

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

Issue 30 – July/August 2008

**Learner qualifications in literacy, language, numeracy (LLN),  
ICT skills and employability**

**Information this month relates to** 3692, 3694, 3792, 3797, 3804, 3891 and  
7546

**Levels** Entry, Level 1 and Level 2

**In this month's bumper *Skills for Life and Employability* news:**

- Skills for Life 2010 target hit early – just the next one to think about now!
- Move over gremlins – Beryl becomes face of Skills for Life
- Spread your wings: new Employability handbook now available
- Old employability qualifications (3797 and 3891) also extended
- ESOL Skills for Life guided learning hours – what this means in practice
- ESOL and interlocutors – some guidance
- ESOL Skills for Life and ICT Skills for Life assignments – soon be on the web
- More flexible Train to Gain
- Dates for NRDC national Skills for Life conferences announced

*Skills for Life and Employability 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 and Employability strategies in England, Essential Skills for Living strategy in Northern Ireland and National Basic Skills Strategy for Wales.

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A full archive of this newsletter is also available on our LLN Latest news page.

**Skills for Life 2010 target hit early – just the next one to think about now!**

The Department for Innovation, Universities and Skills (DIUS) has recently announced with a fanfare that the national Skills for Life target for England (2.25 million learners to have achieved a first 'basic skills' qualification) had been achieved two years ahead of schedule.

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.

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**Skills for Life / Employability news...**



Attention will now turn to the World Class Skills (Leitch) target that 95% of adults should have at least Level 1 literacy skills and Entry 3 numeracy skills by 2020. This will require a further substantial increase in the volume of Skills for Life provision and particular focus on hard-to-reach learners. The Government's interim target for the current Comprehensive Spending Review period (2008-11) is 390,000 numeracy and 597,000 literacy achievements.

For those of us involved in the Skills for Life strategy day-in-day-out, it's often easy to forget what is at stake and why all of this work matters. Helping learners to improve their literacy, language and numeracy (LLN) can help to unlock their potential in many other ways, including being able to access other forms of learning and self-development.

This is why City & Guilds got involved in offering adult basic skills qualifications (well over 30 years ago now...) and why we still see this work as a vital part of what we do. We're even happier when, as a result of improving their LLN, learners go on to do other City & Guilds qualifications!

### **Move over gremlins – Beryl becomes face of Skills for Life**

Meanwhile, DIUS has announced another round of 'Get On' TV and newspaper adverts running throughout the summer. The particular focus this time is numeracy.

To the disappointment (or maybe relief?) of many, the gremlins have been put out to pasture; they're replaced by new characters – Beryl and her friends. We're advised free copies of the new promotional materials are available from the Get On campaign office (020 7544 3130) or [www.direct.gov.uk/geton](http://www.direct.gov.uk/geton).



### **Spread your wings: new Employability handbook now available**

The handbook to accompany our new Award and Certificate in Employability and Personal Development (7546) is now available to download ([www.cityandguilds.com/employability](http://www.cityandguilds.com/employability)).

This all-embracing document contains all of the finalised unit outcomes, as well as portfolio guidance and evidence record sheets. It's therefore quite a weighty tome so please feel free to just print off the bits you need if you'd prefer to save a few trees.

At the last count, some 20 centres had been given qualification approval to offer 7546 – not bad for a qualification launched at the end of June! If you're interested in finding out more, don't forget to sign up for one of our launch events in the autumn (contact [customer\\_events@cityandguilds.com](mailto:customer_events@cityandguilds.com) for details).



## Old employability qualifications (3797 and 3891) also extended

Meanwhile, Ofqual has now confirmed extensions to the following qualifications:

Accreditation number	Qualification title	Revised last registration date	Revised last certification date
100/2306/9	Entry Level Certificate in Preparation for Employment (Entry 2 and 3) (3797)	30 June 2009	30 June 2011
100/4886/8	Level 1 Certificate in Preparation for Employment (3797)	30 June 2009	30 June 2010
100/6042/X	Entry Level Certificate in Personal, Teamwork and Community Skills (Entry 3) (3891)	31 August 2009	31 August 2011
100/6047/9	Level 1 Certificate in Personal, Teamwork and Community Skills (3891)	31 August 2009	31 August 2010

NB: all of these qualifications are approved on Section 96 for pre-16 delivery except 3891 at Level 1.

## ESOL Skills for Life and Guided Learning Hours – what this means in practice

As we announced in June's *Skills for Life and Employability news* (Issue 29), QCA has proposed a reduction in the notional Guided Learning Hours (GLH) for ESOL Skills for Life (3692).

The new recommendations come into effect from September, and are as follows:

- Full mode qualification (3692-01, -02, -03, -07, -11 and -12) - 120-140 GLH
- Speaking and Listening only (3692-21, -22, -23, -24 and -25) - 60-70 GLH.

The following statement will appear alongside each qualification on the National Database of Accredited Qualifications (NDAQ):

*The number of guided learning hours will vary according to individual candidate need and should be determined through initial and formative assessment. When the qualification is used with pre-16 learners, [the above figure] is given as guidance to support curriculum planning.*

We cannot emphasise too strongly that this change is purely for technical reasons, mostly to accommodate these qualifications on the Section 96 list of qualifications approved for pre-16s. ESOL Skills for Life funding in England will continue to be load-banded so **the change has no financial impact and should not affect actual programme length.**

## **ESOL and interlocutors – some guidance**

We're occasionally asked about the use of interlocutors within our ESOL Skills for Life (3692) and ESOL for Work (3694) speaking and listening assessments.

Within the Adult ESOL Core Curriculum, an interlocutor is simply defined as a person to whom the learner is speaking, although for spoken ESOL exams the term has traditionally been taken to mean examiner or assessor.

Unlike other awarding bodies, we do not use external interlocutors for any of our ESOL Skills for Life or ESOL for Work assessments. All assessment is managed within the centre and the assessor usually acts as interlocutor where speaking is being assessed.

In most cases the assessor will also be the candidate's course tutor, although this does not have to be the case as long as the assessor is appropriately competent/qualified as well as familiar with the core curriculum and the format of our assessments. It is also possible to have different assessors covering different modes or activities within the assessment (especially where single-mode assignments are being used) as long as all assessors are be logged with City & Guilds using an Approval Update (APU) form and subject to the full process of internal standardisation and verification.

## **ESOL Skills for Life and ICT Skills for Life assignments – soon be on the web**

We're making progress on updating the ESOL Skills for Life (3692) Entry level assignments and uploading the revised versions onto our website. We're hoping to have this process completed by the end of September at the latest.

As soon as the revised assignments are available, we will write to the ESOL Skills for Life co-ordinator at all active 3692 centres to disclose the password for accessing the new assignments. At that point the old versions on CD must be destroyed (note they are too similar to the revised ones to be retainable for practice).

Meanwhile, we are pleased to confirm the ICT Skills for Life (3804) assignments have been successfully migrated to the website. We will be writing to all active 3804 centres over the next month with the password for these; however because in this case the assignments themselves haven't changed it is absolutely fine to carry on using the versions previously supplied on CD.

Whilst we're on the subject of assignments, a further ESOL for Work assignment is being uploaded this month – called 'Workplace communication'. This brings the total number of live assignments at each level up to three, with a further two currently in the process of being edited and likely to become available during the autumn.

## **More flexible Train to Gain**

Some additional flexibility has been introduced in 2009/09 Train to Gain in order to help employers raise the basic skills of their workforce. Adult Basic Skills qualifications will be available through Train to Gain 08/09 on the same basis as Adult Basic Skills delivered through mainstream FE. Literacy and Numeracy are fully funded at all levels. ESOL has also been included across all regions in the Train to Gain offer. ESOL Skills for Life and ESOL for work are partially subsidised with an expectation that an employer will make a contribution.

For more information visit the Train to Gain Additional Flexibilities document on the LSC website.

**<http://readingroom.lsc.gov.uk/lsc/National/nat-additionalflexibilitiesguidance-jul08.pdf>**

## **Dates for NRDC national Skills for Life conferences announced**

Finally, we've been advised that the dates and venues for the 2008 national Skills for Life conferences 2008 will be:

- 31 October – London, Queen Elizabeth II Conference Centre
- 12 November – Birmingham, International Conference Centre
- 25 November – York, Royal York Hotel

As in previous years City & Guilds will have a presence at all three conferences, so we look forward to meeting you there.

Conference bookings aren't being taken just yet, although we understand there'll be an announcement shortly via the Skills for Life 'Read Write Plus' site (**[www.dfes.gov.uk/readwriteplus](http://www.dfes.gov.uk/readwriteplus)**).

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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)**

To find out about our functional skills pilot, go to **[www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills)**.

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Issue 29 – June 2008

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Entry, Level 1 and Level 2

**In this month's *Skills for Life and Employability news*:**

- On-demand paper national tests: further tips
- Fixed date tests (for 3692) – please bear with us
- New Employability qualifications (7546) – now accredited!!!
- Proposed changes to ESOL Skills for Life notional Guided Learning Hours
- ICT Skills for Life (3804) assignments – still on CD

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**On-demand paper national tests: further tips**

If you are ordering paper-based adult numeracy/literacy tests for multiple groups of candidates taking the test around the same time, please ensure that you use the 'Delivery Group' facility on the Walled Garden. This ensures that we provide a separate pack of test papers, Invigilation Certificate (IC) and Multiple Choice Answer (MA) sheets for each group of candidates.

**However, it is absolutely crucial that all paperwork relating to a particular sitting is stored, issued and returned together.** Not doing so can lead to candidates' answers being scanned against the wrong paper, or at the very least a delay in results turnaround.

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**Skills for Life / Employability news...**



When opening the materials for each test sitting, please ensure that the version letter on the test paper (A, B, C, etc) always matches the letter at the end of the Exam Version number on the IC and MA sheet (eg '07VERC' for Paper C). If you find that these are inconsistent, please contact our Customer Relations team (020 7294 2787) straightaway.

It's also extremely important to ensure that candidates' names are recorded **identically** on both the IC and MA sheet (ie without spelling inconsistencies or middle initials included/omitted).

## Fixed date tests (for 3692) – please bear with us

You may also be aware that we have been having a few teething problems with our new processing system for fixed date examinations. Unfortunately this has had a knock-on effect on **some** ESOL Skills for Life Level 1-2 Reading test results dating from March 2008 (and in a small number of cases even earlier).

Please be assured that we are working to resolve all of these cases as quickly as we can (as well as dealing with the underlying problem), and of course we're very sorry for any inconvenience caused to candidates or yourselves. If you are still waiting on any test results from March or earlier please bear with us. If you haven't already heard from (or been in touch with) our Customer Relations or Data Management team and have overdue results, please drop us a line at [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

Please note that this year's May and June series results are due to be available on **Friday 13 June** and **Thursday 10 July** respectively.

### The following may help to eliminate delays or problems with your test results:

1. Ensure that you return **all** of your candidates' Multiple Choice Answer (MA) sheets at the same time, and that these are accompanied by the completed Invigilation Certificate (IC).
2. Please do **not** send in multiple photocopies of the IC. The original document must be completed and returned; this must correctly identify **all** candidates as either present or absent. If you have multiple groups taking the Reading test at different times during the day, please ensure details are collated and recorded together on the original IC.

As we have indicated in previous issues of *Skills for Life and Employability news*, we're intending to introduce the same On-demand system for these tests as now operates for adult literacy. We'll keep you posted about timescales for this.

## New Employability qualifications (7546) – now accredited!!!

The new Award and Certificate in Employability and Personal Development are due to go live later this month. We have just received formal confirmation from Ofqual that the full suite of qualifications has been accredited to the Qualifications and Credit Framework (QCF) for all ages.

These new qualifications are intended to replace the Certificate in Preparation for Employment (3797), although we're also pleased to confirm the registration end-dates have been extended for 3797 at all levels until June 2009.

We're currently finalising the qualification handbook and other support materials; these will be available on our website shortly. All current 3797 centres with activity within the past two years will be eligible for fast-track approval.

## Qualification numbers

NDAQ number	Title
500/4080/7	Entry Level Award in Employability and Personal Development (Entry 2) (QCF)
500/4081/9	Entry Level Certificate in Employability and Personal Development (Entry 2) (QCF)
500/4083/2	Entry Level Award in Employability and Personal Development (Entry 3) (QCF)
500/4079/0	Entry Level Certificate in Employability and Personal Development (Entry 3) (QCF)
500/4082/0	Level 1 Award in Employability and Personal Development (QCF)
500/4078/9	Level 1 Certificate in Employability and Personal Development (QCF)

## Launch events

As we indicated last month, we're holding a series of launch events this month and throughout the autumn. Dates are:

London – 16 June\*

Cardiff – 17 June\*

Glasgow – 24 June

Birmingham – 27 June\*

Belfast – 28 August†

Newcastle – 8 October

London – 13 October

Warrington – 14 October.

To attend, please contact [customer.events@cityandguilds.com](mailto:customer.events@cityandguilds.com).

## Fees now finalised

The following fees will apply from when the qualification is launched until our general fee review in September:

7546-01	Registration	Fee per unit	Certification	Total
Individual units	£10.00 for access to any unit/level	£5.00	-	(from) <b>£15.00</b>
Award (Entry 2-3 or Level 1)		£15.00 (three units required)	-	<b>£25.00</b>
Certificate (Entry 2-3)		£25.00 (five units required)	£5.00	<b>£40.00</b>
Certificate (Level 1)		£25.00 (five units required)	£10.00	<b>£45.00</b>

\* Fully booked

† For the Belfast event, please contact [belfast@cityandguilds.com](mailto:belfast@cityandguilds.com) for more information.

## Proposed changes to ESOL Skills for Life notional Guided Learning Hours

QCA has announced a reduction in the recommended notional Guided Learning Hours (GLH) for ESOL Skills for Life from 300 GLH to 120-140 GLH for the full mode qualification, and from 100 GLH to 60-70 GLH for the stand-alone Speaking and Listening qualification.

We understand that this change is being proposed for various technical reasons, including accommodating the new Qualifications and Credit Framework (QCF) in due course. It is important to appreciate that the original GLH were only intended as a notional figure; by comparison there are no recommended GLH at all for adult numeracy/literacy or the key skills qualifications.

The change to GLH **will not impact on funding** as this will continue to be load-banded. The actual amount of time and resources needed to deliver these qualifications will continue to depend on proper initial assessment of individual candidate need.

## ICT Skills for Life (3804) assignments – still on CD

We included a reminder about the current arrangements for accessing our Entry level ESOL Skills for Life assignments on CD-ROM in last month's *Skills for Life and Employability news*. Please be aware that for the time being similar arrangements also apply to ICT Skills for Life (3804).

All of the current live assignments are contained on one CD (stock code CD-01-3804). This can only be supplied to the designated ICT Skills for Life Co-ordinator at approved 3804 centres. The CD will in most cases have been dispatched with your Qualification Approval letter, although if you have not received it please contact your local **regional/national City & Guilds office**.

In due course we will be migrating the ICT Skills for Life assignments to our website, with similar security arrangements to those now operating for Entry level Adult Numeracy/Literacy.

More information about our Literacy/Language/Numeracy (LLN) and ICT skills qualifications can be found on this dedicated City & Guilds website: **[www.basic-skills.org.uk](http://www.basic-skills.org.uk)**

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



Issue 28 – May 2008

## **Learner qualifications in literacy, language, numeracy (LLN), ICT skills and employability**

**Information this month relates to Levels** 3377, 3692, 3694, 3792, 3797 and 7546  
Entry, Level 1 and Level 2

### **In this month's *Skills for Life and Employability news*:**

- On-demand paper national tests – some further changes
- Employability qualification launch events
- ESOL for work and life events
- ESOL Skills for Life Entry level assessment CDs
- Correct qualification numbers for NVQ Language Units

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## **On-demand paper national tests – some further changes**

As we indicated last month, the new On-demand system for accessing paper-based adult numeracy/literacy national tests (3792) has not been able to issue separate test papers and stationery where more than one test sitting is arranged in close succession.

We're pleased to announce that this particular problem has now been fixed. When placing your order using the On-demand screen on the Walled Garden, you now need to select one of the following:

- Add the order to an existing 'Delivery Group' – in other words add more candidates to a test sitting that has already been scheduled. This option should be chosen where all candidates will be taking the test at the same time in the same place.
- Create a new Delivery Group – in other words request a separate set of documents (including a different version of the test). This option **must** be chosen where you have more than one group of candidates taking the test at different times and/or venues.

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**Skills for Life / Employability news...**



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President: HRH The Prince Philip Duke of Edinburgh KG KT Hon FCGI  
Chairman: Michael Howell HonFCGI Director-General: Chris Jones



Where orders are placed using the paper BB form, or as an emailed EDI file, we will now treat each order we receive as a separate Delivery Group and issue separate documents accordingly.

## **Please keep all documents relating to a particular sitting together!**

Where more than one Delivery Group is set up, it is imperative that the correct Invigilation Certificate (IC) and Multiple-choice Answer sheets (MAs) are used for each sitting. Mixing these up is likely to result in candidates' responses being scanned against the wrong set of correct answers and at the very least will delay results processing.

All ICs and MAs are coded with Delivery Group and Centre Cohort reference numbers so please check that these are consistent and match the version number on the test paper that candidates have completed.

We are still intending to introduce a similar On-demand system for ESOL Skills for Life (3692) candidates taking the national test as their Level 1-2 Reading assessment. We'll keep you posted about timescales for this.

## **Employability qualification launch events**

As we indicated last month, we're holding a series of launch events for our new Award and Certificate in Employability and Personal Development (7546).

This event is aimed at those managing or co-ordinating employability or NEET programmes, eg curriculum managers, programme managers, 14-16 or 14-19 co-ordinators and tutors. The event will introduce you to the new qualification, which is due to be available from next month is intended to eventually replace the Certificate in Preparing for Employment (3797).

### **Purpose/overview**

- Find out about City & Guilds' new employability qualification
- Consider how you can use this qualification to engage a wide range of learners
- Explore how to integrate delivery of this qualification with Literacy, Language and Numeracy
- Network and share experiences with colleagues and the City & Guilds team.

### **The list of dates has now been confirmed:**

London – 16 June  
Cardiff – 17 June  
Glasgow – 24 June  
Birmingham – 27 June  
Newcastle – 8 October  
London – 13 October  
Warrington – 14 October.

To attend any of these events, please email [customer.events@cityandguilds.com](mailto:customer.events@cityandguilds.com).

We're also organising a separate briefing day for centres in Northern Ireland on Thursday 28 August; this will take place at our brand new office on Belfast (we'll be moving from Marlborough House in July). For more information, contact [belfast@cityandguilds.com](mailto:belfast@cityandguilds.com).

## ESOL for work and life events

We're also running a series of workshops next month aimed at ESOL practitioners and coordinators with a particular focus on work related provision.

### Purpose/overview

- Introducing City & Guilds' ESOL for Work qualification (3694), including
  - key purpose and audience
  - structure, scope and assessment model
- ESOL policy update (from QCA/DIUS), including
  - the community cohesion and integration agenda
  - possible changes to ESOL Skills for Life
- Exploring strategies for engaging employers and accessing funding
- A chance to network and share experiences.

### The dates

London – 6 June  
Warrington – 11 June  
Birmingham – 18 June

To attend any of these events, please email [customer.events@cityandguilds.com](mailto:customer.events@cityandguilds.com).

## ESOL Skills for Life Entry level assessment CDs

Just a quick reminder that the Entry level ESOL Skills for Life (3692) assignments are still, for the time being, issued to centres on CD-ROM. Please contact your local **regional/national City & Guilds office** if you are the centre's designated ESOL Skills for Life co-ordinator and are missing any of the following:

Title	Stock code
Entry Level ESOL Skills for Life assignments (version 1.0)	CD-01-3692
Entry Level ESOL Skills for Life assignments (version 2.0)	CD-02-3692
Entry Level ESOL Skills for Life assignments (version 1.0) single mode Audio CD for Speaking and Listening (version 1.0)	CD-90-3692 CD-90-3692A
Entry Level ESOL Skills for Life assignments (version 2.0) single mode Audio CD for Speaking and Listening (version 2.0)	CD-91-3692 CD-91-3692A

We are currently updating all nine assignment titles; once this has been completed the revised versions will in be available from our website as password-protected files (similar to the new arrangements for 3792 and 3694). We'll provide more information about this nearer the time.

Please note we no longer provide the Level 1-2 Speaking and Listening assessment packs or Writing assessment packs. These can instead be downloaded from the **basic-skills.org.uk** site.

### Using the assignments

A choice of nine assignment titles are available, each at Entry 1, 2 and 3 and each presented in both integrated and 'single mode' format. The full range of assignments is intended to ensure all candidates are presented with subject matter relevant to their life experiences and/or likely to engage their interest, and we would emphasise the need to choose an appropriate assignment for each candidate.

The full range of assignment titles are:

*(Version 1.0 CDs)*

Getting a job

Going on a journey

Using the library

You and your health

*(Version 2.0 CDs)*

Running a home

Eat to be healthy

You and your phone

The Silver Screen

Driving

Please note that it is **not** acceptable to use only one assignment title with all of your candidates; assignments must be chosen on an individual or at least a per-cohort basis. Moreover, if a candidate is unsuccessful and needs to re-sit part or all of the assessment a different assignment title must be used.

Although candidates should be familiar with the contexts and scenarios contained within an assignment they will be attempting, the assignment itself must always be presented unseen and there can be no 'teaching to the test'. All assessment materials must be held securely within the centre until no longer required for verification purposes and then destroyed.

## Correct qualification numbers for NVQ Language Units

Finally, we are aware that there is some confusion about the correct National Database of Accredited Qualifications (NDAQ) and Learning Aims Database (LAD) numbers for our NVQ Language Unit qualifications (3377) in French, German, Italian, Spanish and Welsh.

This is a legacy of our original plan to offer these units as full NVQs. Although the full NVQs have never actually been available, we understand that they were inadvertently listed on NDAQ and the LAD. We're currently liaising with Ofqual and LSC to have them removed, and for the record the correct titles and NDAQ/LAD numbers are as follows:

<b>3377-11</b> Level 1 NVQ French Language Units Level 2 NVQ French Language Units Level 3 NVQ French Language Units	500/1276/9 500/1277/0 500/1279/4
<b>3377-21</b> Level 1 NVQ German Language Units Level 2 NVQ German Language Units Level 3 NVQ German Language Units	500/1273/3 500/1274/5 500/1275/7
<b>3377-31</b> Level 1 NVQ Italian Language Units Level 2 NVQ Italian Language Units Level 3 NVQ Italian Language Units	500/1282/4 500/1284/8 500/1285/X
<b>3377-41</b> Level 1 NVQ Spanish Language Units Level 2 NVQ Spanish Language Units Level 3 NVQ Spanish Language Units	500/1227/7 500/1228/9 500/1229/0
<b>3377-51</b> Level 1 NVQ Welsh Language Units Level 2 NVQ Welsh Language Units Level 3 NVQ Welsh Language Units Level 4 NVQ Welsh Language Units	500/1278/2 500/1280/0 500/1281/2 500/1283/6

More information about our Literacy/Language/Numeracy (LLN) and ICT skills qualifications can be found on this dedicated City & Guilds website: **[www.basic-skills.org.uk](http://www.basic-skills.org.uk)**

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Issue 27 – April 2008

**Learner qualifications in literacy, language, numeracy (LLN),  
ICT skills and employability**

**Information this month relates to Levels** 3692, 3792 and 3797/7546  
Entry, Level 1 and Level 2

**In this month's Skills for Life and Employability news:**

- On-demand paper tests – please bear with us...
- New Employability qualification (7546) – look out for our launch events
- ESOL Skills for Life – mutual recognition of other awarding bodies' units
- Time extensions on GOLLA now self-service
- From the people who brought you Basic Skills Bulletin...

*Skills for Life and Employability 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 and Employability strategies in England, Essential Skills for Living strategy in Northern Ireland and National Basic Skills Strategy for Wales.

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A full archive of this newsletter is also available on our LLN Latest news page.

**On-demand paper tests – please bear with us...**

Our new On-demand system for accessing paper-based adult numeracy/literacy national tests has a number of important advantages over the old fixed-date and 'weekly' test systems it has replaced, not least the ability to make unnamed entries and scope to run multiple test sittings over the course of a week.

However, you may have noticed that we have had a few teething problems with the new system, and we can only apologise for any inconvenience this has caused. We are working with our Data, Supply and Systems teams to iron these out as quickly as possible, although in the meantime could we remind you about the importance of keeping all materials relating to a particular test sitting together.

As we have indicated in the last few issues of *Skills for Life and Employability news*, where you have more than one group of candidates taking the same test at different times (even on the same day), we would advise you to treat these as separate Batch

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**Skills for Life / Employability news...**



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orders. Unfortunately, in a few cases our processing systems have amalgamated batches together onto one Invigilation Certificate and supplied the same test paper for both groups! Needless to say, we are working to fix this although in the meantime if you find this has happened it is acceptable to split the pack as necessary, as long as all completed answer sheets and the Invigilation Certificate are returned to City & Guilds **together**.

Please also bear in mind that all On-demand test papers must be returned to City & Guilds, or destroyed, immediately after use.

## **New Employability qualification (7546) – look out for our launch events**

We're planning a series of launch events for our new Award and Certificate in Employability and Personal Development (7546). Dates confirmed so far are:

London – Monday 16 June  
Cardiff – Tuesday 17 June  
Glasgow – 24 June  
Birmingham – 27 June.

For more information and to book your place, contact our National Events team at **[customer\\_events@cityandguilds.com](mailto:customer_events@cityandguilds.com)**.

We're delighted to report that the new qualification has received formal support from Asset Skills (as Sector Skills Council with lead responsibility for employability) and is currently going through the QCF accreditation process. Subject to regulator accreditation, both the Award and Certificate versions of the qualification will be available from the end of June.

Although 7546 is intended to replace our Certificate in Preparing for Employment (3797), we are also seeking to extend 3797 until June 2009. Again, this is subject to regulator approval.

## **ESOL Skills for Life – mutual recognition of other awarding bodies' units**

As you're probably aware, all awarding bodies' ESOL Skills for Life qualifications are based on common standards (the Adult Literacy national standards and QCA's 'ESOLness' criteria). Assessment models vary between the eight ESOL Skills for Life awarding bodies (eg ours involve assignments or portfolios), although all assess the same range of language skills and are on the National Qualifications Framework.

Since September 2006 City & Guilds has recognised prior achievement of individual ESOL Skills for Life mode units completed with other awarding bodies towards achievement of our full-mode ESOL Skills for Life (3692) qualification (see Issue 10 of *Skills for Life news*). For example, a learner who has already completed another awarding body's Reading and Writing assessments would only need to complete our Speaking & Listening assessment to be awarded a full ESOL Skills for Life qualification.

Although QCA has recently written to all ESOL Skills for Life awarding bodies instructing them to allow mutual recognition, we understand that City & Guilds is currently the only awarding body to do so.

All mode units achieved with other awarding bodies must in all cases be evidenced by the **original** Certificate of Unit Credit (or similar). The 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.

Please also be aware that mutual recognition applies only to ESOL Skills for Life, and **not** the Certificate in ESOL for Work (3694).

## Time extensions on GOLA now self-service

Where candidates taking the national tests online using GOLA are entitled to additional time for Access reasons, this can now be set up locally without needing to arrange each individual case with our Policy and Regulation team. It's now possible to enable a standard 25% time extension, either whilst scheduling the test or at any time before the scheduled start-time.

Any non-standard time extensions for more than 25% still need to be requested in advance and arranged with Policy and Regulation ([cas@cityandguilds.com](mailto:cas@cityandguilds.com)).

Please remember that a copy of the evidence supporting any Access arrangements should be retained by your centre. Please complete form Access 3 and submit to Data Management, City & Guilds by the end of the month in which the test took place. The form is available from [www.cityandguilds.com/policy](http://www.cityandguilds.com/policy).

## From the people who brought you Basic Skills Bulletin...

Finally, could we draw your attention to a new publication that is launching in a couple of months' time by Simon Boyd Publishing (who also produce Basic Skills Bulletin).

**Workplace Learning and Skills Bulletin** is a new publication aimed at all who provide or support workplace and work-based learning and skills. With the Leitch Review identifying World Class skills as critical to the UK's competitiveness and productivity, initiatives like Train to Gain and Apprenticeships continue to grow in importance, this publication aims to keep you up-to-date on key developments with informed coverage of policy and practice.

As with Basic Skills Bulletin, City & Guilds is represented on this new Bulletin's advisory editorial board; however we have no responsibility for any views published in the Bulletin.

Workplace Learning and Skills Bulletin will be published quarterly from June 2008. Annual subscription is £75 for 4 issues, although there's a special 10% 'early bird' discount (where you only pay £67.50 for the first year).

For more information and to order contact:  
CIRCA Subscriptions Ltd  
Tel: 01223 564334  
Fax: 01223 354643  
Email: [workplace@circaworld.com](mailto:workplace@circaworld.com)

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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)**

To find out about our functional skills pilot, go to **[www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills)**.

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



Issue 26 – March 2008

**Learner qualifications in literacy, language, numeracy (LLN),  
ICT skills and employability**

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**Information this month relates to Levels** 3797, 3792 and 3800  
Entry, Level 1 and Level 2

**In this month's Skills for Life news:**

- 3792 – now completely On-demand
- Entry level adult numeracy/literacy – what appears on certificates?
- Embedding Skills for Life – don't forget our Resource document
- Look out for our new Employability qualification
- Essential Skills now present and correct on NDAQ (Northern Ireland only)
- How can we communicate better?

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A full archive of this newsletter is also available on our LLN Latest news page.

**3792 – now completely On-demand**

Our new On-demand ordering system for paper-based adult numeracy/literacy national tests went live on Monday 3 March. The new system replaces both the 'weekly' tests and six fixed-date test opportunities; all 3792 tests can now be ordered whenever you want them and for paper tests you no longer need to provide candidates' names in advance.

**Skills for Life news...**

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We included a 'cut out and keep' guide to the new arrangements (called *Eight Essentials*) in January's issue (24) of *Skills for Life news*. However, to clarify a few further points:

- All paper test entries are made using the On-demand screen on the Walled Garden or the On-demand Block Booking (BB) form. Form S can no longer be used to enter candidates for the Level 1-2 tests.
- The fixed-date adult numeracy/literacy test components (220, 221, 230 and 231) have now been **withdrawn**, as have the separate weekly test qualification numbers (3792-40, -41, etc).
- All entries are unnamed – the only information we require in advance is the number of papers required and the date/time when the test will be taking place.
- Entries must be received at least 14 days' before the date requested; test papers will normally be delivered at least a week before the test date, though please contact our Customer Relations team (020 7294 2787) straightaway if they have not arrived at least **three** working days before the test date.
- Candidates' names and other details must be entered accurately and clearly on the Invigilation Certificate. Where candidates already have a City & Guilds enrolment number this should be quoted; where they haven't one will be generated as the test result is processed.
- A date and time for the test must be specified when placing the order. Our standard Examination Conduct arrangements allow the start time to be altered by up to half an hour; any exceptions to this would need to be authorised by our Assessment Support team ([cas@cityandguilds.com](mailto:cas@cityandguilds.com)).
- If different groups are taking the national test at different times or locations then a **separate** order must be placed for each sitting. Since each sitting will be allocated a different test paper, it is **vital** that all papers and stationery relating to a particular sitting is kept together.
- As test papers are continually being re-used, we ask that you destroy or return all test papers as soon as the test sitting has ended. The Invigilation Certificate and all candidate answer sheets (whether completed or not) must be sent back to City & Guilds the same day as the test sitting (or no later than the following morning if the test takes place after normal office hours).

The new arrangements currently only apply to tests accessed via **3792**. We are planning to introduce similar arrangements for key skills and ESOL Skills for Life later in the year, although for the moment the paper tests for these qualifications remain available only on fixed-dates.

## Entry level adult numeracy/literacy – what appears on certificates?

With recent changes to the way that our certificates are printed, it may be helpful to clarify how our Entry Level Certificates in Adult Numeracy/Literacy (3792-01, -02 and -90) are certificated.

Strictly speaking (and unlike ESOL Skills for Life), each qualification is accredited only at **Entry level** rather than separately for Entry 1, 2 and 3. Candidates therefore only receive a full qualification certificate once even if they subsequently achieve at a higher level.

Although the qualification certificate (with a red ribbon) states only that an Entry level qualification has been achieved, candidates also receive a Certificate of Unit Credit (CUC) (with a blue ribbon) detailing the actual level of attainment (for Adult Literacy this might involve a spiky profile).

Candidates will receive a further CUC if they subsequently achieve at a higher Entry level, although the full qualification certificate is only issued **once**.

## **Embedding Skills for Life – don't forget our Resource document**

If you're looking for guidance on how to integrate the teaching of literacy and numeracy (and developing key skills) with learners' main vocational programme, our Embedding Skills for Life Resource document is a great starting point.

This document, originally produced as part of a DfES-funded programme, contains a number of useful tips on how to analyse vocational tasks for literacy/language/numeracy (LLN) content, as well as now to SMOG documents for readability.

A raft of other embedding support materials is available from [www.totallyskilled.org.uk](http://www.totallyskilled.org.uk), including an **interactive demonstration** of the SMOG tool.

## **Look out for our new Employability qualification**

As we mentioned in last month's *Skills for Life news*, we're launching a new Employability and Personal Development qualification (7546) in June 2008. This new qualification, available on the QCF as an Award or Certificate, is intended to replace the Certificate in Preparing for Employment (3797), although we are applying to have 3797 extended for a further year as well.

Unlike 3797, this new qualification will also be suitable for people already in work but looking to enhance their employability, as well as NEETs (Not in Employment, Education or Training) and others facing barriers to work.

We've designed this qualification to be much more flexible and adaptable than 3797, with a much wider choice of option units. All levels (Entry 2, Entry 3 or Level 1) will be available from a single point of registration and the qualification can either be achieved as an Award or Certificate.

Look out for our launch events in June and October 2008 and for more information contact [employability@cityandguilds.com](mailto:employability@cityandguilds.com).

## **Essential Skills now present and correct on NDAQ (Northern Ireland only)**

We're pleased to confirm that the expiry dates for our Entry Level Essential Skills Adult Numeracy (100/3293/9) and Adult Literacy (100/3292/7) qualifications for **Northern Ireland** are now displaying the correct end-dates on the **National Database of Accredited Qualifications** (NDAQ).

For the record, all Essential Skills qualifications are now shown as accredited until 31 August 2010, with certification available until 2012.

## How can we communicate better?

Finally, we announced last month that we're reviewing how we provide information about our LLN and employability qualifications. Attached is a questionnaire which we'd be very grateful if you spare a couple of minutes to complete and return.

If you have any further comments, please feel free to let us know via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

More information about our Literacy/Language/Numeracy (LLN) and ICT skills qualifications can be found on this dedicated City & Guilds website: [www.basic-skills.org.uk](http://www.basic-skills.org.uk)

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For the attention of the  
**Adult Numeracy/Literacy/ESOL/ICT/  
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Issue 25 – February 2008

**Learner qualifications in literacy, language, numeracy (LLN),  
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Entry, Level 1 and Level 2

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- On-demand paper tests – all set for 3 March
- New employability qualification launching in June
- Accessing the Entry level adult numeracy/literacy assessment materials
- Get Functional – managing the transition to functional skills
- ESOL for Work – now with audio recordings and a second live assignment
- Recording Skills for Life provision
- How can we communicate better?

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A full archive of this newsletter is also available on our LLN Latest news page.

**On-demand paper tests – all set for 3 March**

As we've indicated over the last few months, the new system for accessing the adult numeracy/literacy 'weekly' tests goes live from next month.

If you need a quick reminder about how the new arrangements will work, check out the 'eight essentials' chart that accompanied last month's *Skills for Life news* (Issue 24).

Any centre that has been migrated over to the new 'shopping basket' Walled Garden is now able to order test papers using the new system. Please take a moment to familiarise with how the ordering process works if you haven't already done so.

**Skills for Life news...**

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Please also be aware that we are now planning to withdraw the fixed-date adult numeracy/literacy tests (3792-220, 3792-221, 3792-230 and 3792-231) after the **March 2008** series. Fixed-date tests will thereafter only be available for the ESOL Skills for Life Reading (3692) and key skills candidates. We are also planning to introduce on-demand availability for these tests from the autumn.

## **New employability qualification launching in June**

Our new Award and Certificate in Employability and Personal Development (7546) will be launched in June 2008. It will appear on the new Qualifications and Credit Framework (QCF) and will be available at Entry 2, Entry 3 and Level 1.

This new qualification will be suitable for pre-employment learners as well as people in-work but seeking to enhance their employability. The broad market will include young people (especially NEETs) and others who might face barriers to employment such as disabled people, older people and those with low skills. It will also be relevant to some ESOL learners.

The Employability and Personal Development qualification is intended to replace our Certificate in Preparing for Employment (3797), although we will be seeking an extension to Preparing for Employment's accreditation on the National Qualifications Framework (NQF) until June 2009. We'll keep you posted about this once we receive confirmation from QCA.

### **How does the new qualification work?**

We've kept the number of mandatory units to a minimum whilst including a wide choice of optional units. This enables the qualification to be tailored to different learners and delivery contexts. At all three levels, an Award will consist of two mandatory units and one optional unit, whereas a Certificate will consist of two mandatory units and three optional units.

Assessment is by portfolio evidence that is internally assessed, internally verified and externally verified.

There will be no pre-conditions for entry, and we anticipate many of the learners accessing this qualification will also have limited literacy, language and/or numeracy (LLN) skills. In many cases, it will make sense to integrate the delivery of this qualification with LLN provision and we have designed it with this in mind.

Both the Award and Certificate versions of this qualification will be available at all three levels through a single point of registration, allowing maximum flexibility for providers and learners.

A number of focus groups and consultations have already been held to help shape this qualification, but if you've any thoughts or suggestions please get in touch via **[skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com)**).

## Accessing the Entry level adult numeracy/literacy assessment materials

We mentioned last month that there appear to be some compatibility issues between the live 3792 assessment materials on our website and some versions of Adobe Acrobat. To address this, we have recently re-saved and re-uploaded all 192 of these documents using Adobe 8.1.

This seems to have helped, although we are still working with a small number of centres to iron out a few remaining glitches. If you're still having problems accessing or printing these documents, please get in touch (via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com)).

## Get Functional – managing the transition to functional skills

We're delighted to announce a series of forum events aimed at Skills for Life (adult numeracy/literacy and ICT Skills for Life) co-ordinators and managers interested in finding out more about the new Functional Skills awards.

The day will help you prepare for the new qualifications (available to all from 2010) and ensure a smooth transition.

Please note the *Get Functional* forums are aimed at centres **not** currently piloting Functional Skills awards with City & Guilds (separate briefing events have been organised for them).

### Purpose/overview of day

- Familiarise with the functional skills standards and consider implications for teaching and learning.
- Learn more about the functional skills pilot (and opportunities to join it).
- View City & Guilds' functional skills assessments developed for the pilot and discuss how these are likely to evolve by and after 2010.
- Understand the support available from City & Guilds and elsewhere.
- Network and share experiences.

### When and where are they?

All events will be taking place at City & Guilds' English regional offices. Dates/venues are:

- Wakefield – Friday 11 April 2008
- St Ives (Huntingdon) – Thursday 17 April 2008
- Birmingham – Monday 21 April 2008
- Newcastle – Thursday 24 April 2008
- London (1) – Thursday 1 May 2008
- Warrington – Wednesday 7 May 2008
- Alfreton – Thursday 15 May 2008
- Taunton – Tuesday 27 May 2008
- London (2) – Friday 30 May 2008

For more information and to book your place, please go to [www.cityandguilds.com/events](http://www.cityandguilds.com/events).

## ESOL for Work – now with audio recordings and a second live assignment

Two items of good news to report on the ESOL for Work front this month:

1. Audio recordings to accompany Activity 2 and Activity 4 are now available at both levels for the example (Ready for Work) assignment, as well as the first live assignment (Travel to Work). These MP3 files appear on our website alongside the candidate papers and assessment packs.
2. A second live assignment (titled Food Hygiene) is now available. We haven't yet produced audio recordings to go with this, although will be adding these as soon as we can. In the meantime recordings can be made locally based on the transcripts in the assessment pack.

Thirdly, we're wondering if there would be sufficient interest if we developed an ESOL for Work assignment based on the theme of football management. We can think of at least one ESOL learner whose interest it could engage...



Seriously, we're still on the look-out for themes or topics that could form the basis of live ESOL for Work assignments.

We're especially keen to work with centres or employers to develop any contexts of particular relevance to their ESOL learners (be that managing the England team or something slightly less glamorous!).

If you have any flashes of inspiration, please get in touch via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

### ESOL funding

If you're unsure about how the funding regime for ESOL for Work in England works, the Learning and Skills Council (LSC) has produced a helpful fact sheet. This can be accessed from [www.lsc.gov.uk/publications/latestdocuments/Detail.htm?id=8df32d25-3df2-4868-ab4c-3de1adcf7a69](http://www.lsc.gov.uk/publications/latestdocuments/Detail.htm?id=8df32d25-3df2-4868-ab4c-3de1adcf7a69).

If you're in Wales or Northern Ireland, programmes leading to the Certificate in ESOL for Work are also eligible for funding. Please check with DCELLS or DEL, as applicable, for details.

## Recording Skills for Life provision

Whilst we're on the subject of funding, LSC has also produced a more general fact sheet about recording Skills for Life provision. The fact sheet is available from [www.lsc.gov.uk/publications/latestdocuments/Detail.htm?id=69b8ab42-3c63-445b-b3af-b7827a84fd90](http://www.lsc.gov.uk/publications/latestdocuments/Detail.htm?id=69b8ab42-3c63-445b-b3af-b7827a84fd90)

This fact sheet sets out how Skills for Life provision should be recorded on the Individualised Learner Record (ILR) and highlights the continued importance of accurate recording and coding.

## How can we communicate better?

Finally, we're currently reviewing how we provide information about our LLN and employability qualifications and looking to see what improvements we can make to *Skills for Life news* and the website.

Look out for a questionnaire in next month's *Skills for Life news*, although if you've any ideas in the meantime please get in touch (via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com)).

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



Issue 24 – January 2008

## Learner qualifications in literacy, language, numeracy (LLN) and ICT skills

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**Information this month relates to** 3792  
**Levels** Entry, Level 1 and Level 2

### In this month's *Skills for Life* news:

- 3792 weekly tests – March entries now available through new on-demand system
- Weekly tests – late entry invoices
- Entry level 3792 assessments – please note if you use Adobe Version 8

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A full archive of this newsletter is also available on our LLN Latest news page.

## 3792 weekly tests – March entries now available through new on-demand system

As we announced last month's *Skills for Life* news, the new on-demand system for accessing paper-based Adult Numeracy/Literacy national tests is being introduced from March. The week beginning Monday 25 February is the last in which the current 'weekly' tests will be available.

All of the centres that have migrated to the new Walled Garden are now able to order papers (for on or after Monday 3 March) using the new system. All centres are due to have access to the new Walled Garden by the end of this month (see [www.cityandguilds.com/change](http://www.cityandguilds.com/change) for more information).

The new on-demand system does not require candidates' names up-front – you simply order the number of papers required for each sitting. However, please be aware that a different test paper will be provided for each **batch** of entries so all materials relating to each order (question papers, answer sheets and invigilation certificate) must be **stored and used together**. If you have multiple cohorts or sites, separate orders will need to be placed for each.

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Skills for Life news...



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Under the **new** system, all paper based Adult Numeracy/Literacy tests are ordered using the following qualification numbers:

- 3792-11 (Adult Numeracy level 1) using component 3792-300
- 3792-12 (Adult Numeracy level 2) using component 3792-500
- 3792-13 (Adult Literacy level 1) using component 3792-400
- 3792-14 (Adult Literacy level 2) using component 3792-600.

If you need the entry codes for the old-style weekly tests during **January** or **February**, please see the table in Issue 23 of *Skills for Life news*.

Any weekly tests required on or after Monday 3 March 2008 must be ordered using the new on-demand system. No further tests will be available through 3792-40, 3792-41, 3792-42 or 3792-43 after that date.

## Weekly tests – late entry invoices

Meanwhile, we're aware that some invoices for weekly tests over the last few weeks have inadvertently included additional late entry fees. This is simply an administrative oversight (resulting from automation of some of our processing systems). The closing date for weekly test entries remains 14 days before the beginning of each test week.

Sorry about any inconvenience this might have caused. Credit notes are being issued to offset all late entry fees charged in error and in the mean time any late entry fees relating to weekly tests can be disregarded. This is only a temporary glitch – the new on-demand system from March will have a 14-day notice period for each test sitting.

## Entry level 3792 assessments – please note if you use Adobe Version 8.0

Unfortunately, some centres still seem to be having difficulties with downloading and printing some of the live Entry level adult numeracy/literacy assignments and short tasks from our website. We included some troubleshooting notes in Issue 22 of *Skills for Life news*, so please check this out in the first instance if you're having problems.

However, one particular version of Adobe Acrobat (Version 8.0) seems to crash when a few of these documents are opened or printed – most notably some of the early (a-f) adult numeracy assignments. We're running some further tests to establish the exact cause, and where necessary we'll ensure the documents are replaced with trouble-free revised versions.

## Attached papers

- Eight essentials about the new on-demand ordering system – an *aide mémoire*.

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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)

To find out about our functional skills pilot, go to [www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills).

# Level 1-2 Certificates in Adult Numeracy/Literacy (3792)

new ordering system for paper-based national tests starts March 2008



## Eight essentials about the new on-demand system:

1. **The new system requires access to the new 'shopping basket' Walled Garden** – available to all centres by the end of January 2008 (see [www.cityandguilds.com/change](http://www.cityandguilds.com/change) for details).
2. **Orders for any 3792 paper tests required on/after Monday 3 March 2008 should be made using the On-Demand screen** on the new Walled Garden – *not* as a Dated Examination or Registration. The old 'weekly' tests system (3792-40, 3792-41, 3792-42 and 3792-43) will close after the week beginning Monday 25 February 2008, and the fixed-date 3792 tests (3792-220, 3792-221, 3792-230 and 3792-231) will be withdrawn shortly afterwards (we'll announce exactly when via *Skills for Life news*).
3. **On-demand means you tell us when you want the test** (giving at least two weeks' notice). When ordering papers we'll ask you to specify a date and time for each test sitting.
4. **Candidate names are not required in advance** – you simply tell us how many papers you need. We'll use the invigilation certificate and candidates' completed answer sheets to capture their names and other details afterwards.
5. **A separate order must be placed for each test sitting or batch of candidates** – different test papers will be provided with each batch so it's *vital* that you keep all test papers, answer sheets and the invigilation certificate relating to a batch together. Any mix-up between batches could lead to candidates' answers being scanned against the wrong paper!
6. **The new system should enable us to issue results within ten working days** instead of the current 4-5 weeks.
7. **These new arrangements only affect 3792 adult numeracy/literacy candidates**. Paper-based level 1-2 key skills (3638) and ESOL Skills for Life Reading (3692) tests will for now continue to be available only on the fixed dates published in the Catalogue.
8. **The new arrangements don't affect the online 3792 (or 3638/3692) tests**. These continue to be available through the GOLLA system exactly as before.

Please feel free to print and retain this sheet as an *aide mémoire*.

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

Issue 23 – December 2007

## Learner qualifications in literacy, language, numeracy (LLN) and ICT skills

**Information this month relates to Levels** 3692, 3694, 3792, and 3800  
Entry, Level 1 and Level 2

### In this month's *Skills for Life* news:

- \*\*\*New-style weekly tests – now live from **March 2008**\*\*\*
- How test dates appear on the catalogue – each test isn't really 8 hours long!
- ESOL for Work – first live assignments now available for use
- End of year round-up

*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 in England, Essential Skills for Living strategy in Northern Ireland and National Basic Skills Strategy for Wales.

*Skills for Life* news is available via City & Guilds' monthly e-updates. You can sign up to receive the e-newsletter at [www.cityandguilds.com/updates](http://www.cityandguilds.com/updates) (make sure you select the 'General Learning' category).

A full archive of this newsletter is also available on our LLN Latest news page.

### \*\*\*New style weekly tests – now live from March 2008\*\*\*

We've included information about forthcoming changes to the adult numeracy/literacy (3792) weekly tests in the last two issues of *Skills for Life* news.

The new arrangements will now be effective from **March 2008** and not January as previously notified.

The new system, made possible by our new 'shopping basket' style Walled Garden, will make administering the paper-based national tests a lot less cumbersome and enable:

- faster results turnaround (within ten working days instead of 4-5 weeks)
- better cohort management (eg if you have several groups of candidates taking the national tests at different times during a week)
- unnamed candidate entries (the new system won't ask you for candidate names up-front – you simply order the number of papers required for each test sitting).

Please ensure your exams officer, or person responsible for making your weekly test entries, is aware of the new procedures. These are outlined on the following pages:

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**Skills for Life news...**



## Why the delay until March?

The on-demand system can only be accessed using the new Walled Garden. All centres currently using the old Walled Garden are due to have been migrated to the new one by the end of December, although we need to be confident that all 3792 centres can access the new screens before pulling the plug on the current weekly tests. For that reason, we've decided to continue using the current system during January and February 2008.

## How do we enter candidates for tests in January and February?

All weekly tests during these nine weeks will be accessed in exactly the same way as at present (even if you're using the new Walled Garden). The schedule of test dates and entry codes is as follows:

Date of Test (week commencing)	Processing month to select when entering	Adult Numeracy Level 1 (3792-40)	Adult Literacy Level 1 (3792-41)	Adult Numeracy Level 2 (3792-42)	Adult Literacy Level 2 (3792-43)
Monday 31 December 2007	DEC	3792-301	3792-401	3792-501	3792-601
Monday 07 January 2008	JAN	3792-302	3792-402	3792-502	3792-602
Monday 14 January 2008	JAN	3792-303	3792-403	3792-503	3792-603
Monday 21 January 2008	JAN	3792-304	3792-404	3792-504	3792-604
Monday 28 January 2008	JAN	3792-305	3792-405	3792-505	3792-605
Monday 04 February 2008	FEB	3792-306	3792-406	3792-506	3792-606
Monday 11 February 2008	FEB	3792-307	3792-407	3792-507	3792-607
Monday 18 February 2008	FEB	3792-308	3792-408	3792-508	3792-608
Monday 25 February 2008	FEB	3792-309	3792-409	3792-509	3792-609

A Dated Entry needs to be made for each named candidate quoting the relevant processing month and three-digit component number. Invigilation certificates (ICMs) and candidate answer sheets will continue to display the Monday of the test week, and you're still able to hold these tests at any time from 00:01 on the Monday to 23:59 the following Sunday.

## What happens after week nine?

That's when the new system kicks in. Any paper-based adult numeracy/literacy national tests required on or after **Monday 3 March 2008** will be ordered using the following new procedure:

1. Select the 'On Demand' screen on the **new** Walled Garden.

**NB: Paper based (Form S) entries will no longer be possible.**

2. The following qualification numbers should be used:
  - 3792-11 – Level 1 Certificate in Adult Numeracy
  - 3792-12 – Level 2 Certificate in Adult Numeracy
  - 3792-13 – Level 1 Certificate in Adult Literacy
  - 3792-14 – Level 2 Certificate in Adult Literacy.

**It will no longer be possible to enter candidates via the separate weekly test qualification numbers (3792-40, -41 etc).**

3. Each test is identified by the following component numbers:

- 3792-300 – Adult Numeracy level 1
- 3792-400 – Adult Literacy level 1
- 3792-500 – Adult Numeracy level 2
- 3792-600 – Adult Literacy level 2

***There will no longer be separate component numbers for each week.***

4. The ordering screens will ask you to specify a date and time for the test sitting and the number of papers required.

***You will no longer need to supply candidate names in advance.***

5. Our processing systems will automatically select a test paper for each test sitting. The invigilation certificate and candidate answer sheet will no longer contain pre-printed candidate names – these will need to be completed on the day.

***Please be aware that papers for each test sitting must be ordered separately (even if these are due to take place during the same week or even at different times on the same day). Different test papers will be provided for each sitting so it's vital that you keep all materials relating to each sitting together.***

**When will we be able to start ordering tests using the new procedures?**

As soon as you have access to the new Walled Garden. However, please note Monday 3 March 2008 is the earliest date you can request papers for.

**How much notice will we need to give when ordering papers?**

Each sitting will require ten working days' notice (similar to the current entry closing date for the weekly tests).

**We currently use the fixed-date adult numeracy/literacy tests (ie 3792-220, -221, -230 and -231). Will this still be available?**

The new on-demand system enables all centres to access the tests whenever they want, so the six fixed-date test opportunities are no longer needed. As it stands, dates have been published for these tests up until September 2008, although to reduce the potential for confusion we may bring forward the withdrawal date – we'll keep you posted about this. Entries can definitely be made for the January 2008 and March 2008 series.

**What about the paper-based ESOL Skills for Life reading test (3692) (and level 1-2 key skills paper tests)?**

The paper tests will continue to be available only on fixed dates where candidates are working towards ESOL Skills for Life or key skills qualifications, at least until September 2008. After that, we intend to introduce a similar on-demand system for 3692 and 3638 candidates although we'll let you have the details nearer the time.

**What happens if we use online testing?**

Nothing will change! These tests will still be accessed as before through the GOLA system using qualification numbers 3792-21, -22, -23 and -24.

We'll include reminders about the new arrangements in the January and February issues of *Skills for Life news*. If you have any particular questions in the meantime though, please get in touch via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

## **How test dates appear on the catalogue – each test isn't really 8 hours long!**

Whilst we're on the subject of tests, you may have noticed that the test information on the 3692 and 3792 catalogue pages now display default start-finish times for each of the national tests (09:00 – 17:00).

Please ignore the default times and be assured that the tests are not really 8 hours long!

As before, all fixed-date tests may take place at any time between 00:01 and 23:59 on the specified date. The test length is 1¼ hours for Adult Numeracy and 1 hour for Adult Literacy and ESOL Skills for Life Reading.

Likewise, the weekly tests (until the end of February) may start at any time between 00:01 on the Monday of the test week and 23:59 the following Sunday.

## **ESOL for Work – first live assignments now available for use**

The first live ESOL for Work (3694) assignment is now available for approved centres to download from [www.cityandguilds.com/esolforwork](http://www.cityandguilds.com/esolforwork). All approved 3694 centres will receive a letter during December disclosing the password and security procedures (similar to the new arrangements for Entry level 3792). New centres will receive this information with their approval letter.

## **End of year round-up**

Finally, may we wish you a very happy Christmas and festive period. This year has seen enormous changes and challenges within the Literacy/Language/Numeracy arena (more than usual!) in all four nations, and next year is shaping up to be every bit as frenetic!

In England, functional skills and the new 2020 targets are looming large on the Skills for Life agenda – do check out *Functional skills news* (if you haven't already done so) as this provides a monthly commentary on our pilot and issues around these qualifications.

College mergers have brought huge changes within Northern Ireland, and the launch of Training for Success last September has resulted in many more work-based providers delivering the Essential Skills qualifications (3800) for the first time. Our EV team and the Northern Ireland office are continuing to work closely with 3800 centres as the impact of these changes unfolds.

In Wales, we are liaising with DCELLS (as they are now) over the Welsh Assembly Government's proposed new suite of 'converged' qualifications that are set to replace key skills and adult numeracy/literacy from 2010.

The Scottish Government is also planning changes to its Adult Literacies strategy, for example linking more closely with the core skills framework which is itself in the process of being revised.

We're watching these developments closely and will be ready to work with providers where we can support what they're doing.

Wherever you are, City & Guilds will continue to work with and support you during 2008. Please do enjoy the break (as little or as much as you're able to grab!).

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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)

To find out about our functional skills pilot, go to [www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills).

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

Issue 22 – November 2007

## Learner qualifications in literacy, language, numeracy (LLN) and ICT skills

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**Information this month relates to Levels** 3692, 3694 and 3792  
Entry, Level 1 and Level 2

### In this month's *Skills for Life* news:

- Weekly tests – remember it's all change from January
- Accessing the Entry Level 3792 assessment documents
- ESOL for Work (3694) assessment materials

*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 in England, Essential Skills for Living strategy in Northern Ireland and National Basic Skills Strategy for Wales.

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## Weekly tests – remember it's all change from January

As we announced in last month's *Skills for Life* news, the new-look Walled Garden has allowed us to improve administrative arrangements for accessing on-demand paper based Level 1-2 Adult Numeracy/Literacy national tests. These new arrangements will be in place from the beginning of January, and the week beginning **24 December 2007** is the **final** week in which we will be offering the current system of 'weekly' tests.

City & Guilds was the first awarding body to make the national tests available on-demand and the 'weekly' tests have been running since 2001. Originally this system was only intended to accommodate a limited number of centres, although six years on many thousands of candidates are now accessing the national tests this way; the largely manual processes on which this system is based are becoming a bit creaky and cumbersome (both for us and more importantly for you!).

The new arrangements include a proper mechanism for booking test sittings, and a more sophisticated system of question paper selection. It will also result in a faster results turnaround, as both marking and results release will be fully automated.

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Skills for Life news...



We'll be including a full brief on the new arrangements in December's *Skills for Life news*, although in the meantime we would urge any centres currently using the weekly tests to check their 3792 approval status to ensure the following qualification numbers are included:

- 3792-11
- 3792-12
- 3792-13
- 3792-14.

If any of these are missing from your approval letter, or if you are unsure, please check with your local regional/national City & Guilds office.

## Accessing the Entry level 3792 assessment documents

Whilst the new arrangements for accessing the Entry level Adult Numeracy/Literacy assignments and short tasks generally seem to have made life far easier for most centres, we're aware that a few of you still having difficulties accessing these documents. It is important that you use these revised assignments and short tasks (and bin both of your old 3792 CDs). Hopefully the following guidance will help if you are having difficulties accessing the downloadable versions:

1. All of the documents are standard PDFs, requiring Adobe Acrobat Reader 5.0 or later. If you're still using an older version of Acrobat, you can download the latest version for free from [www.adobe.com/uk](http://www.adobe.com/uk).
2. When prompted for the password, please ensure you click 'OK', rather than just pressing Enter. This seems to make a difference on some versions of Windows (although we're aware of one instance where clicking 'ok' didn't work but pressing Enter did!).
3. Rather than opening the document directly on the website, we would advise you to right-click, select 'Save as' and then save the document to a local drive. Opening PDFs through Internet Explorer can sometimes cause problems.
4. Check that your printer can cope with standard PDF documents (if you can print this newsletter ok you should be fine!).
5. We've amended the 'Download information' section on [www.basic-skills.org.uk](http://www.basic-skills.org.uk) so there is a direct link to these documents. You may find this quicker than going to the homepage on the main site and then searching for 3792, although in any event we would urge you to add the 3792 qualification page to your favourites.

If you still can't obtain the documents after trying all of the above, then please contact us at [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

## ESOL for Work (3694) assessment materials

The first live ESOL for Work assignment will be available to download later this month. This has taken a little longer to finalise than originally planned, although we wanted to reflect all of the feedback we received whilst trialling *Ready for Work* over the summer.

As we indicated in last month's *Skills for Life news*, the live assignment documents will require a password to open (similar to the new arrangements for Entry level 3792). Approved 3694 centres will receive a letter containing the password later this month; thereafter newly approved centres will receive this information with their qualification approval letter.

We're arranging audio recordings for use with listening activities during December (for both the live assignments and *Ready for Work*); we hope to have these available (as MP3 files) early in the New Year.

### ***Funding position clarified***

In England, the Learning and Skills Council (LSC) has confirmed that ESOL for Work will be funded as a listed qualification. Funding during 2007-08 is at a fixed amount: £880 per learner of which the fee element for learners (or their employers) is £330. As with ESOL Skills for Life, there is no longer an automatic entitlement to fee remission, although this would still be available to any ESOL for Work learners in receipt of income-related benefits or tax credits.

Funding arrangements in Wales and Northern Ireland will vary, although in both cases this qualification is eligible for funding. Please check details with DCELLS or DEL as applicable.

### ***Fast track approval***

Don't forget, any centre already offering ESOL Skills for Life (3692) or Entry Level Adult Numeracy/Literacy (3792-01 or -02) with City & Guilds is eligible for fast-track approval if intending to offer ESOL for Work.

A part-completed fast-track approval form is available from **[www.cityandguilds.com/esolforwork](http://www.cityandguilds.com/esolforwork)**. All you need to do is complete the remaining sections of the form and e-mail to your local regional/national City & Guilds office (or to **[skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com)**).

### ***ESOL for Work launch events***

You may have seen us if you attended either of last month's two ESOL for Work national launch events (organised by DIUS). We'll also be at all three of this month's NRDC Skills for Life conferences; City & Guilds ESOL for Work materials will be available from the main awarding bodies' stand.

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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 21 – October 2007

**Learner qualifications in literacy, language, numeracy (LLN)  
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**Information this month relates to Levels** 3692, 3694, 3792, 3798, 3799, and 3800  
Entry, Level 1 and Level 2

**In this month's Skills for Life news:**

- Important changes to adult numeracy/literacy (3792) 'weekly' tests from January 2008
- ESOL for Work – 'expand your English skills' campaign
- Entry level 3792 – more about the new arrangements for accessing assessment materials
- 3792-02 or 3792-90 – what's the difference?
- Using 3792 with pre-16 learners
- Numberwise and Wordwise – useful formative tools

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A full archive of this newsletter is also available on our LLN Latest news page.

**Important changes to adult numeracy/literacy (3792) 'weekly' tests from January 2008**

As you may already be aware, City & Guilds is introducing major changes to its processing systems and Walled Garden during this autumn. One immediate advantage of the new platform is that we're able to simplify the administrative procedures for accessing the paper based 3792 'weekly' tests.

Details are as outlined on the next page:

**Skills for Life news...**

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1. From **January 2008**, you will no longer need to quote separate component numbers for each test, each week; instead there will be just one component number per test:
  - 3792-300 – Adult Numeracy level 1
  - 3792-400 – Adult Literacy level 1
  - 3792-500 – Adult Numeracy level 2
  - 3792-600 – Adult Literacy level 2
2. The procedure for making candidate entries will also change: instead of being ‘Dated Entries’, the weekly tests will now be ordered through the Walled Garden’s new ‘On Demand’ screen. Instead of entering for the Monday of a given week, you’ll be asked when making an entry for details of when **you** want the test to take place.

These new arrangements are similar to those that currently operate for our Single-Subject (former Pitman) examinations. They are also more like the ‘scheduling’ system used for GOLA tests.

3. We will also be changing where these tests are located. When the new arrangements come into effect, **all** paper-based tests will be accessed through the following Qualification (Complex) numbers:
  - 3792-11 – Level 1 Certificate in Adult Numeracy
  - 3792-12 – Level 2 Certificate in Adult Numeracy
  - 3792-13 – Level 1 Certificate in Adult Literacy
  - 3792-14 – Level 2 Certificate in Adult Literacy
4. The separate weekly test Qualification numbers (3792-40, 3792-41, 3792-42 and 3792-43) will be **withdrawn** after the week beginning 24 December 2007. Separate numbers for these was only ever intended to be an interim measure.\*

However, there will continue to be separate Qualification numbers (3792-21, 3792-22, 3792-23 and 3792-24) for the online tests accessed through GOLA.

5. We also plan to withdraw the **fixed-date** 3792 tests (3792-220, -221, -230 and -231) in due course. As it stands, dates for these have been published up until September 2008, although given that the new on-demand system enables all centres to access the tests whenever they want, we may bring forward the withdrawal date. We’ll keep you posted about this.

Please note these new arrangements do not come into force until **1 January 2008**. In the meantime, in the meantime please continue to use the list of weekly test component numbers (available from the National Tests Resource Centre on our [www.basic-skills.org.uk](http://www.basic-skills.org.uk) site) when entering candidates.

Please also be aware that these arrangements only affect **3792**. For the time being, all paper-based ESOL Skills for Life level 1-2 Reading tests (and key skills tests) will continue to be available only on fixed dates.

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\* Any centres approved for 3792-40, -41, -42 and -43 should also have been given approval for 3792-11, -12, -13 and -14. Check with your local regional/national City & Guilds office if unsure.

## ESOL for Work – ‘expand your English skills’ campaign

Following on from last month, we’re pleased to report that our ESOL for Work (3694) qualification handbook is now available to download (note the new more user-friendly web address: [www.cityandguilds.com/esolforwork](http://www.cityandguilds.com/esolforwork)).

Our UK-based ESOL qualifications (ESOL for Work and ESOL Skills for Life) are the subject of a major campaign this autumn. Called ‘expand your English skills’, we’re aiming to highlight how these two qualifications complement each other and provide a choice to suit the varying needs of different ESOL learners.

Page 19 of our ESOL for Work handbook contains a table summarising the key differences between the two qualifications. The ‘eight burning questions’ about ESOL for Work that we featured in last month’s *Skills for Life news* (see Issues 11-20 archive document) are also a useful point of reference.

One piece of good news for centres in Northern Ireland: the Department for Employment and Learning (DEL) has confirmed that it will fund programmes leading to our ESOL for Work qualification.

Note existing City & Guilds ESOL Skills for Life (3692) centres wishing to offer ESOL for Work are eligible for fast-track approval. The form can either be e-mailed to [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com) or sent to your local regional/national City & Guilds office.

We are still on the look-out for more topics to add to the bank of live ESOL for Work assignments. We’re keen to work with any centres or employers with particular themes or ideas relevant to their ESOL learners. If you have any flashes of inspiration, please get in touch via [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com).

Whilst the practice assignment ‘Ready for work’ is already available on our website, the first live assignments will be uploaded within the next month. These will be password protected documents (similar to our new arrangements for 3792 – see below); approved 3694 centres will receive the access password once the documents are ready.

## Entry level 3792 – more about the new arrangements for accessing assessment materials

We announced in last month’s *Skills for Life news* that all of the **Entry** level adult numeracy/literacy assignments and short tasks are now available as password-protected PDF documents from our website.

Unfortunately a few of these documents were initially uploaded without the correct title page, and whilst this now been corrected we apologise for any confusion this might have caused!

A letter confirming the new arrangements and passwords was sent to the adult numeracy/literacy co-ordinator at every active Entry level 3792 centre in early September.

If, for any reason, your centre did not receive the letter, a copy can be obtained by e-mailing us at [skillsforlife@cityandguilds.com](mailto:skillsforlife@cityandguilds.com). However, for security reasons, we will only disclose the passwords if:

- you confirm that you are the designated Adult Numeracy/Literacy Co-ordinator (or Quality Assurance Co-ordinator) at your centre
- you include your centre number and full address
- the request is sent from a centre-based e-mail account (rather than a personal hotmail or similar address).

The passwords (w\*\*\*\*\* for literacy, n\*\*\*\*\* for numeracy) can be found on page 2 of the letter. Please ensure they are entered in lower-case. Given that some of the assignments have been updated, we would strongly urge you to use the new downloadable assessment materials. The 'Group A' and 'Group B' 3792 CDs should now be discarded.

## Format of the assessments

There has been **no change** to the nature of these assessments as a result of the new distribution arrangements. As before, when the assignments and short tasks were supplied on CD-ROM, all of these documents are provided as PDFs. Each assignment or short tasks set comprises a candidate's paper and assessment pack; both documents must be downloaded and printed prior to use.

Please also be aware that we do not provide tapes for the adult literacy assignment listening activities. These should be recorded locally using the transcript contained in the assessment pack.

## These arrangements *only* apply to 3792 (and 3694) – for now!

Whilst we are hoping to introduce similar arrangements for our Entry level ESOL Skills for Life (3692) assignments, for the time being these continue to be supplied to centres on four CD-ROMs (CD-01-3692, CD-02-3692, CD-90-3692 and CD-91-3692). If you do not have any of these CDs, please contact your local City & Guilds regional/national office.

Also, centres in **Northern Ireland** offering Certificates in Essential Skills (3800) should continue to order the Entry level tasks from our Northern Ireland office during the designated ordering periods.

However, assignments for the new Certificate in ESOL for Work (3694) **will** be supplied as password protected downloadable files.

## 3792-02 or 3792-90 – what's the difference?

We've received a few queries recently about the difference between our two Entry level adult literacy registration routes (3792-02 and 3792-90).

Whereas 3792-02 is designed for candidates completing the whole adult literacy qualification (reading, writing, and speaking and listening), 3792-90 is intended for candidates planning to complete only one or two units. Registration fees for 3792-90 are weighted to reflect this, although it is still possible to achieve a full qualification using the 3792-90 route.

## Using 3792 with pre-16 learners

Just as a quick reminder, the Certificates in Adult Numeracy and Adult Literacy **are** included on the DCSF Section 96 list of qualifications approved in England for use with learners under the age of 16. The Welsh Assembly Government has likewise approved their use with pre-16 learners in Wales.

In England, QCA has assigned the following Points Scores to these qualifications for use in School Achievement and Attainment performance tables:

Attainment at Entry 1	= 2.5 points
Attainment at Entry 2	= 3.0 points
Attainment at Entry 3	= 3.5 points
Attainment at Level 1	= 12.5 points (contributes 10% towards level 1 threshold)
Attainment at Level 2	= 23.0 points (contributes 10% towards level 1 or level 2 threshold)

## Numberwise and Wordwise – useful formative tools

Finally, with 3792 grabbing much of the limelight it is easy to forget that we also offer Numberwise (3798) and Wordwise (3799).

Numberwise and Wordwise are mapped to the adult numeracy and adult literacy national standards and are designed to be used with the core curricula. Originally developed in conjunction with learndirect, each contains six bite-sized units that can be used for formative assessment and to help candidates gain confidence.

It is important to appreciate that these qualifications are not on the National Qualifications Framework, and so are not eligible for output-related funding. However they can be used to help candidates prepare for the Certificates in Adult Numeracy and Adult Literacy and in certain circumstances (at Entry level) they may attract Other Provision funding.

More information about both qualifications, including handbooks and logbooks, is available from our website.

More information about our Literacy/Language/Numeracy (LLN) and ICT skills 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)

To find out about our functional skills pilot, go to [www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills).

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