

# City & Guilds Reflecting back and looking forward

Katherine Reid & Alicja Twarowska



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



# Meet the Skills for Work and Life Team



**Alicja Twarowska**  
Technical Advisor

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

[Technical Advisors | City & Guilds](#)



**Katherine Reid**  
Lead Technical Advisor

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

[Technical Advisors | City & Guilds](#)



**Amanda Kelly**  
Industry Manager

Managing City & Guilds' portfolio of qualifications, products and services for Maths, English, 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"

# We will be focusing on...

## Reflecting on this academic year

- Digital Resources
- Changes to Entry Level Functional Skills
- Open Assess
- Exam journey
- Bite sized offer
- ESOL
- Employability
- Access previous webinars via the [Resource Hub](#)

## Looking forward for 2023/2024

- Move from Flash to HTML
- Digital Functional Skills Qualifications
- Remote assessments for ESOL
- Support available



## But first a quick poll

We would  
like to  
know...

Were you aware of the support available to you?

- Yes and used it
- Yes but did not utilise it
- No

If so which of our events did you attend?

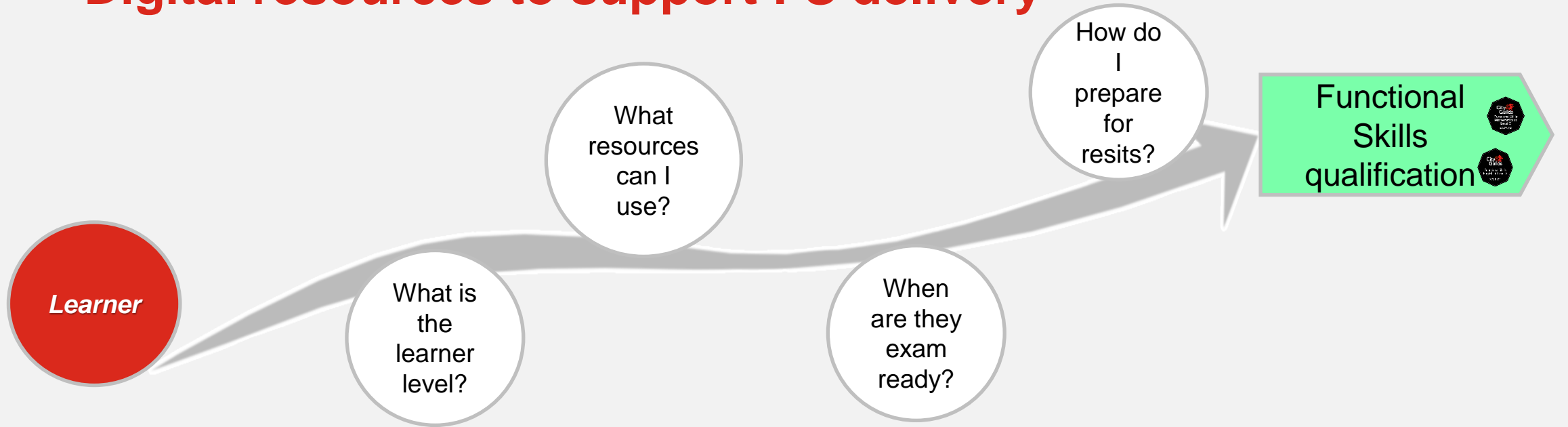
- Webinars
- Virtual Link ups
- In person Connect-Share-Networks
- NA/not attended any



# Reflecting back on 2022/2023



# Digital resources to support FS delivery



## Getting the level right

- Using e-Functional Skills for initial assessments and diagnostics
- Utilising SmartScreen for planning your delivery

## Teaching and learning

- Operating the independent learning platform in e-Functional Skills
- Making use of the SOW, Resource Guide and activity bank in SmartScreen

## Being exam ready

- Using Open Assess effectively, preparing learners for online exams
- Linking Candidate review to e-Functional skills resources

## Interpreting results

- Accessing evolve Centre analytics and performance codes for exam resits
- Effectively using performance codes for paper and online exams

# Changes to entry level Functional Skills in September 2022

## New live materials

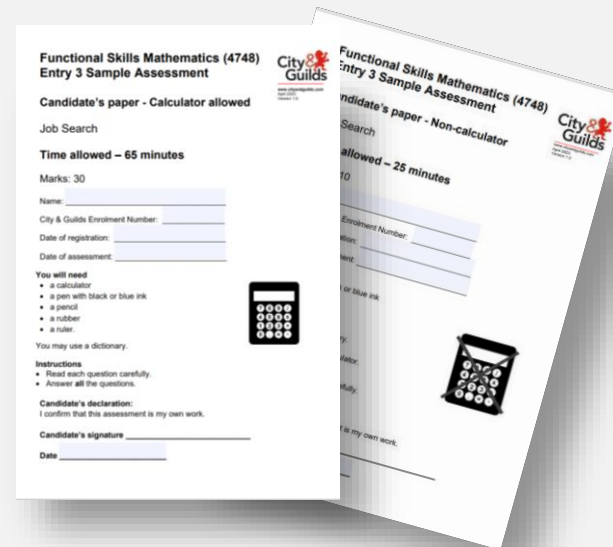
- New live assessments were made available at each level
- The existing sample papers were reviewed and updated
- More sample papers were added to the bank

## Pass marks for entry level maths

- New pass marks were introduced following the end of sawtooth

## Administration of assessments

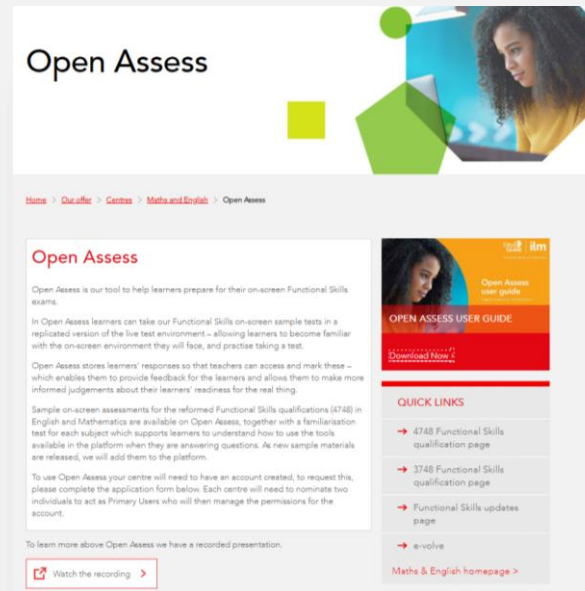
- New passwords
- Editable pdf formats
- Introduction of a template for tracking Assessments



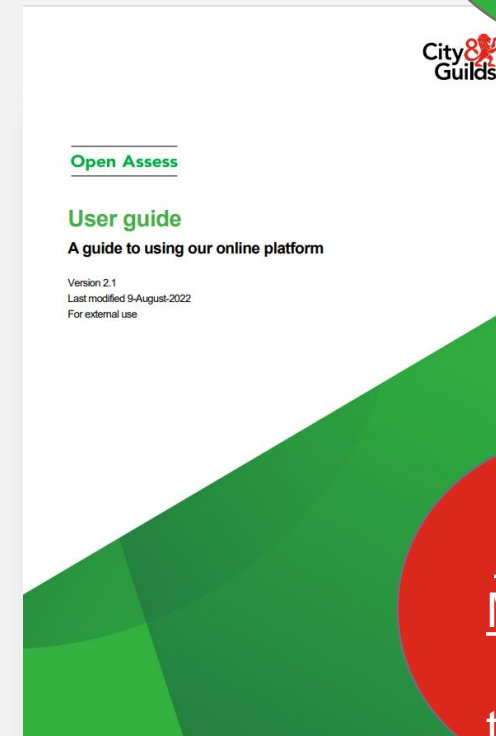
# Getting the best from Open Assess

Open Assess is our tool to help learners prepare for their on-screen Functional Skills exams.

In Open Assess learners can take our Functional Skills on-screen sample tests in a replicated version of the live test environment – allowing learners to become familiar with the on-screen environment they will face, and practise taking a test.



[Open Assess webpage](#) and [user guide](#)



[Digital Solutions Managers available to support](#)

You can contact our Digital solutions team [digitalsupport@cityandguilds.com](mailto:digitalsupport@cityandguilds.com)

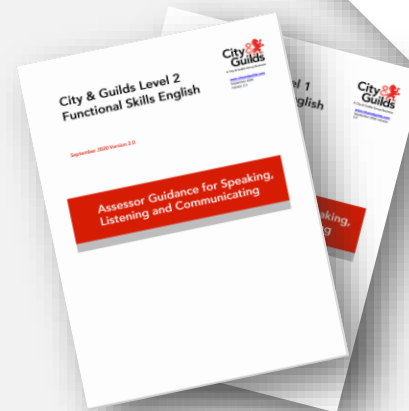


# The exam journey

1. Centre requirements
2. Instructions for conducting examinations
3. Registrations
4. Booking exams
5. Flexibility of exams
6. Paper-based exam administration
7. Results
8. Claiming
9. Obtaining and using performance feedback

## Functional Skills 4748 Level 1 and 2: Instructions for conducting examinations

Version 1.5, September 2022



# Bitesized qualifications and units

## Mathematics Skills and 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.

Easy to contextualise learning and assessment



## Principles of Mathematics (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**.



Allows deeper dive into specific areas of curriculum

Help build learners' confidence

**City & Guilds**

SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site:

ABOUT OUR OFFER **QUALIFICATIONS** APPRENTICESHIPS TECHNICALS T LEVELS RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

QUALIFICATION REFORMS - ENGLAND QUALIFICATIONS EXPLAINED

Home > Qualifications > Skills for Work and Life > English, Mathematics and ICT Skills > ESOL Skills for Life

## ESOL Skills for Life (4692)

INFORMATION DOCUMENTS

Here you can find all documents related to this suite of qualifications.

By clicking on the section headings below, you can access a variety of documents such as the qualification handbooks and assessment materials, Statements of Purpose, and recognition letters from industry and employers.

Some documents may be password protected. Passwords can be retrieved by logging in to [walled-garden.com](http://walled-garden.com) and visiting the Administration section of the relevant qualification catalogue page.

Interested in delivering this qualification?

Find out more about [how to become an approved City & Guilds centre](#) or fill out our [online customer application form](#).

- 4692 Entry 1
- 4692 Entry 2
- 4692 Entry 3
- 4692 Level 1
- 4692 Level 2
- Additional documents
- Centre documents

Explore our wider maths & English offer

Our maths & English qualifications underpin our apprenticeships and technical qualifications. They build learners' confidence with the core skills required for employment, including the capacity to problem solve and use technology effectively. They are also key to triggering conditions of funding.

**For Learners**

Where can you take this course?

**Related Qualifications**

Browse some of our related qualifications:

- > [\(3716\) Augmentative and Alternative Communication](#)
- > [\(3847\) English Skills and Mathematics Skills](#)

# ESOL

- Updates from the Level 2 and below consultation
- ESOL Skills for Life (4692)
- ESOL queries and questions
- Hearing from you
- ESOL events

# Employability Skills (5546)

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

The screenshot displays a digital resource interface for 'TEACHING, LEARNING AND ASSESSMENT EMPLOYABILITY'. The main header is in a red banner, and the sub-header 'EMPLOYABILITY' is in a blue banner. Below this, there is a navigation menu with options: 'Introduction', 'Scheme of Work', 'Sample Lesson Plan', and 'Workpack'. The main content area is divided into two columns. The left column shows 'Unit 408: Searching for a job' with a 'Candidate Work Pack' and a photo of a woman working at a laptop. Below this is a form with fields for 'Candidate name:', 'City & Guilds enrolment number:', 'Date of registration:', and 'Date work pack completed:'. The right column shows 'Activity 1' with a mind map diagram. The mind map has a central circle labeled 'Available resources' and several surrounding circles labeled 'Jobcentre plus', 'Recruitment agency', 'Company websites', and 'Direct contact with a company'. There are also several empty circles for additional resources. The interface includes 'SmartScreen' branding and copyright information at the bottom.

# Looking forward for 2023/2024



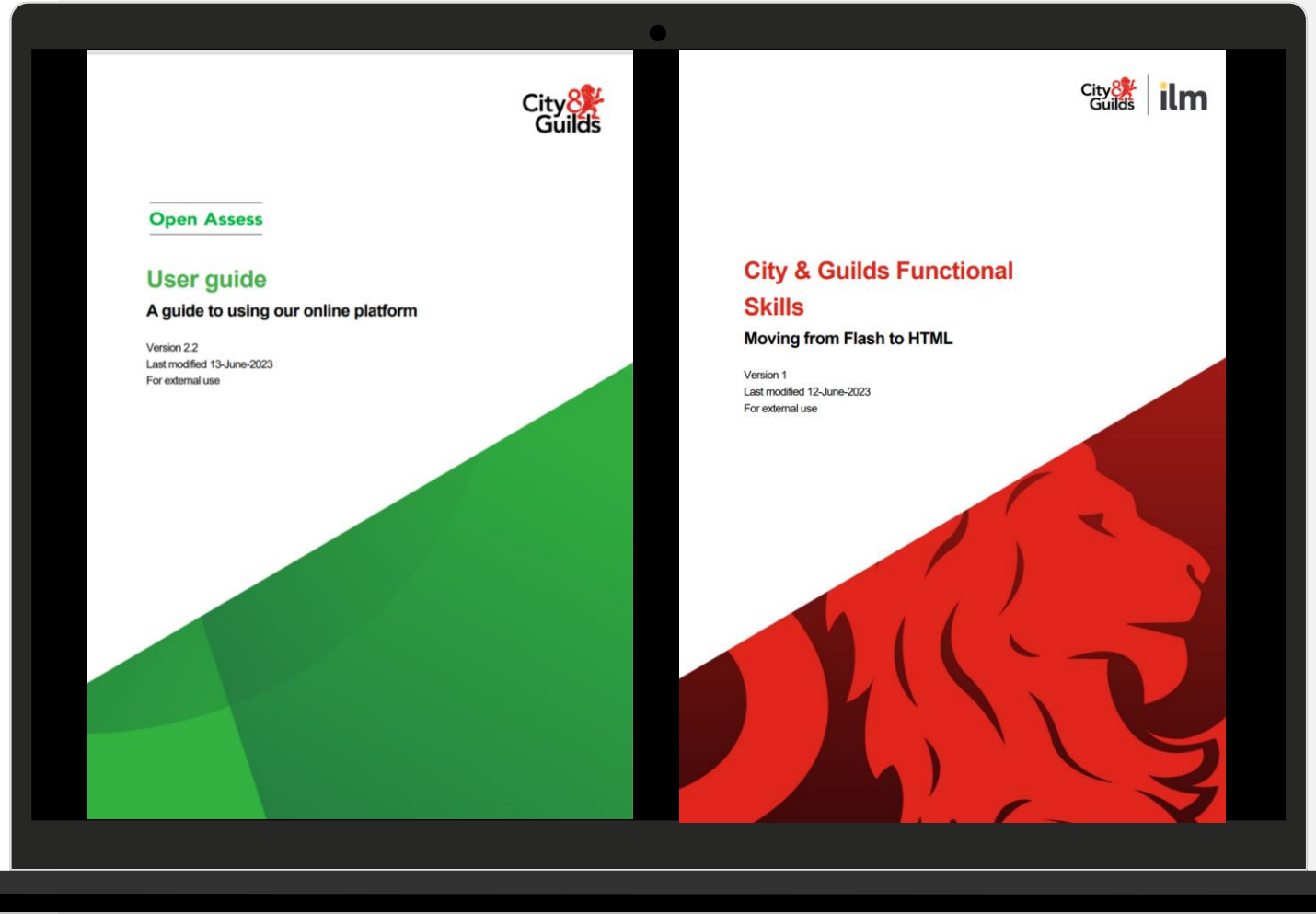
# From Flash to HTML

Functional Skills assessments are migrating from Flash to HTML.

There are samples of the new look HTML assessments available in Open Assess now.

All live e-volve Reading, Writing and Mathematics exams at level 1 and level 2 will be in the new HTML format from 15 September 2023 and Flash tests will be switched off

This means there will be **no need** to use Surpass Viewer to take live tests.



[City & Guilds Functional Skills](https://www.cityandguilds.com)  
[cityandguilds.com](https://www.cityandguilds.com)

# What's new for entry level FS for September 2023?

- There will be a brand-new set of live assessments for Reading, Writing and Mathematics at Entry Level 1, 2 and 3 placed on the website on 3<sup>rd</sup> September 2023.
- These will all have new passwords applied, and these passwords will be available from Walled Garden in the Administration section on the 4748-01 or 4748-03 catalogue pages as appropriate.
- The current versions of the papers will be removed from the website and candidates **must not** sit these assessments on or after 3 September 2023. Any assessments which were taken before this date **can** be marked, internally quality assured and results entry claims submitted.
- We will be asking selected centres to submit their Assessment Tracking document recording the assessment titles and marks candidates have sat. It is possible that we will ask for the submission of specific assessments.
- An email alert will be going out this week, or next so please share the email with any colleagues involved in the administration or IQA of entry level assessments





**New from 1 September 2023**

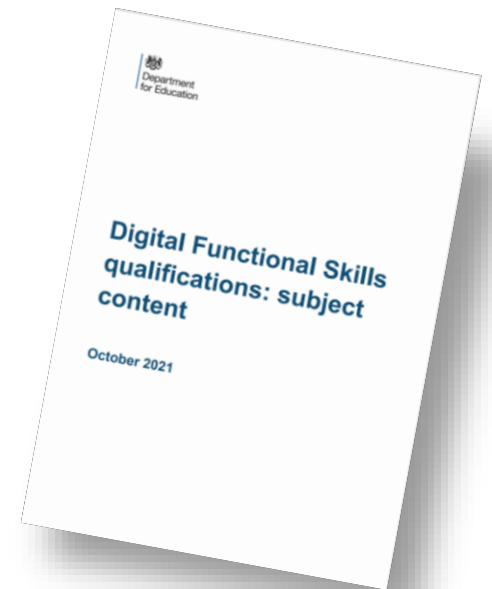
**[digital-functional-skills-qualifications](https://www.cityandguilds.com/digital-functional-skills-qualifications)  
[cityandguilds.com](https://www.cityandguilds.com)**

# Digital Functional Skills Qualifications

City & Guilds' new Digital Functional Skills Qualifications (DFSQs) will be available for first teaching in September 2023.

Available at Entry Level 3 and Level 1, these qualifications will 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.

**Register for  
a webinar to  
hear more  
about our  
new offer**





# ESOL Skills for Life

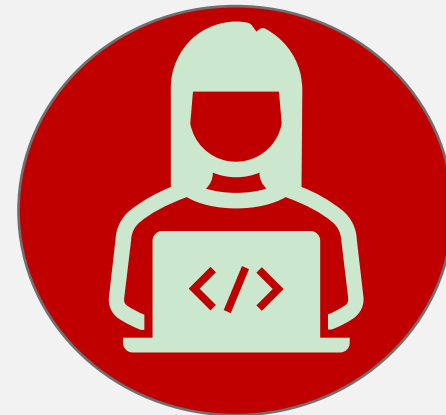
## Claiming Certificates

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



## Remote supervision of ESOL assessments

- Following feedback from customers we have decided to permit virtual supervision of ESOL SfL assessments, which was used during the Covid adaptations.
- An alert will be issued shortly confirming the details and a guidance document will be placed on the 4692-qualification page to support staff.



# Support available

## Regular webinars

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

### **.New to us**

Online monthly onboarding for new staff and centres.

## Virtual Link-ups

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

## Connect-Share-Networks

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



EVENTS AND NETWORKS

**New for 2023/2024**

**CPD certificates when attending events**

Events and Webinars - Maths and English | City & Guilds

**Functional Skills | ESOL | Bitesized | Employability | Essential Skills**

[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?

# 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, ESOL, Employability and Essential Skills both in Wales and Northern Ireland.
- We will include a walk-through of the new pages in our Welcome Back webinar in September

# Questions and answers

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

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)





## Email contacts

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

[customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)

For maths and English queries contact:

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)

For evolve support contact:

[evolvesupport@cityandguilds.com](mailto:evolvesupport@cityandguilds.com)

# Thank you!

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

We will be back in September 2023 with a host of new webinars.

[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](https://cityandguilds.com/functionalskills)  
[cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish)**

### **City and Guilds Group**

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