

‘Bite-sized’ maths and English

Qualifications and **units** to build learners’
confidence and support their progression



Welcome to this session...

We'll be focusing on

- Mathematics/English Skills (3847)
- Principles of Mathematics/English (3844)

Including information about

- qualification structures
- assessment arrangements
- funding rules/possibilities.



Bite-sized...

Easy to
contextualise
learning and
assessment

Designed to
complement
Functional Skills
and GCSE
(but **not** to
compete!)

Help **build**
learners'
confidence

Allows **deeper**
dive into
specific areas
of curriculum

A flexible, focused
and personalised
framework for
developing and
recognising
numeracy and
literacy capabilities.

What are they?

Mathematics/English Skills (3847)

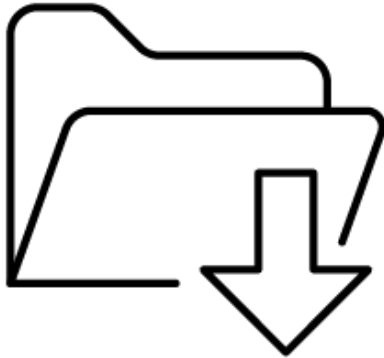
- Collection of small (10-20 hour) units, each of which focuses on a **specific area** of the adult numeracy and literacy national standards.
- 100 units in total (**55** maths, **45** English), covering **Entry 1** to **Level 2**
- Each unit is a qualification in its own right; can also be combined 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**.

Downloading the detail...

Mathematics Skills
English Skills
(3847)



Mathematics and English Skills (3847)

	Mathematics Skills	English Skills
Available at	Entry 1, Entry 2, Entry 3, Level 1, Level 2	
Assessment	Internally assessed – portfolio based	
Structure	<ul style="list-style-type: none"> ▪ 55 single-unit Award qualifications (3847-21) (TQT 10-20 hours, depending on unit size) ▪ ‘themed’ Award qualifications at each level (3847-23) (TQT 40-70 hours, depending on level) <ul style="list-style-type: none"> ▪ Number ▪ Measure, shape and space ▪ Handling data ▪ Certificate qualification covers full range of skills at each level (3847-22) (TQT 130-150 hours, depending on level) 	<ul style="list-style-type: none"> ▪ 45 single-unit Award qualifications (3847-01) (TQT each 20 hours) ▪ ‘themed’ Award qualifications at each level (3847-03) (TQT each 60 hours) <ul style="list-style-type: none"> ▪ Reading ▪ Writing ▪ Speaking and listening ▪ Certificate qualification covering full range of skills at each level (3847-02) (TQT each 180 hours)

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, 17 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, weight and capacity (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)

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 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

How it all fits together

Select unit(s) you intend to deliver

- Each unit has learning outcomes and **assessment criteria** which need to be met (normally on at least two occasions).
- **Assessment Pack** sets out these requirements in full, along with further guidance and examples.



Each unit can either be recognised as a qualification in its own right, or combined into larger qualifications

- **Themed Awards**
 - Mathematics – **Number** (3-6 units)
 - Mathematics – **Measure, Shape and Space** (3-5 units)
 - Mathematics – **Handling Data** (2-4 units)
 - English – **Reading** (3 units)
 - English – **Speaking and Listening** (3 units)
 - English – **Writing** (3 units)
- **Certificates**
 - **Mathematics** – across the whole standard (10-12 units)
 - **English** – across the whole standard (9 units).
- **Qualification handbook** sets out rules of combination, and other administrative/delivery requirements.



Other key documents

Logbook

- Used to **record, track and locate evidence**.
- **Each unit must be signed-off** by candidate and assessor, once requirements have been met.
- **Can be done electronically**, using an e-portfolio system.



Unit pack

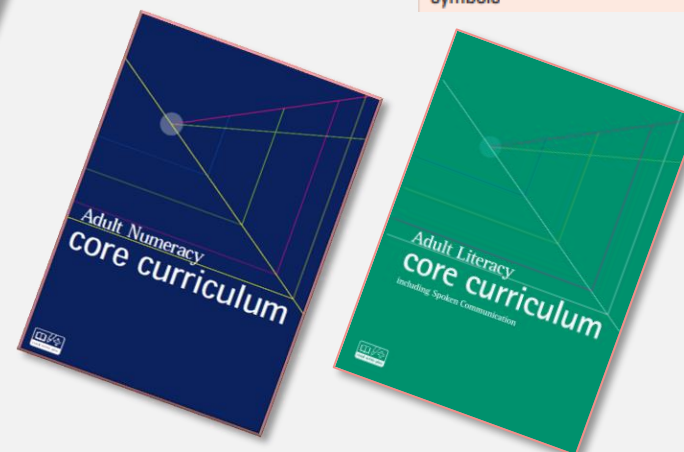
- **Summarises** content of each unit
- useful when selecting units, as outcomes, criteria and guided learning hours can be seen at a glance



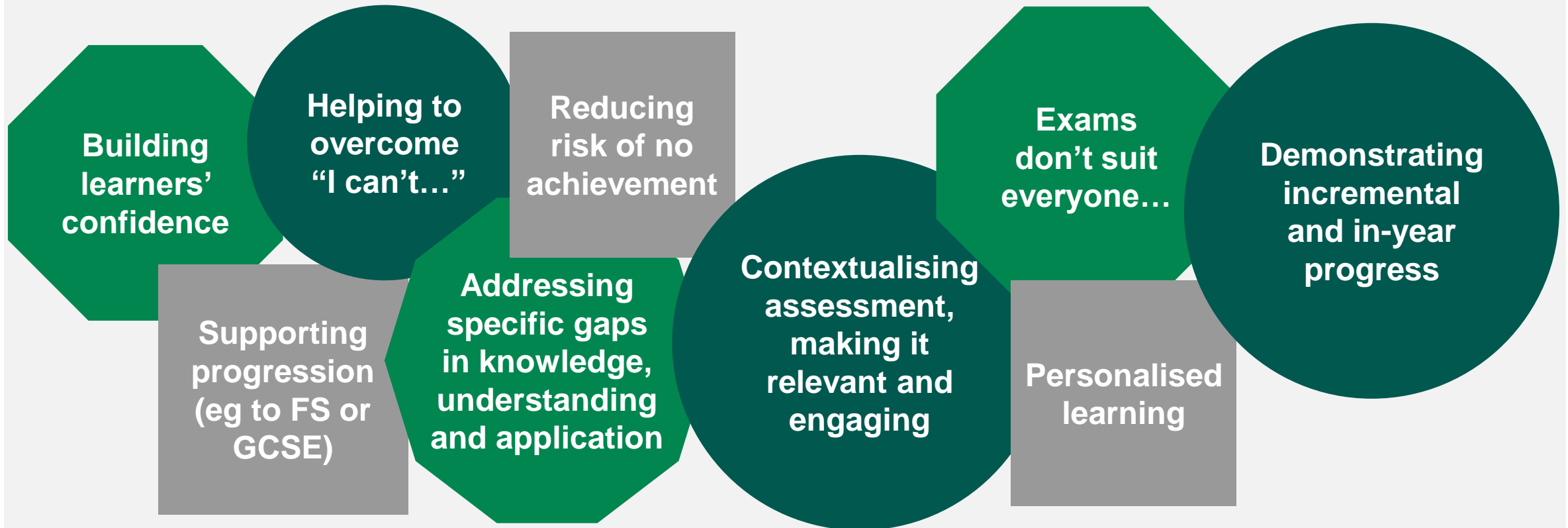
Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).
- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit, eg:

Rw/E1.1 Possess a limited, meaningful sight vocabulary of words, signs and symbols



Putting together a coherent programme...



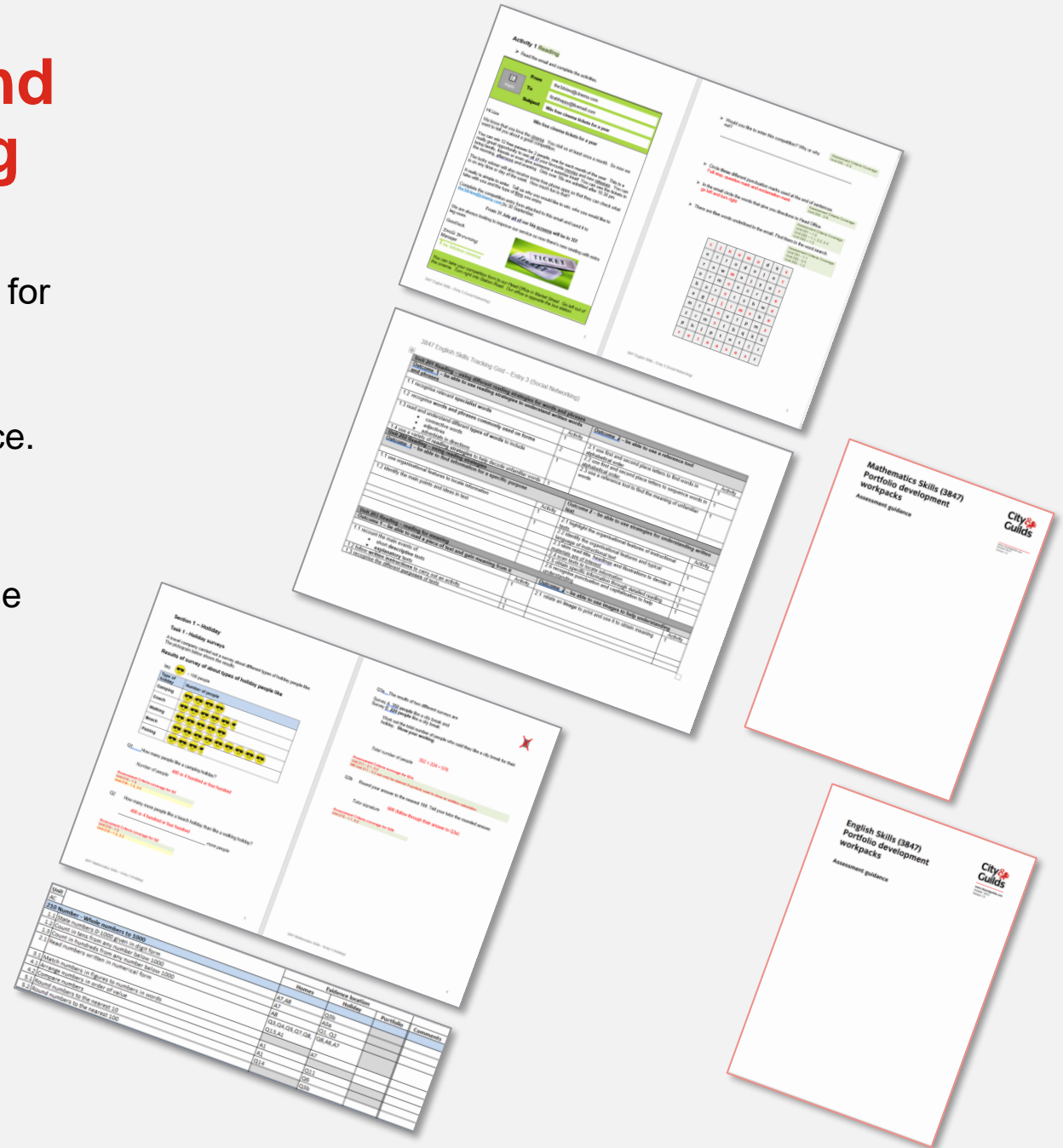
Portfolio building, some tips...

Think holistically	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>
Check range requirements	Most of these units' criteria need to be met on at least two occasions <i>make sure candidates have opportunity to do this.</i>
Clear referencing is essential	Assessment decisions must be transparent and auditable <i>location of evidence for each criterion/occasion needs to be clear (and easily understandable).</i>
Authentication and sign-off	Candidate and assessor both need to sign-off unit once complete <i>doesn't necessarily have to be 'wet' signature.</i>

Workpacks – extra help and ideas for portfolio building

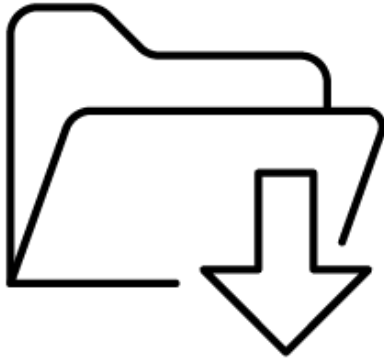
Not mandatory, but...

- Provides structure and ‘ready-made’ activities for generating evidence.
- Helps illustrate how activities can be framed holistically to meet several criteria/units at once.
- Provides inspiration if you’re stuck for ideas – or want a standardised approach.
- Easy to adapt, re-purpose and re-contextualise (all of the documents are in **Word**).



Downloading the detail...

Principles of Mathematics
and English
(3844)



Principles of Mathematics and English (3844)

	Certificate in the Principles of Using Mathematical Techniques	Award in the Principles of Using Written and Spoken English
Available at	Entry 3, Level 1, Level 2	
Assessment	Externally set and marked on-screen test Available on-demand with instant results	
Structure	<ul style="list-style-type: none"> Covers °70% of the standard (with focus on key principles, knowledge and understanding of mathematical techniques) Two test components (non-calculator and calculator-permitted) TQT 130 hours 	<ul style="list-style-type: none"> Covers °55% of the standard (with focus on listening, reading and understanding SPaG rules) Single test component (includes listening activity) TQT 100 hours

Key documents

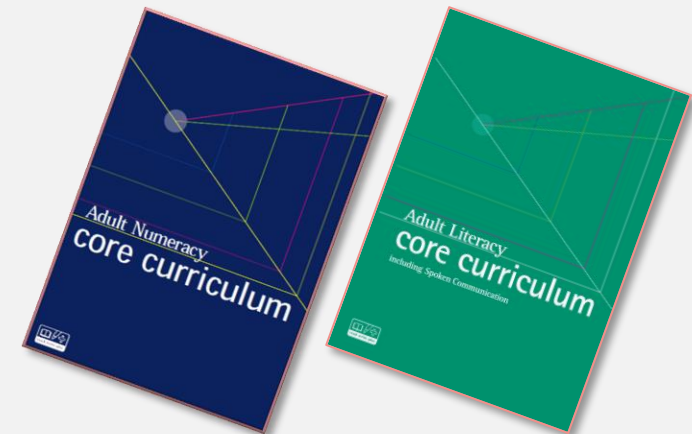
Each qualification is a single-unit – covering substantive part of the adult numeracy/literacy standard

- **Qualification Handbook** sets out
 - learning outcomes and assessment criteria
 - test specifications (coverage and mark weightings).



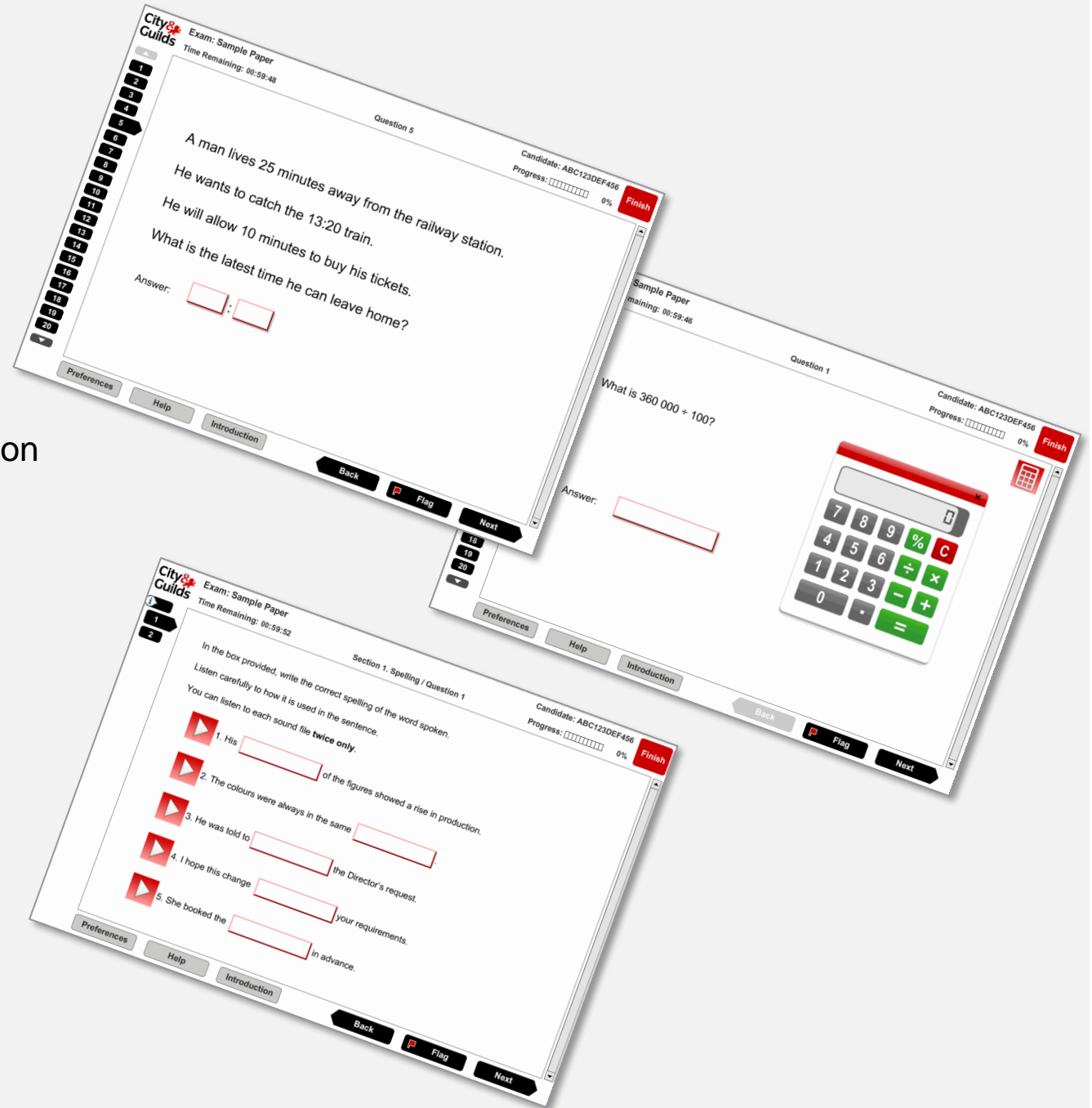
Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).
- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit:

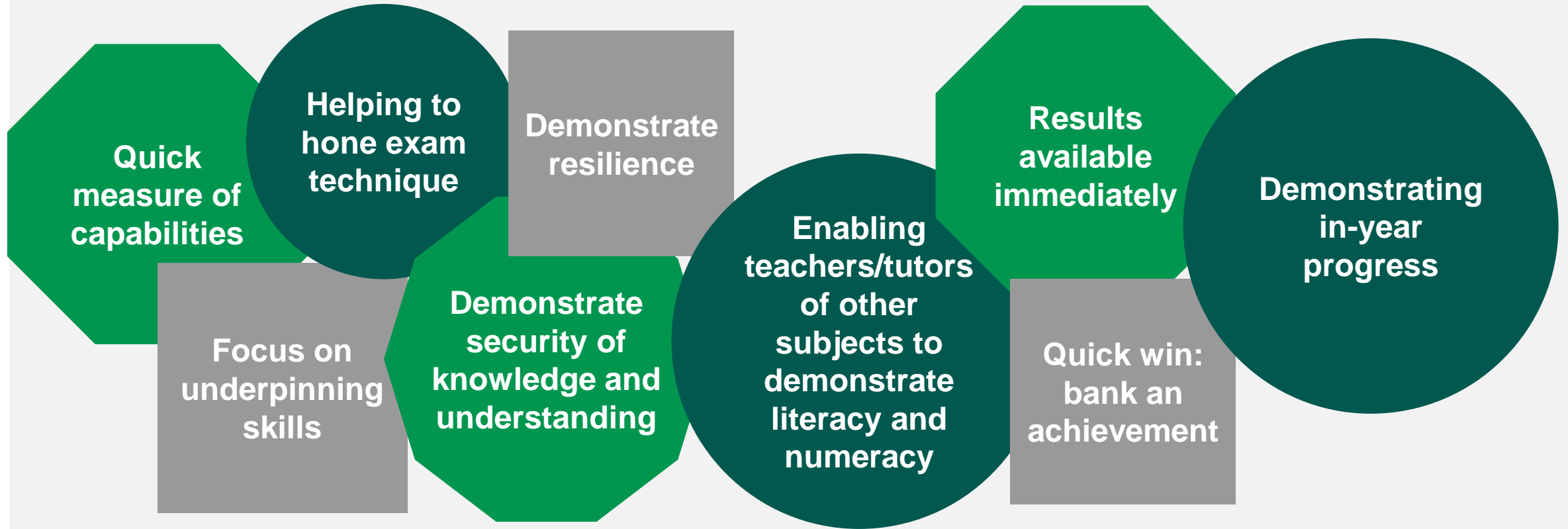


What the tests look like

- Two tests for **Mathematics**
 - non-calculator
 - calculator-permitted.
- One test for **English**
 - includes listening, reading comprehension and proof-reading.
- All questions '**fixed response**'
 - designed for on-screen delivery
 - automated marking
 - results available **immediately**.



How might these qualifications be used?



Where these qualifications fit into the bigger picture

Key points to understand...



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** necessary or appropriate for everyone...

...but also not 'just' for SEND learners.



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

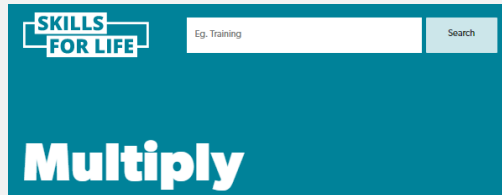
...though they can attract funding and/or help meet funding conditions.



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.

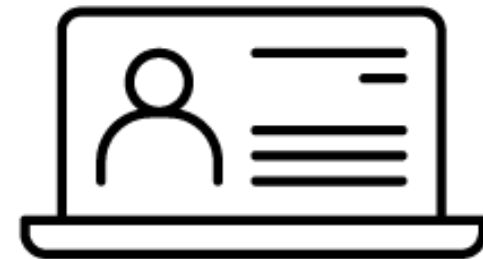
cityandguilds.com/delivering-our-qualifications/funding/maths-english



Learning resources

SmartScreen

maths and English content



SmartScreen content...

Interactive
e-learning

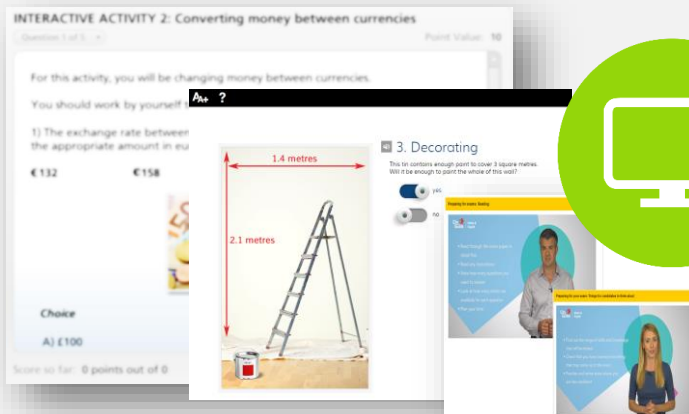
Classroom
games,
activities
and
worksheets

Assessment
preparation
guidance

Over 150
maths and
English
videos

And much
more...

A large bank of material.



Navigating the resources

Qual-specific
resource
guides

See list of
resources
relevant to each
of the **unit
outcomes** and
criteria

Reading

Unit number and learning outcome	Assessment criteria	Suggested resources	How to use this resource
Unit 201: Using different reading strategies for words and phrases 1. Be able to use reading strategies to understand written words and phrases:	1.1 recognise relevant specialist words (Rw/E3.1)	Video 6: The reading process	A video to watch in class to show learners how to approach reading as a three-stage process: before, during and after. Very useful when teaching the skill of checking your work.
		Interactive activity 12: Different meanings in different contexts	Use in class as a fun activity to practise understanding vocabulary in different types of text. Learners will match words to their slang equivalent, with their acronym or informal version. As an extension, higher-level learners can suggest further slang/acronyms/informal versions of common vocabulary.
	1.2 recognise words and phrases commonly used on forms (Rw/E3.2)	Activity 11: Understanding words and instructions on forms	Use in class to develop skills in recognising and reading words designated at level. Learners can build on the skills needed to complete common forms such as a membership application form.
	1.3 read and understand different types of words to include •connective words •adverbials •directions (Rs/E3.2)	Interactive activity 9: Types of words	An activity to use on screen or as a worksheet. Use in class to help learners recognise nouns, verbs, adverbs, adjectives and linking words in an everyday social context. This can also develop learners' knowledge of the different types of words in the English language that will help them with their reading.

- The SmartScreen resources are, in themselves, 'qualification-agnostic'.
- The **resource guides** show how they can be related to particular qualifications.

Access
resources from
the **bank**

Questions...

Feel free to post a
comment/question...



About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.



To learn more about City & Guilds' maths, English, ESOL and employability qualifications and services, please contact

centresupport@cityandguilds.com
pre-employment@cityandguilds.com

Alternatively, visit our dedicated webpage
cityandguilds.com/mathsandenglish

City & Guilds
Giltspur House
5-6 Giltspur Street
London EC1A 9DE