

Adult Skills Delivery Plan

Teaching and
Learning

January 2024



To support you with your Adult Skills delivery, we have produced an example delivery plan which focuses on 'Teaching and Learning'. 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

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Green Skills for the future

City & Guilds Level 2 Award in Sustainability and the Green Environment

QAN: 610/1201/4

GLH: 30

Level 2 Award in Sustainability and the Green Environment has been designed to provide learners with an introduction to the subject of climate change, sustainability, net zero and the environment as they relate to a green future and can be contextualised to any industry. The award will assist learners with applying sustainable practices at home or in the workplace.

This qualification can be delivered as a stand-alone qualification or added to any of the example programmes illustrated within the delivery plan or other programmes of learning.



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 the Teaching Assistant role	Level 1 Introductory Award in Employability Skills	11-20 GLH	AEB / MCA	£50	60136285	5546-01	P
		and/or						
		Level 2 Award in Support Work in Schools Example units:	80-85 GLH	AEB / MCA	£672	50111280	5329-20	A
		Level 2 Child and young person development (unit 201)	15 GLH	–	–	H6013305	5329-20	A
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	–	–	K6013323	5329-20	A
		Level 2 Communication and professional relationships with children, young people and adults (unit 203)	15 GLH	–	–	F6013313	5329-20	A
		Level 2 Equality, diversity and inclusion in work with children and young people (unit 204)	15 GLH	–	–	D6013321	5329-20	A
		Level 2 Schools as organisations (unit 205)	20 GLH	–	–	T6013325	5329-20	A

Key to terms

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

AEB – Adult Education Budget
Adult LL – Advanced Learner Loan

FCFJ – Free Courses for Jobs
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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 for the Teaching Assistant role	Level 2 Award in Support Work in Schools Example units:	80-85 GLH	AEB / MCA	£672	50111280	5329-20	A
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	–	–	K6013323	5329-20	A
		Level 2 Communication and professional relationships with children, young people and adults (unit 203)	15 GLH	–	–	F6013313	5329-20	A
		Level 2 Schools as organisations (unit 205)	20 GLH	–	–	T6013325	5329-20	A
		and/or						
2 - 4 weeks	Preparing to Teach in the FE & Skills Sector	Level 2 Award in Employability Skills (6 credits) Unit 504 Communicating with others in the workplace (2 credits) Unit 511 Introduction to the benefits of Coaching (1 credit) Unit 512 Introduction to the benefits of Mentoring (1 credit) Unit 522 Team working skills (3 credits)	34-53 GLH	AEB / MCA	£150	60136327	5546-02	P
		Level 3 Award in Education and Training	48-61 GLH	MCA/GLA	£672	60095544	6502-31	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 for Teaching Assistants	Level 2 Award in Support Work in Schools	80-85 GLH	AEB / MCA	£672	50111280	5329-20	A
		and/or						
		Level 2 Introductory Award in Employability Skills (2 credits). Example units: Unit 504 Communicating with others in the workplace (2 credits) Unit 511 Introduction to the benefits of Coaching (1 credit) Unit 512 Introduction to the benefits of Mentoring (1 credit) Unit 522 Team working skills (3 credits)	11-20 GLH	AEB	£50	60136315	5546-01	P
7 - 10 weeks	4. Developing Skills for Teaching Assistants	Level 2 Award in Support Work in Schools Example units:	80-85 GLH	AEB / MCA	£672	50111280	5329-20	A
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	–	–	K6013323	5329-20	A
		Level 2 Communication and professional relationships with children, young people and adults (unit 203)	15 GLH	–	–	F6013313	5329-20	A
		and/or						
		Level 2 Award in Employability Skills (6 credits) Example units: Unit 504 Communicating with others in the workplace (2 credits) Unit 511 Introduction to the benefits of Coaching (1 credit) Unit 512 Introduction to the benefits of Mentoring (1 credit) Unit 522 Team working skills (3 credits)	34 GLH	AEB / MCA	£150	60136327	5546-02	P

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Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
7 - 10 weeks	Developing Skills in Assessing Vocational Achievement	Level 3 Certificate in Assessing Vocational Achievement	84 GLH	MCA/GLA	£811	50116794	6317-33	P
10 weeks - 12 months	5. Enhancing Skills for Teaching Assistants	Level 2 Certificate in Supporting Teaching and Learning in Schools	180-192	AEB / MCA	£1,417	5011136X	5329-21	P
6 - 12 months+	6. Working as a Teaching Assistant at Level 2	Level 2 Certificate in Supporting Teaching and Learning in Schools	180-192	AEB / MCA	£1,417	5011136X	5329-21	P
12 months+	7. Working as a Teaching Assistant at Level 3	Level 3 Diploma in Specialist Support for Teaching and Learning in Schools	232-286	Adult LL / MCA/GLA	£2,225	5011394X	5329-33	P

*Please check individual apprenticeship standard for anticipated duration

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Example programme

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
7 - 10 weeks	Example Programme 1: Preparing to Work as a Teaching Assistant May be suitable for SWAP, JETs, Mini-Traineeships or Restart learners (If a higher GLH is required substitute the Award in Employability for Certificate	Level 2 Award in Support Work in Schools	80-85 GLH	AEB / MCA	£672	50111280	5329-20	A
		Example units:						
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	–	–	K6013323	5329-20	A
		Level 2 Schools as organisations (unit 205)	20 GLH	–	–	T6013325	5329-20	A
		and/or						
		Level 2 Award in Employability Skills (minimum 6 credits)	34-53 GLH	AEB / MCA	£150	60136327	5546-02	P
		**Example Unit 504: Communicating with others in the workplace	11 GLH 2 credits	AEB / MCA	£50 (If delivered as a unit only)	R5062666	5546-02	P
		**Example Unit 511: Introduction to the benefits of coaching	7 GLH 1 credit	AEB / MCA	£50 (If delivered as a unit only)	F5062713	5546-02	P
		**Example Unit 512: Introduction to the benefits of mentoring	7 GLH 1 credit	AEB / MCA	£50 (If delivered as a unit only)	H5062719	5546-02	P
		**Example Unit 522: Teamworking skills	20 GLH 2 credits	–	–	K6007795	5546-02	P
		Total GLH	80/45 GLH	Total Funding	£672/£150			
		** GLH Total includes the employability units						

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Example Work Preparation Programme

Duration (Typical)	Programme Type	Programme Area	AEB Funding
6 weeks – 12 months	Example Programme 2: Work Prep Programme	Core Element	
		Work Placement (175 hours)	£1265
		Work Preparation Qualification Example: Level 2 Extended Award in Employability Skills - (5546-03) (601/3633/9)	£300
		Maths, English & Digital Skills	
		Maths Functional Skills (4748) - where level 2 has not been achieved at key stage 4.	£724
		English Functional Skills (4748) - where level 2 has not been achieved at key stage 4.	£724
		Digital Functional Skills Qualification (4748) – where the learner does not have a level 1 in functional digital skills, and has been assessed at being below level 1 in digital skills	£336
		Vocational Taster	
		Level 2 Award in Support Work in Schools (5329-20)	£672
		Total Funding	£4021

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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: advisors and subject specialists – dedicated to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment. A 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: customersupport@cityandguilds.com

#CGAdultSkills

W: cityandguilds.com/adult-skills

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

E: customersupport@cityandguilds.com

W: cityandguilds.com/digital-learning