



Adult Skills Delivery Plan

Teaching and
Learning



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](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 the Teaching Assistant role (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 2 Child and young person development (unit 201)	15 GLH	AEB / ESF	£112	H6013305	5329-20	A	
		OR							
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	AEB / ESF	£168	K6013323	5329-20	A	
		OR							
		Level 2 Communication and professional relationships with children, young people and adults (unit 203)	15 GLH	AEB / ESF	£112	F6013313	5329-20	A	
		OR							
		Level 2 Equality, diversity and inclusion in work with children and young people (unit 204)	15 GLH	AEB / ESF	£112	D6013321	5329-20	A	
OR									
		Level 2 Schools as organisations (unit 205)	20 GLH	AEB / ESF	£168	T6013325	5329-20	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 for the Teaching Assistant role (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 2 Child and young person development (unit 201)	15 GLH	AEB / ESF	£112	H6013305	5329-20	A
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	AEB / ESF	£168	K6013323	5329-20	A
		Level 2 Communication and professional relationships with children, young people and adults (unit 203)	15 GLH	AEB / ESF	£112	F6013313	5329-20	A
		Level 2 Schools as organisations (unit 205)	20 GLH	AEB / ESF	£168	T6013325	5329-20	A
		Level 2 Award in Employability Skills (6 credits) Unit 504 Communicating with others in the workplace (2 credits) and/or: 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 / ESF	£150	60136327	5546-02	P
2 - 4 weeks	Preparing to Teach in the FE & Skills Sector (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 3 Award in Education and Training	41-68 GLH	AEB / ESF	£672	60095544	6502-31	P

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4 - 6 weeks	3. Industry Tasters for Teaching Assistants (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 2 Award in Support Work in Schools	80-85 GLH	AEB / ESF	£672	50111280	5329-20	A
		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) and/or: Unit 512 Introduction to the benefits of Mentoring (1 credit) Unit 522 Team working skills (3 credits)	34-53 GLH	AEB / ESF	£150	60136327	5546-02	P
7 - 10 weeks	4. Developing Skills for Teaching Assistants (May be suitable Kickstart, JETS, Restart, Traineeships and Pre-apprenticeship programmes)	Level 2 Support learning activities (unit 210)	25 GLH	AEB / ESF	£168	A6017411	5329-21	P
		Level 2 Maintain and support relationships with children and young people (unit 207)	15 GLH	AEB / ESF	£168	D6017403	5329-21	P
		Level 2 Support children and young people's positive behaviour (unit 209)	15 GLH	AEB / ESF	£112	T6017407	5329-21	P
		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) and/or: Unit 512 Introduction to the benefits of Mentoring (1 credit) Unit 522 Team working skills (3 credits)	34 GLH	AEB / ESF	£150	60136327	5546-02	P
7 - 10 weeks	Developing Skills in Assessing Vocational Achievement	Level 3 Certificate in Assessing Vocational Achievement	84 GLH	AEB / ALL / ESF / NSF	£810	50116794	6317-33	P

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Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
10 weeks - 12 months	5. Enhancing Skills for Teaching Assistants (May be suitable for the initiatives above)	Level 2 Certificate in Supporting Teaching and Learning in Schools	180-192	AEB / ESF	£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 / ESF	£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	NSF	£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*
2 - 4 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 Child and young person development (unit 201)	15 GLH	AEB / ESF	£112	H6013305	5329-20	A
		Level 2 Safeguarding the welfare of children and young people (unit 202)	20 GLH	AEB / ESF	£168	K6013323	5329-20	A
		Level 2 Schools as organisations (unit 205)	20 GLH	AEB / ESF	£168	T6013325	5329-20	A
		Level 2 Award in Employability Skills (minimum 6 credits)	34-53 GLH	AEB / ESF	£150	60136327	5546-02	P
		**Example Unit 504: Communicating with others in the workplace	11 GLH 2 credits	AEB / ESF	£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 / ESF	£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 / ESF	£50 (If delivered as a unit only)	H5062719	5546-02	P
		**Example Unit 522: Teamworking skills	20 GLH 2 credits	AEB / ESF	£50 (If delivered as a unit only)	K6007795	5546-02	P
	Total GLH	100 GLH	Total Funding	£598				
	** GLH Total includes the employability units							

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Example Traineeship programme

Duration (Typical)	Programme Type	Programme Area	AEB Funding
6 weeks - 12 months	Example Programme 2: Teaching Assistant 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 Support Work in Schools (5329-20)	£672
		Total Funding	£3920 (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

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