

# Maths and English regular webinar updates

Thinking on our feet

November 2020

# Welcome to this month's update!

## We now run these live update sessions three times each month:

- second Thursday (morning)
- third Wednesday (afternoon)
- last Thursday (morning).
- If you're signed up for one of these slots, you'll get a reminder ahead of each session.
- Recorded version (and slides) will be available afterwards from our [Maths and English Resource Hub](#).
- Don't forget to sign up for our [email alerts](#) too!

If you are experiencing issues with the sound but can see the slides, try exiting the webinar and then re-joining – this **usually** solves the problem.

## Maths and English resource hub

Welcome to the maths and English resource hub, here you will find information about digital teaching and learning support resources, brochures, videos, delivery guides and admin support.

Deliver Functional Skills (4748) in 10 easy steps

New to working with us?

### Digital resources for learners and tutors

e-Functional Skills Reloaded

SmartScreen

Journey 2 English

Complete maths and English offer

Functional Skills exam change notification forms

CPD training

Maths and English practice-sharing networks

Materials from recent practice-sharing networks

Sign up for our monthly maths and English webinar updates

Webinar series from October 2020 – Slides and recordings

Previous webinar updates – 2019-20

# Answering your questions

Thank you for all of your questions during last month's webinars...

- We've collated these together, and will keep adding to them
- You'll be able to find them on [Functional Skills \(4748\) qualification documents page](#)
- If anything else occurs to you in the meantime, get in touch via [pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com).



Keep them coming...





# ICYMI...

**Adaptation  
guidance for  
Functional Skills  
(and other M&E  
qualifications) now  
published**

**We've resumed our  
series of practice-  
sharing networks**

**Digital credentials  
now being issued –  
for Functional Skills**



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See the **Maths and English Resource Hub** for details



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For details, see [cityandguilds.com/digital-credentials](https://cityandguilds.com/digital-credentials)





# e-volve upgrade

**The upgrade of our e-volve SecureAssess platform will take place this month!**

## **Why are we upgrading?**

- As Adobe ends its support for the Flash Player on 31 December we are taking the opportunity to move to an upgraded platform.

## **When is it happening?**

- The e-volve upgrade will take place from
  - 18:00 on Tuesday 24 November to 23:59 on Tuesday 1 December 2020.
- Results will continue to be processed on Wednesday 2 December 2020.

## **What to expect**

- Enhanced screen layout to benefit administrators and invigilators
- Administrators will have more control over user set-ups
- Regular improvements and bug fixes with planned updates and timely roll-out
- Fewer unexpected and unplanned flash-based IT issues.

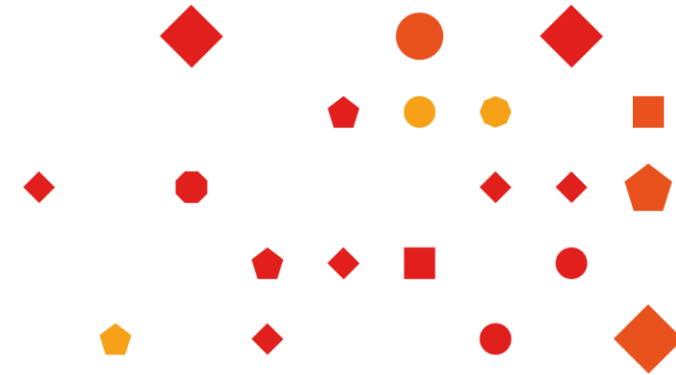
# e-volve upgrade

## Three important actions centres will need to complete:

- Upload all completed exams and results onto the e-volve platform before the upgrade by 18:00 GMT on Tuesday 24 November 2020 otherwise they will be lost.
- Create new passwords - an email will be sent to your centre's e-volve Primary and Technical contacts on Wednesday 2 December 2020, outlining how to reset and create a new password for the upgraded platform.
- Download and install the new e-volve secure client platform - detailed instruction on the installation will be sent to the named contacts for your centre a week prior to the upgrade.

## Please also note the following:

- Analytics will be unavailable during the upgrade period. However, you can continue to use the same service once the upgrade has been completed



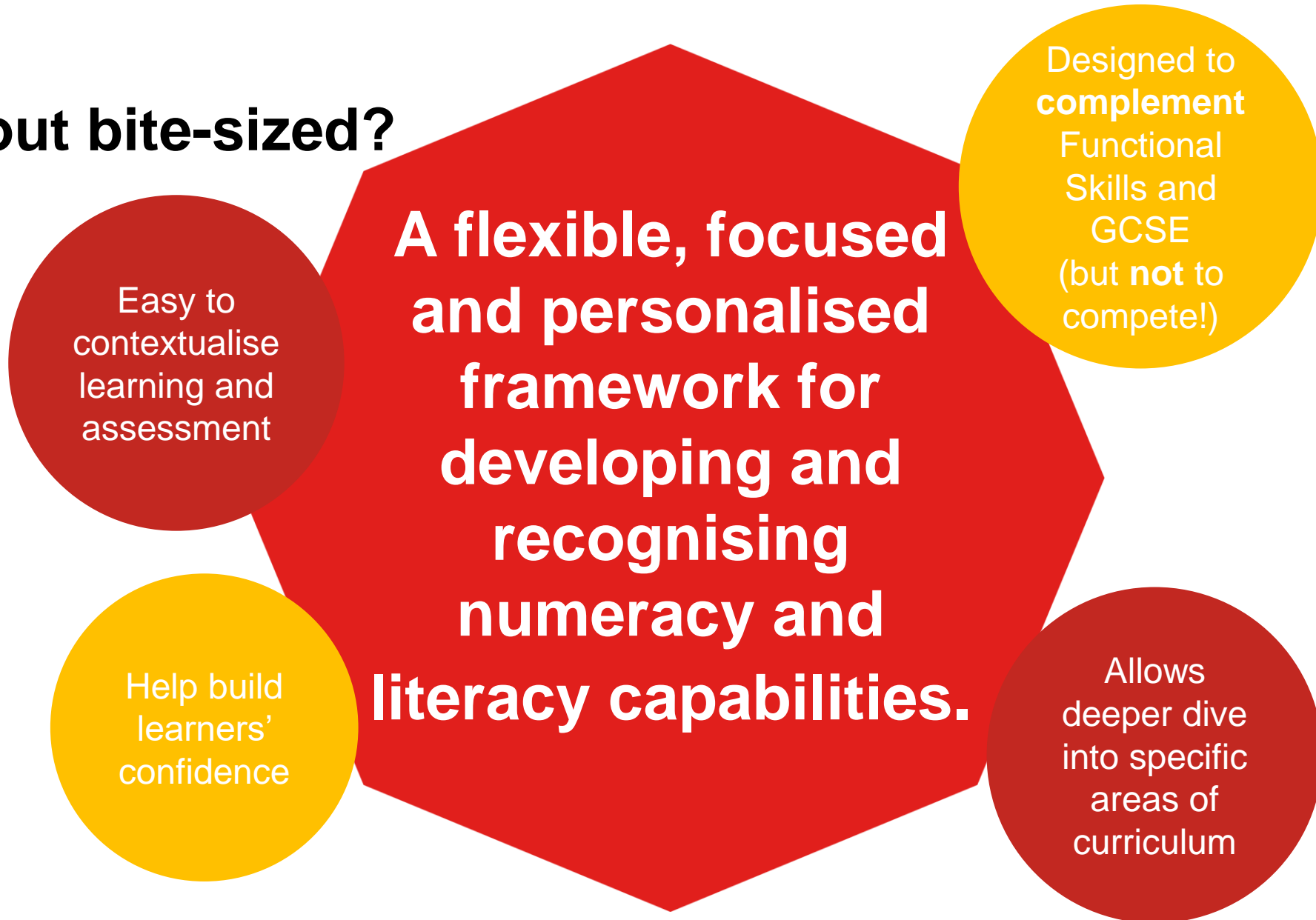




**Our world right now...**

**The only  
certainty is  
uncertainty**

## How about bite-sized?



# What are they?

## Mathematics/English Skills (3847)

- Collection of small (10-20 hour) units, each of which focuses on a **specific area** of the adult numeracy and literacy national standards.
- 100 units in total (**55** maths, **45** English), covering **Entry 1** to **Level 2**
- Each unit is a qualification in its own right; can also be combined into larger 'themed' awards and certificates.
- **Portfolio-assessed** – with no externally set assignments or exams.

## Principles of Mathematics/English (3844)

- Covers substantive parts of the adult numeracy and literacy standards, with a particular focus on receptive skills, knowledge and understanding.
- Assessment through a one-off **on-screen test** – available on-demand with **instant results**.
- Enables learners to demonstrate a **solid grasp** of the key principles of maths and English, as well as the **resilience** to operate effectively in a test environment.
- Available at **Entry 3** to **Level 2**.





# Mathematics Skills – full range of units

	MATHEMATICS SKILLS – NUMBER					MATHEMATICS SKILLS – MEASURE, SHAPE AND SPACE					MATHEMATICS SKILLS – HANDLING DATA				
ENTRY 1	Number - Whole numbers to 10 (2 credits, 20 GLH)		Number - Addition (2 credits, 20 GLH)		Number subtraction (2 credits, 20 GLH)		Measure, shape and space - Money (1 credit, 10 GLH)	Measure, shape and space - Time (1 credit, 10 GLH)	Measure, shape and space - Size, length, width and height (1 credit, 10 GLH)	Measure, shape and space - Weight and capacity (1 credit, 8 GLH)	Measure, shape and space - Common shapes and positional vocabulary (1 credit, 10 GLH)	Handling data - Extract and sort data (2 credits, 13 GLH)		Handling data - Represent information (2 credits, 20 GLH)	
ENTRY 2	Number - Whole numbers to 100 (2 credits, 19 GLH)	Number - Addition (1 credit, 10 GLH)	Number - Subtraction (1 credit, 10 GLH)	Number - Fractions (1 credit, 10 GLH)	Number - Multiplication (1 credit, 10 GLH)	Number - Division (1 credit, 10 GLH)	Measure, shape and space - Money (2 credits, 10 GLH)	Measure, shape and space - Time (1 credit, 10 GLH)	Measure, shape and space - Length (1 credit, 10 GLH)	Measure, shape and space - Weight, capacity & temperature (1 credit, 10 GLH)	Measure, shape and space - Shapes and positional vocabulary (1 credit, 10 GLH)	Handling data - Extract and sort data (2 credits, 20 GLH)		Handling data - Collect and represent information (2 credits, 16 GLH)	
ENTRY 3	Number - Whole numbers to 1000 (2 credits, 19 GLH)	Number - Addition and subtraction (1 credit, 10 GLH)	Number - Fractions (1 credit, 10 GLH)	Number - Multiplication (1 credit, 10 GLH)	Number - Division (1 credit, 10 GLH)	Number - Decimals (1 credit, 9 GLH)	Measure, shape and space - Money (1 credit, 10 GLH)		Measure, shape and space - Time (1 credit, 10 GLH)		Measure, shape and space - Length, weight, capacity and shapes (2 credits, 18 GLH)	Handling data - Extract and use data (2 credits, 19 GLH)		Handling data - Represent information (2 credits, 16 GLH)	
LEVEL 1	Number - Positive and negative numbers (2 credits, 19 GLH)	Number - Fractions, ratio and proportion (2 credits, 18 GLH)		Number - Decimals (1 credit, 10 GLH)	Number - Percentages (1 credit, 10 GLH)		Measure, shape and space - Money, time & temperature (1 credit, 10 GLH)		Measure, shape and space - Length and weight (1 credit, 10 GLH)		Measure, shape and space - Calculating using shape and space (2 credits, 17 GLH)	Handling data - Extract and interpret data (1 credit, 9 GLH)	Handling data - Collect, organise and represent data (1 credit, 6 GLH)	Handling data - Mean and range (1 credit, 10 GLH)	Handling data - Probability (1 credit, 10 GLH)
LEVEL 2	Number - Number and formulae (1 credit, 10 GLH)	Number - Fractions, ratio and proportion (2 credits, 18 GLH)		Number - Decimals (1 credit, 10 GLH)	Number - Percentages (2 credits, 14 GLH)		Measure, shape and space - Money, time & temperature (1 credit, 10 GLH)		Measure, shape and space - Length, weight and capacity (1 credit, 9 GLH)		Measure, shape and space - Shape and space (2 credits, 16 GLH)	Handling data - Extract and interpret data (1 credit, 7 GLH)	Handling data - Collect and use data (1 credit, 9 GLH)	Handling data - Statistics (1 credit, 9 GLH)	Handling data - Probability (1 credit, 10 GLH)

THEMED AWARD

CERTIFICATE

# English Skills – full range of units

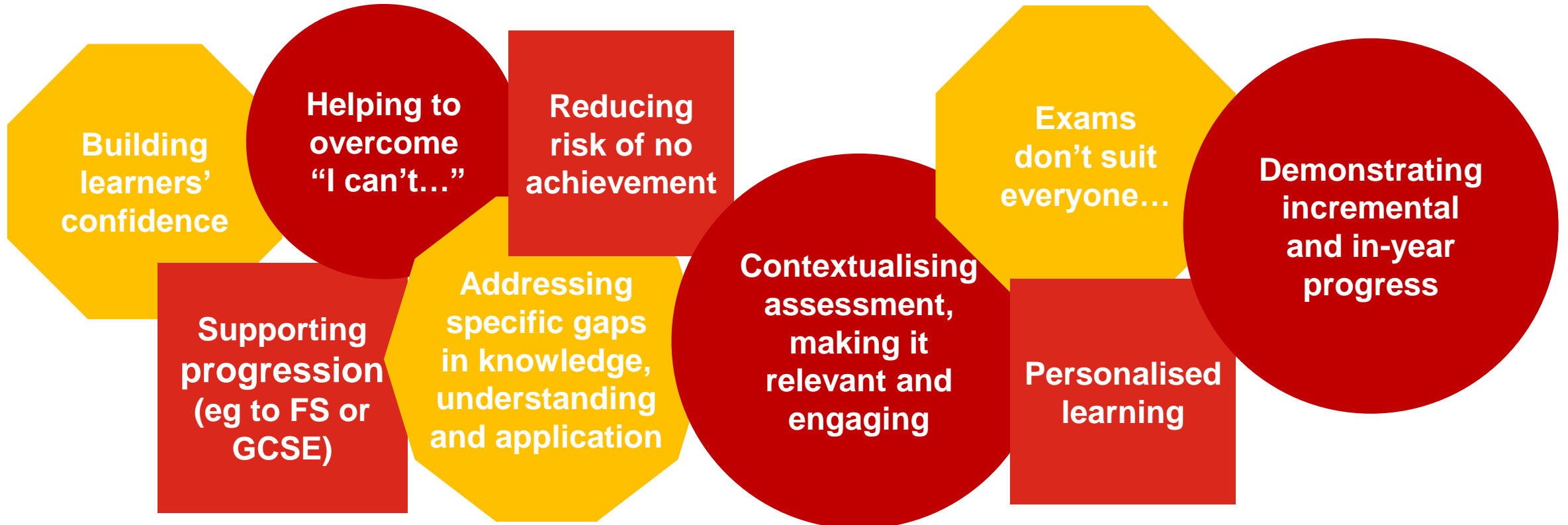
	ENGLISH SKILLS – READING			ENGLISH SKILLS – SPEAKING AND LISTENING			ENGLISH SKILLS – WRITING		
ENTRY 1	Reading - Reading words, signs and symbols (2 credits, 20 GLH)	Reading - Using reading skills (2 credits, 20 GLH)	Reading - Reading for meaning (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to provide information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to obtain information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to take part in a conversation (2 credits, 20 GLH)	Writing - Using grammar and punctuation in writing (2 credits, 20 GLH)	Writing - Writing letters of the alphabet and spelling words (2 credits, 20 GLH)	Writing - Using structure in writing (2 credits, 20 GLH)
ENTRY 2	Reading - Reading and understanding the meaning of words (2 credits, 20 GLH)	Reading - Using reading skills (2 credits, 20 GLH)	Reading - Reading for meaning (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to provide information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to obtain information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to take part in a conversation (2 credits, 20 GLH)	Writing - Using grammar and punctuation in writing (2 credits, 20 GLH)	Writing - Using spelling methods in writing (2 credits, 20 GLH)	Writing - Using structure to write simple text (2 credits, 20 GLH)
ENTRY 3	Reading - Using different reading strategies for words and phrases (2 credits, 20 GLH)	Reading - Using reading strategies (2 credits, 20 GLH)	Reading - Reading for meaning (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to provide information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to obtain information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to take part in a discussion (2 credits, 20 GLH)	Writing - Using grammar, punctuation and spelling in writing (2 credits, 20 GLH)	Writing - Using planning and organisation in writing (2 credits, 20 GLH)	Writing - Writing to communicate (2 credits, 20 GLH)
LEVEL 1	Reading - Using reading to extend vocabulary (2 credits, 20 GLH)	Reading - Using reading strategies (2 credits, 20 GLH)	Reading - Reading for meaning (2 credits, 20 GLH)	Speaking and listening - Presenting information by speaking and listening (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to obtain information (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to take part in a discussion (2 credits, 20 GLH)	Writing - Using grammar, punctuation and spelling in writing (2 credits, 20 GLH)	Writing - Planning and organising writing (2 credits, 20 GLH)	Writing - Using structure and content in writing (2 credits, 20 GLH)
LEVEL 2	Reading - Using reading to develop vocabulary (2 credits, 20 GLH)	Reading - Using reading strategies (2 credits, 20 GLH)	Reading - Reading for meaning (2 credits, 20 GLH)	Speaking and listening - Presenting information by speaking and listening (2 credits, 20 GLH)	Speaking and listening - Obtaining information by speaking and listening (2 credits, 20 GLH)	Speaking and listening - Speaking and listening to take part in a discussion (2 credits, 20 GLH)	Writing - Using grammar, punctuation and spelling in writing (2 credits, 20 GLH)	Writing - Planning and organising writing (2 credits, 20 GLH)	Writing - Writing for clear communication (2 credits, 20 GLH)

THEMED AWARD

CERTIFICATE



# Putting together a coherent programme...







# Portfolio building, some tips...

<b>Think holistically</b>	Evidence will often meet more than one purpose/unit <i>eg a piece of free writing might demonstrate both coherent structure and appropriate use of SPaG (as well as indicating the candidate has read and understood a piece of stimulus material).</i>
<b>Check range requirements</b>	Most of these units' criteria need to be met on at least <b>two</b> occasions <i>make sure candidates have opportunity to do this.</i>
<b>Clear referencing is essential</b>	Assessment decisions must be transparent and auditable <i>location of evidence for each criterion/occasion needs to be clear (and easily understandable).</i>
<b>Authentication and sign-off</b>	Candidate and assessor <b>both</b> need to sign-off unit once complete <i>doesn't necessarily have to be 'wet' signature.</i>



# What these qualifications **aren't...**

## They're not trying to 'compete' with Functional Skills or GCSE

- but could be used to support progress towards either/both of these.

## They're not a 'clever ruse' to get more or duplicate funding

- although there are circumstances where they may attract funding and/or help meet funding conditions.

## They're not necessary or appropriate for everyone

- but they're also not *just* for SEND learners.

## They're intended to support and recognise learners' achievements

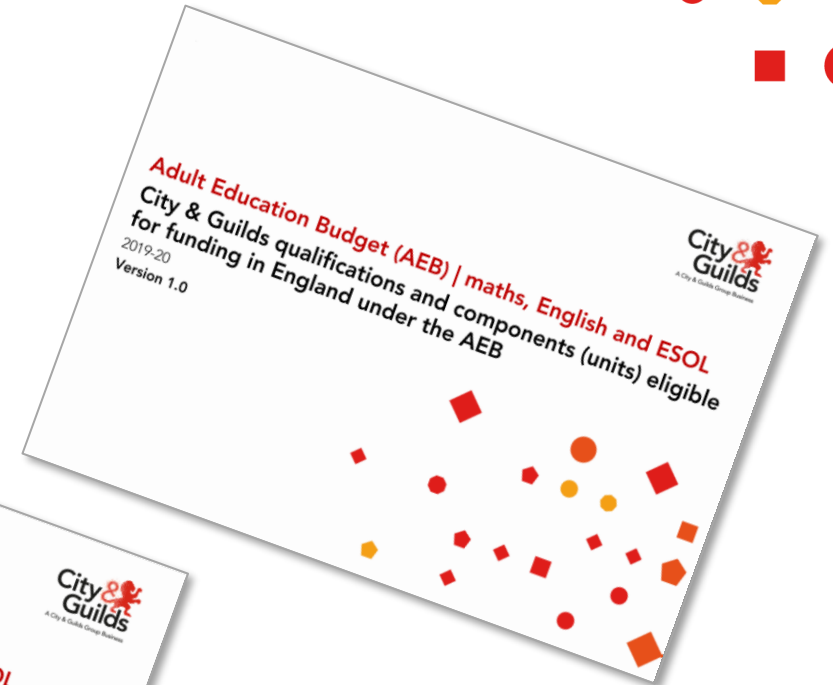
- but not to create extra work for its own sake.



# Funding rules, within England

**There are circumstances where these units and qualifications can attract Adult Education Budget funding.**

**Also, some of the Entry level Mathematics/English Skills qualifications can be counted directly towards the 16-18 Condition of Funding.**



# Questions and answers

You can also email:  
**[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)**

# Thank you

For more information about all aspects of our Maths and English offer, please visit [cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish).

For specific queries relating to Pre-Employment, please use: [pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)

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- follow our Industry Manager [@MathsEnglish\\_CG](https://twitter.com/MathsEnglish_CG)
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  - [@PaulSceeny\\_CG](https://twitter.com/PaulSceeny_CG)
  - [@KatherineC\\_CG](https://twitter.com/KatherineC_CG).

