

Adult Skills - Skills for Work and Life

Maths, English and Employability qualifications

City & Guilds qualifications and units, both those eligible and those not eligible for funding in England under the Adult Skills Fund and other 19+ funding streams.

Version 1.0

2024/25

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Version Control table		
Date	Changes	Section
19 November 2024 – v1.0	Document created	Throughout

Funding – some key points

Adults Skills Fund (ASF)

In response to the Department for Education’s consultation “Skills for Jobs: implementing a new further education and accountability system”, the ESFA has introduced a new Adult Skills Fund (ASF) which has replaced the AEB from 1 August 2024.

Learners will be eligible for ASF for the whole of the learning aim or programme if they are eligible for funding at the start, even if the duration is for over one year. You must reassess the learner for any further learning they start.

Maths and English

Under the Apprenticeship Skills and Children Learning Act 2009, all adult learners¹ in England are legally entitled to be fully funded for the following qualifications:

- English and maths up to and including level 2 for individuals aged 19 and over who have not previously achieved a GCSE grade A* - C or grade 4 or higher in these subjects, and/or
- Essential Digital Skills qualifications (EDSQs) OR Digital Functional Skills qualifications (FSQs), up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

Learners who meet the residency requirements and are below the earnings threshold criteria will also be fully funded for qualifications within the policy entitlements which include:

- Free courses for jobs
- L2 Local Flexibility
- ESOL

Not all qualifications in maths and English are fundable through Adult Skills. At Level 2, only Functional Skills or GCSE qualifications may be funded through the legal entitlement – although other qualifications/units could potentially be funded through ‘local flexibilities’ or other initiatives.

If you live in a Mayoral Combined Area (MCA) you may have different funding entitlements to the national model, including a different low wage threshold. Please contact us or your local MCA to see what’s available in your MCA area”

¹Who are eligible under the residency conditions

Qualifications and units in mathematics

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Functional Skills Mathematics

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Functional Skills	Functional Skills qualification in mathematics at Entry Level 1	60349189	4748-03	55	ASF Legal Entitlement	£941	Externally set, internally marked	Functional Skills qualifications provide evidence of a learner's achievement against demanding content that is relevant to the workplace.
	Functional Skills qualification in mathematics at Entry Level 2	60349165	4748-03	55	ASF Legal Entitlement	£941		
	Functional Skills qualification in mathematics at Entry Level 3	60349177	4748-03	55	ASF Legal Entitlement	£941		
	Functional Skills qualification in Mathematics at Level 1	60346486	4748-04	55	ASF Legal Entitlement	£724	Externally set, externally marked	Functional Skills Mathematics involves the assessment of underpinning maths skills, as well as the ability to apply these across a range of contexts.
	Functional Skills qualification in Mathematics at Level 2	60346498	4748-04	55	ASF Legal Entitlement	£724		

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/ suitability
Mathematics Skills - Bite-sized: individual units Entry 1	Number - whole numbers to 10 (Entry 1)	D5045093	3847-21	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (10-20 hours TQT) Mathematic Skills units covers an area of the national standards for adult numeracy, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Number - addition (Entry 1)	H5045094	3847-21	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Number - subtraction (Entry 1)	K5045095	3847-21	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Measure, shape and space - money (Entry 1)	M5045096	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - time (Entry 1)	T5045097	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	Some of these individual units at Entry 1 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in Mathematics Skills at these levels.
	Measure, shape and space - size, length, width and height (Entry 1)	A5045098	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - weight and capacity (Entry 1)	F5045099	3847-21	1 credit	8	ASF Legal Entitlement	£48	Portfolio	
	Measure, shape and space - common shapes and positional vocabulary (Entry 1)	K5045100	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Handling data - extract and sort data (Entry 1)	M5045101	3847-21	2 credits	13	No	£0	Portfolio	
	Handling data - represent information (Entry 1)	T5045102	3847-21	2 credits	20	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills - Bite-sized: individual units Entry 2	Number - whole numbers to 100 (Entry 2)	A5045103	3847-21	2 credits	19	ASF Legal Entitlement	£114	Portfolio	Each of these small (10-20 hours TQT) Mathematic Skills units covers an area of the national standards for adult numeracy, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Number – addition (Entry 2)	F5045104	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – subtraction (Entry 2)	J5045105	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – fractions (Entry 2)	L5045106	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – multiplication (Entry 2)	R5045107	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space – money (Entry 2)	Y5045108	3847-21	2 credits	19	ASF Legal Entitlement	£114	Portfolio	Some of these individual units at Entry 2 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in Mathematics Skills at these levels.
	Measure, shape and space – time (Entry 2)	L5045316	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space – length (Entry 2)	R5045110	387-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - weight, capacity and temperature (Entry 2)	Y5045111	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - shapes and positional vocabulary (Entry 2)	D5045112	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Handling data - extract and sort data (Entry 2)	H5045113	3847-21	2 credits	20	No	£0	Portfolio	This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Handling data - collect and represent information (Entry 2)	K5045114	3847-21	2 credits	16	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills - Bite-sized: individual units Entry 3	Number - whole numbers to 1000 (Entry 3)	M5045115	3847-21	2 credits	19	ASF Legal Entitlement	£114	Portfolio	Each of these small (10-20 hours TQT) Mathematic Skills units covers an area of the national standards for adult numeracy, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Number - addition and subtraction (Entry 3)	T5045116	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – fractions (Entry 3)	A5045117	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – multiplication (Entry 3)	F5045118	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – division (Entry 3)	J5045119	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	Some of these individual units at Entry 3 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in Mathematics Skills at these levels.
	Number – decimals (Entry 3)	A5045120	3847-21	1 credit	9	ASF Legal Entitlement	£54	Portfolio	
	Measure, shape and space – money (Entry 3)	F5045121	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - temperature and time (Entry 3)	J5045122	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Measure, shape and space - length, weight, capacity and shapes (Entry 3)	R5045320	3847-21	2 credits	18	ASF Legal Entitlement	£108	Portfolio	
	Handling data - extract and use data (Entry 3)	R5045124	3847-21	2 credits	19	No	£0	Portfolio	
	Handling data - represent information (Entry 3)	Y5045125	3847-21	2 credits	16	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills - Bite-sized: individual units Level 1	Number - positive and negative numbers (Level 1)	R5045219	3847-21	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (10-20 hours TQT) Mathematic Skills units covers an area of the national standards for adult numeracy, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Number - fractions, ratio and proportion (Level 1)	L5045221	3847-21	2 credits	18	ASF Legal Entitlement	£108	Portfolio	
	Number – decimals (Level 1)	R5045222	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Number – percentages (Level 1)	D5045224	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - money, time and temperature (Level 1)	K5045226	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
	Measure, shape and space - length, weight and capacity (Level 1)	M5045227	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	The individual units at Level1 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in Mathematics Skills at these levels. This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Measure, shape and space - calculate using shape and space (Level 1)	R5045317	3847-21	2 credits	17	ASF Legal Entitlement	£102	Portfolio	
	Handling data - extract and interpret data (Level 1)	M5045230	3847-21	1 credit	9	ASF Legal Entitlement	£54	Portfolio	
	Handling data - collect, organise and represent data (Level 1)	T5045231	3847-21	1 credit	6	ASF Legal Entitlement	£36	Portfolio	
	Handling data - mean and range (Level 1)	A5045232	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio	
Handling data – probability (Level 1)	T5045228	3847-21	1 credit	10	ASF Legal Entitlement	£60	Portfolio		

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills - Bite-sized: individual units Level 2	Number - number and formulae (Level 2)	R5045236	3847-21	1 credit	10	No	£0	Portfolio	The individual units at Level 2 are not fundable under the Adult Skills Funding (ASF) legal entitlement. However, they might potentially be fundable under local flexibilities or other mechanisms. Their bite-sized nature makes them ideal for developing skills in particular topic areas and growing learner confidence as part of a programme of learning working towards Functional Skills Level 2 or GCSE Maths.
	Number - fractions, ratio and proportion (Level 2)	Y5045237	3847-21	2 credits	18	No	£0	Portfolio	
	Number – decimals (Level 2)	J5045234	3847-21	1 credit	10	No	£0	Portfolio	
	Number – percentages (Level 2)	F5045233	3847-21	2 credits	14	No	£0	Portfolio	
	Measure, shape and space - money, time and temperature (Level 2)	H5045239	3847-21	1 credit	10	No	£0	Portfolio	
	Measure, shape and space - length, weight and capacity (Level 2)	Y5045240	3847-21	1 credit	9	No	£0	Portfolio	
	Measure, shape and space - shape and space (Level 2)	D5045238	3847-21	2 credits	16	No	£0	Portfolio	
	Handling data - extract and interpret data (Level 2)	H5045242	3847-21	1 credit	7	No	£0	Portfolio	
	Handling data - collect and use data (Level 2)	T5045259	3847-21	1 credit	9	No	£0	Portfolio	
	Handling data – statistics (Level 2)	K5045243	3847-21	1 credit	9	No	£0	Portfolio	
Handling data – probability (Level 2)	D5045241	3847-21	1 credit	10	No	£0	Portfolio		

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills Bite-sized: themed Awards Entry 1	Entry Level Award in Mathematics Skills - Number (Entry 1)	60075247	3847-23	6 credits	60	ASF Legal Entitlement	£360	Portfolio	These 'themed' Awards bring together each of the individual Mathematic Skills units covering Number, Measure/Shape/Space or Handling Data, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in Mathematics Skills (Measure, Shape and Space) (Entry 1)	60074929	3847-23	5 credits	50	ASF Legal Entitlement	£300	Portfolio	
	City & Guilds Entry Level Award in Mathematics Skills - Handling Data (Entry 1)	60074930	3847-23	4 credits	40	No	£0	Portfolio	
Mathematics Skills Bite-sized: themed Award Entry 2	Entry Level Award in Mathematics Skills - Number (Entry 2)	60074942	3847-23	6 credits	60	ASF Legal Entitlement	£360	Portfolio	These 'themed' Awards bring together each of the individual Mathematic Skills units covering Number, Measure/Shape/Space or Handling Data, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in Mathematics Skills - Measure, Shape and Space (Entry 2)	60074954	3847-23	6 credits	60	ASF Legal Entitlement	£360	Portfolio	
	Entry Level Award in Mathematics Skills - Handling Data (Entry 2)	60074966	3847-23	4 credits	40	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills Bite-sized: themed Award Entry 3	Entry Level Award in Mathematics Skills - Number (Entry 3)	60074978	3847-23	7 credits	70	ASF Legal Entitlement	£420	Portfolio	These 'themed' Awards bring together each of the individual Mathematic Skills units covering Number, Measure/Shape/Space or Handling Data, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in Mathematics Skills - Measure, Shape and Space (Entry 3)	6007498X	3847-23	4 credits	40	No	£0	Portfolio	
	Entry Level Award in Mathematics Skills - Handling Data (Entry 3)	60074991	3847-23	4 credits	40	No	£0	Portfolio	
Mathematics Skills Bite-sized: themed Award Level 1	Level 1 Award in Mathematics Skills – Number	60075053	3847-23	6 credits	60	No	£0	Portfolio	These 'themed' Awards bring together each of the individual Mathematic Skills units covering Number, Measure/Shape/Space or Handling Data, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Level 1 Award in Mathematics Skills - Measure, Shape and Space	60075065	3847-23	4 credits	40	No	£0	Portfolio	
	Level 1 Award in Mathematics Skills - Handling Data	60075077	3847-23	4 credits	40	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Mathematics Skills Bite-sized: themed Award Level 2	Level 2 Award in Mathematics Skills – Number	60075089	3847-23	6 credits	60	No	£0	Portfolio	These ‘themed’ Awards bring together each of the individual Mathematic Skills units covering Number, Measure/Shape/Space or Handling Data, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Level 2 Award in Mathematics Skills - Measure, Shape and Space	60073664	3847-23	4 credits	40	No	£0	Portfolio	
	Level 2 Award in Mathematics Skills - Handling Data	60075119	3847-23	4 credits	40	No	£0	Portfolio	
Mathematics Skills Bite-sized: Certificates	Entry Level Certificate in Mathematics Skills (Entry 1)	60075235	3847-22	13 credits	130	ASF legal entitlement	£780	Portfolio	The Certificate-sized qualifications bring together each of units making up the three Mathematics Skills ‘themed’ Awards, allowing full coverage of the national standards for adult numeracy at each level to be recognised. The Certificates at Entry 1, Entry 2, Entry 3 and Level 1 are fundable under the Adult Skills Fund (ASF) legal entitlement;
	Entry Level Certificate in Mathematics Skills (Entry 2)	60075156	3847-22	15 credits	130	ASF legal entitlement	£780	Portfolio	
	Entry Level Certificate in Mathematics Skills (Entry 3)	60075120	3847-22	13 credits	120	ASF legal entitlement	£720	Portfolio	
	Level 1 Certificate in Mathematics Skills	60075144	3847-22	14 credits	140	ASF legal entitlement	£840	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number		GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
Mathematics Skills Bite-sized: Certificates	Level 2 Certificate in Mathematics Skills	60075168	3847-22	13 credits	130	No	£0	Portfolio	The Level 2 Certificate might potentially be fundable under local flexibilities or other mechanisms.
Principles of Using Mathematical Techniques	Entry Level Certificate in the Principles of Using Mathematical Techniques (Entry 3)	60112888	3844-20	13 credits	130	ASF legal entitlement	£780	On-screen test	The Principles of Mathematical Techniques qualifications cover substantive parts of the adult numeracy standards, with a particular focus on receptive skills, knowledge and understanding. It enables learners to demonstrate a solid grasp of the key principles of maths.
	Level 1 Certificate in the Principles of Using Mathematical Techniques	60076550	3844-12	13 credits	98	ASF legal entitlement	£588	On-screen test	They are assessed by a one-off on-screen test – available on-demand with instant results.
	Level 2 Certificate in the Principles of Using Mathematical Techniques	60076562	3844-22	13 credits	98	No	£0	On-screen test	The Entry 3 and Level 1 Certificates are fundable under the Adult Skills Funding (ASF) legal entitlement; the Level 2 might potentially be fundable under local flexibilities or other mechanisms.

Qualifications and units in English

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Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
Functional Skills	Functional Skills qualification in English at Entry Level 1	6034913X	4748-01	55	ASF legal entitlement	£724	Externally set, internally marked	Functional Skills qualifications provide evidence of a learner's achievement against demanding content that is relevant to the workplace.
	Functional Skills qualification in English at Entry Level 2	60349141	4748-01	55	ASF legal entitlement	£724		
	Functional Skills qualification in English at Entry Level 3	60349153	4748-01	55	ASF legal entitlement	£724		
	Functional Skills qualification in English at Level 1	60346462	4748-02	55	ASF legal entitlement	£724	Reading & Writing: exam SLC: externally set, internally marked	Functional Skills English involves the assessment of underpinning English skills, as well as the ability to apply these across a range of contexts. It involves the assessment of Reading & Writing and Speaking, Listening & Communicating (SLC).
	Functional Skills qualification in English at Level 2	60346474	4748-02	55	ASF legal entitlement	£724		

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: individual units Entry 1	Reading - reading words, signs and symbols (Entry 1)	L5044991	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (20 hours TQT) English Skills units covers an area of the national standards for adult literacy, enabling learners to focus on specific gaps in their knowledge, understanding and application. The individual units at Entry 1 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in English Skills at these levels. This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Reading - using reading skills (Entry 1)	R5044992	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Reading - reading for meaning (Entry 1)	R5041557	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to provide information (Entry 1)	Y5044993	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to obtain information (Entry 1)	D5044994	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to take part in a conversation (Entry 1)	H5044995	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using grammar and punctuation in writing (Entry 1)	K5044996	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - writing letters of the alphabet and spelling words (Entry 1)	J5045959	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using structure in writing (Entry 1)	J5044990	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: individual units Entry 2	Reading - reading and understanding the meaning of words (Entry 2)	T5044998	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (20 hours TQT) English Skills units covers an area of the national standards for adult literacy, enabling learners to focus on specific gaps in their knowledge, understanding and application. The individual units at Entry 2 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in English Skills at these levels. This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Reading - using reading skills (Entry 2)	D5045000	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Reading - reading for meaning (Entry 2)	H5045001	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to provide information (Entry 2)	K5045002	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to obtain information (Entry 2)	M5045003	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening in a conversation (Entry 2)	T5045004	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using grammar and punctuation in writing (Entry 2)	A5045005	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using spelling methods in writing (Entry 2)	F5045006	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using structure to write simple text (Entry 2)	A5044999	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: individual units Entry 3	Reading - using different reading strategies for words and phrases (Entry 3)	F5045961	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (20 hours TQT) English Skills units covers an area of the national standards for adult literacy, enabling learners to focus on specific gaps in their knowledge, understanding and application. The individual units at Entry 3 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in English Skills at these levels. This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Reading - using reading strategies (Entry 3)	L5045008	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Reading - reading for meaning (Entry 3)	H5041563	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to provide information (Entry 3)	R5045009	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening – speaking and listening to obtain information (Entry 3)	J5045010	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to take part in a discussion (Entry 3)	L5045011	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using grammar punctuation and spelling in writing (Entry 3)	R5045012	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using planning and organisation in writing (Entry 3)	Y5045013	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - writing to communicate (Entry 3)	D5045014	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: individual units Level 1	Reading - using reading to extend vocabulary (Level 1)	H5045015	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	Each of these small (20 hours TQT) English Skills units covers an area of the national standards for adult literacy, enabling learners to focus on specific gaps in their knowledge, understanding and application. The individual units at Level 1 are fundable under the Adult Skills Funding (ASF) legal entitlement as a consequence of being included in the rules of combination for the Certificates in English Skills at these levels. This makes them ideal for developing skills in particular topic areas and growing learner confidence.
	Reading - using reading strategies (Level 1)	D5045322	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Reading - reading for meaning (Level 1)	M5045017	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - presenting information by speaking and listening (Level 1)	T5045018	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to obtain information (Level 1)	A5045019	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Speaking and listening - speaking and listening to take part in a discussion (Level 1)	M5045020	3847-01	2 credits	20	ASF Legal Entitlement	£144	Portfolio	
	Writing - using grammar, punctuation and spelling in writing (Level 1)	T5045021	3847-01	2 credits	20	ASF Legal Entitlement	£144	Portfolio	
	Writing - planning and organising writing (Level 1)	A5045022	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	
	Writing - using structure and content in writing (Level 1)	F5045023	3847-01	2 credits	20	ASF Legal Entitlement	£120	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: individual units Level 2	Reading - using reading to develop vocabulary (Level 2)	Y5045027	3847-01	2 credits	20	No	£0	Portfolio	Each of these small (20 hours TQT) English Skills units covers an area of the national standards for adult literacy, enabling learners to focus on specific gaps in their knowledge, understanding and application. Although these Level 2 units are not directly funded, they can be used as part of a larger programme to develop learner's skills and build confidence.
	Reading - using reading strategies (Level 2)	H5045323	3847-01	2 credits	20	No	£0	Portfolio	
	Reading - reading for meaning (Level 2)	D5045031	3847-01	2 credits	20	No	£0	Portfolio	
	Speaking and listening - presenting information by speaking and listening (Level 2)	H5045032	3847-01	2 credits	20	No	£0	Portfolio	
	Speaking and listening - obtaining information by speaking and listening (Level 2)	M5045034	3847-01	2 credits	20	No	£0	Portfolio	
	Speaking and listening - speaking and listening to take part in a discussion (Level 2)	T5045035	3847-01	2 credits	20	No	£0	Portfolio	
	Writing - using grammar, punctuation and spelling in writing (Level 2)	A5045036	3847-01	2 credits	20	No	£0	Portfolio	
	Writing - planning and organising writing (Level 2)	J5045038	3847-01	2 credits	20	No	£0	Portfolio	
	Writing - writing for clear communication (Level 2)	L5045039	3847-01	2 credits	20	No	£0	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: themed Awards Entry 1	Entry Level Award in English Skills - Reading (Entry 1)	60075880	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	These 'themed' Awards bring together each of the individual English Skills units covering Reading, Writing or Speaking & Listening, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in English Skills - Speaking and Listening (Entry 1)	60075892	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	
	Entry Level Award in English Skills - Writing (Entry 1)	60076148	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	
English Skills Bite-sized: themed Awards Entry 2	Entry Level Award in English Skills - Reading (Entry 2)	6007615X	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	These 'themed' Awards bring together each of the individual English Skills units covering Reading, Writing or Speaking & Listening, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in English Skills - Speaking and Listening (Entry 2)	6007601X	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	
	Entry Level Award in English Skills - Writing (Entry 2)	60076094	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	Credit Value	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: themed Awards Entry 3	Entry Level Award in English Skills - Reading (Entry 3)	60076082	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	These 'themed' Awards bring together each of the individual English Skills units covering Reading, Writing or Speaking & Listening, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Entry Level Award in English Skills - Speaking and Listening (Entry 3)	60076008	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	
	Entry Level Award in English Skills - Writing (Entry 3)	60076070	3847-03	6 credits	60	ASF legal entitlement	£360	Portfolio	
English Skills Bite-sized: themed Awards Level 1	Level 1 Award in English Skills – Reading	60076021	3847-03	6 credits	60	No	£0	Portfolio	These 'themed' Awards bring together each of the individual English Skills units covering Reading, Writing or Speaking & Listening, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Level 1 Award in English Skills - Speaking and Listening	60076112	3847-03	6 credits	60	No	£0	Portfolio	
	Level 1 Award in English Skills – Writing	60076069	3847-03	6 credits	60	No	£0	Portfolio	The themed Awards at Level 1 might potentially be fundable under local flexibilities or other mechanisms.

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number		GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: themed Awards Level 2	Level 2 Award in English Skills – Reading	60076033	3847-03	6 credits	60	No	£0	Portfolio	These ‘themed’ Awards bring together each of the individual English Skills units covering Reading, Writing or Speaking & Listening, enabling learners to focus on specific gaps in their knowledge, understanding and application.
	Level 2 Award in English Skills - Speaking and Listening	60075971	3847-03	6 credits	60	No	£0	Portfolio	
	Level 2 Award in English Skills – Writing	6007596X	3847-03	6 credits	60	No	£0	Portfolio	The themed Awards at Level 2 might potentially be fundable under local flexibilities or other mechanisms.
English Skills Bite-sized: Certificates	Entry Level Certificate in English Skills (Entry 1)	60075879	3847-02	18 credits	180	ASF legal entitlement	£1,080	Portfolio	The Certificate-sized qualifications bring together each of units making up the three English Skills ‘themed’ Awards, allowing full coverage of the national standards for adult literacy at each level to be recognised.
	Entry Level Certificate in English Skills (Entry 2)	60075934	3847-02	18 credits	180	ASF legal entitlement	£1,080	Portfolio	
	Entry Level Certificate in English Skills (Entry 3)	60075910	3847-02	18 credits	180	ASF legal entitlement	£1,080	Portfolio	
	Level 1 Certificate in English Skills	60075958	3847-02	18 credits	180	ASF legal entitlement	£1,080	Portfolio	

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number		GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
English Skills Bite-sized: Certificates	Level 2 Certificate in English Skills	60075946	3847-02	18 credits	180	No	£0	Portfolio	The Level 2 Certificate might potentially be fundable under local flexibilities or other mechanisms.
Principles of Using Written and Spoken English	Entry Level Award in the Principles of Using Written and Spoken English (Entry 3)	60114204	3844-10	10 credits	99	No	£0	On-screen test	The Principles of English covers substantive parts of the adult literacy standards, with a particular focus on receptive skills, knowledge and understanding. It enables learners to demonstrate a solid grasp of the key principles of English. It's assessed by a one-off on-screen test – available on-demand with instant results. The Awards at Entry 3 and Level 2 might potentially be fundable under local flexibilities or other mechanisms.
	Level 1 Award in the Principles of Using Written and Spoken English	60079174	3844-11	10 credits	58	ASF legal entitlement	£348	On-screen test	
	Level 2 Award in the Principles of Using Written and Spoken English	60079186	3844-21	10 credits	58	No	£0	On-screen test	

Qualifications in digital skills

The bottom half of the page is filled with abstract, overlapping green geometric shapes. These shapes include a large triangle on the left, a trapezoid in the center, and a large irregular shape on the right, all in various shades of green, creating a modern, layered background.

Qualification group	Qualification/unit title	Learning Aim Reference	C&G qual number	GLH	Fundable?	Weighted rate	Assessment method	Description/ purpose/ suitability
Digital Functional Skills	Digital Functional Skills qualification (DFSQ) at Entry Level 3	61030661	4748-05	55	ASF Legal Entitlement	£462	Exam	Digital Functional Skills Qualifications (DFSQs) will enable learners to initiate and participate in digital and online activities safely, in the workplace and other real-life contexts.
	Digital Functional Skills qualification (DFSQ) at Level 1	61030673	4748-06	55	ASF Legal Entitlement	£462	Exam	These qualifications are designed to cover the five skills areas within the national standards: <ul style="list-style-type: none"> • Using devices and handling information • Creating and editing • Communicating • Transacting • Being safe and responsible online.

**Qualifications in employability
and personal/social skills**

The bottom portion of the page is decorated with several overlapping, semi-transparent green geometric shapes. These shapes include a large triangle on the left, a trapezoid in the center, and a large, irregular shape on the right that tapers towards the top. The colors range from a bright, vibrant green to a darker, forest green, creating a layered, abstract background.

EMPLOYABILITY SKILLS QUALIFICATIONS

There are no mandatory units –select topics from the pool of employability and personal and social development units available (noting any barred combinations) to suit your programme and to make up the required number of credits.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ²	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Employability Skills: Introductory Award	Entry Level Introductory Award in Employability Skills (Entry 2)	60136236	5546-01	13	ASF	£78	Portfolio	This is the smallest qualification size in the Employability Skills suite, with learners needing unit(s) equivalent to at least 20 hours' total qualification time (TQT).
	Entry Level Introductory Award in Employability Skills (Entry 3)	6013625X	5546-01	11	ASF	£66	Portfolio	
	Level 1 Introductory Award in Employability Skills	60136285	5546-01	9	ASF	£54	Portfolio	
	Level 2 Introductory Award in Employability Skills	60136315	5546-01	11	ASF	£66	Portfolio	

² GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ³	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Employability Skills: Award	Entry Level Award in Employability Skills (Entry 2)	60136248	5546-02	39	ASF	£234	Portfolio	<p>With the Award qualification size, learners need to achieve units equivalent to at least 60 hours' total qualification time (TQT).</p> <p>Although there are no mandatory units, we have provided some suggested unit combinations in the qualification handbook for Entry 3, covering:</p> <ul style="list-style-type: none"> • Volunteering <p>And for Level 1 covering:</p> <ul style="list-style-type: none"> • Preparing for Employment • Volunteering
	Entry Level Award in Employability Skills (Entry 3)	60136261	5546-02	37	ASF	£222	Portfolio	
	Level 1 Award in Employability Skills	60136297	5546-02	29	ASF	£174	Portfolio	
	Level 2 Award in Employability Skills	60136327	5546-02	34	ASF	£204	Portfolio	
Employability Skills: Extended Award	Entry Level Extended Award in Employability Skills (Entry 2)	60136352	5546-03	66	ASF	£396	Portfolio	<p>With the Extended Award qualification size, learners need to achieve units equivalent to at least 100 hours' total qualification time (TQT).</p>
	Entry Level Extended Award in Employability Skills (Entry 3)	60136273	5546-03	62	ASF	£372	Portfolio	
	Level 1 Extended Award in Employability Skills	60136303	5546-03	49	ASF	£294	Portfolio	

³ GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ⁴	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Employability Skills: Certificate	Entry Level Certificate in Employability Skills (Entry 2)	60136340	5546-04 5546-40	105	ASF	£630	Portfolio	With the Certificate qualification size, learners need to achieve units equivalent to at least 150 hours' total qualification time (TQT). The two City & Guilds qualification numbers refer to two different pricing approaches. 5546-04 has no registration fee, you simply pay for each unit completed, 5546-40 is an alternative approach with an up-front registration fee.
	Entry Level Certificate in Employability Skills (Entry 3)	60136418	5546-04 5546-40	93	ASF	£558	Portfolio	
	Level 1 Certificate in Employability Skills	60136431	5546-04 5546-40	77	ASF	£462	Portfolio	
	Level 2 Certificate in Employability Skills	60136455	5546-04 5546-40	85	ASF	£510	Portfolio	
Employability Skills: Extended Certificate	Entry Level Extended Certificate in Employability Skills (Entry 3)	6013642X	5546-05 5546-41	159	ASF	£954	Portfolio	With the Extended Certificate qualification size, learners need to achieve units equivalent to at least 250 hours' total qualification time (TQT). The two City & Guilds qualification numbers refer to two different pricing approaches. 5546-05 has no registration fee, you simply pay for each unit completed, 5546-41 is an alternative approach with an up-front registration fee and a certification fee when all units are claimed.
	Level 1 Extended Certificate in Employability Skills	60136443	5546-05 5546-41	135	ASF	£810	Portfolio	

⁴ GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ⁵	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Employability Skills: Extended Certificate	Level 2 Extended Certification in Employability Skills	60136467	5546-05 5546-41	146	ASF	£876	Portfolio	With the Extended Certificate qualification size, learners need to achieve units equivalent to at least 250 hours' total qualification time (TQT).
Employability Skills: Diploma	Entry Level Diploma in Employability Skills (Entry 3)	6013561X	5546-06 5546-42	242	ASF	£1,452	Portfolio	With the Diploma qualification size, learners need to achieve units equivalent to at least 370 hours' total qualification time (TQT).
	Level 1 Diploma in Employability Skills	60135591	5546-06 5546-42	206	ASF	£1,236	Portfolio	The two City & Guilds qualification numbers refer to two different pricing approaches. 5546-06 has no registration fee, you pay for each unit completed, 5546-21 is an alternative approach with an up-front registration fee and a certification fee when all units are claimed

⁵ GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

PERSONAL & SOCIAL SKILLS QUALIFICATIONS

Qualifications which are not funded under ASF, **may** be available under local flexibilities.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ⁶	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Personal & Social Skills: Introductory Award	Level 1 Introductory Award in Personal and Social Skills	6013673X	5546-31	9	No	£0	Portfolio	The smallest qualification size within the Personal and Social Skills suite, with learners needing unit(s) equivalent to at least 20 hours' total qualification time (TQT).
Personal & Social Skills: Award	Level 1 Award in Personal and Social Skills	60135360	5546-32	32	ASF	£192	Portfolio	With the Award qualification size, learners need to achieve units equivalent to at least 60 hours' total qualification time (TQT).
Personal & Social Skills: Certificate	Entry Level Certificate in Personal and Social Skills (Entry 3)	60135335	5546-34 5546-45	100	ASF	£600	Portfolio	With the Certificate qualification size, learners need to achieve units equivalent to at least 150 hours' total qualification time (TQT).
	Level 1 Certificate in Personal and Social Skills	60135359	5546-34 5546-45	89	ASF	£534	Portfolio	The two City & Guilds qualification numbers refer to two different pricing approaches. 5546-34 has no registration fee, you pay for each unit completed, 5546-45 is an alternative approach with an up-front registration fee.

⁶ GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

VOCATIONAL EMPLOYABILITY SKILLS PATHWAYS (LEVEL 1)

These qualifications consist of a mixture of vocational units and units designed to support the personal, social and employability skills of the learners who wish to work in the relevant sector. There are some mandatory units and then you can select from a wide range of units to create a programme designed to meet your learners' needs. Each pathway has a Rule of Combination (RoC) guide to help design a programme.

Qualification group	Qualification title	Learning Aim Reference	C&G qual number	GLH ⁷	Fundable?	Weighted rate	Assessment method	Description/purpose/suitability
Employability Skills: Vocational pathway	Level 1 Certificate for Working in the Health Care, Adult Care and Child Care Sector	60173762	5546-61	107	ASF	£642	Portfolio	This Certificate requires learners to achieve units equivalent to at least 170 hours' total qualification time (TQT). It combines a mixture of core Employability Skills with introductory knowledge relating to working in the care sector.
	Level 1 Certificate for Working in the Retail Industry	60173816	5546-62	134	ASF	£804	Portfolio	This Certificate requires learner to achieve units equivalent to at least 160 hours' total qualification time (TQT). It combines a mixture of core Employability Skills with introductory knowledge relating to working in the Retail sector.
	Level 1 Award for Skills for Employment in the Hospitality Industry	60174092	5546-64	51	ASF	£306	Portfolio	This Award requires learner to achieve units equivalent to at least 80 hours' total qualification time (TQT). It combines a mixture of core Employability Skills with opportunity to develop and practice basic skills used in the Hospitality Industry.

⁷ GLH shown is based on an average across all units within the rules of combination for that qualification. Depending on the units selected, the actual amount of guided learning hours might be more or less than this figure.

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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