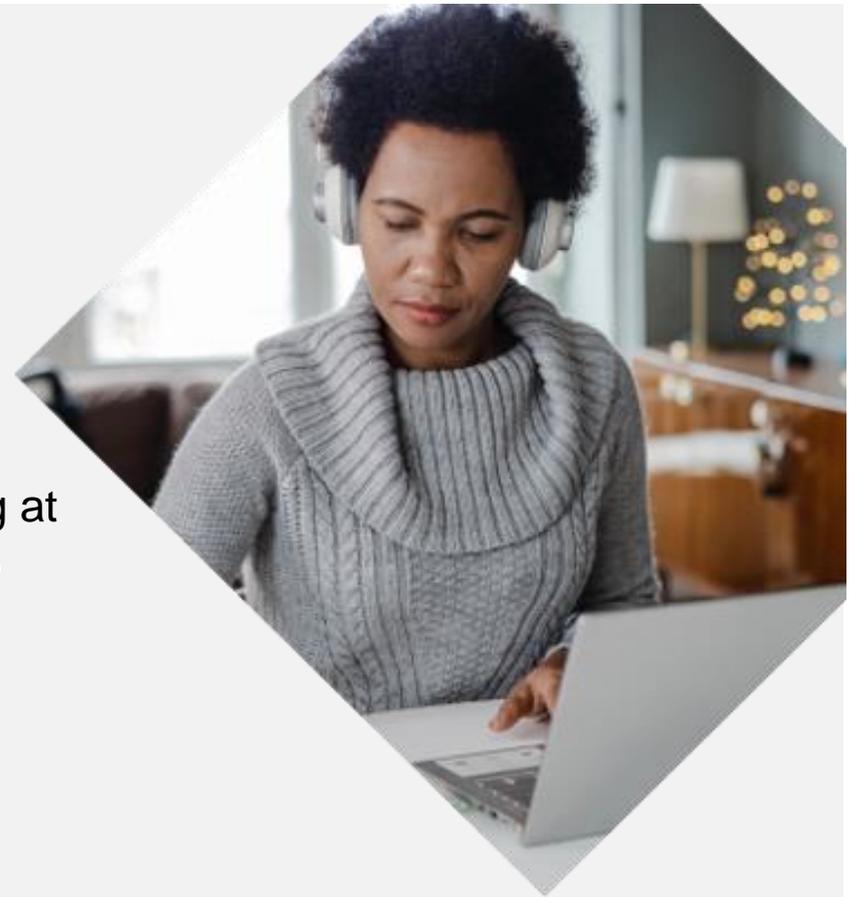
Remote supervision of ESOL assessments

Following feedback from customers, we have decided to permit virtual supervision of ESOL SfL assessments. This includes Speaking/ Listening and Writing at all levels and Reading at Entry Levels. Reading at Level 1 And 2 must be invigilated, we do offer a Remote Invigilation service which can be used for these.

An alert was issued Friday confirming the details a copy available from the link below and a guidance document is available on the 4692-qualification page to support staff.

[Skills for Work and Life Updates | City & Guilds
\(cityandguilds.com\)](https://www.cityandguilds.com/qualifications/4692-qualification)

[ESOL Skills for Life qualifications and
training courses | City & Guilds
\(cityandguilds.com\)](https://www.cityandguilds.com/qualifications/4692-qualification)



ESOL Skills for Life

Certification

- If learners are registered for the single mode awards (4692-01) then from now onwards, as well as claiming the unit they have completed, centres also need to claim a certification code in order to generate a certificate.
- These codes are in the 900 series (i.e. 4692-901)

Qualification end date extension

- All ESOL qualifications end dates have been extended now.



Employability (5546)

Employability Skills suite of qualifications contains a mixture of ‘employability’ and ‘personal/social’ skills units. All are assessed by portfolio.

Qualifications available from Entry 2 to Level 2

5546-01	Introductory Award
5546-02	Award
5546-03	Extended Award
5546-04/40	Certificate
5546-05/41	Extended Certificate
5546-06/43	Diploma

Last registration has now been extended to 31 August 2027.



Maths and English: Bitesized qualifications

Mathematics/English Skills (3847)

- Collection of small (10-20 hour) units, each of which focuses on a specific area of the adult numeracy and literacy national standards.
- 100 units in total (55 maths, 45 English), covering Entry 1 to Level 2
- Each unit is a qualification in its own right; can also be combined into larger 'themed' awards and certificates.
- Portfolio-assessed – with no externally set assignments or exams.

Principles of Mathematics/English (3844)

- Covers substantive parts of the adult numeracy and literacy standards, with a particular focus on receptive skills, knowledge and understanding.
- Assessment through a one-off on-screen test – available on-demand with instant results.
- Enables learners to demonstrate a solid grasp of the key principles of maths and English, as well as the resilience to operate effectively in a test environment.
- Available at Entry 3 to Level 2.

Currently last registration is December 2023, it is our intention that these will be extended.

Personal Progress (3803)

Personal Progress is a suite of qualifications at **Entry Level 1**

Designed to **support learners to become more independent** and develop skills in a range of areas including:

- Communication
- Reading and Writing
- Mathematics
- Independent live
- Workplace skills



Currently last **registration date** is showing as end of December 2023, we are intending to extend it.

[Personal Progress qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Website changes

You may notice a few changes to the website as we go into September.

Instead of the term pre-employment or Maths & English we are beginning to use the phrase **Skills for Work & Life** to describe our products and services which will cover our whole offer Maths, English, Digital, ESOL, Employability and Essential Skills both in Wales and Northern Ireland.

22-Sep-23



[Home](#) > [Our offer](#) > [Centres](#) > [Maths and English](#) > Skills for Work and Life support

Resource Hub for Skills for Work and Life qualifications

Welcome to the maths and English resource hub, here you will find information about digital teaching and learning support resources, brochures, videos, delivery guides and admin support.

Deliver Functional Skills (4748) in 10 easy steps

New to working with us?

Maths, English and ESOL funding guides (England)

Digital resources for learners and tutors

QUICK LINKS

- [Functional Skills](#)
- [4748 - Qualification page](#)
- [Digital resources](#)
- [Exam Change Notification](#)
- [Events and Webinars](#)
- [Why Maths?](#)

What we offer centres page

Skills for Work and Life

English, maths, digital, ESOL and employability are vital programmes that we offer, supporting learners on a journey to success in work and life.

Explore our offer



The screenshot shows the City & Guilds website header with the logo and navigation menu. The main content area features a large image of a group of people in a classroom setting. Below the image is the heading 'What we offer centres' and a breadcrumb trail: 'Home > Our offer > Centres'. The main heading is followed by a paragraph of text: 'At City & Guilds, we develop programmes of learning, learning technology, certification and assessment, to support colleges, training providers and governments. Our qualifications, support services and flexible learning options enable people to unlock their potential and progress in their careers. We want to inspire people to believe they can. We have 1000s of qualifications that have been developed in conjunction with key organisations in 28 industries. That's why we are recognised by employers worldwide. Our qualifications are suitable to be delivered by colleges, training providers and employers. They are available at all levels, from entry level to the equivalent of a postgraduate degree, and so offer clear pathways to support you and your learners to achieve success.' Below this text are three red-bordered cards. The first card is titled 'MATHS AND ENGLISH' and includes the text: 'Maths and English are vital skills that we offer, they develop learners and can put them on a journey to success in work and life. Explore Our Maths And English Offering >'. The second card is titled 'FUNDING FOR TRAINING' and includes the text: 'City & Guilds has qualifications available in all the Government funding streams. Find out what funding is available for your centre. Find Out How We Can Help >'. The third card is titled 'ASSURED' and includes the text: 'Assured is our global quality benchmark that recognises excellence in training and learning and confirms that an organisation has met the standard set by City & Guilds and ILM. Find Out More >'. The footer of the page is not visible in the screenshot.

Maths and English Valuable Skills for work and life



[Home](#) > [Our offer](#) > [Centres](#) > [Maths and English](#)

Maths and English

Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively. Explore our offer in further detail below.



FUNCTIONAL SKILLS

[Learn More >](#)



ENGLAND

[Learn More >](#)



NORTHERN IRELAND

[Learn More >](#)



SCOTLAND

[Learn More >](#)



WALES

[Learn More >](#)



INTERNATIONAL

[Learn More >](#)

Skills for work and life



[Home](#) > [Our offer](#) > [Centres](#) > [Maths and English](#)

Skills for work and life

We all need to develop and use maths, English, digital and employability skills throughout life. Our programmes in these areas support learners to start and continue to progress in education and work. Explore our offer below.



FUNCTIONAL SKILLS



ESOL



EMPLOYABILITY



ESSENTIAL SKILLS WALES



ESSENTIAL SKILLS NI



PROGRESSION QUALIFICATIONS



RESOURCE HUB



EVENTS AND NETWORKS



CUSTOMER UPDATES

Are you keeping up to date?

Sign up for email updates to stay informed.

If you are already signed up, please refresh your preferences to ensure all communications reach you.

[Email Updates | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)



Questions and answers

You can send any questions you may have to...

pre-employment@cityandguilds.com



Q&A



Email contacts

For general queries including, e-evolve and RI issues contact:

customersupport@cityandguilds.com

For maths and English queries contact:

pre-employment@cityandguilds.com

For evolve support contact:

evolvesupport@cityandguilds.com

Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

You can sign up to our upcoming webinars and events using the link to the webinars and events page.

[Events and webinar webpage](#)

About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

To learn more about City & Guilds Maths, English and Functional Skills, please contact

centresupport@cityandguilds.com

[@CGMathsEnglish](#)

Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

City and Guilds Group

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London EC1A 9DE

