



Adult Skills Delivery Plan

Digital and IT



To support you with your Adult Skills delivery, we have produced an example delivery plan which focuses on 'Digital and IT'. The aim is to assist you in designing a flexible delivery programme, which can be tailored to the needs of your adult learners and meet the requirements of the various funding initiatives.*

*The information contained within this delivery plan is provided as a guide and is subject to change. When developing your programmes, we advise that you continue to confirm funding criteria and eligibility with the relevant sources eg: ESFA funding information - [qualifications.education.gov.uk/Home/Downloads](https://www.qualifications.education.gov.uk/Home/Downloads)

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Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*	
Up to 2 weeks	1. Introduction to Digital Skills at work (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 1 Introductory Award in Employability Skills	11-20 GLH	AEB / ESF	£50	60136285	5546-01	P	
		Level 1 Improving Productivity Using IT (unit 101)	20 GLH	AEB / ESF	£150	T5024153	7574-01	A	
		OR							
		Level 1 IT User Fundamentals (unit 102)	20 GLH	AEB / ESF	£150	J5024206	7574-01	A	
		OR							
		Level 1 IT Communication Fundamentals (unit 106)	15 GLH	AEB / ESF	£100	Y5024291	7574-01	A	
		OR							
		Level 1 Using Collaborative Technologies (unit 109)	20 GLH	AEB / ESF	£150	A5024378	7574-01	A	
OR									
		Level 1 IT Software Fundamentals (unit 112)	20 GLH	AEB / ESF	£150	L5024384	7574-01	A	

Key to terms

PAM – Portfolio / Assessment (Practical/ Knowledge) / Multiple-choice

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Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
2 - 4 weeks	2. Preparing to Apply Digital Skills in the Workplace (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 1 Improving Productivity Using IT (unit 101)	20 GLH	AEB / ESF	£150	T5024153	7574-01	A
		Level 1 IT User Fundamentals (unit 102)	20 GLH	AEB / ESF	£150	J5024206	7574-01	A
		Level 1 IT Communication Fundamentals (unit 106)	15 GLH	AEB / ESF	£100	Y5024291	7574-01	A
		Level 1 Using Collaborative Technologies (unit 109)	20 GLH	AEB / ESF	£150	A5024378	7574-01	A
		Level 1 Award in Employability Skills (min 6 credits) Unit 404 Effective communication (2 credits) and Unit 411 Working as part of a team (3 credits) and Unit 415 Building working relationships in the workplace (2 credits)	29-60 GLH	AEB / ESF	£300	60136297	5546-02	P

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Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
4 - 6 weeks	3. Industry Tasters in Social Media for Business (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Unit 201 Level 2 Use digital and social media in marketing campaigns (2 credits)	7 GLH	AEB / ESF	£100	R5029926	7513-93	P
		AND / OR						
		Unit 202 Level 2 Imaging software (4 credits)	30 GLH	AEB / ESF	£168	L5024613	7513-93	A
		AND / OR						
		Unit 203 Level 2 Video software (3 credits)	20 GLH	AEB / ESF	£168	M5024393	7513-93	A
		AND / OR						
		Unit 205 Level 2 Website software (4 credits)	30 GLH	AEB / ESF	£168	R5024631	7513-93	A
		AND / OR						
		Unit 274 Level 2 Understand the safe use of online and social media platforms (4 credits)	35 GLH	AEB / ESF	£150	L5053514	5528-90	A
		AND / OR						
		Unit 235 Level 2 Exploring social media (2 credits)	30 GLH	AEB / ESF	£100	F5056880	5528-90	P
		AND / OR						
		Unit 232 Level 2 Principles of Digital Marketing (2 credits)	40 GLH	AEB / ESF	£150	D5029931	5528-90	A
		AND / OR						
Unit 221 Level 2 Use social media to deliver customer service (3 credits)	27 GLH	AEB / ESF	£150	J5062163	5530-92	P		
AND / OR								

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Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
		Unit 346 Level 3 Principles of social media within a business (6 credits)	42 GLH	ESF	£300	R5039324	5528-90	A
		Level 1 Award in Employability Skills (min 6 credits) Unit 404 Effective communication (2 credits) and Unit 411 Working as part of a team (3 credits) and Unit 415 Building working relationships in the workplace (2 credits)	29-60 GLH	AEB / ESF	£300	60136297	5546-02	P

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Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
4 - 6 weeks	4. Industry Tasters for Software Developers (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 2 Award in ICT Systems and Principles – suggested units for a ‘Software Developer’ role: Unit 012 Software Testing (6 credits) Plus, one from: Unit 851 Creating an object-oriented computer program (7 credits) Or: Unit 852 Creating an event driven computer program (7 credits) Or: Unit 853 Creating a procedural computer program (7 credits)	90-100 GLH	AEB / ESF	£780	50034753	7540-12	A / P
		Level 1 Award in Employability Skills (min 6 credits) Unit 404 Effective communication (2 credits) and Unit 411 Working as part of a team (3 credits) and Unit 415 Building working relationships in the workplace (2 credits)	29-60 GLH	AEB / ESF	£300	60136297	5546-02	P
10 weeks - 12 months	5. Enhancing Skills for Software/Network Technicians (May be suitable for the initiatives above)	Level 2 Certificate in ICT Systems Support (see Walled Garden for unit combinations and Software/Network specialisation)	170-240 GLH	AEB / ESF	£1,645	5011623X	7540-12	A / P

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12 months +	6. Enhancing Skills for Software/Network Technicians (May be suitable for the initiatives above)	Level 2 Diploma in ICT Systems and Principles for IT Professionals – suggested units for an ‘ICT Technical Support’ role: Unit 001 Customer support provision (9 credits) Unit 002 Networking principles (6 credits) Unit 010 Telecommunications principles (7 credits) Unit 011 Principles of ICT System and data security (6 credits) Unit 231 Testing ICT Systems (5 credits) Unit 111 Technical Fault Diagnosis (6 credits)	220-320	AEB / ESF	£2,583	50118596	7540-12	A / P

*Please check individual apprenticeship standard for anticipated duration

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12 months +	7. Working in a Games Developer role at Level 3	Level 3 Diploma for ICT Systems and Principles for IT Professionals – suggested units for a 'Games Developer; role: Unit 030 Customer support provision for the ICT professional (12 credits) Unit 600 Computer Games Development (4 credits) Unit 388 Creative problem-solving (5 credits) Unit 085 Drawing and Planning Software (4 credits) Unit 033 Software design fundamentals (10 credits) Unit 621 Gaming development fundamentals (8 credits) Unit 642 Creating an event driven computer program (12 credits) Unit 369 Develop ICT Technical Documentation and Procedures (5 credits) Unit 886 Human Computer Interaction (15 credits) OR Unit 366 Requirements analysis and systems spec (16 credits)	315-590	AEB / 19+ Loans	£3,345	50102771	7540-13	A / P
12 months +	8. Working in Social Media for Business at Level 3	Level 3 Diploma in Social Media for Business	257-420	AEB / 19+ Loans	£1,987	60049674	7513-03	A / P
12 months +	9. Working in Digital Marketing Level 3	Level 3 Diploma in Digital Marketing	472-505	AEB / 19+ Loans	£4,170	60101106	7513-30	A / P

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Example programme

Duration (Typical)	Programme Type	Product / Qualification	GLH / Credits	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
2 - 4 weeks	Example Programme 1: Preparing to Work as in Digital Marketing or Social Media for Business May be suitable for SWAP, JETs, Mini-Traineeships or Restart learners (If a higher GLH is required substitute the Award in Employability for Certificate)	Unit 201 Level 2 Use digital and social media in marketing campaigns (2 credits)	7 GLH	AEB / ESF	£100	R5029926	7513-93	P
		Unit 232 Level 2 Principles of Digital Marketing (2 credits)	40 GLH	AEB / ESF	£150	D5029931	5528-90	A
		Unit 235 Level 2 Exploring social media (2 credits)	30 GLH	AEB / ESF	£100	F5056880	5528-30	P
		Level 1 Award in Employability Skills (min 6 credits)	29-60 GLH	AEB / ESF	£300	60136297	5546-02	P
		**Example Unit 404: Level 1 Effective communication	13 GLH 2 credits	AEB / ESF	£100 (if delivered as a unit only)	R5062702	5546-02	P
		**Example Unit 411: Level 1 Working as part of a team	25 GLH 3 credits	AEB / ESF	£150 (if delivered as a unit only)	L5054663	5546-02	P
		**Example Unit 415: Building working relationships in the workplace	17 GLH 2 credits	AEB / ESF	£100 (if delivered as a unit only)	F5054661	5546-02	P
		Total GLH ** GLH Total includes the example employability units	132 GLH	Total Funding	£650			

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Example Traineeship programme

Duration (Typical)	Programme Type	Programme Area	AEB Funding
6 weeks - 12 months	Example Programme 2: Software Developer Traineeship Programme	Traineeship core element (work preparation and work placement)	£1500
		Maths, English & Digital Skills	
		Maths Functional Skills (4748)	£724
		English Functional Skills (4748)	£724
		Digital Skills Units (4249/7574)	Matrix Funding
		Work-Ready Skills	
		Level 1 Award in Employability Skills (5546-02)	£300
		Vocational Taster	
		Level 2 Award in ICT Systems and Principles – suggested units for a ‘Software Developer’ role:	£780
		Unit 012 Software Testing (6 credits) Plus, one from: Unit 851 Creating an object-oriented computer program (7 credits) Or: Unit 852 Creating an event driven computer program (7 credits) Or: Unit 853 Creating a procedural computer program (7 credits) (see Walled Garden for available units for other specialist roles, such as Data Technician, Cyber Security Technician) (7540-12)	
		Total Funding	£4,028 (Excl Digital Skills)

For AEB-funded traineeships, the ESFA may apply a job outcome payment, depending on the type of programme being delivered. The £1000 employer incentive for each trainee taken on, up to a maximum of 10 trainees per employer has been extended for 2021-22

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Resources and contact information

Our number one goal is to provide you with an unrivalled level of support, ensuring you have the advice, guidance and resources you need to deliver the best possible experience to your learners.

Our Adult Skills team includes: AEB and Traineeships advisors and subject specialists – dedicated to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment. Dedicated Account Manager – along with a named contact for all your quality needs.

Get in touch with us to learn more about our Adult Skills provision or more about what City & Guilds qualifications can do for you or your business.

Contact us now

For enquiries about Adult Skills and digital services contact us:

T: 0192 420 6709

For information on how to become a centre visit [our webpage](#).

E: directsales@cityandguilds.com

#CGAdultSkills

W: [cityandguilds.com/adult-skills](https://www.cityandguilds.com/adult-skills)

For further information and support with our digital learning, learning materials and platforms including; SmartScreen, Portfolio Plus and e-Functional Skills Reloaded:

E: digitalsales@cityandguilds.com

W: [cityandguilds.com/digital-learning](https://www.cityandguilds.com/digital-learning)