

3692 ESOL Skills for Life**3692**

001	Speaking and listening - entry 1	301	Speaking and listening – level 1
002	Writing – entry 1	302	Writing – level 1
003	Reading - entry 1	D303	Reading – level 1 (test)
101	Speaking and listening – entry 2	401	Speaking and listening – level 2
102	Writing - entry 2	402	Writing – level 2
103	Reading – entry 2	D403	Reading – level 2 (test)
201	Speaking and listening – entry 3	501	Reading – level 1 (proxy)
202	Writing – entry 3	502	Reading – level 2 (proxy)
203	Reading - entry 3	983	Reading – level 1 (OL)
		984	Reading – level 2 (OL)

3692 Certificate in ESOL Skills for Life – minimum for certification			
-01	ESOL Skills for Life – entry 1		001-003
-02	ESOL Skills for Life – entry 2		One group of three from (101-103) (101, 102, 203) (101, 103, 202) (101, 202, 203) (102, 103, 201) (103, 201, 202) (102, 201, 203)
-03	ESOL Skills for Life – entry 3		201-203
-07	ESOL Skills for Life – entry level (This complex covers all three entry levels)		One each of Speaking, Writing, Reading from 001-203
-11	ESOL Skills for Life – level 1	AA	301, 302 plus one of 303, 983, 501*
-11	ESOL Skills for Life – level 1	AB	301, 402 plus one of 303, 983, 501*
-11	ESOL Skills for Life – level 1	AC	301, 402 plus one of 403, 984, 502*
-11	ESOL Skills for Life – level 1	AD	302, 401 plus one of 303, 983, 501*
-11	ESOL Skills for Life – level 1	AE	401, 402 plus one of 303, 983, 501*
-11	ESOL Skills for Life – level 1	AF	301-302 plus one of 403, 984, 502*
-12	ESOL Skills for Life – level 2		401-402 plus one of 403, 984, 502*
-21	ESOL Skills for Life (Speaking and Listening) – entry 1		001**
-22	ESOL Skills for Life (Speaking and Listening) – entry 2		101**
-23	ESOL Skills for Life (Speaking and Listening) – entry 3		201**
-24	ESOL Skills for Life (Speaking and Listening) – level 1		301**
-25	ESOL Skills for Life (Speaking and Listening) – level 2		401**

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* The proxy components 501, 502, may be claimed only where candidates have already completed the Literacy National Test either by holding the level 1 or 2 certificate in Adult Literacy or by passing the test component within Key Skills Communication.

** Use complexes -21 to -25 only for candidates seeking separate accreditation for Speaking and Listening.

For complexes -01, -02, -03 and -07

Candidates who complete the assignment activities in one mode at a higher level than the other modes will receive a full award Certificate at the level of the lowest mode achieved.

In addition, they will receive a Certificate of Unit Credit listing units achieved which can be brought forward to a higher level.

Details of how candidates can build up achievement in different modes at different times (and different levels) to achieve the overall qualification can be found on pages 10 – 11 of the Centre Handbook.

Please read the assessment levels 1 and level 2 section of the pages in ESOL Skills for Life handbook **before** making any proxy claims.

Administration for -01 to -07		
Fees per candidate	Registration per award -01, -02, -03 Registration -07 Component entry Each certificate awarded	
Registration	Registrations are valid for 3 years from the date made or until the certification end date, whichever is earlier. Use Form S, tick Named Registration	
Documentation	Certificate in ESOL Skills for Life Centre Handbook (EN-00-3692) Entry Certificate in ESOL Skills for Life Assignments (CD-01-3692)	

Administration for -11, -12, -21 to -25		
Fees per candidate	Registration -11 Registration -12 Registration per award -21 to -25 Component entry per component, 303, 403 Component entry per component, 983, 984 (OL) Component entry per component, 501, 502 Each full certificate awarded	
Registration	Registrations are valid for 3 years from the date made or until the certification end date, whichever is earlier Use Form S, tick Named Registration	
Documentation	Certificate in ESOL Skills for Life Centre Handbook (EN-00-3692) Level 1-2 Speaking & Listening and Writing Assessment pack (CD-11-3692)	

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Assessment	Components D303 and D403 have a timetabled written assessment					
	3692-303	Tue	7	Nov	2006	1 hr
	3692-303	Tue	9	Jan	2007	1 hr
	3692-303	Tue	6	Mar	2007	1 hr
	3692-303	Tue	15	May	2007	1 hr
	3692-303	Tue	5	Jun	2007	1 hr
	3692-303	Tue	11	Sep	2007	1 hr
	3692-403	Tue	7	Nov	2006	1 hr
	3692-403	Tue	9	Jan	2007	1 hr
	3692-403	Tue	6	Mar	2007	1 hr
	3692-403	Tue	15	May	2007	1 hr
	3692-403	Tue	5	Jun	2007	1 hr
	3692-403	Tue	11	Sep	2007	1 hr
	Registration	Use Form S, tick Named Registration Registrations are valid for 3 years from the date made or until the certification end date, whichever is earlier				
Exam/test entry	Use Form S, tick Dated entry (specify month) to enter candidates for the components prefixed D. A dated examination entry must be made in advance in accordance with City & Guilds normal examination entry dates. (1 st of the month before the month of the assessment)					
Results submission	Use Form S, tick Results submission. Specify P for all components claimed					

Additional information				
<i>Award number</i>	<i>QCA reference</i>	<i>Last registration</i>	<i>Last certification</i>	
3692-01 Entry 1	100/3740/8	31-07-2009	31-07-2010	
3692-02 Entry 2	100/3741/X	31-07-2009	31-07-2010	
3692-03 Entry 3	100/3742/1	31-07-2009	31-07-2010	
3692-07 Entry 1	100/3740/8	31-07-2009	31-07-2010	
Entry 2	100/3741/X	31-07-2009	31-07-2010	
Entry 3	100/3742/1	31-07-2009	31-07-2010	
3692-11 level 1	100/3743/3	31-07-2009	31-07-2010	
3692-12 level 2	100/3744/5	31-07-2009	31-07-2010	
3692-21 Entry 1	100/4899/6	31-07-2009	31-07-2010	
3692-22 Entry 2	100/4900/9	31-07-2009	31-07-2010	
3692-23 Entry 3	100/4901/0	31-07-2009	31-07-2010	
3692-24 level 1	100/4902/2	31-07-2009	31-07-2010	
3682-25 level 2	100/4930/4	31-07-2009	31-07-2010	