



**City &
Guilds**

**MATHS &
ENGLISH**



CITY & GUILDS

SUPPORTING YOU WITH

MATHS

& ENGLISH

COMMITTED TO HELPING YOU AND YOUR LEARNERS SUCCEED

Contents:



**HOW
CAN WE
HELP?**

HOW CAN WE HELP?

At City & Guilds we are dedicated to helping you and your learners succeed in Maths & English.

We recognise that you rely on us to deliver high quality learning, assessment and support materials.

We also recognise that we can support you to develop and strengthen the quality of your delivery through resources, staff development, continuous professional development, workshops and consultancy.

We have produced this brochure to explain the extensive range of qualifications, products and services we offer to support you and your learners to achieve the best results when delivering a City & Guilds qualification.

- English Skills and Mathematics Skills (3847)
- Principles of Using English and Mathematics (3844)
- ESOL Skills for Life (4692)
- Functional Skills (3748)
- Essential Skills for Northern Ireland (3800)
- Essential Skills Wales (3868)
- Essential Skills for Work and Life (3846)
- Workplace Core Skills units (3658)
- Using and Applying Mathematics (Core Maths) (3849)

For more information on our range of Maths & English qualifications please visit www.cityandguilds.com/mathsandenglish

UNIQUE SUPPORT

Our support and resources have been developed with you in mind. We work alongside you to explore your problems and challenges and ensure our qualifications, products and services provide the support you need.

You can feel confident in our services as City & Guilds has been successfully enabling people and organisations to develop their skills for personal and economic growth for over 135 years.



A man with a mohawk hairstyle, multiple ear piercings, and a colorful tattoo on his right arm is pointing at a large digital screen. The screen displays the 'Sharing Folders' window from a Windows operating system. The window has tabs for 'General', 'Sharing', 'Security', 'Previous Versions', and 'Caching'. The 'Sharing' tab is active, showing options to 'Share this folder' and 'Share this folder' with a 'Share name' field. The man is wearing a blue button-down shirt and a striped tie. The background is a plain wall with a wooden cabinet and a trash can visible on the right.

E-FUNCTIONAL SKILLS

E-FUNCTIONAL SKILLS

e-Functional Skills is an end-to-end digital teaching and learning resource designed to support learners working towards Functional Skills qualifications in Mathematics, English and ICT at Entry 3, Level 1 and Level 2.

It is fully compatible with mobile and tablet devices – meaning learners can work on their own and whilst on the move. e-Functional Skills delivers Functional Skills development, assessment preparation and support tailored specifically to City & Guilds' Functional Skills assessments.

With e-Functional Skills you can:

Conduct accurate initial assessment of a learner's skills level – Initial Assessment (IA) is now FREE to all City & Guilds centres and allows you to assess each learner's skills level.

Diagnose learners' skills profiles – Diagnostic Assessment (DA) helps diagnose specific skills gaps through bite-sized tests. Results provide you with clear skills profiles for learners/groups and help you plan appropriate, personalised learning programmes.

To learn more visit <http://www.cityandguilds.com/what-we-offer/centres/maths-and-english/functional-skills/e-functional-skills>

Design and deliver fully customised and engaging learning programmes

– e-Functional Skills automatically generates bespoke learning plans for individuals, providing links to appropriate interactive resources which will help develop their identified needs and allow them to work independently to develop their skills. The lesson builder tools enable you to craft bespoke lesson plans for individuals or cohorts and when used in combination with the content import and export tools, you can import existing teaching resources and also export content onto your own learning platform or interactive whiteboards to support blended classroom learning.

Encourage learner development and promote self-motivated learning

– The interactive multi-media resources are organised by level and skills area. Topics are introduced and explained with worked examples and knowledge is tested at the end to check and confirm progress.

Fully prepare learners for their Functional Skills assessment – Also included is extensive guidance to help learners prepare for assessment, with scenarios and samples drawn from City & Guilds' sample papers, plus useful guidance to help build learners' confidence and ensure they are assessment ready.

Robust data to monitor learner performance and help prepare for inspection – The test reporting and analytics tools allow you to monitor learner progress and attainment. The in-built initial and diagnostic assessment tracking and reporting tools help evidence learners' individual learning journeys, progress and achievements through the programme.

If you would like to preview this resource, we can schedule a demo at a time that suits you. [Book a demo](#)

A man and a woman are sitting at a table in a library, looking at a book together. The man is on the left, wearing a light blue striped shirt, and the woman is on the right, wearing a black top with a white ruffled collar. They are both smiling. The background shows bookshelves filled with books.

E-VOLVE

E-VOLVE

e-volve is our online assessment platform which is able to deliver a range of Maths and English qualifications more conveniently to you saving you time and money.

With e-volve you can:

- schedule assessments for whenever is most convenient for you and your learners, 24 hours a day 365 days a year, with 30 minutes' notice
- conduct assessments in remote locations without a live internet connection
- reduce administration and paperwork - no storing, couriering or marking of papers
- test single or multiple learners at the same time.

To learn more visit

<http://www.cityandguilds.com/what-we-offer/centres/working-with-us/e-volve/getting-e-volve>

E-VOLVE CENTRE ANALYTICS

e-volve centre analytics is our unique service that allows you to analyse assessment activity and candidate/cohort performance on on-screen e-volve tests.

It helps you to:

- **raise standards** by providing in-depth analysis of where your learners' did well and not so well, enabling you to identify areas to focus on/make improvements
- **spot performance trends** at a glance by accessing graphically based reports. You can even choose to compare your learners' performance against City & Guilds' global average
- **personalise learning** by reviewing individual and cohort reports, you can identify areas for development and adjust delivery accordingly
- **meet the needs of your learners** by having access to their testing activity and performance detail and being able to advise them on testing outcomes.

E-CERTIFICATES

e-Certificates is a free service offered by City & Guilds which enables centres to view and download electronic PDF versions of certificates 24 hours after the results are published on the Walled Garden.

Centres will be able to access verifiable electronic copies of all certificates issued from 1 April 2013 until the present day. You will still continue to receive printed copies of certificates if you wish.

However, e-Certificates are issued and endorsed by City & Guilds as a valuable digitally verifiable alternative to traditional presentation certificates.

If you are interested in removing the administrative burden of dealing with paper certificates and results lists you can distribute the e-Certificates to your learners by email or print them on the learner's behalf if you wish. Alternatively if you are interested in providing your learners with free accounts so they can access their own certificates and receive email notification when a new one is ready, then we'd love to hear from you – please let your business manager know, or email getecertificates@cityandguilds.com. To learn more [click here](#).

A photograph of two women, one with red hair and one with dark curly hair, sitting at a desk and looking at a computer monitor. The woman with red hair is wearing a black hoodie and a red lanyard. The woman with dark curly hair is wearing a black top. They are both smiling and appear to be engaged in a collaborative activity. The background is a blurred classroom or office environment with other desks and equipment.

MATHS & ENGLISH E-TOOLKIT

MATHS & ENGLISH E-TOOLKIT

Combining a highly accurate, adaptive initial and diagnostic assessment tool with a wealth of multi media resources, the Maths and English e-Toolkit will provide you with a blended learning solution to support and enhance maths and English teaching wherever it occurs across your entire organisation.

Referenced to the the national literacy and numeracy standards and the Functional Skills subject criteria, the maths and English e-Toolkit supports a wide range of maths and English qualifications and learning programmes, including those provided by other awarding organisations.

BEST PRACTICE INITIAL AND DIAGNOSTIC ASSESSMENT

The initial and diagnostic assessment tool allows easy, accurate and tailored assessment of your learners' maths and English skills from Entry 3 to Level 2.

We drew on our expertise in assessment, principles of best practice and research into customer needs to ensure we developed an effective initial and diagnostic assessment tool to accurately measure a learner's starting points and support further learning.

The research and pedagogy basis for our initial and diagnostic resources is explained more fully in this [white paper](#).

WHAT'S IN IT FOR YOU?

- cross-centre solution - you can assess maths and English skills across your entire organisation
- accurate and tailored testing - designed by e-assessment experts and based on best-practice assessment principles
- automated marking and reporting - detailed and constructive feedback is provided at the end of the assessments to help learners understand areas of strength and weakness
- teaching support and further learning guidance - guidance for further learning and access to City & Guilds' multi-media teaching and learning resources
- signposting to our Maths and English e-Toolkit which contains a wealth of resources to help guide and support teaching, minimise staff workload, reduce lesson planning time and help build confidence of non-specialist staff
- customer support - centres can benefit from access to best-in-class customer support pre and post purchase from our digital sales, customer support and technical teams.

You can go online today and view a free classroom pack [here](#).

A photograph of four business professionals in a meeting. Two men and two women are seated around a light-colored wooden table. The man in the center, wearing a white shirt and a striped tie, is gesturing with his right hand while speaking. The woman next to him, with blonde hair, is looking towards him. The woman in the foreground, with long brown hair, is seen from the back, looking towards the group. The man on the right, wearing a white shirt and a dark vest over a pink shirt, is looking down at a document on the table. There are several papers and a stack of documents on the table. The background is a plain, light-colored wall.

SMARTSCREEN

SmartScreen is the City & Guilds tutor and learner support platform. It supports learners, tutors and assessors by providing specific support materials for City & Guilds' qualifications.

With over 150 qualifications supported across 20 different industries, SmartScreen offers you dedicated online resources that support tutors and assessors with delivery tools and provides learners with engaging materials. We are developing new materials all the time and increasing the range of qualifications that are supported on SmartScreen.

FUNCTIONAL SKILLS SMARTSCREEN PACKS

SmartScreen Functional Skills resource packs contain a range of materials including:

1. Functional Skills FREE resources to support all levels and all skills
2. Functional Skills PLUS – additional set of Functional Skills resources by annual subscription
3. Maths and English e-Toolkit – Maths resources.
4. Maths and English e-Toolkit – English resources.

Find out more [here](#).



STAFF DEVELOPMENT AND CPD

STAFF DEVELOPMENT AND CPD

The growing emphasis on maths and English is placing increasing pressure on tutors to ensure their learners reach the highest possible level of attainment. We understand there is a need to support tutors to ensure that they have the confidence and skills to deliver consistently high quality programmes.

That's why we've worked with our customers to create a comprehensive staff development programme that will:

- meet the needs of specialist and non-specialist staff
- support ongoing personal skills development
- support staff to deliver with more confidence and efficiency
- promote best practice across your centre.

QUALIFICATIONS SUITABLE FOR STAFF DEVELOPMENT

English and Mathematics Skills (3847) – flexible, themed approach that allows tutors to focus on specific skills gaps rather than taking a full size qualifications, these can be contextualised to the tutor's own vocational specialism.

Principles of English and Mathematics (3844) - ideal for centre staff who have to deliver maths and English and need to refresh, develop and demonstrate their skills at Level 2.

English for Literacy and Mathematics for Numeracy Teaching (6255) – a short portfolio or assignment assessed qualification allows tutors to develop skills at Level 3 and provides the foundation to work towards specialist teaching qualifications in maths or English, including ESOL up to Level 5.

Level 5 standalone specialist diplomas (6503) – these are qualifications designed for those working or wishing to work as teacher/trainers in English, Mathematics, ESOL or with Disabled Learners, in England.

A photograph of a man and a woman standing in front of a light blue brick wall. The man, on the left, has dark curly hair and is wearing a black t-shirt, smiling and looking towards the woman. The woman, on the right, has dark hair tied in a bun and is wearing a black jacket, smiling and looking towards the man. A large, semi-transparent blue banner with white text is overlaid across the middle of the image.

ADVANCE CONSULTANCY

ADVANCE CONSULTANCY

City & Guilds Advance is a consultancy service - designed to support colleges and training providers to develop strategic direction as well as managing and implementing change to keep up to date with changes in the sector.

Our experienced consultants will work with you to review, develop, implement and standardise a maths and/or English strategy that reflects your needs. There are three phases as part of the consulting process:

PHASE 1 - CURRENT STRATEGY REVIEW

One of our consultants will spend time with you to review and critique your current maths and/or English strategy. This will include the quality of the existing provision, identifying the level of current staff skills as well as their capacity to deliver the new strategy. We will then provide feedback and work with you to produce an operational action plan.

PHASE 2 - DEVELOPING THE ACTION PLAN

We work closely with your strategy owner and key stakeholders to develop the action plan. This may be a full action plan which focuses on the full learner journey or alternatively it may focus on a specific aspect of the strategy, for example: classroom delivery, staff development or assessment.

PHASE 3 - IMPLEMENTATION

Through the final stage we will support the strategy owner to bring the action plan to life by providing relevant training, guidance and coaching for all involved.

What can you expect to receive as a result of the consulting process?

- improved outcomes for learners
 - improved quality of provision
 - improving success and progression rates
 - profile of current staff skills and capacity to deliver the new strategy.
-

AN OVERVIEW

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. That's why all of our maths and English qualifications are complemented by comprehensive support to help you maximise your teaching and get the best outcomes.

TEACHING AND LEARNING SUPPORT

- ✓ **Qualification delivery support** – access a wealth of support resources to help you plan, prepare and deliver our wide range of maths and English qualifications.
- ✓ **Digital learning resources** – digital teaching and learning resources including our SmartScreen resources, Maths and English e-Toolkit and e-Functional Skills digital learning products can be used to guide and support classroom teaching or to enable more flexible modes of learning in any setting.

DEDICATED, SPECIALIST SUPPORT

- ✓ **Maths and English Advisors** – dedicated subject specialists 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.
 - ✓ **Advance consultancy service** – provides continued staff CPD and bespoke Maths and English support.
-

OUR MATHS & ENGLISH SUPPORT OFFER IN FULL

Qualifications and Support

	Using and Applying Mathematics (core maths)	English Skills / Mathematics Skills	Principles of Using Mathematical Techniques Principles of Using Written and Spoken English	Workplace Core Skills	Essential Skills for Work and Life	ESOL Skills for Life	Essential Skills (Northern Ireland)	Essential Skills (Wales)	Functional Skills
	3849	3847	3844	3658	3846	4692	3800	3868	3748
e-Functional Skills									✓
e-evolve			✓			Reading L1 and L2		*AoN L1, L2, L3 Comms L1, L2, L3	L1 and L2 English, Mathematics and ICT
Maths & English e-toolkit		✓	✓		✓	✓	✓	✓	✓
SmartScreen Functional Skills									✓
SmartScreen ESOL						✓			
Staff Development and CPD	ON REQUEST								
Advance Consultancy	ON REQUEST								

*AoN -Application of Numbers, Comms - Communication.



**FIND
OUT MORE**

CONTACT

If you are already a customer feel free to contact your dedicated Business Manager or call our customer services team for more information.

t: 0844 543 0000

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

e: centresupport@cityandguilds.com



#CGMathsEnglish

For SmartScreen, Maths and English e-Toolkit and e-functional skills:

e: digitalsales@cityandguilds.com

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1 Giltspur Street, London EC1A 9DD

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

www.cityandguilds.com/mathsandenglish