

# For the attention of the Adult Numeracy/Literacy/ESOL/ICT/ Skills for Life co-ordinator

Issue 10 – September 2006

## Skills for Life learner qualifications

**Levels** Entry, level 1, level 2  
**Numbers** 3692/3792/3800/3804 (and 3376)

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### This month's news sheet contains the following information:

- ESOL Skills for Life Speaking and Listening qualifications rerieved
- Recognition of ESOL Skills for Life units achieved with other awarding bodies
- New national tests resource centre up and running
- Adult Numeracy/Literacy (3792) qualifications available until 2010 - reminder
- Functional skills trials – more information coming soon
- ICT as an Essential Skill level 1-2 pilot (Northern Ireland)
- New NVQ Language Units (3377)
- Please tell us what you think about the website

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

## ESOL Skills for Life Speaking and Listening qualifications rerieved

We advised in Issue 09 of *Skills for Life news* that QCA were reconsidering their earlier decision to withdraw stand-alone qualification accreditation for ESOL Skills for Life Speaking and Listening. They **confirmed during August that the withdrawal will not now go ahead.**

The following City & Guilds qualification numbers therefore remain **open** for new registrations until 2009: 3692-21, 3692-22, 3692-23, 3692-24 and 3692-25. Candidates registered for these qualifications receive a full qualification certificate on completion of the Speaking and Listening mode unit.

## Recognition of ESOL Skills for Life units achieved with other awarding bodies

QCA have also announced that candidates with prior achievement of ESOL Skills for Life mode units with one awarding body **can** now use these towards achievement of the full-mode ESOL Skills for Life qualification with another awarding body. Previously, only prior achievement of the adult literacy national test (used to assess Reading at levels 1 and 2) could be recognised.

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Although the methods of assessment vary between awarding bodies, all ESOL Skills for Life qualifications are based on the adult literacy national standards with the assessment strategy in each case approved by QCA. This change allows that comparability to be formally recognised and to facilitate learners moving from one awarding body to another whilst working towards a full-mode ESOL qualification.

For example, a candidate who achieved Entry 3 Speaking and Listening with another awarding body before registering for 3692-03 with City & Guilds now need only complete the Reading and Writing Entry 3 assessments without needing to re-achieve Speaking and Listening.

All mode units achieved with other awarding bodies must in all cases be evidenced by the **original** Certificate of Unit Credit (or similar). The existing procedure for checking prior achievement of the adult literacy national test (see page 15 our ESOL Skills for Life qualification handbook) must be followed, although there are no separate 'proxy' components to claim when submitting results – the normal component number should be claimed as if the candidate had passed our assessment.

Please note inter-recognition is only permitted where candidates have still to achieve at least one of the three mode units; candidates **cannot** be awarded the full-mode qualification more than once with different awarding bodies.

## **New national tests resource centre up and running**

Our new adult numeracy/literacy and key skills tests resource centre, mentioned in Issue 09 of *Skills for Life news*, is now up and running. This new web page consolidates **all** information relating the tests in one place and can be accessed from both the **basic-skills.org.uk** and **key-skills.org** sites (via 'Download information').

We are also in the process of increasing the range of practice tests available. More examples of each test will be appearing on the site over the next month.

## **Adult Numeracy/Literacy (3792) qualifications available until 2010 - reminder**

Please note that the last registration date for each of the Certificates in Adult Numeracy and Adult Literacy is now **31 August 2010**, with certification available until 2012. The revised Directory page for 2006-07, including the new last registration and certification dates, is attached.

## **Functional skills trials – more information coming soon**

We have now submitted our formal plans to QCA for the functional skills trials taking place over the next few months. As we indicated in Issue 09 of *Skills for Life news*, the trials will be investigating how each of the three functional skills should be assessed and whether the draft functional skills standards are fit for purpose. QCA will use evidence from the trials when making its recommendation to ministers about the design of the functional skills qualifications next Spring.

Although we still need to confirm the detail of our project proposal with QCA, we are intending to trial an approach that involves moulding an assignment/task template to various vocational and other contexts. We will publish a more detailed prospectus for the trials within the next month, after which we will be inviting a very small number of existing key skills centres (**no more than six**) to take part.

These small-scale trials should not be confused with the much larger pilot of the new qualifications, planned to run from September 2007. We intend to start recruiting centres for the pilot from about next April.

## ICT as an Essential Skill level 1-2 pilot (Northern Ireland)

City & Guilds is working with the Department for Employment and Learning (DEL) and CCEA to pilot a suite of level 1-2 Essential Skills ICT qualifications in Northern Ireland. The new qualifications will require candidates to produce a portfolio of evidence meeting criteria drawn from the ICT Skills for Life level 1-2 standards, although unlike the other level 1-2 Essential Skills or key skills qualifications there will be no desktop task or test.

Centres taking part in the pilot have already attended a two-day briefing session organised by the regulatory team at CCEA. However, we will be holding a further informal meeting **specifically for City & Guilds centres** involved in the pilot on **Friday 13 October** at our office in Belfast. This will outline the support we will be providing over the course of the pilot as well as arrangements for agreeing project/task briefs and registering candidates. Pilot centres will be contacted directly with more detailed information about this meeting.

## New NVQ Language Units (3377)

We're pleased to announce that City & Guilds has recently been accredited to offer NVQ units in the following languages:

<b>Language</b>	<b>Levels available</b>
English (as an additional or foreign language)	1-3
French	1-3
German	1-3
Italian	1-3
Spanish	1-3
Welsh	1-4

The NVQ Language Units are based on the 2005 National Language Standards and are intended to recognise use of language in a work or vocational context. For example, Language Units could be completed alongside an NVQ in Customer Service where the candidate interacts with customers in another language.

Each language/level has units covering Reading, Writing, Speaking and Listening; although they are technically a collection of NVQ Units rather than a full NVQ, candidates completing all four units in a given language will receive an 'NVQ Language Units' Certificate.

The NVQ Language Units (3377) replace our existing suite of Vocational Language Units (3376). These closed to new registration on 31 August 2006. The new Language Units will be open for

registrations from 1 October 2006 and the Standards and Assessment Requirements document will be available to download from the **cityandguilds.com** site by that date. We will be contacting all existing 3376 centres about fast-track approval arrangements

## **Please tell us what you think about the website**

We have mentioned in the last few issues of *Skills for Life news* that we're planning to subsume the current **basic-skills.org.uk** and **key-skills.org** sites within City & Guilds' main website. This is part of a broader corporate strategy of streamlining communications with centres and learners, although we want to make sure that all the important information and resources currently available via the dedicated sites can still be easily found after the switch-over takes place.

We're therefore interested in what you particularly want us to make sure we keep when the sites are changed, as well as what you would be happy for us to get rid of. Please email any comments to **skillsforlife@cityandguilds.com**.

## **Attached papers**

- 3792 Directory page 2006-07

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: **www.basic-skills.org.uk**

Information about our key skills qualifications can be found on this dedicated City & Guilds website: **www.key-skills.org**

# For the attention of the Adult Numeracy/Literacy/ESOL/ICT/ Skills for Life co-ordinator

Issue 09 – July-August 2006

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## Skills for Life learner qualifications

**Levels** Entry, level 1, level 2  
**Numbers** 3692/3792/3804 (and 9295)

### This double issue news sheet contains the following information:

- ESOL Skills for Life Speaking and Listening – possible reprieve for stand-alone qualifications
- Skills for Life programmes, targets and the 80:20 benchmark (England only)
- LAD now shows Adult Numeracy/Literacy extension to 2010
- guidance for centre staff doing the national tests
- more practice national tests on the way
- Functional Skills – where we're at
- revisions to Adult Learner Support qualification

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

## ESOL Skills for Life Speaking and Listening – possible reprieve for stand-alone qualifications

Following the announcements in Issue 07 and 08 of *Skills for Life news* about stand-alone qualification accreditation for ESOL Skills for Life Speaking and Listening, we understand QCA are now **reconsidering** their original decision to withdraw accreditation at the end of August 2006.

We will advise via the [basic-skills.org.uk](http://www.basic-skills.org.uk) site as soon as a definitive announcement is made, though for the moment please continue to assume that 3692-21, -22, -23, -24 and -25 will be closing to new registrations.

## Skills for Life programmes, targets and the 80:20 benchmark (England only)

We are aware that there is some confusion about the status of, and availability of LSC funding for, Skills for Life programmes that do not count towards the Government's Skills for Life PSA targets.

The targets relate to the number of learners who have improved their language, literacy or numeracy skills by gaining a nationally accredited qualification at Entry 3, level 1 or level 2. Achievement at Entry 1 or Entry 2, though still a nationally accredited qualification, does not

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directly count towards the Skills for Life targets. Unfortunately, this has prompted some local LSCs to (wrongly!) suggest that Entry 1-2 programmes are not a priority, and even that they do not contribute towards the 80% of provision leading to a qualification benchmark!

Although both national LSC and the DfES Skills for Life Strategy Unit have recently reiterated that this is **not** the case, we know uncertainty about this is causing particular problems for some ESOL Skills for Life centres. Misconceptions about the distinction between the Skills for Life targets and LSC's 80:20 benchmark may to some extent be understandable, though they are clearly unfortunate if they result in distorted provision and learners being disadvantaged.

## **LAD now shows Adult Numeracy/Literacy extension to 2010**

We confirmed in Issue 08 of *Skills for Life news* that each of the Certificates in Adult Numeracy and Adult Literacy have been extended until at least August 2010. The Learning Aims Database at that time had not been updated to reflect the new end-dates (and still showed the qualifications as discontinuing after August 2006!). However, we're pleased to report that this has now been rectified.

## **Guidance for centre staff doing the national tests**

There are a number of instances where it is appropriate for centre staff to take the adult numeracy/literacy national tests, for example:

- so learner support staff can demonstrate their own numeracy/literacy skills are at level 2
- as part of a strategy for developing Skills for Life amongst the workforce
- so teaching staff can gain a better understanding of what's involved in taking a test.

Where members of centre staff are taking the tests, however, the potential conflict of interest between their role as a member of staff and that of a candidate needs to be recognised. This should be perfectly possible to manage without incident in most situations, though particular care is needed to ensure staff-candidates do not have prior access to tests.

We would especially draw your attention to the following statement which appears in our general regulations for the conduct of examinations (contained within Providing City & Guilds Qualifications):

Any member of staff at a centre or registered invigilator who wishes to sit an examination should write to the Manager, Co-ordinated Assessment Services, at City & Guilds, before making an entry for the examination to request permission. Provided that suitable arrangements for the security of the examination papers, invigilation of the examination and preparation of any specialist work or materials can be made, permission will be given. Failure to inform City & Guilds in writing and obtain permission may result in disqualification or make the examination void.

## More practice national tests on the way

A number of level 1-2 adult numeracy and literacy national tests have recently been retired from the bank of live tests being used across all adult numeracy/literacy, ESOL Skills for Life and key skills awarding bodies. We will shortly be making all of these past papers available as practice tests.

Over the summer we will be moving all information relating to the adult numeracy/literacy and key skills tests into a single national tests resource centre. This new web page will serve both the **basic-skills.org.uk** and **key-skills.org** sites and will consolidate information relating to all of the tests in one place. The resource centre will include:

- fixed-date test dates
- weekly tests schedules
- all 'retired' level 1-2 paper tests, along with answer keys
- at least one practice online adult numeracy/literacy test for each level, plus the generic GOLLA navigation test
- guidance on how to read the new format online test performance 'score reports'
- the pass mark ranges for each test at each level
- a link to the Basic and Key Skills Test Specifications (on QCA's website).

As we indicated in the Issues 07 and 08 of *Key skills news*, we are currently reviewing both the **basic-skills.org.uk** and **key-skills.org** sites. The national tests resource centre is a response to some of the comments we have received over the last few months. If you have any further ideas or suggestions for improving either of the sites please forward them to **skillsforlife@cityandguilds.com**.

## Functional Skills – where we're at

Following the article in Issue 08 of *Skills for Life news*, we're pleased to report that a number of centres have approached us about piloting of the new functional skills qualifications. We're grateful for this interest, although at this stage there is no plan to start any formal pilots (where functional skills certificates would be awarded) until **at least September 2007**.

We will be asking a small number (no more than three or four) existing adult numeracy/literacy centres to trial possible assessment methods based on the draft Functional English, Mathematics and ICT standards in early 2007; these trials will probably entail a number of task-based activities though need only involve candidates who have already achieved (or are close to achieving) the equivalent adult numeracy/literacy or key skills qualification.

QCA will be making a report to ministers once the trials have been completed, recommending the assessment strategy or range of strategies that should be adopted. Only at this point will we be able to begin in earnest the process of developing the new qualifications.

## Revisions to Adult Learner Support qualification

Finally, although this formally sits within our Skills for Life practitioner qualifications suite rather than with our learner qualifications, it may be helpful for us to draw attention to forthcoming changes to the Level 2 Certificate for Adult Learner Support (9295).

Following discussions with the Skills for Life Strategy Unit and Lifelong Learning UK, **two** new qualifications are being developed to replace 9295:

- Level 2 Certificate in Learning Support
- Level 2 Certificate in Literacy, Language, Numeracy and ICT Awareness.

The new Awareness qualification is intended for front-line staff and others who would currently complete only Unit 1 of the existing qualification.

Both qualifications will be located within a new City & Guilds qualification number – **9297**. They will be available from 1 September 2006, with **9295 closing to new registrations on 31 December 2006**.

There is a more detailed briefing about the new qualifications in the practitioner qualifications section of the 'Latest news' page on our **basic-skills.org.uk** site.

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: **www.basic-skills.org.uk**

Information about our key skills qualifications can be found on this dedicated City & Guilds website: **www.key-skills.org**

# For the attention of the Adult Numeracy/Literacy/ESOL/ICT/ Skills for Life co-ordinator

Issue 08 – June 2006

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## Skills for Life learner qualifications

**Levels** Entry, level 1, level 2  
**Numbers** 3692/3792/3804

### This month's news sheet contains the following information:

- Adult Numeracy/Literacy (3792) accreditation extended until 2010
- Reminder: stand-alone ESOL Skills for Life Speaking and Listening qualifications to close in August 2006
- Functional skills – a quick update
- New format online tests score reports – feedback from the questionnaire
- Your thoughts on *Skills for Life news*

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

## Adult Numeracy/Literacy (3792) accreditation extended until 2010

Following the report in Issue 06 of *Skills for Life news*, we're pleased to advise that QCA have now formally extended our accreditation to offer the Certificates in Adult Numeracy and Adult Literacy (3792) at all levels.

The new expiry dates (last registration date is now **31 August 2010** with last certification on 31 August 2012) can be viewed on [openQUALS.org.uk](http://openQUALS.org.uk). We understand the Learning Aims Database will be updated to reflect the new dates shortly.

## Reminder: stand-alone ESOL Skills for Life Speaking and Listening qualifications to close in August 2006

Further to the announcement in Issue 07 of *Skills for Life news*, please note that it will **not** be possible to register any new candidates for the stand-alone Speaking and Listening qualifications (3692-21, 3692-22, 3692-23, 3692-24 and 3692-25) after 31 August 2006.

All candidates must in future be registered for the full-mode qualification, even if following a Speaking and Listening-only programme. Achievement of the Speaking and Listening assessment will lead to a Certificate of Unit Credit.

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## Functional skills – a quick update

QCA are making some changes to the draft standards for Functional English, Mathematics and ICT following the recent consultation. This will be followed up in the autumn by trials of possible assessment methods.

City & Guilds is one of several awarding bodies to express an interest in participating in these trials. We are currently discussing the exact nature of our involvement with QCA, although we will in due course be looking for a number of centres and candidates to try out a number of approaches. These trials will involve existing Skills for Life candidates, and won't lead to any separate 'functional skills' certification.

We are very mindful of the need to ensure the functional skills are assessed in a meaningful way that enables learners to demonstrate practical application of these skills; it is also vital to ensure any assessment is not too unwieldy and flexible enough for all types of learning context.

The assessment trials will be followed by more formal piloting of the functional skills qualifications during 2007-08. The current Skills for Life learner qualifications will continue to be available until at least 2010.

For more information about functional skills, go to [www.qca.org.uk/functionalskills](http://www.qca.org.uk/functionalskills).

## New format online tests score reports – feedback from the questionnaire

Thank you to all of those who responded to the recent questionnaire (attached to Issue 06 of *Skills for Life news*) on the new online tests score report that we have been trialling for Adult Numeracy level 1 tests. You can still let us have your comments if you haven't already responded – either by completing the questionnaire or emailing your comments to [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

The feedback has been overwhelmingly positive, and we will be gradually introducing similar report formats for each of the other national tests over the summer. The next one to be introduced will be for Adult Literacy level 1.

Please be aware that the pass marks for the national tests vary slightly to take into account the relative accessibility of each individual test paper. The pass mark ranges are as follows:

### Adult Numeracy

Level 1	22-25 marks out of 40
Level 2	19-22 marks out of 40

### Adult Literacy

Level 1	25-28 marks out of 40
Level 2	25-28 marks out of 40

## Your thoughts on *Skills for Life news*

Following recent changes to the City & Guilds' main website, the system of monthly mailings is also changing. Instead of Product Updates, each industry (the Skills for Life learner qualifications are categorised as 'General Learning' for this purpose) will in future have a page on the website for news items that will appear on the page itself. Signing up to receive the monthly mailing will ensure you receive an email alert when the industry page is updated.

For the time being, we intend to keep publishing *Skills for Life news* each month in its current format (ie as numbered newsletters that can be downloaded and saved/printed), although we are keen to gather your thoughts on whether this is the most effective way of keeping you informed about the latest developments within the world of Skills for Life. Please email any comments about this to [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

We likewise intend to continue producing *Key skills news* each month, so would be grateful for your views on this as well.

As we indicated in Issue 07 of *Skills for Life news*, the dedicated [basic-skills.org.uk](http://basic-skills.org.uk) site is due to be integrated with the main City & Guilds website over the next few months. We are interested to find out what features on the current site you would most like to see retained.

## Attached papers

- Fixed-date paper based national test dates for 2006-07.  
Please note the national tests are also available **on-demand** using the GOLLA online testing system (for 3792 candidates they can also be taken as 'weekly' paper based tests).

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: [www.basic-skills.org.uk](http://www.basic-skills.org.uk)

Information about our key skills qualifications can be found on this dedicated City & Guilds website: [www.key-skills.org](http://www.key-skills.org)

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# For the attention of the Adult Numeracy/Literacy/ESOL/ICT/ Skills for Life co-ordinator

Issue 07 – May 2006

## Skills for Life learner qualifications

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**Numbers** 3692/3792/3804

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### This month's news sheet contains the following information:

- ESOL Skills for Life Speaking and Listening to be withdrawn as stand-alone qualifications from 31 August 2006  
~~~ **IMPORTANT CHANGE – PLEASE NOTE AND ACTION** ~~~
- Navigating the new City & Guilds website
- National test entry closing dates - reminder

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

## ESOL Skills for Life Speaking and Listening to be withdrawn as stand-alone qualifications from 31 August 2006

QCA have announced that the stand-alone ESOL Skills for Life Speaking and Listening qualifications will be withdrawn from the National Qualifications Framework on 31 August 2006. Unit certification for Speaking & Listening will continue to be available within the full-mode qualifications at each level.

The stand-alone qualifications were originally introduced to ensure that free-standing Speaking and Listening programmes (eg for Citizenship) would be eligible for output-related funding. However, subsequent discussions between the DfES, QCA and LSC have clarified that achievement of individual units within the full-mode qualification **can** be treated as fundable outcomes where this is appropriate.

This has eliminated the need for separate qualification accreditation, and it is now felt that removing qualification status for Speaking and Listening on its own will lessen confusion and emphasise the unit structure of the full-mode qualification. This withdrawal of accreditation **applies to all ESOL Skills for Life awarding bodies** currently offering stand-alone Speaking and Listening qualifications.

The City & Guilds qualifications listed on the following page will therefore now be closing to new registrations on **31 August 2006**. Certification for candidates who are already registered will be available in each case until 31 August 2007.

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| City & Guilds qualification number | Qualification title                                                                | Qualification Accreditation Number | New registrations after August 2006 must be made via |
|------------------------------------|------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------|
| 3692-21                            | Entry Level Certificate in ESOL Skills for Life (Speaking and Listening) (Entry 1) | 100/4899/6                         | 3692-01 or 3692-07                                   |
| 3692-22                            | Entry Level Certificate in ESOL Skills for Life (Speaking and Listening) (Entry 2) | 100/4900/9                         | 3692-02 or 3692-07                                   |
| 3692-23                            | Entry Level Certificate in ESOL Skills for Life (Speaking and Listening) (Entry 3) | 100/4901/0                         | 3692-03 or 3692-07                                   |
| 3692-24                            | Level 1 Certificate in ESOL Skills for Life (Speaking and Listening)               | 100/4902/2                         | 3692-11                                              |
| 3692-25                            | Level 2 Certificate in ESOL Skills for Life (Speaking and Listening)               | 100/4930/4                         | 3692-12                                              |

Candidates registered for the full-mode qualifications receive a Certificate of Unit Credit (CUC) for each mode unit achieved, and the full qualification Certificate once all three units have been completed.

Registering for a Speaking and Listening stand-alone qualification only allows access to that one unit (albeit currently with full qualification status). Re-registration for the full-mode qualification has always been necessary where the candidate subsequently wishes to be assessed in Reading and/or Writing.

This change does not in any way affect the status of the single-mode format assignments. As we indicated in Issue 06 of *Skills for Life news*, the single-mode assignments are intended for any situation where it is not appropriate to assess all three mode units at the same time at the same level.

## Navigating the new City & Guilds website

As you're probably aware, City & Guilds revamped its corporate website at the beginning of this month. The new site aims to provide far more extensive and coherent information about each of our qualifications, with distinct learner and centre pages for each qualification that conform to a template.

We are intending to integrate **basic-skills.org.uk** with the new site in due course, although the new **cityandguilds.com** site has some technical and capacity restrictions that prevent us from replicating the full range of what we currently provide for each of our Skills for Life learner and practitioner qualifications through the dedicated site. Until these are resolved, the **basic-skills.org.uk** will continue to operate as a one-stop-shop for all of our Skills for Life and

related qualifications. The site includes qualification documents, practice assessments and other resources, as well as current and back issues of *Skills for Life news*. The pages relating to each Skills for Life qualification on [cityandguilds.com](http://cityandguilds.com) contain links to the [basic-skills.org.uk](http://basic-skills.org.uk) site.

We're interested in your views about both the [basic-skills.org.uk](http://basic-skills.org.uk) and [key-skills.org](http://key-skills.org) sites. What do you particularly like and want us to make sure we keep when the sites are changed, and what would you be happy for us to get rid of? Please email any comments to [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

## National test entry closing dates – reminder

As we're currently in the midst of the busy exam season, it may be helpful for us to remind you about City & Guilds' late entry policy for all externally marked paper-based examinations and assessments, **including the adult numeracy/literacy (and ESOL Reading) tests**.

Entries for the **fixed-date tests** must be received in time for them to be **processed** before the first day of the month before the test date. For example, any entries for this year's June tests submitted on a Form S would need to have been received no later than 16:00 on Friday 28 April 2006 to avoid incurring a late entry fee.

Late entry fees for these tests are charged as follows:

- Form S (paper) entries processed between the first and seventh day of the month before the test:  
*£10 per component (in addition to the normal entry fee) plus a £45 admin fee*
- Walled Garden or EDI entries processed between the first and seventh day of the month before the test:  
*no additional charge*
- Form S (paper) entries processed between the eighth day of the month before the test and 14 days before the Monday of the exam/test week:  
*£20 per component (in addition to the normal entry fee) plus a £45 admin fee*
- Walled Garden or EDI entries processed between the eighth day of the month before the test and 14 days before the Monday of the exam/test week:  
*£10 per component (in addition to the normal entry fee) plus a £45 admin fee.*

**We will not accept any entries received on or after 14 days before the Monday of the exam/test week** (eg entries for the fixed date tests during the week beginning 5 June 2006 cannot be accepted after the close of business on Friday 19 May 2006). To meet this 14-day deadline, any Walled Garden entries must be submitted before 18:00 on the Sunday before the Monday and EDI files emailed before 16:00 on the Friday before.

The system of late entry fees does **not** apply to the **adult numeracy/literacy weekly** tests, although entries for these **must** be submitted electronically – either via the Walled Garden or as an EDI file. Weekly test entries must be submitted in time to be processed at least 14 days before the **Monday** of the week required. Since these tests are available continuously, candidates can always be entered for the following week's test if the closing date has passed.

Online testing works on a completely different basis with tests scheduled through the GOLAS system. Tests can be arranged for registered candidates with as little as a few hours' notice.

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: [www.basic-skills.org.uk](http://www.basic-skills.org.uk)

Information about our key skills qualifications can be found on this dedicated City & Guilds website: [www.key-skills.org](http://www.key-skills.org)

# For the attention of the Adult Numeracy/Literacy/ESOL/ICT/ Skills for Life co-ordinator

Issue 06 – April 2006

## Skills for Life learner qualifications

**Levels** Entry level, level 1, level 2  
**Numbers** 3692, 3792, 3800 and 3804

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www.basic-skills.org.uk

### This month's news sheet contains the following information:

- ESOL Skills for Life – choosing the right registration route and assessment format
- Adult numeracy/literacy qualifications (3792) to continue until 2010
- Functional skills – have your say about the proposed new standards
- Returning national test question papers after the test
- New format online tests score reports
- New fee structure for Essential Skills (3800) (Northern Ireland only)

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

## ESOL Skills for Life – choosing the right registration route and assessment format

The tables on the **following pages** set out exactly what's available within each Certificate in ESOL Skills for Life (3692) registration route, helping you to identify which Award (complex) number is most appropriate for each type of learner or delivery context. We've also included advice on where the **integrated** or **single mode** Entry level assignments should be used.

### Integrated and single mode? Remind me again, what's the difference?

All of our Entry level ESOL Skills for Life assignments are available in two formats – integrated or single mode:

- **Integrated** combines all three mode units through a single assignment. This format is appropriate where candidates are ready to be assessed in the three modes at the same time and capable of achieving all three at the same level.
- **Single mode** splits off the Reading, Writing and Speaking & Listening activities into free-standing assignments, allowing each mode to be assessed at different stages in the programme and/or different levels.

The **assignment content is exactly the same** in both formats – eg the audio CDs supplied with the single mode CDs can also be used with the integrated assignments.

Where a candidate taking an integrated assignment is not successful in all three mode units, single mode assignments can be used to 'in-fill' the mode(s) needing re-assessment as long as a different assignment title is used.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds products and services are subject to continuous development and improvement and the right is reserved to change Products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication. City & Guilds is a registered charity established to promote education and training.

**Skills for Life news ...**



## ESOL Skills for Life – Entry level full mode qualifications

| <b>Award number</b> | <b>What does this lead to?</b>                              | <b>Description of what's available/possible</b>                                                                                                                                                                                                                                                                                                                                                                                                | <b>Fee payable</b> | <b>Which assessment format should we use?</b>                                                                        |
|---------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|
| 3692-01             | Full mode qualification at Entry 1                          | <p>Whilst the full qualification can only be awarded at Entry 1, up to two of the three mode units may be completed at Entry 2 or Entry 3 (not shown in the Directory).</p> <p>A Certificate of Unit Credit is issued as each unit is completed, indicating the level attained. All three mode units must be completed before a qualification can be awarded.</p>                                                                              | £15.60             | Integrated if all three mode units are being assessed at the same time at the same level; otherwise use single mode. |
| 3692-02             | Full mode qualification at Entry 2                          | <p>Whilst the full qualification can only be awarded at Entry 2, up to two of the three mode units may be completed at Entry 3.</p> <p>A Certificate of Unit Credit is issued as each unit is completed, indicating the level attained. All three mode units must be completed at at least Entry 2 before a qualification can be awarded.</p>                                                                                                  | £15.60             | Integrated if all three mode units are being assessed at the same time at the same level; otherwise use single mode. |
| 3692-03             | Full mode qualification at Entry 3                          | <p>All three mode units must be completed at Entry 3 before a qualification can be awarded.</p> <p>A Certificate of Unit Credit is issued as each unit is completed.</p>                                                                                                                                                                                                                                                                       | £15.60             | Integrated if all three mode units are being assessed at the same time; otherwise use single mode.                   |
| 3692-07             | Full mode qualifications at Entry 1, Entry 2 and/or Entry 3 | <p>This route gives maximum flexibility – each mode can be assessed at any of Entry 1, Entry 2 or Entry 3, with a full qualification awarded at the level of the lowest unit. A Certificate of Unit Credit is issued as each unit is completed, indicating the level attained.</p> <p>It is also possible to progress from Entry 1 to Entry 2 and Entry 3 during the life of the registration with a full qualification awarded each time.</p> | £26.00             | Integrated if all three mode units are being assessed at the same time at the same level; otherwise use single mode. |

## ESOL Skills for Life – level 1 and 2 full mode qualifications

| Award number | What does this lead to?            | Description of what's available/possible                                                                                                                                                                                                                                                                                                      | Fees payable                                                                                                                                                                                          |
|--------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3692-11      | Full mode qualification at level 1 | <p>Whilst the full qualification can only be awarded at level 1, up to two of the three mode units may be completed at level 2.</p> <p>A Certificate of Unit Credit is issued as each unit is completed, indicating the level attained. All three mode units must be completed at at least level 1 before a qualification can be awarded.</p> | <p>Registration: £20.80</p> <p>National test entry (paper): £10.90</p> <p>National test sitting (online): £8.80</p> <p>Administration fee for recording prior achievement of national test: £3.10</p> |
| 3692-12      | Full mode qualification at level 2 | <p>All three mode units must be completed at level 2 before a qualification can be awarded.</p> <p>A Certificate of Unit Credit is issued as each unit is completed.</p>                                                                                                                                                                      | <p>Registration: £22.90</p> <p>National test entry (paper): £10.90</p> <p>National test sitting (online): £8.80</p> <p>Administration fee for recording prior achievement of national test: £3.10</p> |

## ESOL Skills for Life – Speaking & Listening only qualifications

| <b>Award number</b> | <b>What does this lead to?</b>                | <b>Description of what's available/possible</b>                                                                                                                                                                                        | <b>Fee payable</b> | <b>Which assessment format should we use?</b> |
|---------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------|
| 3692-21             | Speaking & Listening qualification at Entry 1 | Achievement of Speaking & Listening at Entry 1 is recognised as a full qualification only when accessed under this registration route.<br>No other units are available – 3692-01 or -07 must be used to access Reading and/or Writing. | £10.40             | Single mode                                   |
| 3692-22             | Speaking & Listening qualification at Entry 2 | Achievement of Speaking & Listening at Entry 2 is recognised as a full qualification only when accessed under this registration route.<br>No other units are available – 3692-02 or -07 must be used to access Reading and/or Writing. | £10.40             | Single mode                                   |
| 3692-23             | Speaking & Listening qualification at Entry 3 | Achievement of Speaking & Listening at Entry 3 is recognised as a full qualification only when accessed under this registration route.<br>No other units are available – 3692-03 or -07 must be used to access Reading and/or Writing. | £10.40             | Single mode                                   |
| 3692-24             | Speaking & Listening qualification at level 1 | Achievement of Speaking & Listening at level 1 is recognised as a full qualification only when accessed under this registration route.<br>No other units are available – 3692-11 must be used to access Reading and/or Writing.        | £10.40             | n/a                                           |
| 3692-25             | Speaking & Listening qualification at level 2 | Achievement of Speaking & Listening at level 2 is recognised as a full qualification only when accessed under this registration route.<br>No other units are available – 3692-12 must be used to access Reading and/or Writing.        | £10.40             | n/a                                           |

## Adult numeracy/literacy qualifications (3792) to continue until 2010

QCA have recently confirmed that the Certificates in Adult Numeracy and Adult Literacy will continue to be available in their present form until at least 2010. No awarding body currently has accreditation to offer these qualifications after 31 August 2006; we expect to receive formal notification that City & Guilds' accreditation has been extended shortly and will advise in *Skills for Life news* as soon as we do.

The key skills qualifications are likewise due to be extended until 2010 from their existing last registration date of August 2008.

## Functional skills – have your say about the proposed new standards

QCA have published draft standards for the new functional skills qualifications in English, Mathematics and ICT that will eventually replace the current Skills for Life learner qualifications in England. More information, including an online questionnaire, is available from [www.qca.org.uk/functionalskills](http://www.qca.org.uk/functionalskills).

## Returning national test question papers after the test

You may be aware that QCA have recently lifted the requirement that key skills question papers must be destroyed or returned after the test. This in effect also means question papers can be retained where candidates are taking the **fixed-date** adult numeracy/literacy national tests (ie 3792-11, -12, -13 and -14) as well as the paper versions of the level 1-2 ESOL Skills for Life Reading Unit.

**However, we still require you to destroy (by shredding or burning) or return all adult numeracy/literacy 'weekly' tests immediately after use.** These tests remain 'live' after use and will invariably be used again during a later week.

Practice versions of the national tests – in both paper (PDF) and online (HTML Flash) format – are available from our [basic-skills.org.uk](http://basic-skills.org.uk) site.

## New format online tests score reports

Following the changes to the on-screen appearance of the national tests on GOLA that we announced in Issue 05 of *Skills for Life news*, we're also introducing changes to the format of the test performance 'score' reports that are issued at the end of each test.

The new format sets out the actual number of marks candidates attain on each section of the test rather than a percentage score. The new reports are initially being piloted for the Adult Numeracy level 1 tests, allowing us to gather feedback and make any necessary refinements before introducing them for all online versions of the national tests.

A questionnaire is attached to this edition of *Skills for Life news* asking for feedback on the new format. We'd be very grateful for your comments, either via the questionnaire or by email to [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

## **New fee structure for Essential Skills (3800) (Northern Ireland only)**

Following a pricing review, we've recently introduced the following new Award (complex) numbers for the Certificates in Essential Skills (3800) available in Northern Ireland:

- **3800-11** *replaces* 3800-01 for adult numeracy at Entry level
- **3800-12** *replaces* 3800-02 for adult literacy at Entry level
- **3800-23** *replaces* 3800-03, -04, 05 and -06, giving a single point of registration for **both** Communication and Application of Number at levels 1 and 2.

All registrations under these new numbers are free of charge, with fees only levied for each assessment component at the time they are claimed. Numberwise and Wordwise units also continue to be available via 3800-11 and -12 respectively.

An updated 3800 Directory page is available to view on our **basic-skills.org.uk** site. Please be aware that the previous Award numbers, 3800-01, -02, -03, -04, -05 and -06 are now closed to new candidate registrations.

## **Attached papers**

New format online tests score reports questionnaire.

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: **www.basic-skills.org.uk**

Information about our key skills qualifications can be found on this dedicated City & Guilds website: **www.key-skills.org**

**For the attention of the  
Adult Literacy/Numeracy / ESOL / ICT /  
Skills for Life co-ordinator**

Issue 05 – February/March 2006

**Skills for Life Learner Qualifications**

**Levels** Entry level, level 1, level 2  
**Numbers** 3692, 3792, 3804

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**This special double-issue of Skills for Life news contains the following:**

- New Entry level adult numeracy and adult literacy practice assignments
- Adult numeracy and adult literacy assessments in current use
- Changes to online tests' appearance and results reporting
- ICT Skills for Life – assignments now available

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

**New Entry level adult numeracy and adult literacy practice assignments**

The following new Entry level practice assignments have recently been added to the [basic-skills.org.uk](http://www.basic-skills.org.uk) site:

- **Adult Numeracy**  
Eat More (Entry 1)  
Job Search (Entry 2)  
Working at a Fishery (Entry 3)
- **Adult Literacy**  
FilmWorld Cinema (Entry 1, 2 and 3).

These new examples can be used when preparing candidates for assessment, or for staff development purposes. On no account may any of these practice assignments be used to carry out live assignments – **only** the assignments on the Group A and Group B CD-ROMs (see next page) may be used for this.

**Skills for Life news...**

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## Adult numeracy and adult literacy assessments in current use

All centres offering Entry level Adult Numeracy (3792-01) and Adult Literacy (3792-02 and -90) must have the following CD-ROMs containing live assessment material:

- **Group A (revised) July 2004 (CD-01-3792)**  
Contains six assignments and six short tasks for both adult numeracy and adult literacy at Entry 1, 2 and 3.
- **Group B July 2004 (CD-02-3792)**  
Contains six assignments and six short tasks for both adult numeracy and adult literacy at Entry 1, 2 and 3.

A total of twelve variants are available for each qualification, level and assessment route. Each assignment and short task set comprises both a Candidate's Paper and Assessment Pack. These are stored in separate folders on the CD, and can be navigated by opening the file '3792Main'.

Please contact your local regional/national City & Guilds office if you are missing either of these CDs. Any earlier versions of Group A (ie the one issued in July 2003 or any earlier drafts) must now be discarded.

We should remind you that these CDs contain live assessment material which **must** be stored securely within the centre. On no account may these assignments be accessed for any purpose other than to carry out live assessments with candidates **registered** for the qualification with City & Guilds.

Please note that centres are required to produce **their own tapes** for the adult literacy assignments' listening activity. The speaker should be somebody other than the candidates' tutor and a recording must be used rather than a 'live performance'. The transcript contained in the Assessment Pack must be followed word-for-word, although we would encourage the speaker to have a regional accent with which the candidates are familiar.

## Changes to online tests' appearance and results reporting

Following a series of consultations and a focus group held last autumn, we have recently introduced the following changes to the on-screen appearance and results reporting for all level 1-2 adult numeracy/literacy national tests taken on GOLLA:

- **Adult Numeracy level 2**  
Score reports now include the percentage bar per section that used for all other online tests.
- **Adult Literacy (also ESOL Skills for Life Reading) levels 1 and 2**  
All exhibits are now 'draggable' around the screen with instructions on the top of each exhibit. Candidates can answer the questions without having to close the exhibit and can move to the next question without having to close the exhibit.

- **Example online tests**

Practice versions of each test are now available on our **basic-skills.org.uk** site. These are presented in HTML Flash format, though are designed to simulate the on-screen appearance of a live GOLA test, although they include enhanced performance feedback, eg explaining why responses to each question are correct or incorrect. We are grateful for the support of the *Move On* project in making these examples available.

Each of the adult literacy practice tests contain exhibits (more than would typically appear in a live test), enabling candidates to practise the technique of dragging exhibits around the screen.

We try to keep the use of exhibits in live tests to an absolute minimum, so it is important to point out to candidates that having an exhibit on every question is not typical. Unlike the practice tests, all live tests include dragging instructions at the top of each exhibit.

## ICT Skills for Life – assignments now available

The new Entry Level Certificate in ICT Skills for Life (3804) has been available since October 2005, and is attracting a considerable amount of interest. This qualification is intended to have a similar 'look and feel' to our other Skills for Life qualifications and has a similar pattern of a bank of assignments provided to centres on CD-ROM.

Quality assurance for ICT Skills for Life is therefore being handled by the same team of City & Guilds external verifiers as are responsible for adult numeracy, adult literacy, ESOL Skills for Life and key skills qualifications.

The ICT Skills for Life assignments CD is currently being mailed to approved centres (it will thereafter be issued to new centres by their regional/national City & Guilds office at the time of approval). The assignments are summative and should only be attempted at the end of a learning programme. However, any centres urgently needing to carry out live assessments that have not yet received their CD should contact their local regional/national

Example ICT Skills for Life assignments at each level are available from our **basic-skills.org.uk** site.

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: **www.basic-skills.org.uk**

Information about our key skills qualifications can be found on this dedicated City & Guilds website: **www.key-skills.org**

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# For the attention of the Adult Literacy/Numeracy / ESOL / ICT / Skills for Life co-ordinator

Issue 04 – January 2006

## Skills for Life Learner Qualifications

Levels                                      Entry level, Level 1, Level 2  
Numbers                                    3692, 3792, 3804

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### This month's news sheet contains the following information:

- Weekly tests feedback – new procedure from 1 January 2006
- ESOL Skills for Life level 1-2 assessment packs now on [basic-skills.org.uk](http://basic-skills.org.uk)
- Basic Skills Bulletin

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

### Weekly tests feedback – new procedure from 1 January 2006

We are aware that there have recently been some delays in the production of Correctness of Response reports for candidates taking the adult numeracy/literacy national tests via the paper-based 'weekly' tests route.

These reports are provided for the weekly tests as an additional service outside of our normal paper-based test/exam results processing. We recognise that the reports are widely valued, although we are investigating ways of providing this data more efficiently.

As an interim measure, reports will from now on only be supplied to centres **on request** instead of automatically, and will be sent by email. If you require data for a particular weekly test, please email us at [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com) quoting your City & Guilds centre number and the relevant test component number (eg 3792-301).

We apologise for any inconvenience this may cause, but the revised procedure should enable more timely delivery.

### ESOL Skills for Life level 1-2 assessment packs now on [basic-skills.org.uk](http://basic-skills.org.uk) site

The **level 1** and **level 2** ESOL Skills for Life assessment packs are now available to download from our [basic-skills.org.uk](http://basic-skills.org.uk) site.

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**Skills for Life news...**



These documents contain the assessment criteria and recording sheets that assessors must use when assessing the level 1-2 Writing and Speaking & Listening mode units (Reading is assessed using the adult literacy national test). They have previously only been available to centres on a CD-ROM (CD-11-3692).

The **Entry** level ESOL Skills for Life assignments and assessment packs will continue to be available only on CD. In addition to the level 1-2 materials, each Entry level approved centre should have the following:

| Document title                                                                                                                                                         | Stock code |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Entry Level Certificate in ESOL Skills for Life Assignments (Version 1.0)                                                                                              | CD-01-3692 |
| Entry Level Certificate in ESOL Skills for Life Assignments (Version 2.0)                                                                                              | CD-02-3692 |
| Entry Level Certificate in ESOL Skills for Life Assignments - single mode assessment (Version 1.0)<br>(includes separate audio CD for Speaking & Listening assessment) | CD-90-3692 |
| Entry Level Certificate in ESOL Skills for Life Assignments - single mode assessment (Version 2.0)<br>(includes separate audio CD for Speaking & Listening assessment) | CD-91-3692 |

Each of these CDs contains **live** assessment material – access within the centre must be strictly controlled by the ESOL Skills for Life Co-ordinator, and they must not under any circumstances be given to candidates who have not been registered with City & Guilds under the relevant ESOL Skills for Life award numbers.

Please contact your local regional/national City & Guilds office if you have not received any of these CDs.

## Basic Skills Bulletin

Finally, we'd like to draw your attention to Basic Skills Bulletin, an independent publication aimed at those who deliver, manage and co-ordinate Skills for Life programmes.

The Bulletin is published ten times a year and features:

- analysis of news and developments
- key issues and professional updates
- good practice and case studies
- resources and training.

Topics are presented in an intelligent and practical format, often drawing on 'real life' case studies so that readers can effectively learn from the experience of others. City & Guilds is represented on the Basic Skills Bulletin advisory editorial board, along with a number of other key stakeholders and experienced Skills for Life practitioners.

For more information and subscription details, go to [www.basicskillsbulletin.co.uk](http://www.basicskillsbulletin.co.uk).

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: [www.basic-skills.org.uk](http://www.basic-skills.org.uk)

Information about our key skills qualifications can be found on this dedicated City & Guilds website: [www.key-skills.org](http://www.key-skills.org)

# For the attention of the Adult Literacy/Numeracy / ESOL / ICT / Skills for Life co-ordinator

Issue 03 – December 2005

## Skills for Life Learner Qualifications

Levels                                      Entry 1-3, Level 1, Level 2  
Numbers                                    3692, 3792, 3804

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www.basic-skills.org.uk

### This month's news sheet contains the following information:

- Functional skills – a quick overview
- Relationship between adult numeracy/literacy national tests, ESOL Skills for Life and the key skills qualifications
- Drag queens master online testing
- ICT Skills for Life assignments
- Season's greetings

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

### Functional skills – a quick overview

As you may already be aware, QCA have been asked by the Department for Education and Skills (DfES) to develop functional skills in English, Mathematics and ICT. **It is intended that functional skills will replace the current adult literacy/numeracy/ICT qualifications developed to support the Skills for Life Strategy from 2008-09.**

The main impetus for functional skills came from the Tomlinson Report and subsequent 14-19 Education and Skills White Paper, although developments are also being informed by the Skills White Paper (Getting on in Business, Getting on at Work), the Youth Matters Green Paper and the Basic and Key Skills Convergence Project.

Functional skills will be a mandatory part of the new Specialised Diploma, and it eventually will not be possible to achieve GCSEs in English, Mathematics or ICT at grades A\*-C without a functional element having been demonstrated at level 2 (or level 1 for grades D-G).

It is also envisaged that functional skills will replace the key skills qualifications. They will therefore need to be flexible and adaptable enough to meet the needs of a very diverse range of learners and delivery settings.

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**Skills for Life news...**



There are inevitably a lot of unanswered questions at this stage about how functional skills will work; City & Guilds is determined exert as much influence as we can to ensure the needs of learners and employers remain paramount, and that whatever emerges is workable and fit for purpose.

## Relationship between adult numeracy/literacy national tests, ESOL Skills for Life and the key skills qualifications

As a reminder, the adult numeracy/literacy national tests are also used as the external assessment for the key skills qualifications in Communication and Application of Number at level 1 and level 2. The adult literacy tests are also used to assess the level 1-2 reading mode units within ESOL Skills for Life.

Where candidates on key skills programmes have already passed the relevant national test during an earlier programme, it is not necessary to re-achieve it for their key skills qualification. Issue 13 of *Key skills news* contains a summary of how to claim prior test passes (this is explained in more detail on pages 26-27 of our key skills centre guide, available from our [key-skills.org](http://key-skills.org) site).

Likewise, candidates with a Certificate in Adult Literacy or Key Skills in Communication test pass who progress to the Level 1 or 2 Certificate in ESOL Skills for Life will not need to re-achieve the reading unit. The process for checking and claiming prior test passes (similar to that for claiming proxy exemption from a key skills assessment) is set out on page 15 of the ESOL Skills for Life handbook – available from our [basic-skills.org.uk](http://basic-skills.org.uk) site.

We also offer a facility for retrospectively converting Communication and/or Application of Number key skills test passes into adult literacy/numeracy qualifications. This is intended for candidates who have been unable to complete their key skills portfolio before the end of their programme. Further details can be found on page 61 of our key skills centre guide.

## Drag queens master online testing

The size of source document used in some of the national tests sometimes makes it necessary for us to display them in a separate 'exhibit' window. We try to do this as sparingly as possible.

However, the exhibit in almost all cases (it **will** be all cases from early January!) can be dragged around the screen so candidates are able to view both the question and source material at the same time.

To move the exhibit window, candidates simply need to click on the blue bar at the top and drag it. They may occasionally encounter an exhibit with vertical and horizontal scroll bars (usually to accommodate the instructions at the top/bottom of the exhibit), although in all cases it should be possible to view the main body of the source document in one window.

Following a focus group held a couple of months ago with representatives from a number of centres, we are currently working on a number of changes intended to improve candidate performance feedback as well as the tests' on-screen appearance.

## ICT Skills for Life assignments

The live assignments for the new Certificate in ICT Skills for life are presently undergoing final proof checks and will be distributed shortly.

As with the Entry level assessment materials for Adult Numeracy/Literacy and ESOL Skills for Life, the live assignments will only be supplied to approved centres. Each centre will receive them on a CD-ROM (usually with or shortly after the approval letter) and the ICT Skills for Life co-ordinator must take responsibility for ensuring they are stored securely within the centre and only made available for the purpose of carrying out live assessments with registered candidates.

Practice versions of the assignments for each level are available from our **basic-skills.org.uk** site. These must **not** be used to carry out live candidate assessments.

## Season's greetings

Finally, may we wish you a very happy Christmas and festive period. This year has seen a number of important changes within the Skills for Life arena, and we'd like to record our thanks for all of your hard work and co-operation over the past year. Please do enjoy the break (as little or as much as you manage to grab!) and we look forward to continuing to work with you during 2006.

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: **[www.basic-skills.org.uk](http://www.basic-skills.org.uk)**

Information about our key skills qualifications can be found on this dedicated City & Guilds website: **[www.key-skills.org](http://www.key-skills.org)**

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# For the attention of the Adult Literacy/Numeracy / ESOL / ICT / Skills for Life co-ordinator

Issue 02 – November 2005

## Skills for Life Learner Qualifications

Levels                                      Entry 1-3, Level 1, Level 2  
Numbers                                    3692, 3792, 3804

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### This month's news sheet contains the following information:

- Adult literacy/numeracy 'weekly' tests – reminder of the entry procedure and components for 2006
- ICT Skills for Life handbook – now available
- ICT Skills for Life pricing – clarification
- City & Guilds supports national Skills for Life conferences

'Skills for Life news' is published every month and contains all the latest information and updates about City & Guilds' **learner** qualifications designed to support the *Skills for Life* strategy and equivalent national strategies in Wales and Northern Ireland. Previous editions can be viewed at [www.basic-skills.org.uk](http://www.basic-skills.org.uk).

### Adult literacy/numeracy 'weekly' tests – reminder of the entry procedure and components for 2006

City & Guilds was the first awarding body to offer the adult literacy/numeracy national tests on an on-demand basis; our 'weekly' tests system is now in its fifth year of operation.

Although the majority of City & Guilds candidates are now taking the national tests online, the weekly tests will continue to be available to adult literacy/numeracy candidates for a further year. The list of component numbers to use when entering candidates for the weekly tests is attached to this issue of *Skills for Life news*.

Arrangements for accessing these tests are slightly different to those for fixed-date City & Guilds exams/tests. Although a later closing date applies to weekly test entries (14 working days before the beginning of the week required), **entries can only be made via the Walled Garden.**

As a reminder, the entry procedure is shown overleaf:

**Skills for Life news...**

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1. Each test has its own three-digit Component number. To enter candidates, centres must quote the correct number for the test and week required (eg '301' for an Adult Numeracy level 1 test during the week beginning Monday 2 January). The Component numbers for use during 2006 are attached.
2. The following Award (complex) numbers are used to access the weekly tests:
  - 3792-40 – Level 1 Certificate in Adult Numeracy
  - 3792-41 – Level 1 Certificate in Adult Literacy
  - 3792-42 – Level 2 Certificate in Adult Numeracy
  - 3792-43 – Level 2 Certificate in Adult Literacy

If these Award numbers were not included in your approval letter for the 3792 scheme, you will need to contact your local regional/national City & Guilds office to arrange for these to be added before any weekly test entries can be accepted.

3. Whilst entries should be as early as possible, we are able to accept weekly test entries up until **fourteen working days** before the 'system date' (the Monday) of the week required. **We cannot guarantee delivery of question papers and other test materials where we have less than fourteen working days' notice.**
4. All test stationery must be returned to City & Guilds on the same day that the test has been taken to ensure the prompt issue of results. Any candidates for whom Multiple Answer (MA) sheets have not been received ten working days after the 'system date' will be assumed to have been absent. We **cannot** issue candidate Correctness of Response feedback to these candidates.

For further information about registering to use the Walled Garden, contact the Helpdesk on 020 7294 2840 or go to **[www.walledgarden.com](http://www.walledgarden.com)**.

Please note that weekly tests are only available to learners taking the tests as adult literacy/numeracy candidates. Candidates accessing the Reading unit within ESOL Skills for Life, or working towards any of the key skills qualifications, are only able to access online or fixed-date paper tests.

## ICT Skills for Life handbook – now available

The qualification handbook for our new Entry Level Certificate in ICT Skills for Life is now available from the **[basic-skills.org.uk](http://basic-skills.org.uk)** site. The newly completed version (with an L-plated mouse on the front cover) replaces an earlier draft which should now be discarded.

Practice assignments are also available from the website. The live assignments CD will be distributed to approved centres towards the end of this month.

## ICT Skills for Life pricing – clarification

Please note the 2005-06 registration fees for the new ICT Skills for Life qualification are as follows, and **not** as indicated in Issue 01 of *Skills for Life news*:

|         |                     |        |
|---------|---------------------|--------|
| 3804-01 | Entry 1 only        | £15.60 |
| 3804-02 | Entry 2 only        | £16.40 |
| 3804-03 | Entry 3 only        | £18.20 |
| 3804-07 | Entry 1, 2 and/or 3 | £31.20 |

No fees are charged for claiming certification or routine external verification. A revised Directory page is attached.

## City & Guilds supports national Skills for Life conferences

City & Guilds is a major sponsor of three national conferences being organised by NRDC on behalf of the DfES Skills for Life Strategy Unit. The conference dates are shown on the next page:

Tuesday 1 November 2005 – York  
Thursday 17 November 2005 – Birmingham  
Tuesday 22 November 2005 – London

All three conferences are now fully booked, although you can add your name to the waiting list by calling 0115 947 5666 or emailing [sfl2005@brackenevents.co.uk](mailto:sfl2005@brackenevents.co.uk)

There will be City & Guilds speakers and presentations at all three events, as well as a City & Guilds stand. We look forward to meeting you there.

## Attached papers

- Adult Numeracy/Literacy 'weekly' tests components for 2006
- ICT Skills for Life (3804) Directory page - replaces the one attached to Issue 01 of *Skills for Life news*

More information about our Skills for Life learner and practitioner qualifications can be found on this dedicated City & Guilds website: [www.basic-skills.org.uk](http://www.basic-skills.org.uk)

Information about our key skills qualifications can be found on this dedicated City & Guilds website: [www.key-skills.org](http://www.key-skills.org)

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The qualification is aimed at adult users, although may be suitable for pre-16 delivery in certain circumstances. Success may enable progression to other ICT qualifications such as City & Guilds' e-Equals suite or the key skills qualification in ICT.

## ICT Skills for Life assessment regime and documentation

Like our other Entry level Skills for Life qualifications, ICT Skills for Life is assessed by externally set, internally assessed, assignment. We have initially developed five assignments at Entry 1, Entry 2 and Entry 3 based on the following topic areas:

- Weather
- Route Finder
- Price Comparison
- Mobile Phone
- Journey Planner

A draft practice assignment at each level is currently available to download from our Skills for Life website ([basic-skills.org.uk](http://basic-skills.org.uk)). The bank of live assignments will only be provided to approved centres on CD-ROM.

Our new ICT Skills for Life qualification handbook is also available to download from the [basic-skills.org.uk](http://basic-skills.org.uk) site.

## NQF accreditation and pricing for ICT Skills for Life

The regulatory authorities (QCA, ACCAC and CCEA) have admitted City & Guilds' Entry Level Certificate in ICT Skills for Life to the National Qualifications Framework. Accreditation details are:

| <b>QAN</b> | <b>Accreditation end</b> | <b>Last certification</b> |
|------------|--------------------------|---------------------------|
| 100/5551/4 | 31 August 2007           | 31 August 2008            |

The following registration routes are available, with registration fees as follows:

|         |                           |        |
|---------|---------------------------|--------|
| 3804-01 | Entry 1 only              | £15.00 |
| 3804-02 | Entry 2 only              | £16.50 |
| 3804-03 | Entry 3 only              | £18.00 |
| 3804-07 | Entry 1, 2 and 3 combined | £30.00 |

No fees will be charged for assignment completion, routine external verification or certification.

## Approval arrangements for ICT Skills for Life

Any centres wishing to offer this qualification will need to complete a Qualification Approval Form (QAP) and return it to their local regional/national City & Guilds office. The QAP form can be found in the Centre Toolkit or can be downloaded from [www.city-and-guilds.co.uk/centres](http://www.city-and-guilds.co.uk/centres).

When applying for qualification approval, centres should pay particular attention to the following:

- Learning environment and resources  
The centre should ensure that the facilities are adequate for the operational and administrative requirements of the qualification, and that the facilities are available to offer assessments in all units for which they are approved.
- Staff qualifications  
Each member of the core team must be competent in the use of ICT systems and processes. This can be demonstrated through gaining a relevant level 2 qualification in ICT (eg from City & Guilds' e-Quals suite) or the key skills qualification in ICT at level 3. Other relevant qualifications and/or experience are acceptable.

Centre staff should be action planned to develop the relevant qualifications where appropriate.

- Staff Induction  
Centres must have procedures in place for the induction, training and support for staff new to the delivery team. They are also required to make provision for the training, support and continuing professional development for all staff delivering the programme. It is expected that staff are monitored and that further training and support is available, either internally or by external agencies, when a need is identified.
- Internal verification  
Centres are required to make arrangements for the internal verification of standards.

## Practice online tests now available on *basic-skills.org.uk* site

Example versions of the level 1-2 national tests, designed to simulate City & Guilds' online tests, are now available on our [basic-skills.org.uk](http://basic-skills.org.uk) site (previously they were only available on SmartScreen).

The tests are intended to help learners familiarise themselves with how the adult literacy/ESOL reading and numeracy tests are presented and navigated when taken on the GOLA system. The tests are in HTML Flash format, although they replicate the GOLA on-screen environment as far as possible.

The only significant difference is in how the performance 'score' reporting is presented at the end of the test – these are far more detailed than the

feedback given to candidates taking a live online test, and in some cases include tips as to why the given answer was incorrect.

We are still working to improve the live tests' navigation and feedback – we'll keep you informed about how this is progressing via *Skills for Life news*.

## ESOL Skills for Life assessment documents

Finally, you should have recently received a CD-ROM containing the second tranche of single mode ESOL Skills for Life assignments (Version 2.0). These are intended to complement rather than replace the first set issued last March and provide you with a total of nine assignment titles to choose from.

The single mode assignments enable the three modes (reading, writing and speaking/listening) to be assessed separately and/or at different stages of a programme. They are available as an alternative to the integrated assignments which assess all three modes through one assignment.

To clarify, approved ESOL Skills for Life centres should have the following CD-ROMs:

| Document title                                                                                                                                            | Stock code |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Entry Certificate in ESOL Skills for Life Assignments (Version 1.0)                                                                                       | CD-01-3692 |
| Entry Certificate in ESOL Skills for Life Assignments (Version 2.0)                                                                                       | CD-02-3692 |
| Entry Certificate in ESOL Skills for Life Assignments - single mode assessment (Version 1.0)<br>(includes audio CD for Speaking and Listening assessment) | CD-90-3692 |
| Entry Certificate in ESOL Skills for Life Assignments - single mode assessment (Version 2.0)<br>(includes audio CD for Speaking and Listening assessment) | CD-91-3692 |
| Level 1-2 Speaking and Listening and Writing Assessment Pack                                                                                              | CD-11-3692 |

Please note each of the Entry level CDs contains **live** assessment material – access to this material within the centre must be strictly controlled. If you have not received any of these CDs please contact your local regional/national City & Guilds office.

## Attached papers

- ICT Skills for Life (3804) Directory page

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