



# FUNCTIONAL SKILLS

## OUR REVISED OFFER

City & Guilds Functional Skills qualifications are for anyone in England wanting to develop their English, mathematics or ICT skills. Functional Skills equip learners with the fundamental applied skills needed to succeed in all aspects of life and work, and to progress to further learning.

## Flexible qualifications...

---

We have a leading Functional Skills offer which provides flexible, on-demand assessments, easy registration, unrivalled centre support and a range of quality teaching and learning resources.

## ...with complete support from a brand you can trust.

---

For over 135 years, City & Guilds has been committed to driving forward professional and technical learning through cutting-edge qualifications, innovative learning materials and expert advice.

---

‘We are a community based adult education provider working with a very wide range of learners for whom, City & Guilds provide really worthwhile qualifications. We have been offering City & Guilds Functional Skills qualifications for the past 6 years, offering around 100 classes each year with high learner success rates. They are a key part of our curriculum offer and provide our learners with an ideal stepping stone onto further courses, to help with employment and to support their own families with English and maths skills at home.’

**Simon Oddy**

**Programme Manager Skills for Life, Leicestershire Adult Learning Service**

---

## Our offer:

---

- a full range of Functional Skills qualifications in maths, English and ICT from Entry 1 to Level 2
- easy administration with single points of registration for each Functional Skill regardless of level
- flexible and relevant assessments. Our on demand Entry level assessments are externally set and internally marked. Levels 1 and 2 are both externally set and marked, with assessment available on-demand via either paper-delivered or on-screen assessments
- results notification within 20 working days of the on-screen upload or receipt of completed paper-based externally marked assessments
- in-application on-screen assessment for Functional Skills ICT which allows learners to complete tasks using existing familiar MS Office applications as part of their assessment
- e-volve centre analytics which helps to raise standards by providing in-depth analysis of where your learners did well and not so well, enabling you to identify areas for improvement
- e-Certificates, a free service that enables you to view and download electronic version of certificates 24 hours after results are published.

## Our support:

---

- e-Functional Skills is an end-to-end digital teaching and learning resource designed specifically to support City & Guilds Functional Skills at Entry 3, Level 1 & 2
- FREE initial assessments, you can use e-Functional Skills for FREE to assess each learner's skill level
- a range of Functional Skills SmartScreen packs that contain a variety of learning materials
- qualification delivery support including qualification administration handbook, subject specifications, assessment delivery guides, sample papers and 'worked examples'
- access to our Maths and English Advisors who have extensive delivery expertise
- staff CPD qualifications and bespoke maths and English support through our Advance consultancy service.

We are here to help **you**  
and **your** learners succeed.

---

City & Guilds combines a long history of dedication to skills development with investment in technology and a focus on helping centres maximise the success of their learners efficiently.

**We have a range of dedicated, specialist support:**

- ✓ **Maths and English Advisors** – dedicated subject specialists to support with curriculum planning, qualification delivery and understanding the ever changing educational environment.
- ✓ **Dedicated Account Manager** – along with a named contact for all your quality needs.
- ✓ **Advance consultancy service** – provides staff development and continuing professional development through bespoke maths and English support.

## To find out more:

---

t: 0844 543 0000

e: [functionalskills@cityandguilds.com](mailto:functionalskills@cityandguilds.com)

w: [cityandguilds.com/functionalskills](http://cityandguilds.com/functionalskills)

(Calls to our 0844 numbers cost 5 pence per minute plus your telephone company's access charge)