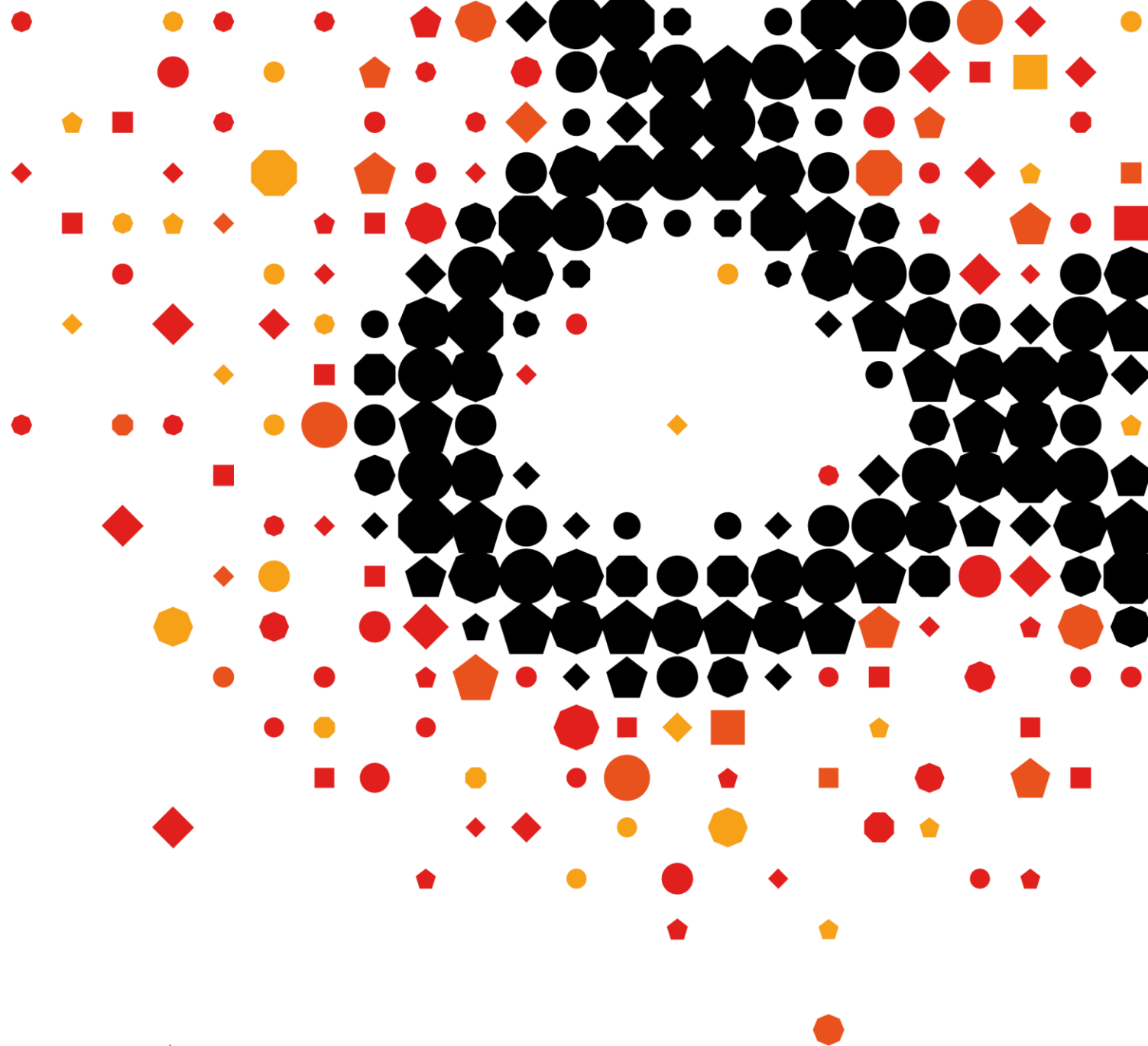


Maths and English regular webinar updates **England**

Website walkthrough

December 2021




Welcome to this month's update

Two opportunities to join us live each month:

- second **Thursday** (morning)
- fourth **Wednesday** (afternoon).
- Once you're signed up, you'll get reminders to join your preferred slot.
- Recorded version (and slides) available afterwards from **Maths and English Resource Hub**.
- Don't forget to sign up for our **email alerts** too!

If you are experiencing issues with the sound but can see the slides, try exiting the webinar and then re-joining – this **usually** solves the problem.



Monthly #CGMathsEnglish webinars

Sign up for our monthly maths and English webinar updates ^

Our regular #CGMathsEnglish webinar updates provide **two** opportunities each month for maths and English professionals to join a live session for an update and Q&A.

Depending on your preferred timeslot, you can sign up for any of the following

(NB: The content of both sessions will be the same each month, so registrants only need to sign up once):

Thursday mornings (normally the second Thursday of each month)

[Register now >](#)

Wednesday afternoons (normally the fourth Wednesday of each month)

[Register now >](#)

Please note these sessions focus on maths and English within **England**. If you're involved in delivering Essential Skills qualifications in Northern Ireland or Wales, please sign up for the relevant Connect~Share~Network session above.

Recordings and slides from 2021-22 webinars ^

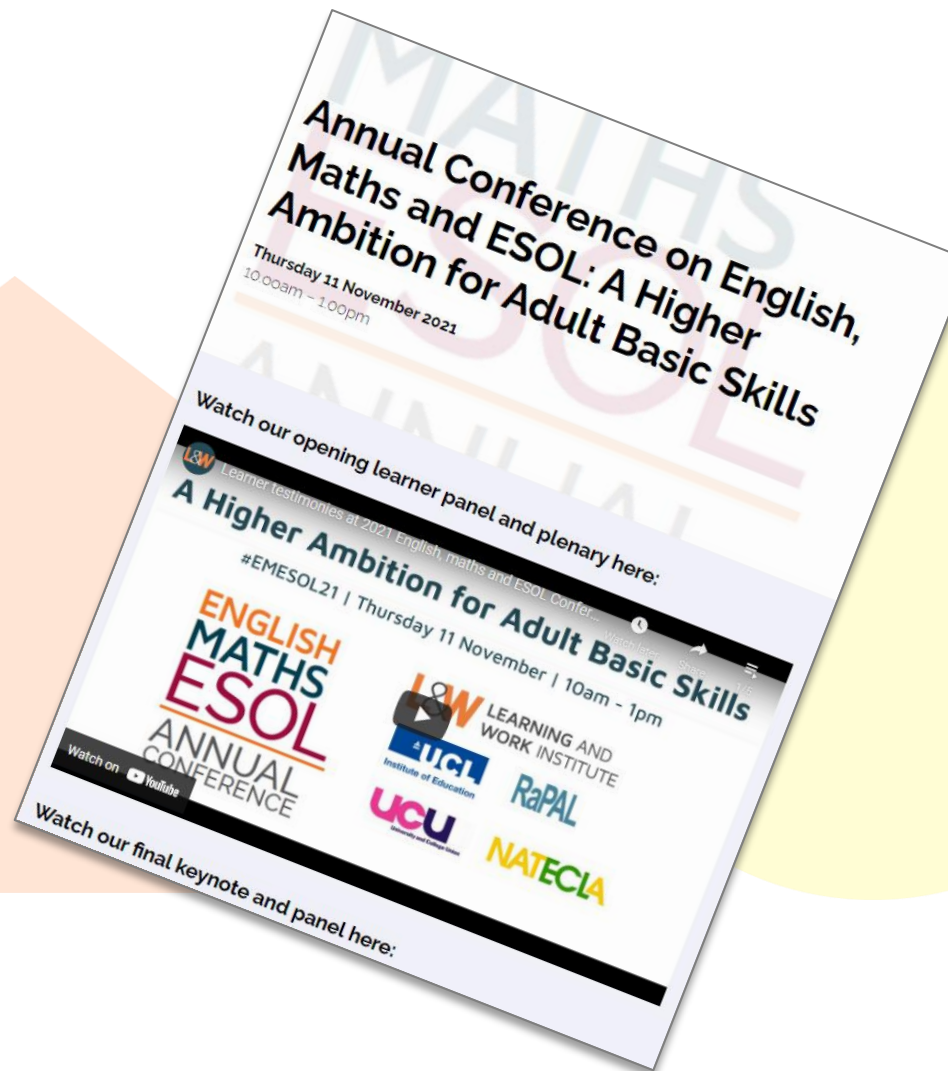
Watch all the webinars in our #CGMathsEnglish webinar series.

Here you can find recorded content and slides from each of our monthly update webinars. These will normally be added once the **last** of the two live sessions each month has taken place.

To register for one of the live webinar slots please see '[Sign up for our monthly maths and English webinar updates](#)', above.

ICYMI...

**L&WI, IoE, RaPAL,
UCU and NATECLA
English, Maths and
ESOL Conference**



[Annual Conference on English, Maths and ESOL:
A Higher Ambition for Adult Basic Skills -
Learning and Work Institute](#)

ICYMI...

**‘Take the test’ rule
for Level 2
apprentices returns
from next month**

Support for English and maths training
New for 1 August 2021
P133.1 and P133.2 - Restructure and clarification: To reflect that these rules apply to all apprentices.
P147.1 - Restructure, and clarification on self-assessment.
New for 1 August 2021 – version 1
Temporary suspension of the requirement for level 2 apprentices to work towards and attempt level 2 functional skills.
The rule requiring level 2 apprentices to study towards, and attempt, the functional skills assessment at level 2 is temporarily suspended. Apprentices who are due to take their end-point assessment (EPA) on or before 31 December 2021 must be passed through gateway to sit their EPA without the need to attempt the level 2 functional skills English and maths assessment. Providers must retain evidence if an apprentice did not take the level 2 assessments due to coronavirus (COVID-19). For apprentices on a standard, this means they must be at gateway on or before 31 December 2021. For apprentices on a framework, they must have achieved all of the requirements of the framework by 31 December 2021. For all other apprentices, providers must plan and deliver level 2 English and maths in accordance with rules P135 to P140.

[Apprenticeship funding rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

ICYMI...



**ESOL Nexus
resources move to
Excellence Gateway**

[Teachers | ENGLISH FOR SPEAKERS OF OTHER LANGUAGES \(excellencegateway.org.uk\)](https://excellencegateway.org.uk/Teachers/)

What's new from us?

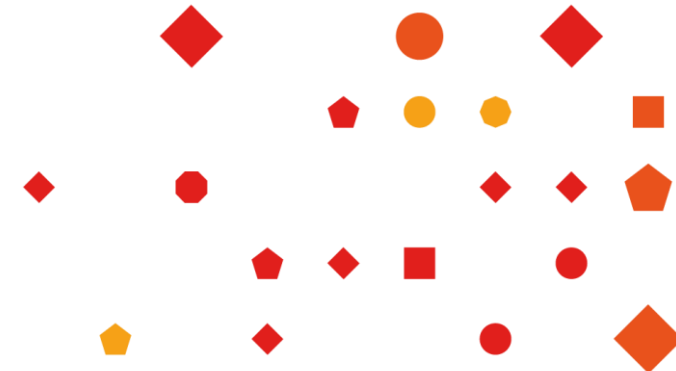
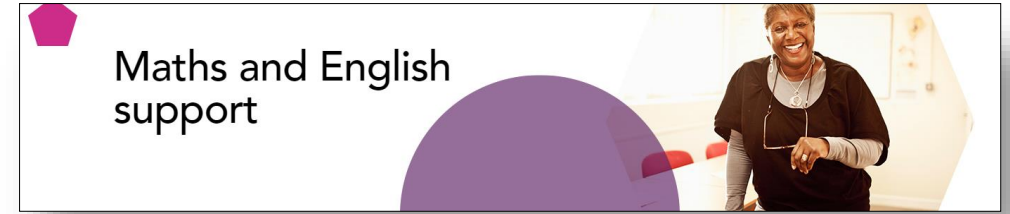
Functional Skills exam pass rate data

- Package of data for 2020-21 about to be published
 - will include extrapolated 'first time' passes, as well as overall figures per provider type.

New Speaking, Listening and Communicating (SLC) worked examples

- New set of Level 1 and Level 2 examples
 - assessment record sheet less 'cluttered', to illustrate how assessor comments can be meaningful without needing to be lengthy
 - more extensive accompanying guidance.

COMING SOON





Bring your own calculator...

Candidates can use their own calculator for on-screen FS Mathematics exams

- ICE document provides further guidance
 - especially on transitioning from Section 1 to Section 2).
- This also now includes **Remote Invigilated** exams
 - see **Section 6** of the Remote Invigilation Service Centre Guide.

e-volve requirements

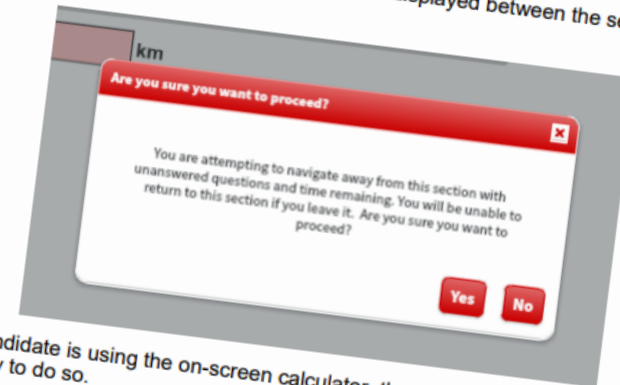
4.1.17 Candidates **must** use the on-screen calculator. If candidates want to bring their own calculator, they must meet the requirements below.

4.1.18 Candidates can use their own calculator in the e-volve exam, if the following requirements are met:

- there must be one invigilator for every 10 candidates,
- candidates **must not** have access to a calculator during *Section 1*,
- the invigilator(s) can hand out calculators to candidates that have completed *Section 1*,
- the invigilator(s) **must** instruct candidates to raise their hand when they have completed *Section 1*, so the invigilator can give them a calculator.

4.1.19 There is a message displayed between the two sections, this can be used to distribute the calculators without using any exam time. The candidate must be warned to wait until the invigilator can check the message is displayed on the screen (as shown below) before they give them the calculator.

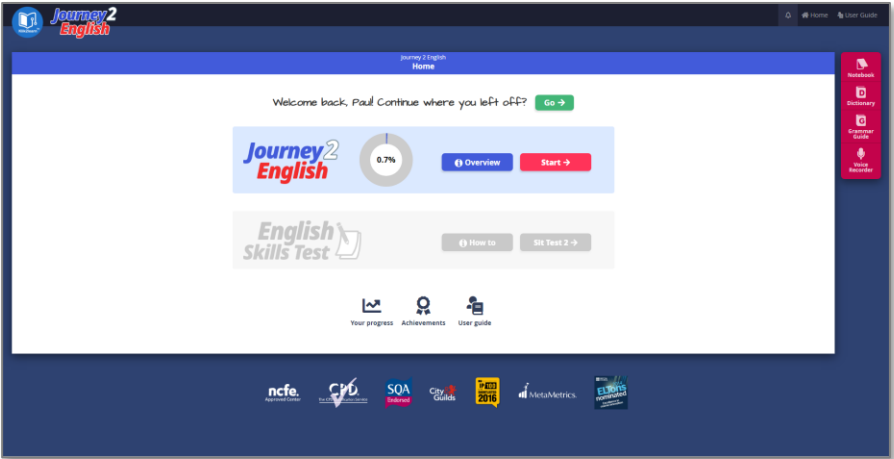
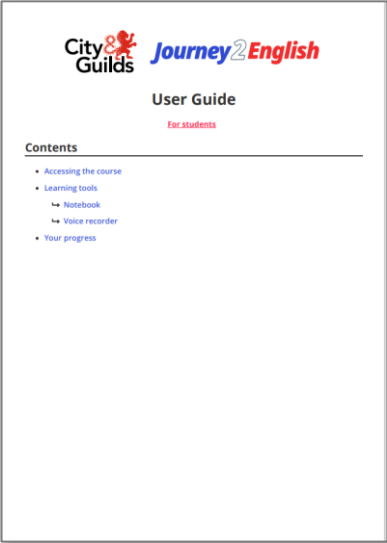
The picture below shows the message that is displayed between the sections:



4.1.20 If the candidate is using the on-screen calculator, they can start *Section 2* as soon as they are ready to do so.

Support with ESOL

- Connect.Share.Network**
 - see [Maths & English Resource Hub](#) for details of ESOL-specific sessions.
- Journey2English**
 - Self-study digital course for intermediate learners of English
 - developed with **Klik2Learn**
 - mapped to the Adult ESOL Curriculum
 - available through **SmartScreen**.



Journey 2 English - Reading, Modules 1-5						
	Module	1	2	3	4	5
Learning Outcomes		Activities				
Unit 011: Reading to obtain information						
Entry Level 1	1. extract information from sample texts (1.2.1, 1.2.2, 1.2.4)					
	1.1 follow the plot of a simple written narrative (R0E1.1a, R0E1.1b)	5		7		
	1.2 obtain information from texts (R0E1.1b, R0E1.2a)	1,2,8				
	1.3 identify the genre of sample texts (R0E1.2a)					
	2. know letters of the alphabet, key words, signs and symbols (2.2.3, 1.2.5)					
Entry Level 2	2.1 obtain information from signs and symbols (R0E1.2a, R0E1.1a, R0E1.2b)					
	2.2 identify the letters of the alphabet (R0E1.1a)					
	2.3 respond to key words used in everyday contexts (R0E1.1a)	1,2,4	3			
	Unit 021: Reading to obtain information					
	1. read a range of texts for different purposes (2.2.1, 2.2.2, 2.2.3, 2.2.7, 2.2.8)					
Entry Level 2	1.1 trace the main events of different texts (R0E2.1a, R0E2.1b-d)	1,8	9		4	5
	1.2 obtain information from texts (R0E2.1b, R0E2.2a, R0E2.2b)	1,5,8	3		4	5
	1.3 state the different purposes of texts (R0E2.2a)					
	1.4 identify common sources of information (R0E2.2a)	9				
	2. follow instructional text (2.2.4, 2.2.5, 2.2.6)					
Entry Level 3	2.1 use images and captions to obtain information (R0E2.4a)	1,9				5
	2.2 read instructions and directions (R0E2.1a)	10				
	2.3 respond to key words on forms (R0E2.1a)		3		7	
	3. be able to use alphabetical order (2.2.5, 2.2.10)					
	3.1 use a simple dictionary to find the meaning of a word (R0E2.4a)					
Entry Level 4	3.2 use initial letters to sequence words in alphabetical order (R0E2.4a)		10		4	



**Open
Assess**

**Centre
Document
Library**

Website walkthrough

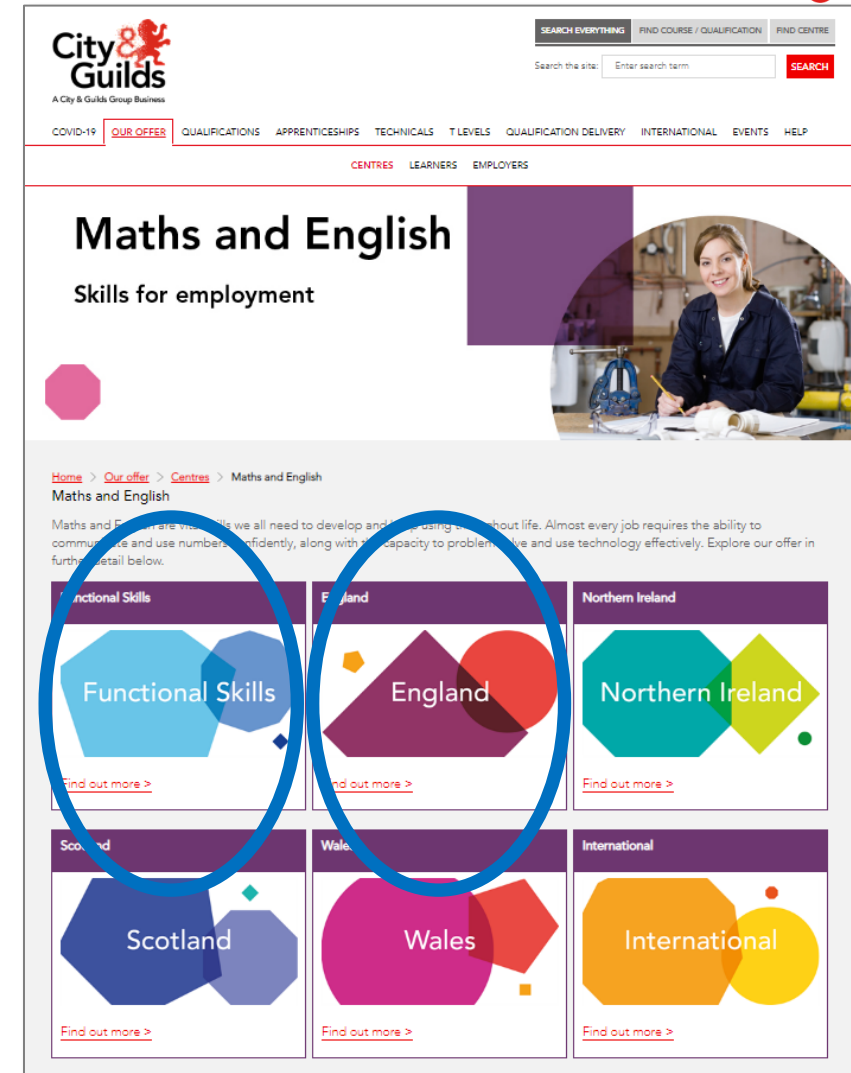
**Resource
Hub**

**Qualification
information
vs
documents**

Let's start with the landing page

cityandguilds.com/mathsandenglish

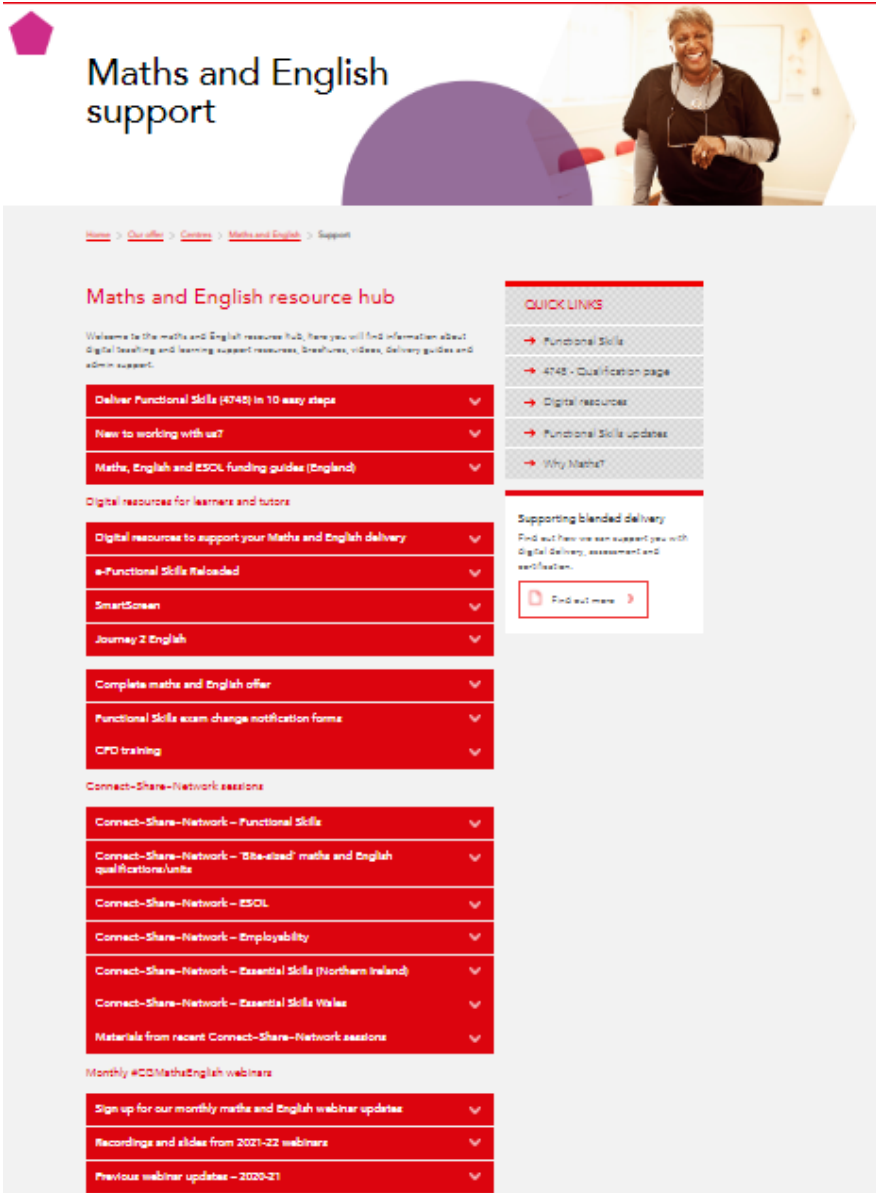
- Geographical options.
- Short-cut to Functional Skills overview.



Resource Hub

Maths & English Resource Hub

- ten-steps guide to Functional Skills
- 'New to us' sessions
- Funding guides
- digital learning resources
- Connect-Share-Network sign-up details
- Monthly webinar sign-up details and back catalogue.



Maths and English support

Home > Our offer > Courses > Maths and English > Support

Maths and English resource hub

Welcome to the maths and English resource hub. Here you will find information about digital teaching and learning support resources, briefings, videos, delivery guides and admin support.

QUICK LINKS

- Functional Skills
- 4748 - Qualification page
- Digital resources
- Functional Skills updates
- Why Maths?

Digital resources for learners and tutors

- Deliver Functional Skills (4748) in 10 easy steps
- New to working with us?
- Maths, English and ESOL funding guides (England)
- Digital resources to support your Maths and English delivery
- e-Functional Skills Reloaded
- SmartScreen
- Journey 2 English
- Complete maths and English offer
- Functional Skills exam change notification forms
- CPD training

Connect-Share-Network sessions

- Connect-Share-Network – Functional Skills
- Connect-Share-Network – 'One-stop' maths and English qualifications/units
- Connect-Share-Network – ESOL
- Connect-Share-Network – Employability
- Connect-Share-Network – Essential Skills (Northern Ireland)
- Connect-Share-Network – Essential Skills Wales
- Materials from recent Connect-Share-Network sessions

Monthly #CGMathsEnglish webinars

- Sign up for our monthly maths and English webinar updates
- Recordings and slides from 2021-22 webinars
- Previous webinar updates – 2020-21

Supporting blended delivery
Find out how we can support you with digital delivery, assessment and verification.
[Find out more](#)

Functional Skills qualifications page

Functional Skills (4748)

INFORMATION DOCUMENTS

Here you can find all documents related to this suite of qualifications.

By clicking on the section headings below, you can access a variety of documents such as the qualification handbooks and assessment materials, Statements of Purpose, and recognition letters from industry and employers.

Some documents may be password protected. Passwords can be retrieved by logging in to walled-garden.com and visiting the Administration section of the relevant catalogue page.

Interested in delivering this qualification?

Find out more about [how to become an approved City & Guilds centre](#) or fill in our [online customer application form](#).

Functional Skills 4748 Invigilation Exemption Request 145 B 18 Nov 2019

Assessment Materials

Entry 1

Entry 2

Entry 3

Level 1

Functional Skills English Reading

Functional Skills English Writing

Functional Skills Mathematics

Speaking Listening and Communicating Assessment Materials

Level 2

Centre Documents

Assessment Materials

Functional Skills
qualification documents

Functional Skills (4748)

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Functional Skills 4748 Invigilation Exemption Request 145 B 18 Nov 2019

Assessment Materials

Centre Documents

4748 Functional Skills Indicative Pass Marks v2 pdf	115 KB	17 Feb 2020	
Assessor Instructions Functional Skills 4748 English Entry 1-3 v1-1 pdf	173 KB	13 Feb 2020	
Assessor Instructions Functional Skills 4748 Mathematics Entry 1-3 v1-5 pdf	385 KB	16 Dec 2020	
Functional Skills 4748 Instructions for Conducting Examinations v1-4 pdf	672 KB	06 Jul 2021	
Functional Skills 4748 Performance Codes for Paper-Based Exams pdf	1 MB	19 Dec 2019	
Functional Skills 4748 FAQs pdf	2 MB	23 Aug 2019	
Paper-based centres Application form v2 docx	58 KB	03 Mar 2020	
Webinar QA Document pdf	214 KB	12 May 2021	

Chief Examiner Reports

DfE Subject Content Documents

Fast track approval

Qualification Handbooks

Subject Content Mapping Documents

Guidance for Delivery documents

Centre Documents

Functional Skills qualifications page

Functional Skills (4748)

INFORMATION

DOCUMENTS

Last Updated: 31 Aug 2021

Accessing practice tests

We are aware that centres have not been able to access practice tests through our qualification pages following the removal of Flash at the end of last year. It is still possible to access and complete practice tests in this way, but an application – Surpass Viewer – needs to be downloaded and installed by users.

- Instructions on how to install the Surpass Viewer can be found [here](#).
 - Information and instructions on how to download Surpass Viewer can be found [here](#).
- Please ensure you download and install the Windows version as e-volve is not supported on Mac Operating systems. If you require further support, please contact centresupport@cityandguilds.com and we will be happy to help you.

Select
'information'
tab

Functional Skills qualification information

On-screen sample tests are grouped by level

Entry 3

Level 1

At Level 1 there are Functional Skills qualifications in:

- Mathematics
- English

Sample onscreen assessments

The links below are for sample versions of our onscreen-delivered Functional Skills assessments at Level 1. These are designed to help learners and tutors familiarise themselves with the e-volve environment and should be used in conjunction with the PDF-based samples accessed via the 'Documents' tab above. The mark scheme for each sample assessment is included in the drop-down accordions.

In order to use these sample assessments, the links below should be copied into the [SurpassViewer](#) app (see instructions to download the viewer at the top of this page). To view in full screen, in each case press F11 once the page has loaded or select the option in the View menu.

[Level 1 Mathematics - Sample 1](#)

[Maths Familiarisation Test](#)

[Level 1 Reading - Sample 1](#)


[Level 1 Reading - Sample 2](#)

[Level 1 Writing - Sample 1](#)

[Level 1 Writing - Sample 2](#)

Open Assess


Open Assess



[Home](#) > [Our offer](#) > [Centres](#) > [Maths and English](#) > [Open Assess](#)

Open Assess

We are pleased to announce that our new Open Assess platform goes live on 1 September 2021.

 [Complete the application form](#) >

Open Assess is our tool to help learners prepare for their on-screen Functional Skills exams.


In Open Assess learners can take our Functional Skills on-screen sample tests in a replicated version of the live test environment – allowing learners to become familiar with the on-screen environment they will face, and practise taking a test.


Open Assess stores learners' responses so that teachers can access and mark these – which enables them to provide feedback for the learners and allows them to make more informed judgements about their learners' readiness for the real thing.


Sample on-screen assessments for the reformed Functional Skills qualifications (4748) in English and Mathematics are available on Open Assess, together with a familiarisation test for each subject which supports learners to understand how to use the tools available in the platform when they are answering questions. As new sample materials are released, we will add them to the platform.

To use Open Assess your centre will need to have an account created, to request this, please complete the application form below. Each centre will need to nominate two individuals to act as Primary Users who will then manage the permissions for the account.

To learn more about Open Assess and see the new platform, join us for a webinar by choosing one of the dates below:


 09 September 2021, 11:30 >

 13 September 2021, 16:00 >

 23 September 2021, 10:00 >

Webinar recordings

Open Assess relaunched – [Download the slides](#) | [Watch the recording](#)



OPEN ASSESS USER GUIDE

With the release of Open Assess we have put together a user guide.

[Download Now >](#)

QUICK LINKS

- [→ 4748 Functional Skills qualification page](#)
- [→ 3748 Functional Skills qualification page](#)
- [→ Functional Skills updates page](#)
- [→ e-volve](#)

[Maths & English homepage >](#)

Open Assess

Quality assurance and access arrangements

Centre document library



Centre document library

Centre document library



Home > Qualification delivery > Centre development > Centre document library

Centre document library

The centre document library is a resource area designed for our centres and has practical guidance information to help you with every aspect of running our qualifications. The guidance covers everything from initial approval and centre charges, malpractice, to learner exam administration, policies and procedures.

Quality Assurance

Quality Assurance Standards

We have produced a single set of City & Guilds / ILM documents setting out a comprehensive model of our quality assurance requirements, from centre approval through to issue of results. This is to:

- maintain consistent standards of delivery and assessment across all centres
- ensure the validity and reliability of assessment outcomes for learners.

The new documents incorporate information from, but replace, the following key City & Guilds documents currently in place:

- City & Guilds Centre Manual (including the General Terms)
- City & Guilds Our Quality Assurance Requirements

The new Quality Assurance Standards suite of documents have now come into effect.

- Centre Contract General Terms (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Approval Process (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Handbook (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Assessment (PDF)

General

- Remote Assessment Centre Guide (PDF)
- Guidance on Internal Quality Assurance of Qualifications (PDF)
- Recording Forms for centres and candidates (PDF)
- Guidance on Internal Quality Assurance of Qualifications forms and documents (DOCX)

RESOURCES AND SUPPORT

- Offer our qualifications
- Study Programmes
- Funding our qualifications
- Walled Garden

CUSTOMER SERVICE FEEDBACK

We are committed to improving your experience by listening to comments and feedback. If you would like to provide feedback please get in touch.

[Send Us An Email](#)

Home > Qualification delivery > Centre development > Centre document library

Centre document library

The centre document library is a resource area designed for our centres and has practical guidance information to help you with every aspect of running our qualifications. The guidance covers everything from initial approval and centre charges, malpractice, to learner exam administration, policies and procedures.

Quality Assurance

Access Arrangements

Guidance on Access Arrangements

- JCQ Access Arrangements and Reasonable Adjustments**
This JCQ document provides information and guidance on access arrangements and reasonable adjustments for candidates.
- JCQ – A guide to the special consideration process**
This JCQ document provides guidance on the process for special consideration. Special consideration may be given following a dated examination for candidates who are present for the examination but may have been disadvantaged, for example, by temporary illness or adverse circumstances during the examination.
- Access arrangements - When and how applications need to be made to City & Guilds (PDF)**
This document provides a short summary for centres on when and how to apply to City & Guilds for access arrangements or special consideration for candidates.
- Applying for access arrangements on the Walled Garden (PDF, 4MB)**
This document provides a step-by-step guide on how to apply for access arrangements on the Walled Garden.

RESOURCES AND SUPPORT

- Offer our qualifications
- Study Programmes
- Funding our qualifications
- Walled Garden


CUSTOMER SERVICE FEEDBACK

We are committed to improving your experience by listening to comments and feedback. If you would like to provide feedback please get in touch.

[Send Us An Email](#)



Poll time...

A large red octagonal sign with a thick white border, centered on the slide. Inside the sign, the text "Just a couple of questions" is written in a bold, white, sans-serif font.

**Just a
couple of
questions**

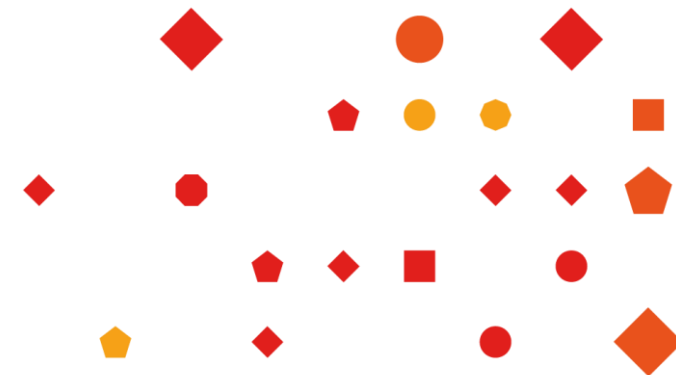
Poll questions

1. How often would you say you visit the Functional Skills (4748) qualification page?

- a) Several times a week
- b) Once a month
- c) Occasionally
- d) Never seen it before

2. And the Resource Hub?

- a) Several times a week
- b) Once a month
- c) Occasionally
- d) Never seen it before



Questions and answers

You can also email:
pre-employment@cityandguilds.com

Thank you

For more information about all aspects of our Maths and English offer, please visit cityandguilds.com/mathsandenglish.

For specific queries relating to **Pre-Employment**, please use: pre-employment@cityandguilds.com

Use **#CGMathsEnglish** to join the social media conversation:

- follow our Industry Manager [@MathsEnglish_CG](https://twitter.com/MathsEnglish_CG)
- follow our Technical Advisors
 - [@PaulSceeny_CG](https://twitter.com/PaulSceeny_CG)
 - [@KatherineC_CG](https://twitter.com/KatherineC_CG)

