



Skills for Work & Life

Future-Ready Skills: Supporting Learners to Re-Engage, Upskill and Progress.

Employability Skills (5546)

March 2026

Skills for Work & Life Team



Katherine Reid 
Technical Advisor

Maths and English specialist with a background of FE and offender learning.



Alicja Twarowska 
Technical Advisor

ESOL, FS and Employability specialist in FE and community settings.



Amanda Kelly 
Product & Industry Manager

Maths, English, ICT/Digital, Employability and Access 2 HE specialist in FE and ITPs.

Our team is dedicated to supporting your maths, English, Functional Skills, Employability and ESOL teaching and assessment journey with City & Guilds qualifications.

We provide support, guidance and a collaborative community to enhance your teaching and assessment practice.

Housekeeping



The session is being recorded.

The recording will be available on our [Resource Hub webpage](#) shortly.



Everyone is on mute.



Slides

will be available on our [Resource Hub webpage](#) shortly.



Questions

Please add your questions into the question function on the control panel.

We will endeavour to answer all questions.



If the session cuts off

Please use the original webinar link to gain access back into the session. To join over the telephone, select "Phone Call" in the audio panel and the dial-in information will be displayed.

Welcome to the session

- Meet the Team & Introductions
- Who are our learners?
- Qualification overview – 5546, 3803, 3847 & DFSQ
 - How the qualifications build skills, confidence and progression
 - Delivering the programs
- Further Support
- Q&A

A quick poll

We would like to know...

Are you currently using any of these qualifications:

5546 - Employability

3803 - Personal Progress

3847 - Maths and English Skills

4748 - Digital Functional Skills

Are you thinking of using any of these qualifications:

5546 - Employability

3803 - Personal Progress

3847 - Maths and English Skills

4748 - Digital Functional Skills

What programs do you use, or plan to use these qualifications for?

Who are our learners?

- Learners not currently engaged in education, employment or training
- Adult Learners
- Full time students
- Foundation Learning



Learners not currently engaged in education, employment or training

Who these learners are:

- Young people Not in Education, Employment or Training (NEET) typically aged 16–24
- May include those disengaged from formal learning or facing personal challenges

Why we have learners in this position

- Limited prior educational success
- Socio-economic disadvantage
- Personal, health, or family circumstances impacting participation

Barriers for these types of learners:

- Low confidence, motivation, or self-belief
- Mental health challenges
- Financial pressures or caring responsibilities
- Lack of accessible pathways into education/employment



Adult learners

Who They Are

- Individuals aged 19+ returning to education
- Jobseekers, upskilling, career changers, or those reskilling after redundancy
- Learners balancing study with work, caring, or other responsibilities

Why we have learners in this position

- Often need flexible, practical qualifications to support employability
- Skills gaps (Maths, English, Digital) can prevent progression
- Employability skills support confidence, independence, and job readiness

Common Barriers

- Low confidence or previous negative education experiences
- Digital exclusion
- Anxiety around core subjects
- Time pressures and external commitments



Full time students

Who They Are

- Learners on vocational study programmes (16–19 or adult FE routes)
- Students progressing towards apprenticeships, employment, or further study
- Individuals required to take Maths, English or Digital skills alongside their main qualification

Why we have learners in this position

- They need a strong foundation of employability, functional and digital skills
- Employers expect core competencies across all sectors
- Qualifications help bridge the gap between education and the workplace

Common Barriers

- Difficulty connecting skills to real work contexts
- Low confidence or disengagement in Maths/English
- Limited work experience
- Anxiety around job-seeking and transition to employment



Foundation Learning: Individuals with learning difficulties or disabilities

Who They Are

- Entry Level learners with a range of cognitive, learning or developmental needs
- Supported Internships, Foundation Learning pathways or SEND programmes
- Learners who benefit from accessible, personalised approaches

Why we have learners in this position

- They need to develop essential life, work and communication skills
- They may require structured support broken down into smaller steps

Common Barriers

- Need for differentiated learning and additional support
- Low confidence from past educational experiences
- Barriers in communication, processing, numeracy or literacy
- Limited digital confidence or safe online awareness



How can we support
with the
available qualifications?



Employability 5546

City & Guilds 5546 is a suite of Employability qualifications designed to help learners prepare for work, progress in education, and develop essential life skills.

Employability is designed to help learners prepare for work, progress in education, and develop essential life skills.

Suitable for **all age groups** with **no entry requirements**.

Ideal for learners wanting to:

- Build confidence and independence
- Improve job readiness
- Progress into work, traineeships, or further learning.

Helps to develop essential skills needed to get into work, perform well on the job, and progress in a chosen career.

Support skills for independent living and navigating workplace expectations.

Portfolio-based assessment, allowing flexible, learner-focused evidence.

Employability

Qualifications available from Entry 2 to Level 2:

- 5546-01 Introductory Award
- 5546-02 Award
- 5546-03 Extended Award
- 5546-04/40 Certificate
- 5546-05/41 Extended Certificate
- 5546-06/43 Diploma



Qualifications Available

PoS	Title	Entry 2	Entry 3	Level 1	Level 2
5546-01	Introductory Award in Employability Skills	✓	✓	✓	✓
5546-02	Award in Employability Skills	✓	✓	✓	✓
5546-03	Extended Award in Employability Skills	✓	✓	✓	
5546-04/40	Certificate in Employability Skills	✓	✓	✓	✓
5546-05/41	Extended Certificate in Employability Skills		✓	✓	✓
5546-06/42	Diploma in Employability Skills		✓	✓	
5546-31	Introductory Award in Personal and Social Skills			✓	
5546-32	Award in Personal and Social Skills			✓	
5546-34/45	Certificate in Personal and Social Skills		✓	✓	
5546-61	Certificate for Skills for Working in the Health Care, Adult Care and Child Care Sectors			✓	
5546-62	Certificate for Skills for Working in the Retail Sector			✓	
5546-64	Award in Skills for Working in the Hospitality Industry			✓	

Themed Awards 5546

The Themed Awards are small targeted qualifications that allow learners to focus on specific skill areas within the wider 5546 suite.

Entry 3 / Level 1 Award in Volunteering

Helps learners understand volunteering roles, responsibilities, and the value of contributing to the community.

Level 1 Award in Preparing for Employment

Builds the key skills needed for job preparation, including applications, interviews, and workplace expectations.



“We are using City & Guilds employability qualification to support young people with SEMH needs. The unit approach gives me the flexibility to deliver to a range of learning and skills needs. It is not only supporting our students academically but is developing their independence, and building their social and communication skills. I am really enjoying teaching this course, and I can see how much the students are enjoying it too. It’s a great success story for us.”

Tutor at Fresh Futures

Vocational Pathways 5546

Within the 5546 suite, Vocational Pathways give learners employability skills tailored to specific industry sectors.

5546-61 – Certificate for Skills for Working in the Health Care, Adult Care and Child Care Sectors

Introduces skills and knowledge needed to explore care-related roles.



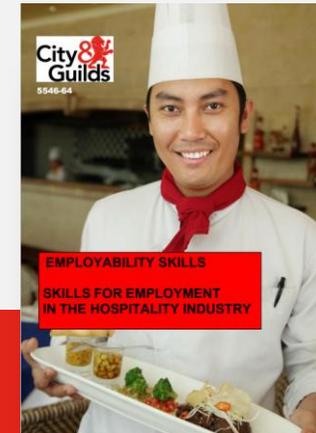
5546-62 – Certificate for Skills for Working in the Retail Sector

Helps learners understand customer service, stock handling, and retail workplace behaviours.



5546-64 – Award in Skills for Working in the Hospitality Industry

Develops skills relevant to hospitality and catering environments, such as service standards and teamwork.



How 5546 qualifications build skills, confidence and progression



Learners not currently engaged in education, employment or training

Re-engagement

- Practical, real-world tasks help learners reconnect with education
- Short, achievable units build routine, focus and positive learning habits

Confidence Building

- Bite-sized activities create regular success and motivation.
- Assessment through observation and practical tasks reduces pressure.
- Essential Skill Development
- Supports communication, teamwork, problem-solving, personal organisation and work-readiness behaviours
- Helps learners develop independence, resilience and self-management

Clear Progression Pathways

- Provides a foundation for vocational courses, traineeships, supported internships, voluntary work and further employability programmes
- Flexible structure enables personalised programmes aligned to learner goals

Flexible Delivery

- Works well in community settings, small groups or 1:1 support
- Supports inclusive, relationship-based approaches to learning

How 5546 qualifications build skills, confidence and progression



Adult Learners

- Offer flexible delivery — evenings, blended learning, workplace evidence gathering.
- Use sector-specific vocational pathways to align learning with immediate job goals (Care, Retail, Hospitality).
- Build on learner experience through portfolio-based assessment.



Full-Time Students

- Integrate into timetabled employability or tutorials.
- Use Awards or Certificates to support study programmes, industry placements, and progression planning.
- Embed units such as teamwork, communication, and career planning across curriculum days or work experience blocks.



Foundation Learning

- Deliver through supported sessions using scaffolded tasks, modelling, and repetition.
- Use Entry Level units that build social skills, confidence, routines, and independence.
- Assess through observation, practical activities, and personalised evidence to fit portfolio requirements.

Delivering Employability Skills programs



NEET Learners

- Short, practical sessions focused on confidence, communication, and job-seeking.
- Flexible delivery in community or outreach settings.
- Use quick-achievement units/Themed Awards to build early success.



Adult Learners

- Flexible formats: part-time, evenings, blended learning.
- Portfolio evidence can include real workplace experience.
- Vocational pathways (Care, Retail, Hospitality) align to job goals.



Full-Time Students

- Embedded into tutorials, employability classes, or work-experience prep.
- Award/Certificate sizes fit easily into study programme hours.
- Supports career planning and workplace readiness.



Foundation Learning

- Delivered through supported, structured activities.
- Evidence gathered through observation and practical tasks.
- Entry-level units build independence, communication, and social skills.

5546: Impact in practice

Builds Real Work-Readiness Skills

Learners develop essential employability behaviours such as communication, teamwork, job-seeking and workplace awareness — exactly the skills needed to enter or progress in work.

Strengthens Confidence, Independence & Personal Development

Units support broader independence skills, helping learners grow in confidence, manage their own learning, and build the attitudes needed for success in life and work.

Enables Flexible, Personalised Progression Pathways

With multiple levels, unit choices and sector pathways, 5546 allows tailored routes into employment, traineeships, further study or supported programmes — meeting learners where they are.



Personal Progress 3803

A suite of Entry Level 1 qualifications designed to help learners become more independent and effective in life, learning, and work.

Created specifically for young people and adults with learning difficulties, with no entry requirements.

- **Entry 1 Award in Personal Progress**
- **Entry 1 Certificate in Personal Progress**
- **Entry 1 Diploma in Personal Progress**



Benefits of 3803

- Builds independence and effectiveness in life, learning, and work.
- Develops communication, reading, writing, early maths, and ICT foundations.
- Strengthens independent living skills (e.g., keeping safe, daily living, being healthy, managing a home).
- Encourages community participation and engagement with the world around them.
- Fosters confidence, self-awareness, and personal development at a pace appropriate to the learner.

Delivering 3803

- Flexible delivery through practical, real-world, supported activities tailored to individual needs.
- Evidence gathered through a portfolio, using observation, demonstrations, photos, and adapted tasks.
- Can be delivered in classrooms, supported learning environments, community settings, or through experiential tasks.
- Centres can create personalised pathways using the wide unit bank (communication, independent living, workplace awareness, creative and community skills).

3803: Impact in practice

Builds Early Independence & Life Skills

Learners develop foundational communication, daily-living and community-participation skills, supporting greater independence in life and learning.

Provides a Supportive, Accessible Starting Point

Designed for learners with learning difficulties who need a highly supported, personalised route before moving into more formal programmes.

Enables Real-World, Practical Progression

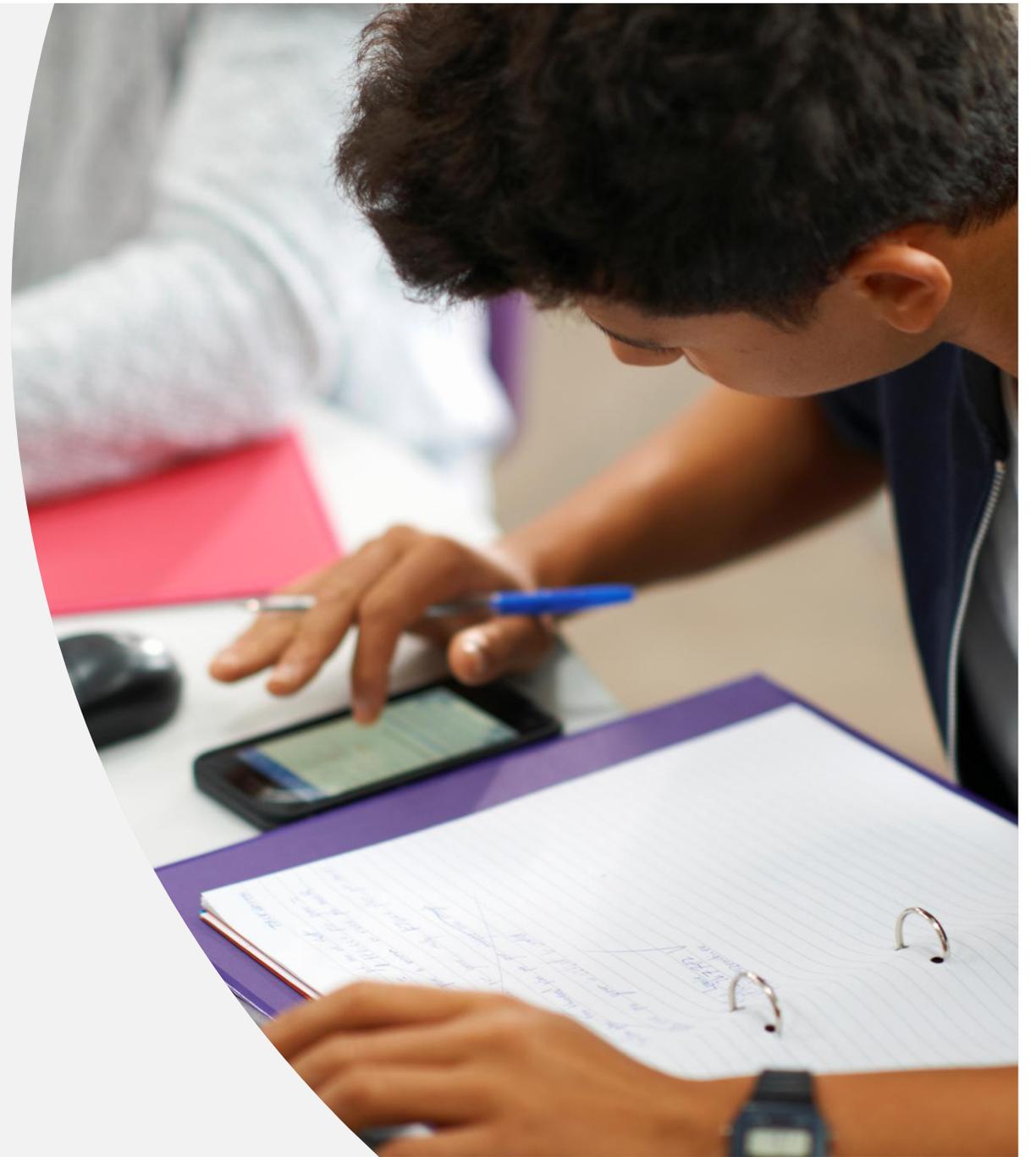
Portfolio-based assessment allows learners to demonstrate skills through practical tasks, supported activities and real-life experiences, creating meaningful and measurable progression.



English and maths skills 3847

Bitesized stepping stones...

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



3847 overview

Flexible, Bite-Sized English & Maths Learning

- A highly versatile set of small 10–20 hour units, each focused on a specific skill area from the National Standards for Adult Numeracy and Literacy.

Extensive Unit Choice

- 100 units in total:

- 55 Mathematics units
- 45 English units
Covering Entry 1 through to Level 2.
Buildable, Mix-and-Match Qualifications

- Each unit is a stand-alone qualification, or units can be combined into:

- 30 themed Awards (e.g., *English – Reading*, *Maths – Handling Data*)
- 10 Certificates covering full standards at each level

Portfolio-Assessed & Highly Personalised

- Assessment through a portfolio of evidence — no external exams.

Learning can be tailored to specific needs, goals, or contexts, making it suitable for adults and young people progressing toward Functional Skills or GCSE.

How Maths and English (3847) build skills, confidence and progression



Learners not currently engaged in education, employment or training

Practical Everyday Skills

- Develops core literacy and numeracy for real-life tasks (money, time, reading instructions, communication)
- Helps learners apply maths and English in meaningful, familiar contexts

Confidence Through Small Steps

- Short, scaffolded units give regular achievement and encourage persistence
- Flexible, low-pressure assessment supports learners who struggle with formal tests

Essential Employability Behaviours

- Builds communication, problem-solving, decision-making and planning skills
- Strengthens independence and readiness for work, training or further learning

Clear Progression Routes

- Supports movement into Functional Skills, vocational programmes and traineeships
- Helps learners develop the foundation needed for next-step qualifications

How Maths and English (3847) build skills, confidence and progression



Adult Learners

- Flexible, modular units fit around work and life commitments, supporting steady progression. Real-context portfolio evidence allows adults to apply skills directly to employment or daily life.
- Provides a supportive route toward Functional Skills or GCSE for long-term progression.



Full-Time Students

- Covers Entry 1–Level 2, allowing targeted skills building alongside study programmes.
- Themed awards (e.g., Reading, Handling Data) give learners clear achievements that boost confidence.
- Creates a personalised route toward destination qualifications like FS or GCSE.



Foundation Learning

- Small, focused units support step-by-step development in reading, writing and number skills. Portfolio assessment enables adapted, supported evidence collection.
- Provides a gentle, confidence-building progression route from Entry Level to higher levels at the learner's pace.

Delivering Maths and English Skills programs



NEET Learners

- Short, practical sessions using small targeted units.
- Flexible delivery in community or outreach settings.
- Evidence gathered through practical tasks (no exams).



Adult Learners

- Part-time, blended or workplace-linked delivery.
- Portfolio evidence drawn from real-life activities.
- Units selected to support career, employability or refresher skills.



Full-Time Students

- Embedded into tutorials, study programmes or employability.
- Themed awards used to structure focused skill-building.
- Progression routes built toward Functional Skills or GCSE.



Foundation Learning

- Highly supported, step-by-step delivery using small units.
- Adapted portfolio evidence (observations, practical work).
- Flexible pacing to support confidence and independence.

3847 Impact in practice

Flexible, Bite-Sized Learning

- 10–20 hour units focused on specific literacy or numeracy skills.

Extensive Unit Choice

- 100 units in total: 55 maths and 45 English, from Entry 1 to Level 2.

Buildable Qualification Pathways

- Single-unit qualifications, 30 themed Awards, and 10 Certificates.

Practical, Accessible Assessment

- Fully portfolio-assessed, enabling real-world, contextualised evidence.

Supports Progression

- A personalised route toward Functional Skills or GCSE, suitable for all age groups.



4748 Digital Functional Skills



DFSQ Overview (4748)

A qualification designed to provide learners with practical, essential digital skills needed for real life, work, and further learning.

Available at Entry Level 3 and Level 1.

What Learners Develop

- Ability to use digital devices, handle information, create and edit digital content.
- Skills in communicating online, transacting safely, and behaving responsibly on the internet.
- Knowledge and confidence to apply digital skills in workplace and real-life contexts.

How It's Assessed

- Externally set onscreen examinations, marked by City & Guilds, graded Pass/Fail.

How DFSQ qualifications build skills, confidence and progression



Learners not currently engaged in education, employment or training

Practical Digital Skills for Everyday Life

DFSQ helps learners build the essential digital skills needed for everyday tasks such as using devices, communicating online, completing forms and accessing services.

Boosting confidence through hands-on practice

Learners grow in confidence by completing relevant, achievable tasks, with bite-sized learning that reduces anxiety and supports re-engagement.

Strengthening employability and independence

The qualification develops core digital behaviours for work and daily life, increasing learners' confidence to use online services and workplace systems independently.

Clear pathways into further learning and employment

It provides a strong foundation for progression into Digital Functional Skills, vocational programmes and entry-level roles, helping learners prepare for applications, interviews and online learning.

Flexible , supportive delivery

DFSQ works well in small groups, outreach settings or 1:1 support, allowing practitioners to tailor learning to each learner's starting point and goals.

How DFSQ quals build skills, confidence and progression



Adult Learners

- Develops workplace-relevant digital skills for daily tasks and employability.
- Formal assessment validates competence, boosting confidence for job roles.
- Provides a pathway into further digital learning or higher-level study.



Full-Time Students

- Builds digital capabilities needed for study, online learning and work.
- Real-life scenario tasks strengthen digital confidence and independence.
- Opens progression routes into apprenticeships, T-levels and further education.



Foundation Learning

- Entry 3 level provides an accessible start for new or developing digital learners.
- Practical digital tasks build confidence using devices and staying safe online.
- Supports steady progression into Level 1 DFSQ.

Delivering DFSQ Skills programs



NEET Learners

- Short, practical sessions using real-life digital tasks (devices, communication, online safety).
- Flexible delivery in community, outreach or employability settings.
- Onscreen task-based activities used to build confidence with minimal exam pressure.



Adult Learners

- Part-time, blended or workplace-linked delivery to fit around life commitments.
- Real-world digital activities (transactions, content creation) embedded into learning.
- Preparation supported through practice tasks and familiarisation tests on the onscreen platform.



Full-Time Students

- Embedded into study programmes, tutorials or employability
- Delivery using authentic digital scenarios to mirror online learning and workplace expectations.
- Structured progression from Entry 3 to Level 1 to support transition into apprenticeships or further study.



Foundation Learning

- Highly supported Entry 3 sessions focusing on simple device use, safe online behaviour and basic communication.
- Learning delivered through scaffolded, hands-on digital tasks with plenty of repetition.
- Onscreen assessments introduced gradually using familiarisation tools to build confidence.

DFSQ Impact in practice

Strengthens Essential Digital Skills

Learners develop the practical digital abilities needed for real-life tasks — using devices, handling information, communicating online, completing transactions, and staying safe digitally.

Builds Confidence Through Real-World Application

Onscreen, task-based assessments let learners demonstrate skills in authentic contexts, increasing digital confidence and reducing exam anxiety.

Supports Clear Progression Pathways

DFSQ provides a recognised route into employment, apprenticeships or further study, ensuring learners can progress confidently into digitally-demanding environments.



Digital Credentials

Support your learners to easily share skills and achievements online with digital badges!



- CV for life
- An easy and verifiable way to celebrate achievements
- Remove the need for printing and mailing paper certificates

[Individuals - Digital Credentials | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

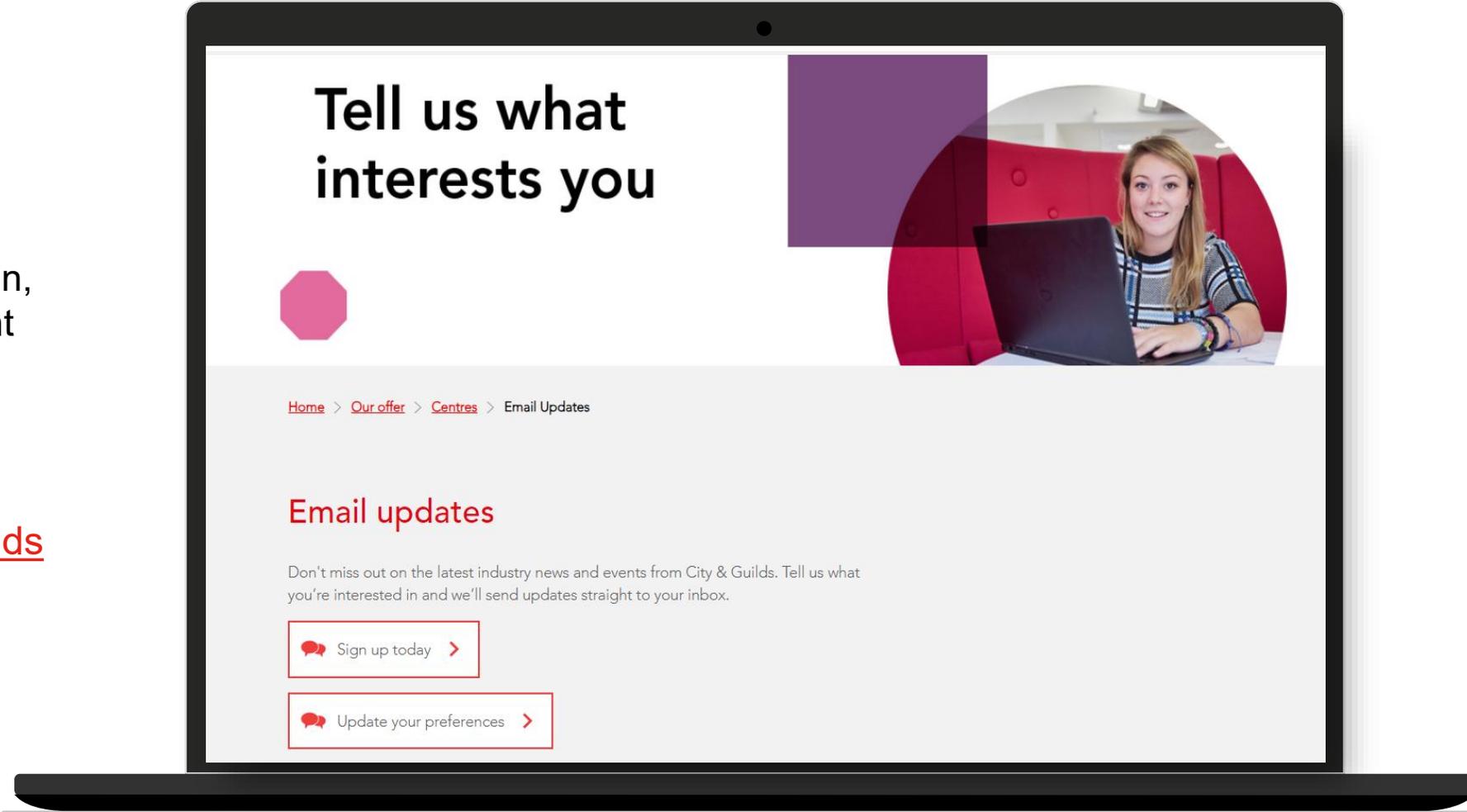


Email updates

Don't miss out on the latest news and events from City & Guilds.

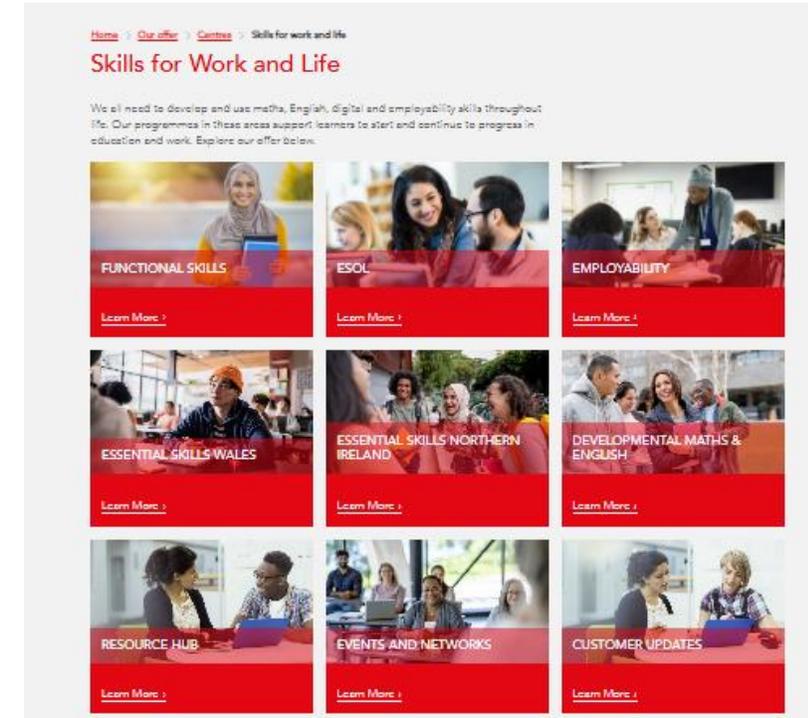
Tell us what you're interested in, and we'll send updates straight to your inbox.

[Email Updates | City & Guilds](#)



Support available

Bespoke face to face or online support sessions	Interactive sessions focused on the needs specified by the individual centres.
Virtual Link-ups	Online support sessions open to all our providers. It's a space to connect and share good practice.
New to us	Online onboarding opportunity for new staff and centres.
Question Corner	Connect with Technical Advisors for quick catch-up opportunities.
Webinars	Focus on a specific topic or update. Recordings and slides are made available on the Resource Hub.
Continuing Professional Development (CPD)	Paid for CPD events crafted to support tutors in their delivery and offer a Digital Credential.



[Events and Webinars - Maths and English | City & Guilds](#)

City & Guilds Continuing Professional Development (CPD) Offer

In response to customer requests, we're excited to launch a brand-new programme of **Continuing Professional Development (CPD) training sessions** — designed to support staff development, progression, and confidence across key areas of teaching, learning, and assessment.

The following CPD events are now available for booking — either as an individual delegate or as a centre-arranged bespoke event. All sessions can be delivered as standalone titles or as part of a larger, tailored package.

Please refer to individual event descriptions for details on **duration** and **mode of delivery**.

CPD Event Titles:

1. **Practical Embedding: Integrating Maths and English Skills in Vocational Courses**
2. **Understanding Barriers and Creating Inclusive Learning Environments for ESOL Learners on English and Maths Courses**
3. **Assessment Literacy and Strategies for Exam-based Teaching and Learning**
4. **Quality Matters-Strengthening Internal Quality Assurance Practices for Better Outcomes**
5. **High Quality Assessment Practice: Professional Discussion**
6. **End Point Assessment (EPA): Preparing for EPA and Sharing Best Practice**
7. **Understanding and Delivering Sustainability within the Curriculum**
8. **Mentoring Skills for Work-Based Mentors**
9. **Becoming an Associate**
10. **Bespoke CPD-We can provide bespoke centre training tailored to your centre's needs.**

For more information, please see link to CPD Brochure [Continuing Professional Development Events \(CPD\) Brochure](#)

Q&A

We would like to hear from you with your feedback regarding the 5546 qualification.

Would you like to be part of our focus group?

You can send any feedback and questions you may have to...

pre-employment@cityandguilds.com



Thank you!

Stay in touch...

customersupport@cityandguilds.com

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

Contact us

Giltspur House
5-6 Giltspur Street
London, EC1A 9DE

customersupport@cityandguilds.com

+44 (0) 1924 930 800

[cityandguilds.com](https://www.cityandguilds.com)

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