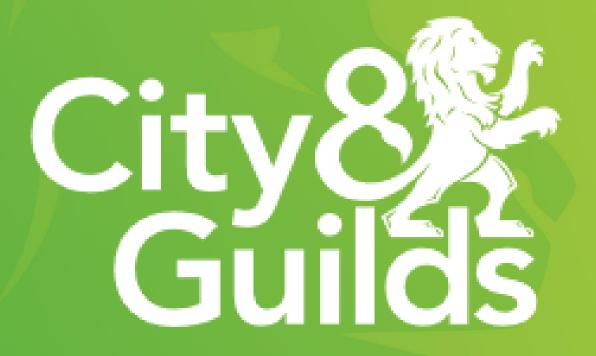
Skills for Work & Life
Welcome to 2025/26



This webinar is being recorded and will be available on the Resource Hub shortly.

# Housekeeping



The session is being recorded.

The recording will be available on our Resource Hub webpage shortly.



Everyone is on mute.



#### Slides

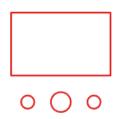
will be available on our Resource Hub webpage shortly.



#### **Questions**

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

Will we endeavour to answer all questions.



## If the session cuts off

Please try logging out and back in again using the original webinar link to gain access back into the session.
To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed.

## **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 ESOL teaching and assessment journey with City & Guilds qualifications. We provide support, guidance and a collaborative community to enhance your teaching and assessment practice.

# The Skills for Work and Life portfolio

#### **Qualifications**

- 4748 Functional Skills- maths, English and DFSQ
- 3847 English and Maths Skills Bitesized or stepping stone qualifications
- 3844 Principles of English and Mathematics
- 4692 ESOL
- 5546 Employability Skills
- 3803 Personal Progress
- 2935 Extended Project Qualification (Level 3)
- 3716 Augmentative and Alternative Communication

If you would like to speak to a TA for further information you can book a Teams call directly using our **Question Corner** link.

- 3868 Essential Skills Qualification (Wales)
- 3846 Essential Skills for Work and Life (Wales)
- 4800 Essential Skills (NI)

### Skills for work and life | City & Guilds



We all need to develop and use maths, English, digital and employability skills throughout life. Our programmes in these areas support learners to start and continue to progress in adjustion and work English pulse.















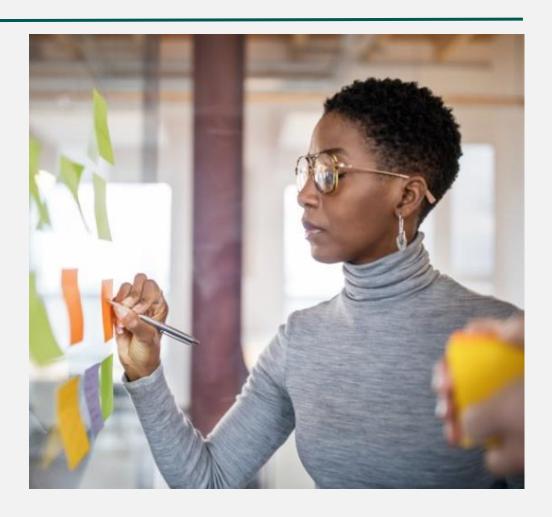




## Today's Agenda

#### Functional Skills updates

- Updated assessment bank and assessor guidance documentation
- New Chief Examiner Reports
- DFSQ key updates
- New videos to support learners and tutors for Open Assess
- English & Maths Bite-sized offer
- ESOL updates
- Employability updates
- Support available for 2025/26
- Questions & Answers



# FS Entry Level: Updated Assessment Bank

Please be aware that we replaced the existing live Entry Level assessments for Reading and Writing on 1 September 2025.

We removed the previous assessment titles on the morning of 1 September, and these were not to be completed by candidates from that date onward.

To maintain the security of the live assessment materials, the new versions will be given a new password.

FS maths entry level liv	ve assessments
--------------------------	----------------

**E1 Sports Centre** E2 Pet Shop E3 Online Shopping E1 Painting and Decorating E2 Selling a House

E2 Market Stalls E1 Library

E1 Hotel E2 Nature

E3 Holiday Park

E3 Community Activities

E3 Safari Park

#### **FS English entry level reading live assessments**

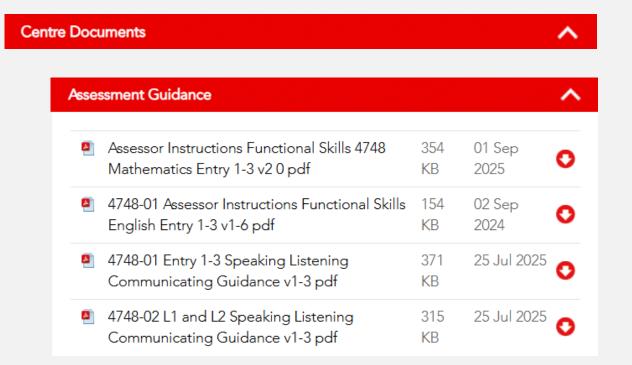
E1 Sports Club E2 Art for All E3 Dog Training E1 Bus Ride F2 Tea E3 Going on a Trip E1 Coffee E3 The Circus E2 Singing E1 Eat Out E2 Learn to Swim E3 Use Your Voice

#### FS English entry level writing live assessments

E1 Going to see a band	E2 Lost and Found	E3 Exciting News
E1 Sun and Rain	E2 Join a Club	E3 Film Club
E1 Having a Meal	E2 Helping People	E3 Going Out with Friends
E1 Where I Live	E2 Returns	E3 The Right Clothes

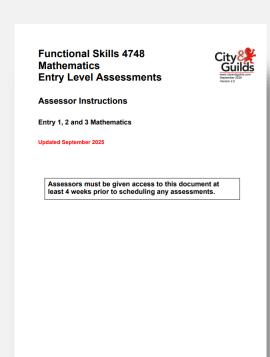
# FS Assessor instructions and guidance update

- Assessor Instructions Functional Skills Mathematics Entry Levels 1-3
- Assessor Instructions Functional Skills Reading and Writing Entry Levels 1-3
- Assessment Guidance for Speaking, Listening and Communicating Entry Levels 1-3
- Assessment Guidance for Speaking, Listening and Communicating Level 1 and 2



# **FS Assessment Guidance Updates**

Entry Level Reading, Writing, and Mathematics were updated to reflect the new live assessment titles. Assessors must be given access to this document at least 4 weeks prior to scheduling any assessments.



#### Functional Skills 4748 English Entry Level Assessments



Assessor Instructions

Entry 1, 2 and 3 Reading and Writing

Updated 02 September 2024

Assessors must be given access to this document at least 4 weeks prior to scheduling any assessments.

For Speaking, Listening and Communicating guidance, please see separate Assessment Guidance document, available on the City & Guilds website.

## **Functional Skills SLC**



#### Two streamlined versions:

- Entry Levels 1–3
- Levels 1 and 2

This change reduces the number of documents assessors need to consult and ensures consistency across levels.

We also added further clarification in response to customer queries, helping assessors apply the guidance more confidently.

# Changes to Marking FS E2 and E3 Writing

## **Spelling**

### Entry 2 Activity 4 SCS16

Misspellings of the same word **should only be counted as a single error.** If a candidate spells a word both correctly and incorrectly this is still a single error.



# Changes to Marking FS E2 and E3 Writing

#### **Punctuation**

Entry 2 Activity 4 SCS13
Entry 3 SCS13 in Activities 3 and 4

Each instance of a punctuation error should be counted, including the same type of punctuation error.

Please note, there are exceptions relating to the incorrect use of upper case and lower-case letters in the middle of a sentence. For example, if a candidate writes 'leeds' without an initial capital letter, this will count as **one error**. However, if they write both 'leeds' and 'liverpool' without an initial capital letter, this will count as **two errors**.

Any **subsequent** instances of the candidate writing 'leeds' or 'liverpool' **should not be counted** unless it is at the start of a sentence.

# Changes to FS Marking E2 and E3 Writing

#### **Punctuation**

The incorrect use of the **lower case 'i'** as a personal pronoun in the **middle of a sentence** should only be counted **once**. If the error occurs at the start of a sentence, it should be counted as an initial capital error instead. Any subsequent instances of the candidate using a lower case 'i' to start a sentence should be counted each time as an initial capital error.

If a candidate repeatedly uses a particular **upper-case letter instead of a lower-case letter**, for example, upper case 'B' where it should be lower case, this will count as **one error**. However, if a different upper-case letter is used where a lower-case letter should be used, this would count as a separate error. For example, use of an upper-case B and upper-case F would count as two errors.

# Changes to FS Marking E2 and E3 Writing

#### Grammar

### Entry 3 SCS15 Activities 3 and 4

Each instance of a grammatical error should be counted, including the **same type** of grammatical error. Only instances of the same specific error should be counted as a single error. For example, the repeated use of 'we was' counts as a single error.

# Changes to FS Marking E2 and E3 Writing

### **Spelling Task**

Assessors must only award marks for the spellings as given in the Spelling Task Word Lists.

Missing apostrophes for contractions and American-equivalent spellings should not be accepted. However, the use of lower case or upper-case letters (or any combination of both) for spelling all words is acceptable.

Assessors must state the **Spelling Task reference** (e.g. Supermarket 2a).

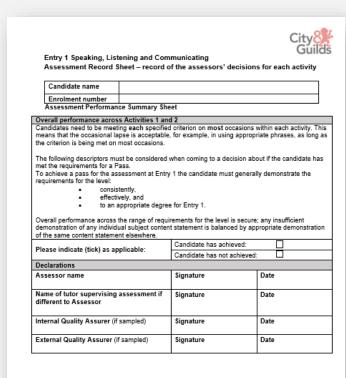
The candidate score for the Spelling Task must be added to the score for the Writing Activities to give an overall score for Writing on the 'Writing Assessment Record' at the end of the pack.

# Updated FS SLC assessment records

New versions are available in the SLC folder. Please ensure the latest versions are used for all future assessments. **These updates improve clarity but do not change the assessment requirements.** 

Written assessment records must still be completed for each assessment. While video or audio recordings may support the process, they do not replace written documentation. We will accept timestamps in the assessor records to indicate when the candidate meets the criteria but must be accompanied by a clear assessment judgment about how the candidate met the criteria.

Both physical and digital signatures are acceptable, and records should be completed within 14 days of the activity.



# FS sample and past papers

### Sample papers

Use sample materials to enrich teaching, support learner understanding, and build exam confidence.



#### Past papers

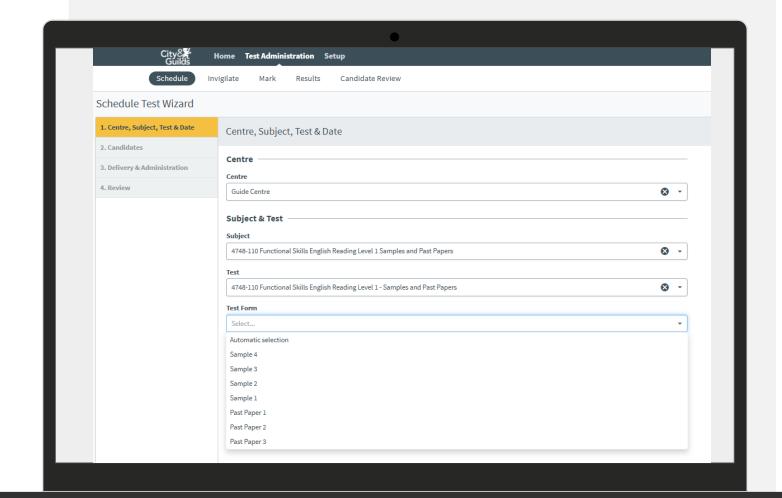
We now offer 3 retired live exam papers at Level 1 and Level 2 for both Maths and English. These support learner preparation by providing realistic practice aligned with current assessment standards.



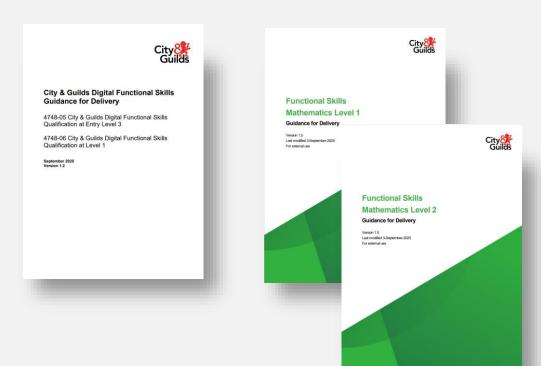
Functional Skills qualifications and training courses | City & Guilds

## **Open Assess materials**

Both samples and past papers are also available on Open Assess for the candidates preparing for online exams in Reading, Writing and Maths at Level 1 and 2.



# **Guidance for delivery documents**







We have reviewed the Guidance for delivery documents for DFSQ and FS English/ Maths Level 1 & 2.

# **Digital Functional Skills (DFSQ)**

#### New

- Chief Examiner report for both E3 and L1
- Updated guidance for delivery document
- New past paper expected in October 2025

#### **Important**

There is a maximum file size of **4MB** for evidence uploaded during Digital Functional Skills e-volve exams. Centres must ensure candidates are aware of this limit, as files larger than 4MB cannot be uploaded and may prevent the test from being submitted and marked.

We will be shortly issuing a guidance document to support centres with setting default applications for saving screen snips as this is often the reason for the large overall file size.

Always clear each device of any previous candidate's work before logging onto an exam. This helps maintain exam integrity and prevents technical issues during the assessment.

# **DFSQ Chief Examiner Reports 2025**

Additional general advise relating to each task.

#### Level 1

- Task 2 (Internet search): Some marks are lost in Task 2 due to incomplete or inaccurate searches being used. Many candidates are uploading results from sponsored websites. Teachers may wish to consider advising the use of cut and paste of search terms given in the instructions.
- Task 4 (Spreadsheet): Where marks are lost, it is commonly due to inaccurate formatting of currency, incorrect formulas or loss of data integrity during sorting or filtering. Candidates also lose marks for not using correct functions such as Maximum, Minimum and Average.



# **Open Assess**



We have created some new short videos to support you and learners to utilise Open Assess more effectively. These can be found on the Resource Hub webpage.

### Administration in the OpenAssess platform

- What is a FS maths familiarisation test?
- Navigating the Open Assess platform
- Navigating the Open Assess platform Registering candidates
- Navigating the Open Assess platform Scheduling a test
- Navigating the Open Assess platform Test delivery
- Navigating the Open Assess platform Results

### Using graphs and charts tools in Open Assess

- Creating a bar chart
- Create a line graph
- Create a pie chart
- Create a scatter chart
- Using the diagram creator

Digital resources for learners and tutors

Digital resources to support your Maths and English delivery	~
e-Functional Skills	~
SmartScreen	~
Journey 2 English	~
Open Assess	~
Administration in the Open Assess platform	~
Using the Graphs and Charts tools in Open Assess	<b>~</b>

# **Maths and English Qualifications**

### Mathematics/English Skills (3847)

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

### **Principles of Mathematics/English (3844)**

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

## Using 3847 to Scaffold Learner Progression to Functional Skills and GCSEs

#### Reading Level 1

GCSE

## Assessment objective

#### Reading (Written language)

Identify and interpret explicit and implicit information and ideas Select and synthesise evidence from different

Explain, comment on and analyse how writers use language and structure to achieve effects and influence readers, using relevant subject terminology to support their views

Compare writers' ideas and perspectives, as well these are conveyed,

across two or more texts

Evaluate texts critically and support this with appropriate textual references

#### **Functional Skills**

#### Scope of Study

Read with accuracy straightforward texts encountered in everyday life and work and develop confidence to read more

range of straightforward texts on a range of topics and of varying lengths that instruct, describe, explain

structure Support their comments and opinions with straightforward references to the text

Grading

Grade 2

Describe and

summarise with

straightforward

understanding

Respond in a

most explicit information and

viewpoints

straightforward way to

Make straightforward

comments about

language and

Make limited links

#### Subject Content

#### Reading (Level 1)

Text: this should include a and persuade.

> (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) 15. Infer from images

Identify and understand

the main points, ideas and

10. Compare information,

11. Identify meanings in

between fact and opinion

language and other textual

suit different audiences and

13. Use reference materials

and appropriate strategies

features can be varied to

ideas and opinions in

texts and distinguish

12. Recognise that

details in texts

different texts

purposes

meanings not explicit in the accompanying text 16. Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive) 17. Read and understand a

range of specialist words in context 18. Use knowledge of

punctuation to aid

City & Guilds English Skills

Unit outcomes and assessment criteria with core curriculum references

#### Reading Skills (Level 1)

#### Reading - using reading to extend vocabulary

- Understand vocabulary relating to a variety of topics
  - Recognise vocabulary on a variety of topics (Rw/L1.3) Recognise vocabulary associated with different types of text
- Be able to develop vocabulary using strategies and reference materials Read and use vocabulary in different types of text (Rw/L1.2,
- Use appropriate strategies to work out meaning (Rw/L1.1) Apply knowledge of word structure, related words, word route. deviations and borrowing to recognise vocabulary

#### Reading - using reading strategies

- Be able to locate information for specific purposes
  - Use organisational and structural features to locate information
  - Use different reading strategies to obtain required information
  - Identify different types of information within descriptive, explanatory and persuasive texts (Rt/L1.1, Rt/L1.3)
  - Identify the main points, specific detail and meaning conveyed by
- Understand how language and other textual features contribute to meaning in different types of texts
  - Describe how language and other textual features contribute to the purpose of different texts (Rt/L1.2)
  - Describe how the meaning of texts can be determined from:

  - component parts of a text
  - context
  - own knowledge and experience
  - Use grammatical knowledge to predict meaning
  - Use knowledge of punctuation to predict meanings (Rt/L1.1. Rs/L1.1, Rs/L1.2)

#### Reading - reading for meaning

Understand written texts



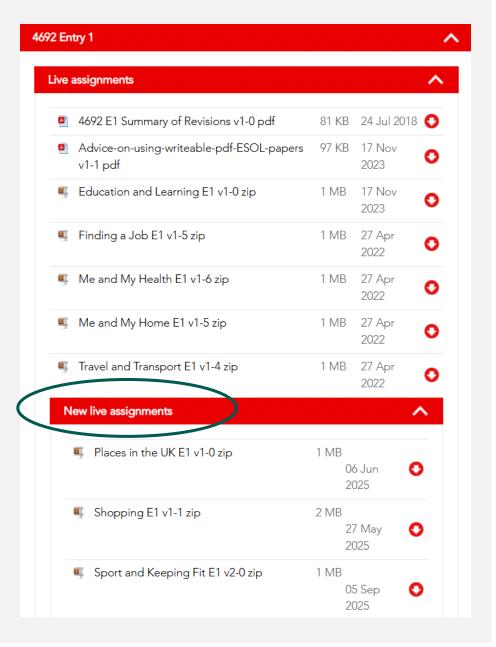
City & Guilds **Entry 1, 2, 3, Level 1 and** Level 2 Awards/Certificates in English Skills (3847-01-02-03)

Version 1.4 (June 2025)

Qualification Handbook

## **ESOL Live Assessments Review**

Theme	E1	E2	E3	L1	L2
Me & My Health	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Travel & Transport	<b>√</b>	<b>√</b>	✓		
Finding a job	<b>√</b>	<b>√</b>	<b>√</b>	✓	<b>✓</b>
My & My Home	✓	✓	✓	✓	<b>√</b>
Education & Learning	<b>√</b>	<b>√</b>	<b>√</b>		
Entertainment & Arts				✓	<b>√</b>
Sport & Keeping Fit	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
Shopping	<b>√</b>	<b>√</b>	✓	<b>√</b>	✓
Places in the UK	<b>√</b>	<b>√</b>	<b>√</b>		
Cultures & Traditions				<b>√</b>	<b>√</b>



# Other ESOL updates

We are making progress with a business case to improve our Reading assessments at L1/L2 and that we hope to have more information to share about the changes in due course.

We are exploring the creation of a pre-entry ESOL offer and will be reaching out for feedback. If you would like to take part, please email the <u>pre-</u>

employment@cityandguildds.com inbox.



# **Employability Skills (5546)**

The **Employability Skills** suite of qualifications contains a mixture of 'employability' units and are all assessed by portfolio.

#### They aim to support:

- job-seeking, retaining employment or progression to further learning
- career progression
- attitudes and behaviours
- independent living.

Entry 2- Level 2

Range of qualification sizes from Introductory Award up to a Diploma.

If you would like further information, you can book a Teams call directly using our **Question Corner** link.



# **Qualification titles available**

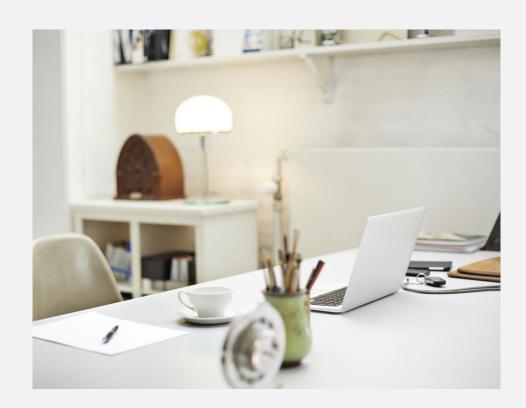
PoS	Title	Entry 2	Entry 3	Level 1	Level 2
5546-01	Introductory Award in Employability Skills	<b>√</b>	✓	<b>√</b>	<b>√</b>
5546-02	Award in Employability Skills	✓	✓	✓	✓
5546-03	Extended Award in Employability Skills	✓	✓	✓	
5546-04/40	Certificate in Employability Skills	✓	✓	✓	<b>√</b>
5546-05/41	Extended 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			<b>√</b>	
5546-62	Certificate for Skills for Working in the Retail Sector			✓	
5546-64	Award in Skills for Working in the Hospitality Industry			<b>√</b>	

# We want to hear from you!

### How do you use our qualifications and products?

If you would like to showcase how you are using any of the Skills for Work and Life qualifications or products either as stand-alone courses or as part of a program or wrap around program, we would love to hear from you.

Please contact <a href="mailto:pre-employment@cityandguilds.com">pre-employment@cityandguilds.com</a>



## Skills for Work and Life





















# **SfWL Landing page**

Allows you to access all the qualification and resources in one place.

Skills for work and life | City & Guilds (cityandguilds.com)

# Support available

Continuing Professional Development (CPD)	Paid for CPD events crafted to support tutors in their delivery and offer a Digital Credential.
Connect-Share- Networks	An interactive face-to-face half day of sharing good practice.
Virtual Link-ups	Can't attend one of our face-to-face events? You can join us online, to connect and share good practice.
New to us	Online monthly onboarding 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.



### 2025/2026

Events and Webinars - Maths and English | City & Guilds

## City & Guilds Continuing Professional Development CPD Offer

#### New for 2025!

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. <u>Events - vocational qualification events | City & Guilds</u>

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:**

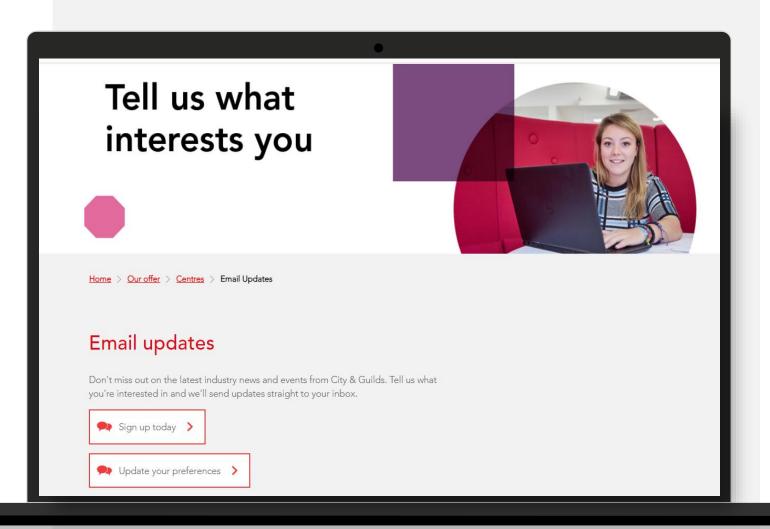
- 1. Practical Embedding: Integrating Maths and English Skills in Vocational Courses
- 2. Understanding Barriers and Creating Inclusive Learning Environments for ESOL Learners on English and Maths Courses
- 3. Assessment Literacy and Strategies for Exam-based Teaching and Learning
- 4. High Quality Assessment Practice: Quality Assurance
- 5. High Quality Assessment Practice: Professional Discussion
- 6. High Quality Assessment Practice: Expert Witness Testimony
- 7. End Point Assessment (EPA): Preparing for EPA and Sharing Best Practice
- 8. Understanding and Delivering Sustainability within the Curriculum

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

# **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



## **Question time**

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

customersupport@cityandguilds.com





## **Email contacts**

For all your queries contact: <a href="mailto:customersupport@cityandguilds.com">customersupport@cityandguilds.com</a>

For Digital Platforms support contact: <a href="mailto:digitalsolutions@cityandguilds.com">digitalsolutions@cityandguilds.com</a>

For evolve support contact: <a href="mailto:evolvesupport@cityandguilds.com">evolvesupport@cityandguilds.com</a>

Thank you!

Stay in touch...

customersupport@cityandguilds.com

#### **About City & Guilds**

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

#### **About ILM**

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

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

customersupport@cityandguilds.com pre-employment@cityandguilds.com

Alternatively, visit our dedicated webpage cityandguilds.com/mathsandenglish

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