City&Guilds | MATHS & ENGLISH

OUR COMPLETE
MATHS
AND ENGLISH
OFFER

HELPING YOU AND YOUR LEARNERS SUCCEED

Contents:

OUR OFFER

WHY MATHS AND ENGLISH (AND DIGITAL SKILLS) MATTER

Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively.

Numeracy and literacy levels amongst adults and young people have exercised successive UK governments, with persistent complaints from employers about the education system not producing workers with the right mix of knowledge and skills to be productive and competitive.

These anxieties have been reinforced in recent years by international comparisons such as the OECD PISA and PIACC surveys, and nearly all publicly funded learning programmes within England are now expected to include maths and English study. For many learners this will involve being encouraged to achieve GCSEs in these subjects at grade C or above, although there is also a renewed focus on progression and encouraging all learners to develop these skills as far as they can.

Maths and English aren't 'optional extras' – they're a fundamental part of any balanced learning programme, and certainly not something that only matters when it comes to passing exams! We nevertheless recognise the pressures that many providers face: limited hours and budgets, learners reluctant to engage and/or feeling they've already 'failed' in these subjects, staff capacity, facilities, reliable forms of initial/diagnostic assessment, etc.

Whilst we won't pretend there are easy answers to all of these challenges, we will always support tutors and learners in every way that we can to help them make the most of every opportunity they have to develop these skills.

WHY MATHS AND ENGLISH (AND DIGITAL SKILLS) MATTER

Our approach is centred on five different themes all of which are designed to help you and your learners succeed regardless of your experience with Maths and English:

Industry experience and Maths & English expertise
For more than 40 years we have been supporting both learners and those involved in teaching and assessing these skills in maths, English & ICT included various types of numeracy, literacy and ICT/ digital qualifications - all designed to help enhance learners' life chances and improve the quality of teaching and learning.

The flexibility of our offer
All of our externally marked assessments are available to take on any day and at any time with the option of being completed either on paper or online. We also have a competitive 20-day turnaround on our Functional Skills assessments to ensure you get your learners' results as quickly as possible.

The City & Guilds Brand
You can trust in our experience and expertise because for over 135 years City & Guilds has been enabling people and organisations in over 80 countries to develop their skills for personal economic growth.

Assessment rigour
Our brand is the quality assurance mark of the rigour of our development processes, how we award and set pass marks, how we standardise our examiners, and monitor them over time for quality.

Support Services
From staff development & CPD programmes, digital learning materials through to our Advance consultancy service we have a range of solutions designed to support colleges and training providers to increase the effectiveness of their delivery and keep up to date with changes in the sector.
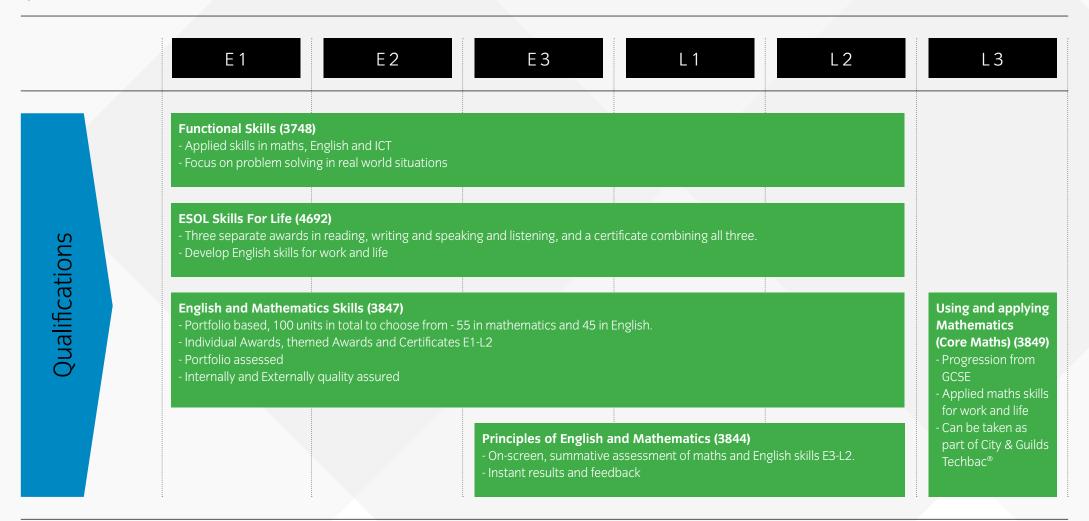
WE WANT TO HELP YOU AND YOUR LEARNERS SUCCEED

For regular maths and English updates from City & Guilds, including the All About Maths and English… newsletter, please ensure you're signed up for our email updates here.

Please select *'Maths and English'* as one of your Sector Preferences to make sure you receive the Maths and English updates.

OUR MATHS & ENGLISH QUALIFICATIONS

Qualifications

	E 1	E 2	E 3	L 1	L 2	L 3

Qualifications

Functional Skills (3748)
- Applied skills in maths, English and ICT
- Focus on problem solving in real world situations

ESOL Skills For Life (4692)
- Three separate awards in reading, writing and speaking and listening, and a certificate combining all three.
- Develop English skills for work and life

English and Mathematics Skills (3847)
- Portfolio based, 100 units in total to choose from - 55 in mathematics and 45 in English.
- Individual Awards, themed Awards and Certificates E1-L2
- Portfolio assessed
- Internally and Externally quality assured

Using and applying Mathematics (Core Maths) (3849)
- Progression from GCSE
- Applied maths skills for work and life
- Can be taken as part of City & Guilds Techbac®

Principles of English and Mathematics (3844)
- On-screen, summative assessment of maths and English skills E3-L2.
- Instant results and feedback

OUR MATHS & ENGLISH SUPPORT OFFER IN FULL

Products and Services

Support		E 1	E 2	E 3	L 1	L 2	L 3
	Walled Garden Free online administration service	✓	✓	✓	✓	✓	✓
	cityandguilds.com Guidance and support	✓	✓	✓	✓	✓	✓
	e-Functional Skills Online teaching and learning resources for maths, English and ICT			✓	✓	✓	
	CPD Events	✓	✓	✓	✓	✓	✓
	Maths & English e-Toolkit Initial assessment & diagnostic + Teaching and Learning resources			✓	✓	✓	
	E-volve Analytics Analyse assessment performance			✓	✓	✓	✓
	Bespoke Consultancy	✓	✓	✓	✓	✓	✓
	SmartScreen	✓	✓	✓	✓	✓	

OUR 16-18
MATHS &
ENGLISH
QUALIFICATION OFFER

OUR 16-18 MATHS AND ENGLISH QUALIFICATION OFFER

City & Guilds has a comprehensive offer to support the development of maths, English and applied digital skills throughout the 16-18 phase. It includes high stakes qualifications such as Functional Skills, as well as an extensive framework of developmental qualifications. We also offer a range of flexible digital learning resources and support tools.

Maths and English are vital for almost any career path, critical to all learners' life chances. All post-16 learners are consequently expected to continue developing these skills as a key part of any learning they undertake, and to make as much progress as they possibly can in both.

Most types of 16-18 programme have specific maths and English study or achievement expectations, for example full-time (540+ hours) study programmes require learners to work towards a qualification if they have yet to achieve GCSEs in these subjects at grade C or higher.

However, programmes should always be tailored to learners' individual needs, and any qualifications they work towards should reflect their starting point. This might include qualifications they have achieved previously, as well as evidence from an initial and diagnostic assessment process.

The Government has published a list of qualifications that count towards its maths and English 'condition of funding' requirement within 16-18 programmes. As well as GCSE, this list includes a number of City & Guilds qualifications that can support and measure learners' progress. These are sometimes described as 'stepping stones'.

Where learners are following an Apprenticeship, they will normally be required to achieve specific qualifications in maths and English if they have not already done so, although even where they have completed the minimum expectation they should always be encouraged to make further progress.

The following City & Guilds qualifications are available to 16-18 learners :

OUR 16-18 MATHS AND ENGLISH QUALIFICATION OFFER

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 3	Using and Applying Mathematics (3849)	Developed as part of the Level 3 Core Maths initiative; intended for post-GCSE study of maths. Carries UCAS Tariff Points and counts towards Government's Technical Baccalaureate measure.	n/a	Externally set and marked examination on a set date each year.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills English (3748-01)	Fundamental applied skills in English communication i.e. Reading, Writing, Speaking and Listening	Approved for English (unless learner has GCSE grade D and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE)	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked Speaking, listening and communication - all levels internally assessed, IQA, EQA
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills Mathematics (3748-02)	Fundamental applied skills in mathematics and number.	Approved for mathematics (unless learner has GCSE grade D and is on a full-time study programme - although even here could potentially be taken as a precursor to GCSE)	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills ICT (3748-03)	Fundamental applied skills in information and communication technology.	n/a	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked
Level 2 Level 1 Entry 3 Entry 2 Entry 1	ESOL Skills for Life (4692)	Applied language skills for living and working in the UK; includes discrete Awards in Reading, Writing and Speaking & Listening, as well as a combined Certificate.	Approved as 'stepping stones' for English (unless learner has GCSE grade D and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE)	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 Speaking & Listening and Writing on demand, internally assessed, IQA, EQA L1/L2 Reading on demand, multiple choice test, paper-delivered or on-screen. Externally set and marked.

*Approved by the Department for Education (DfE) under **Section 96** for 16-18 delivery.*

OUR 16-18 MATHS AND ENGLISH QUALIFICATION OFFER

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	Entry level qualifications (of 45+ guided learning hours) approved as 'stepping stones' for English (unless learner has GCSE grade D and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE). Other qualifications within this suite not listed as counting towards the condition of funding may still be used in conjunction with a qualification that is listed.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	Entry level qualifications (of 45+ guided learning hours) approved as 'stepping stones' for Mathematics (unless learner has GCSE grade D and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE). Other qualifications within this suite not listed as counting towards the condition of funding may still be used in conjunction with a qualification that is listed.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy; assessed through one-off on-screen test	Does not currently count towards the condition of funding for English, although may still be used in conjunction with a qualification that is listed.	On demand, on screen, summative test. Externally set and marked. Instant results.
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy; assessed through one-off on-screen test	Does not currently count towards the condition of funding for mathematics, although may still be used in conjunction with a qualification that is listed.	On demand, on screen, summative test. Externally set and marked. Instant results. Two part test – calculator/non- calculator

*Approved by the Department for Education (DfE) under **Section 96** for 16-18 delivery.*

OUR 16-18 MATHS AND ENGLISH QUALIFICATION OFFER

For more information about the DfE's condition of funding, please see our Maths and English funding and policy guidance here.

For more information on each qualification please visit our website.

OUR 19+
MATHS &
ENGLISH
QUALIFICATION OFFER

OUR 19+ MATHS AND ENGLISH QUALIFICATION OFFER

City & Guilds has a comprehensive offer to support the development of maths, English and applied digital skills throughout life. It includes high stakes qualifications such as Functional Skills, as well as an extensive framework of developmental qualifications. We also offer a range of flexible digital learning resources and support tools.

Maths and English are vital for almost any career path, and critical to all learners' life chances. The Government fully funds most types of maths and English provision up to Level 2 where learners have not previously gained GCSE in these subjects at grade C or higher.

Where learners are following an Apprenticeship, they will normally be required to achieve specific qualifications in maths and English if they have not already done so, although even where they have completed the minimum expectation they should always be encouraged to make further progress.

Any maths and English provision should always be tailored to learners' individual needs, and any qualifications they work towards should reflect their starting point. This might include qualifications they have achieved previously, as well as evidence from an initial and diagnostic assessment process.

The Skills Funding Agency has approved the following maths and English qualifications for funding in 2015-16:

OUR 19+ MATHS AND ENGLISH QUALIFICATION OFFER

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in English (3748-01)	Fundamental applied skills in English communication.	Full funding for learners without GCSE English at grade C or higher, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked Speaking, listening and communication -all levels internally assessed, IQA, EQA
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in Mathematics (3748-02)	Fundamental applied skills in mathematics and number.	Full funding for learners without GCSE Mathematics at grade C or higher, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills ICT (3748-03)	Fundamental applied skills in information and communication technology.	Funding available, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 – paper-delivered or on-screen delivered, externally set and marked
Level 2 Level 1 Entry 3 Entry 2 Entry 1	ESOL Skills for Life (4692)	Applied language skills for living and working in the UK. Includes discrete Awards in Reading, Writing and Speaking & Listening, as well as a combined Certificate.	Full funding only for learners receiving (or eligible for) active benefits, with co-funding for other learners. Available to learners without GCSE English at grade C or higher, with a fixed funding rate for each qualification, although the Skills Funding Agency currently operates a system of 'top ups' where programmes require additional time. Not fundable within apprenticeships.	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA L1/L2 Speaking & Listening and Writing on demand, internally assessed, IQA, EQA L1/L2 Reading on demand, multiple choice test, paper-delivered or on-screen. Externally set and marked.

*Approved by the Department for Education (DfE) under **Section 96** for 16-18 delivery.*

OUR 19+ MATHS AND ENGLISH QUALIFICATION OFFER

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills. Available in a range of sizes (single-unit Award, themed Award and Certificate).	All themed Awards at Entry 1-3 and Level 1 are approved for funding. A fixed funding rate applies in each case. Learners without GCSE English at grade C or higher are eligible for full funding. Not fundable within apprenticeships.Individual units may be fundable in certain instances. Whilst not fundable in their own right, Level 2 qualifications may still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills. Available in a range of sizes (single-unit Award, themed Award and Certificate).	All themed Awards at Entry 1-3 and Level 1 are approved for funding. A fixed funding rate applies in each case. Learners without GCSE Mathematics at grade C or higher are eligible for full funding. Not fundable within apprenticeships. Individual units may be fundable in certain instances. Whilst not fundable in their own right, Level 2 qualifications may still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy, assessed through a one-off on-screen test	Approved for funding at Entry 3 and Level 1. A fixed funding rate applies in each case. Learners without GCSE English at grade C or higher are eligible for full funding. Not fundable within apprenticeships. Whilst not fundable in its own right, the Level 2 qualification might still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	On demand, on screen, summative test. Externally set and marked. Instant results.

*Approved by the Department for Education (DfE) under **Section 96** for 16-18 delivery.*

OUR 19+ MATHS AND ENGLISH QUALIFICATION OFFER

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy, assessed through a one-off on-screen test	Approved for funding at Entry 3 and Level 1. A fixed funding rate applies in each case. Learners without GCSE Mathematics at grade C or higher are eligible for full funding. Not fundable within apprenticeships. Whilst not fundable in its own right, the Level 2 qualification might still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	On demand, on screen, summative test. Externally set and marked. Instant results. Two part test – calculator/non- calculator

Whilst not directly fundable, our Level 3 Core Maths qualifications (Using and Applying Mathematics – 3849) is also available to support adult learners wishing to study maths beyond Level 2.

*Approved by the Department for Education (DfE) under **Section 96** for 16-18 delivery.*

MATHS & ENGLISH
FOR SPEAKERS OF OTHER LANGUAGES

MATHS AND ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

To help meet the specific needs of learners for whom English is not a first language, City & Guilds offers a full suite of English language qualifications.

Our ESOL Skills for Life suite (4692) has recently been updated to make it more flexible in structure and more appealing to a wider range of learners. Crucially, it now counts toward the Government's 'condition of funding' within 16-18 provision – as well as being widely used by adult learners in a range of settings.

As part of a wider programme, it is possible to combine our ESOL qualifications with other aspects of our maths, English and applied digital skills offer.

The following may be of particular relevance:

- Functional Skills English (3748-01)
- Functional Skills Mathematics (3748-02)
- Functional Skills ICT (3748-03)
- English Skills (3847)
- Mathematics Skills (3847)
- Principles of Using Written and Spoken English (3844)
- Principles of Using Mathematical Techniques (3844)

For details of the funding/policy expectations applicable to each of these qualification suites, please see the 16-18 and 19+ tables, above.

It is also important to bear in mind that the Government's expectation that all learners should ultimately aspire to achieve GCSEs in English and Mathematics applies equally to speakers of other languages.

FLEXIBLE
AND PERSONALISED
MATHS & ENGLISH
QUALIFICATIONS
AND UNITS

FLEXIBLE AND PERSONALISED MATHS & ENGLISH QUALIFICATIONS AND UNITS

Many learners will benefit from shorter programmes that enable them to develop specific numeracy or literacy skills for aspects of work and life. The English/Mathematics Skills (3847) suite of qualifications was designed particularly with these learners in mind, allowing small units of learning to be recognised and rewarded.

Because of the very flexible way in which these qualifications are assessed, evidence of meeting the assessment criteria can be drawn from almost any work-related or other context of relevance to the learner. The units can also easily be combined together and evidenced through more holistic activities, for example using the 'work packs' we have developed to support these qualifications.

UNIT FUNDING

Whilst the 'themed Awards' are the smallest size of *qualification* currently eligible for funding under the Adult Skills Budget (for 19+ learners), the Skills Funding Agency has introduced a separate *unit offer* that allows certain categories of learner and programme type to attract funding for individual units, rather than whole qualifications. Usually this is where learners would benefit from a very short and focused intervention to help get them into work or enable progress to the next level of learning. Unit funding can be particularly valuable when working with unemployed adults or offenders.

Most of the units within the 3847 suite are eligible for unit funding (for a full list please see our maths and English funding and policy guide here*).

SINGLE-MODE ESOL QUALIFICATIONS

Our revised ESOL Skills for Life (4692) suite of qualifications now recognises each of the three linguistic modes (Reading, Writing and Speaking & Listening) as a full qualification in its own right. This allows programmes to be tailored more closely to learners' immediate needs, especially where their language capabilities are 'spiky' in profile or where achievement is time critical.

If accessing unit funding, it's crucial that the relevant unit number (UN) is quoted when recording the aim for funding purposes, rather than the qualification number (QN). Nevertheless, don't forget each unit is able to be certificated as a qualification in its own right

MATHS & ENGLISH WITHIN TRAINEESHIPS

MATHS AND ENGLISH WITHIN TRAINEESHIPS

Traineeships are designed to help prepare 16-24 year-olds for the world of work, so it's vital that they include plenty of opportunity for learners to improve their maths, English and digital skills – along with the other work preparation skills that form part of their programme.

The formal funding/policy expectations for studying maths and English within traineeships are the same as those for 16-18 study programmes (please see the 16-18 section and tables, above). Note the condition of funding only applies to traineeships of at least 150 hours (where the requirements reflect those for a part-time study programme), although even where learners are on-programme for less than 150 hours they are still expected to study maths and English if they have not already achieved GCSEs in these subjects at grade C or higher.

The flexible and work-orientated nature of most traineeship programmes makes many of our maths and English qualifications particularly suitable – e.g. the English/Mathematics Skills suite (3847) enables learners to focus on specific literacy or numeracy skills within a context that is relevant to them. Where they are subject to the condition of funding, a Functional Skills qualification might be a suitable destination – especially if their next step is an Apprenticeship.

Our full list of qualifications available to Traineeship learners:

- Functional Skills English (3748-01)
- Functional Skills Mathematics (3748-02)
- Functional Skills ICT (3748-03)
- ESOL Skills for Life (4692)
- English Skills (3847)
- Mathematics Skills (3847)
- Principles of Using Written and Spoken English (3844)
- Principles of Using Mathematical Techniques (3844).

MATHS & ENGLISH WITHIN APPRENTICESHIPS

MATHS AND ENGLISH WITHIN APPRENTICESHIPS

Maths and English are fundamental to success in all jobs and career paths, so all apprenticeships need to include opportunities for learners to develop their knowledge, understanding and use of maths and English. For many apprentices this will involve having to achieve specific qualifications in these subjects as part of their programme. Being able to operate effectively in a digital environment is also a vital to most jobs, so some apprenticeships also require qualifications in information and communication technology

The minimum required to complete most Level 2 apprenticeships is a qualification in Mathematics and in English at Level 1 or above (e.g. Functional Skills at Level 1 or 2, or GCSE at grade E or higher), although it is important to check the relevant apprenticeship

framework or standard for the exact requirements as in some cases the requirements may be higher or more tightly defined. Where apprentices already have maths and English qualifications at the minimum level required to complete their apprenticeship, they should be supported to work towards the next level. The minimum level of qualification in ICT (e.g. Functional Skills or GCSE) will also depend on the relevant apprenticeship framework or standard.

All Level 3 apprenticeships require learners to have achieved Level 2 qualifications in mathematics and English by the time they complete their programme. This will usually involve either Functional Skills at Level 2 or GCSE at grade C or higher, although again it is important to check as some apprenticeship standards and frameworks have more tightly prescribed requirements. Any requirement to achieve a qualification in ICT will likewise depend on the relevant framework or standard.

The following qualifications are available to apprenticeship learners:

- Functional Skills English (3748-01)
- Functional Skills Mathematics (3748-02)
- Functional Skills ICT (3748-03)

ROBUST, YET ACCESSIBLE ASSESSMENT SERVICES

ROBUST, YET ACCESSIBLE ASSESSMENT SERVICES

We will always see maths and English as vital life skills that need to be developed and practised throughout life, although when it comes to qualifications we will always seek to make our assessments as accessible and hassle-free as possible – at the same time as being as challenging and robust measures of learners' capabilities.

Nearly all of our externally marked maths and English assessments are available on-demand, with the vast majority of these now taken on-screen using the e-volve platform.

KEY ADVANTAGES OF THE E-VOLVE SYSTEM

- Assessments available 24 hours' a day and possible to schedule as little as 30 minutes before they are taken.
- Possible to download assessments in advance then complete in a remote location without internet access.
- Reduced administration (compared to paper-based) – no storing or couriering papers.

E-VOLVE CENTRE ANALYTICS

e-volve centre analytics is our unique service that allows you to analyse data from any tests taken via the e-volve system, both to understand the performance of your own learners, as well as being able to compare with a 'global average' across all City & Guilds' centres, assessment activity and candidate/cohort performance on on-screen e-volve tests.

In the case of Functional Skills, e-volve centre analytics will particularly help you to spot any patterns in candidate performance, e.g. particular areas of the subject criteria that they seem to be struggling with, so delivery can be adjusted accordingly.

SUPPORTIVE QUALITY ASSURANCE MODEL FOR INTERNAL ASSESSMENTS

A sizeable number of our maths and English qualifications are internally assessed, allowing centres maximum flexibility over when and how assessments take place. Centres' internal assessment decisions are always underpinned by a process of both internal and external quality assurance, with regular visits and monitoring from an allocated External Quality Assurer (EQA).

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 and will still continue to receive printed copies of certificates if they 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.

COMPLETE SUPPORT

OUR SUPPORT OFFER

City & Guilds combines a long history of dedication to skills development with investment in technology and a focus on helping centres maximise the success of their learners efficiently. We help make sure you have all the resources you need to deliver the best possible experience to your learners. Which is why our Maths and English qualifications are complemented by unrivalled support to assist you with your teaching and learning programmes.

With an increased emphasis on improving all learners' maths and English, there is growing pressure on teachers and tutors to ensure these skills are developed across the whole curriculum.

We understand the need to support tutors who are both specialists and non-specialists in numeracy and literacy, so they have the confidence and skills to deliver consistently high quality programmes.

We've always complemented our numeracy and literacy learner qualifications with a range of qualifications for teachers and assessors of these skills; indeed we were pioneering basic skills practitioner qualifications a full three decades before QTLS or any of the current workforce development initiatives.

The following qualifications could potentially be used to support staff development and upskilling:

TEACHING AND SUPPORTING NUMERACY AND LITERACY LEARNING

Level(s)	Qualification	Purpose	Assessment
Level 5	Diploma in Teaching English – Literacy (6503-51)	Subject specialist qualification for teachers of English.	Teaching practice portfolio of evidence and assignments
Level 5	Diploma in Teaching Mathematics – Numeracy (6503-51)	Subject specialist qualification for teachers of Mathematics.	Teaching practice portfolio of evidence and assignments
Level 5	Diploma in Teaching English – ESOL (6503-53)	Subject specialist qualification for teachers of English for speakers of other languages.	Teaching practice portfolio of evidence and assignments
Level 5	Diploma in Teaching English – Literacy and ESOL (6503-54)	Subject specialist qualification for teachers of English and English for speakers of other languages	Teaching practice portfolio of evidence and assignments
Level 3	English for Literacy and Language Teaching (6255-01)	Designed to support non-specialist teachers of English in developing their personal skills, as well as potentially preparing them to work towards a Level 5 subject specialist qualification.	Portfolio of evidence or assignments
Level 3	Mathematics for Numeracy Teaching (6255-02)	Designed to support non-specialist teachers of mathematics in developing their personal skills, as well as potentially preparing them to work towards a Level 5 subject specialist qualification.	Portfolio of evidence or assignments
Level 3	Certificate for Essential Skills Practitioners (Literacy) (8375-01)	Originally developed to support the Essential Communication Skills qualifications in Wales, though also available in England to support non-specialist teachers or tutors of English.	Portfolio of evidence or assignments
Level 3	Certificate for Essential Skills Practitioners (Numeracy) (8375-02)	Originally developed to support the Essential Application of Number Skills qualifications in Wales, though also available in England to support non-specialist teachers or tutors of mathematics.	Practitioner portfolio and assignments
Level 3	Certificate for Essential Skills Practitioners (ESOL) (8375-03)	Originally developed to complement the Essential Skills qualifications in Wales, though also available in England to support non-specialist teachers or tutors of English for speakers of other languages.	Practitioner portfolio and assignments
Level 3	Certificate for Essential Skills Practitioners (Digital Literacy) (8375-04)	Originally developed to support the Essential Digital Literacy Skills qualifications in Wales, though also available in England to support teachers or tutors involved in developing learners digital literacy and/or ICT skills.	Practitioner portfolio and assignments
Level 2	Supporting Adults and Young People in Essential Skills (9300)	Originally developed to support the Essential Skills qualifications in Wales, though also available in England to support those working in a voluntary or other capacity under the guidance of a numeracy or literacy specialist; also potentially suitable for anyone whose job role involves identifying where individuals may need support to improve their maths and/or English.	Portfolio of evidence

PERSONAL NUMERACY AND LITERACY SKILLS

Level(s)	Qualification	Purpose	Assessment
Level 3	Using and Applying Mathematics (3849)	Developed as part of the Level 3 Core Maths initiative; intended for post-GCSE study of maths.	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in English (3748-01)	Fundamental applied skills in English communication.	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in Mathematics (3748-02)	Fundamental applied skills in mathematics and number.	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy; assessed through one-off on-screen test	
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy; assessed through one-off on-screen test	

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

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.

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.

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.

CONTACT

CONTACT

If you already work with City & Guilds 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)

For information on how to become a centre click here.

e: centresupport@cityandguilds.com

 #CGMathsEnglish

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

e: digitalsales@cityandguilds.com
f: +44 (0)20 7294 2400
w: cityandguilds.com/mathsandenglish