

Maths and English with City & Guilds

New to working with us

Autumn 2021

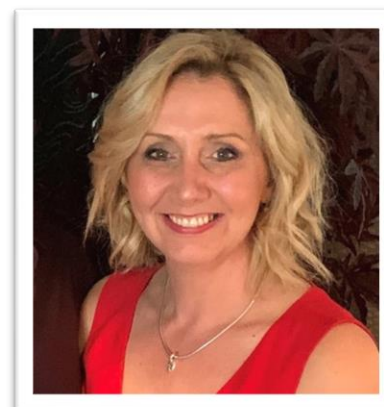
Meet the team



Paul Sceeny
[@PaulSceeny CG](#)



Amanda Kelly
[@MathsEnglish CG](#)



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[@KatherineC CG](#)



Terminology explained

Walled Garden, SmartSceen, e-volve
cityandguilds.com, Open Assess



Terminology

cityandguilds.com	our public website – use to access qualification documents, sample/live assessments.
SmartScreen	SmartScreen is our teaching and learning platform.
e-Functional Skills	Gives your learners and independent online learning experience
Walled Garden	Walled Garden is our secure administration portal.
e-volve	Platform for taking online exams, you can download exams to a laptop or PC and use offline.
Open Assess	Platform for learners to take online sample practice exams
Centre Analytics	Online results analysis tool, providing in-depth analysis of your learners performance

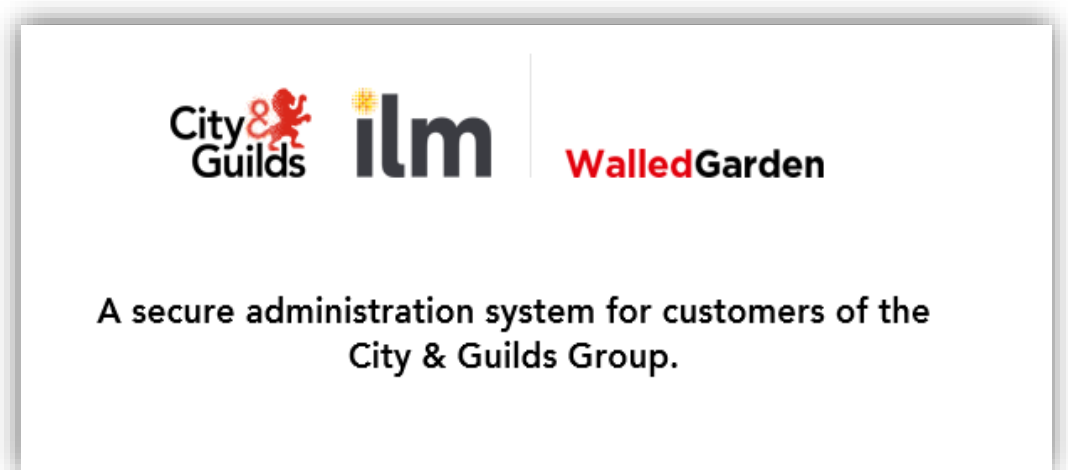


Walled Garden

Walled Garden is a secure interactive online administration service. It enables you to carry out a range of day-to-day functions, such as to register learners, schedule tests, enter orders as well as some administration items:

- Registrations
- Schedule tests
- Claim results
- Claim certificates
- Passwords (where applicable)

[Walled Garden help and support](#)



Functional Skills - overview

Our principal suite of maths and English qualifications within England



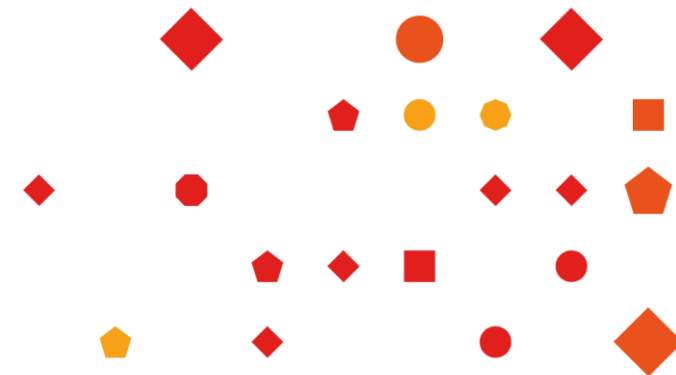
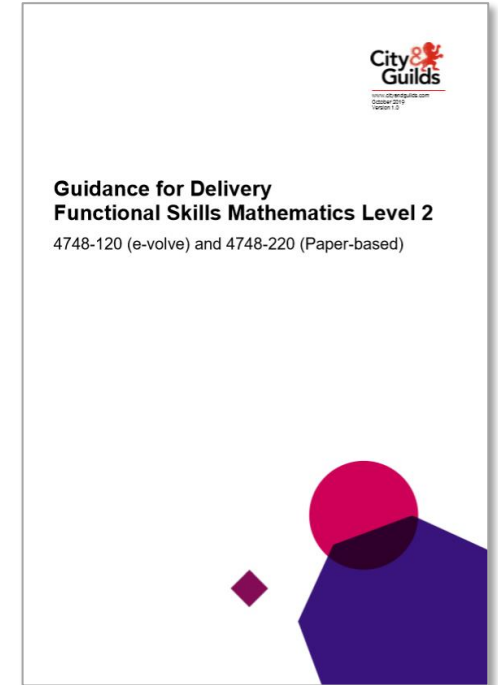
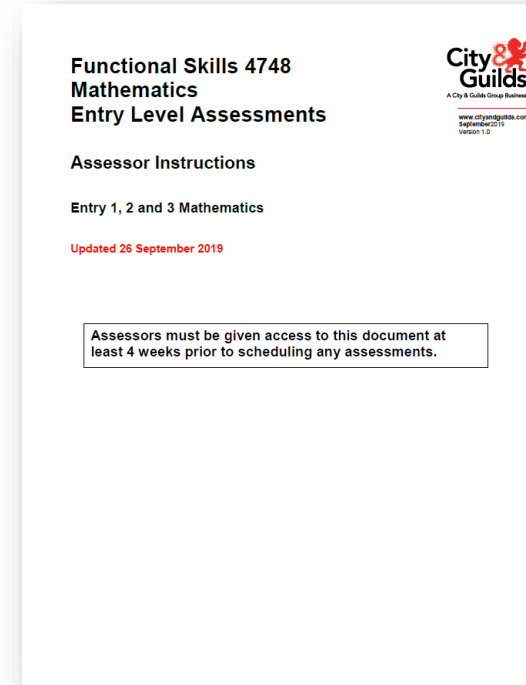
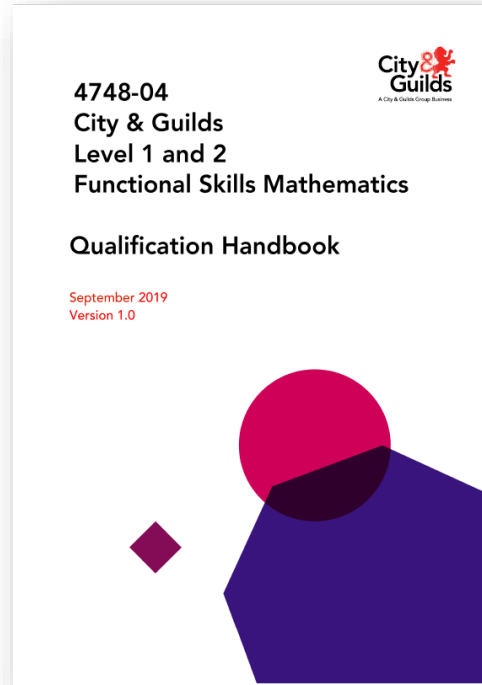
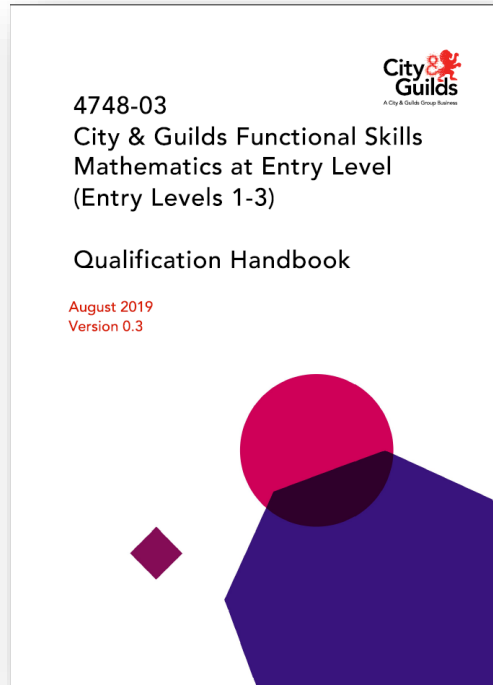
Functional Skills qualifications(4748)

- Level 1-2 externally set and marked by City & Guilds (except FS English Speaking, Listening and Communicating which is internally assessed).
- Entry level externally set by City & Guilds; marked by centres (internally assessed, IQA, EQA).
- External assessments available on-demand - to take 'when ready'.
- Choice between paper-based and on-screen assessment:
 - Paper-based exams available on-demand, with 14-days' notice. Booked using named on-demand system.
 - On-screen exams available on-demand, with 30-minutes' notice. Booked and taken via e-volve system.
- Candidates' work marked by City & Guilds and results turned around within 20 working days of receipt.
- Assessment documents available on-demand – simply download from our website when needed.

Functional Skills Mathematics



Key Documents – FS Mathematics





Entry level assessments



Design/Approach

Externally set and internally marked

One paper with two sections

- non-calculator
- Calculator permitted.

Time allowance

- 1 hour 30 min overall
- 25 min for non-calculator section
- 65 min for calculator section

Coverage

- Each assessment covers 100% of the numbered Subject Content Statements (SCS).



Delivery

- Register for Entry levels using
• **4748-03**.
- Two sections of assessment can be completed in separate sessions.
- Live assessment documents available from website
 - Non calculator paper, calculator permitted paper and Mark Scheme all available as separate documents
 - password protected – changed periodically to maintain security.
- IQA and EQA processes apply.



Level 1-2 exams



Design/Approach

- **Externally set and marked.**
- **One paper with two sections**
 - non-calculator
 - Calculator permitted.
- **Time allowance**
 - 1hr 45 min.
 - 25 min for non-calculator section
 - 80 min for calculator section
- **Coverage**
 - Each exam samples 80-90% of the numbered Subject Content Statements (SCS).

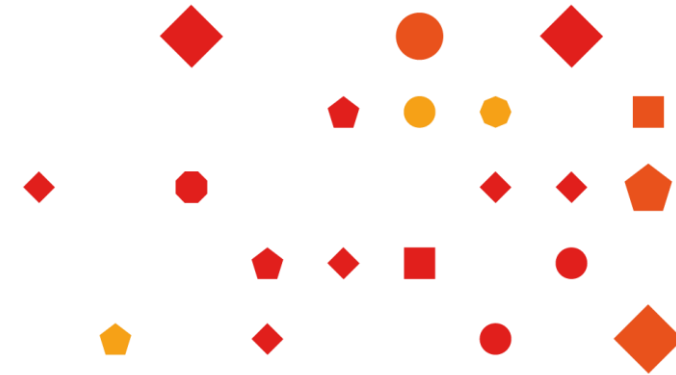
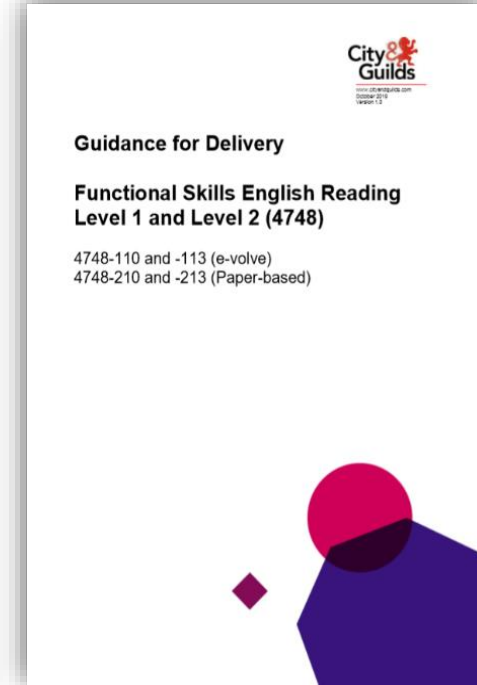
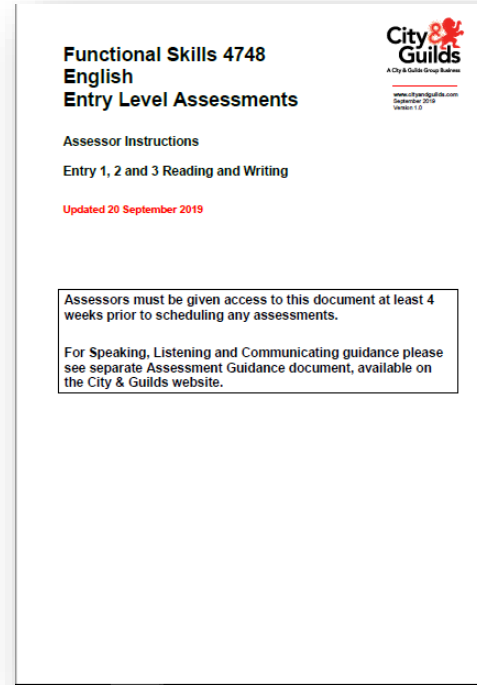
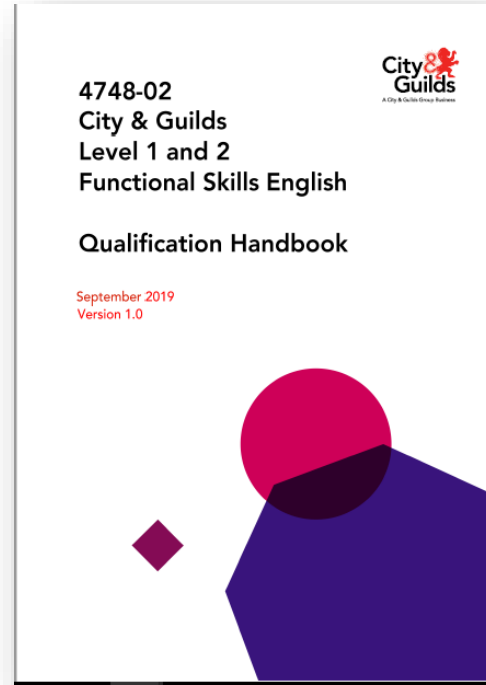
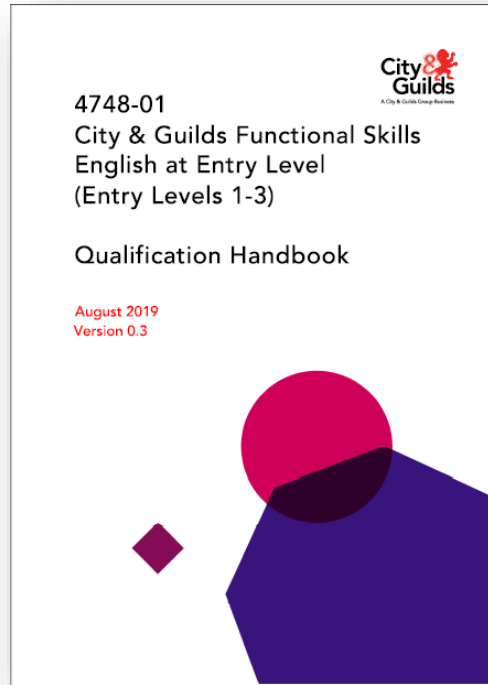


Delivery

- Register for levels 1-2 using
 - **4748-04.**
- Both sections must be taken together.
- Live assessments booked via Walled Garden.
- Paper or on-screen delivery.

Functional Skills English

Key Documents – FS English



Reading

Scope of study

At **Entry level** learners will be able to:

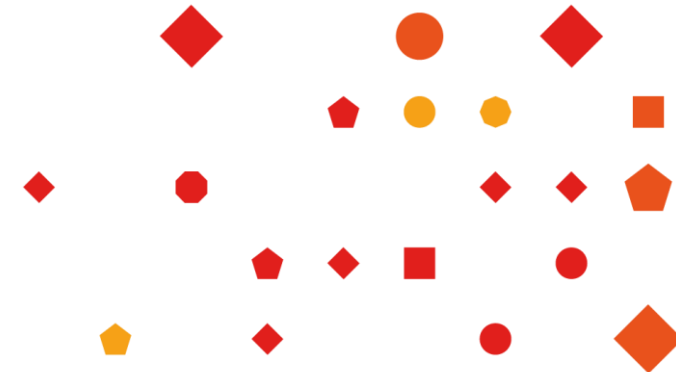
- read with accuracy straightforward texts encountered in everyday life and work, and develop confidence to read more widely
- acquire an understanding of everyday words and their uses and effects, and apply this understanding in different contexts.

At **levels 1-2** learners will be able to:

- read a range of different text types confidently and fluently, applying their knowledge and understanding of texts to their own writing.

Reading: timings

Entry 1	Entry 2	Entry 3	Level 1	Level 2
30 min	40 min	45 min	1 hr	1 hr





Reading:

At Entry Level

There is one externally set, internally marked assessment at each level. Candidates will need to read from two source documents and then answer questions on these.

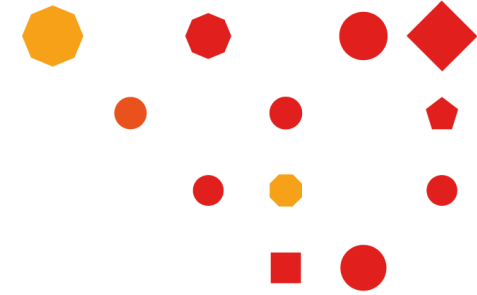
Candidates are expected to be able to read the words designated for each of the levels.

Each Reading assessment covers 100% of the numbered subject content statements (SCS).

Levels 1-2:

There is one externally set, externally marked exam at each level. The assessment requires candidates to read two source documents, answer questions on each document and be able to make comparisons across the documents.

Each Reading exam is designed to meet 100% coverage of the numbered subject content statements (SCS).



Writing

Scope of study

At **Entry Level** learners will be able to:

- write straightforward texts and documents with clarity and effectiveness, and demonstrate a sound grasp of spelling, punctuation and grammar.

At **Levels 1-2** learners will be able to:

- write texts of varying complexity, with accuracy, effectiveness, and correct spelling punctuation and grammar; and
- understand the situations when, and audiences for which, planning, drafting and using formal language are important, and when they are less important.

Writing - Timings

Entry 1	Entry 2	Entry 3	Level 1	Level 2
25 min	30 min	40 min	1 hr 20 min	1 hr 20 min

Spelling - Timings

Entry 1	Entry 2	Entry 3	Level 1	Level 2
15 min	15 min	15 min	N/A	N/A

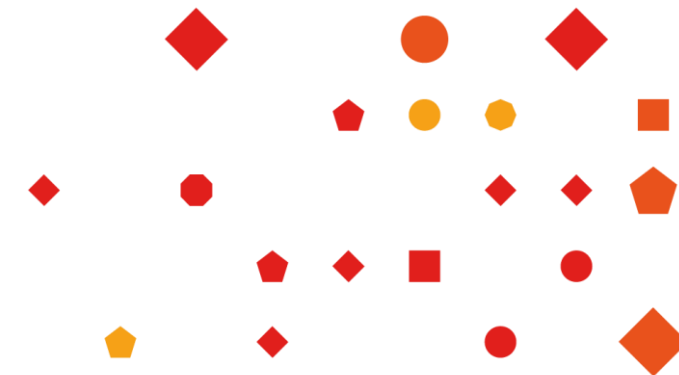
Writing

Entry Level:

- There is one externally set, internally marked assessment at each level.
- Candidates will need to complete a Writing Task and a Spelling Task. These should be conducted separately and the marks totalled according to the marking schemes within the respective Assessment Packs.
- The Writing Task is designed to assess both written composition and spelling, punctuation and grammar (SPaG). The Spelling Task is designed to assess a candidate's spelling using words designated for each Entry Level. The overall assessment weighting is split equally between written composition and SPaG.
- The Writing assessments each cover 100% of the numbered subject content statements (SCS),

Levels 1-2:

- There is one externally set and marked exam.
- Candidates required to produce two texts based on given scenarios.
- The Writing assessment is designed to meet 100% coverage of the subject content





Speaking, Listening and Communicating

Scope of study

At Entry level, learners will be able to:

- listen, understand and respond to verbal communication in a range of familiar contexts;

At Level 1-2 learners will be able to:

- listen, understand and make relevant contributions to discussions with others in a range of contexts;
- apply their understanding of language to adapt delivery and content to suit audience and purpose;
- Assessments may either take place face-to-face **or** remotely (using online meeting or conferencing software).

Speaking, Listening and Communicating – Time allowances

Entry 1	Entry 2	Entry 3	Level 1	Level 2
20 min	20 min	20 min	30 min	30 min

Speaking, Listening and Communicating – Entry Level

The assessment is internally marked, and in each case comprises **two** activities.

At Entry 2 and above, that must include taking part in a **group** discussion.

Entry 1

- Activity 1 – Making an appointment
- Activity 2 – One-to-One Discussion

Entry 2

- Activity 1 – Exchange of Information
- Activity 2 – Group Discussion

Entry 3

- Activity 1 – Extracting Information
- Activity 2 - Informal Group Discussion





Speaking, Listening and Communicating – Levels 1-2

The assessment is internally marked, and comprises three activities that must take place in a group situation.

Level 1

- A formal discussion on an unfamiliar topic.
- A short talk (explanation or presentation) on a familiar topic followed by an informal discussion with peers.
- An informal discussion following another candidate's short talk (explanation or presentation).

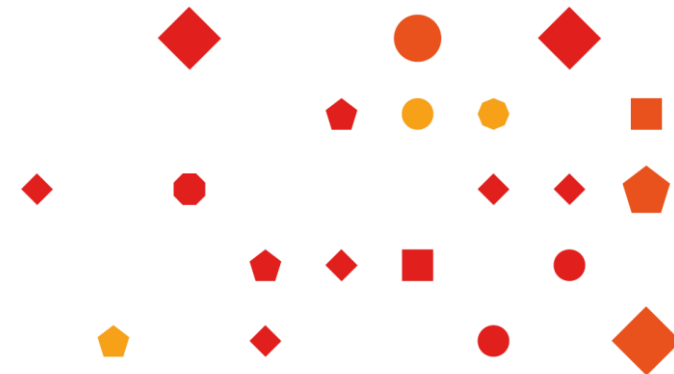
Level 2

- A formal discussion on an unfamiliar topic.
- A presentation/extended explanation on a familiar topic followed by a discussion with peers.
- A discussion following another candidate's presentation/extended explanation.

Administration of live assessment materials for Entry Level

Who can see live materials?

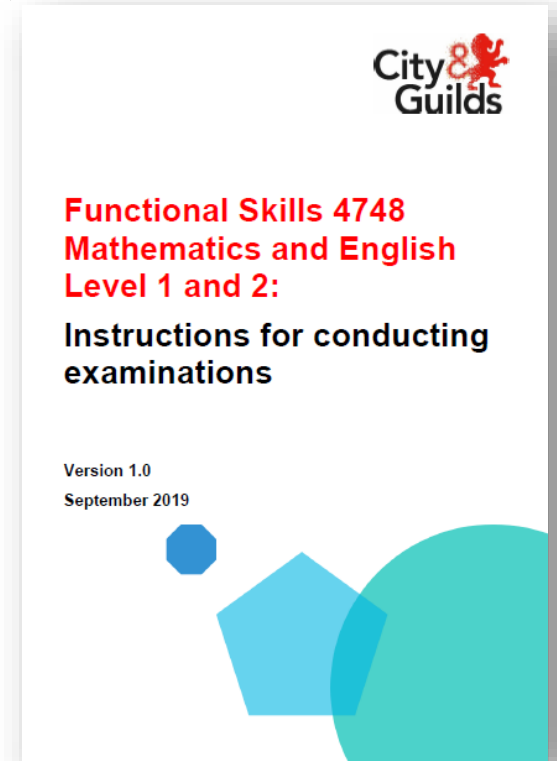
- Live assessments must be printed from the City & Guilds website, centres must do this no more than one week before the assessment is due to take place.
- Centres must restrict access to live assessment materials to only those responsible for administering or assessing Entry Level Functional Skills Mathematics, such as assessors, internal quality assurers, exams officers and other staff responsible for administering the assessment. Other members of staff must not have access to live assessment materials.
- Centre records of rotation of titles by candidate must be kept. These will be inspected for compliance with these instructions as part of City & Guilds external quality assurance processes.
- Centres will need to demonstrate how they are meet all of the requirements listed above as part of qualification approval and any external quality assurance activity.



Instructions for Conducting Exams at Level 1 & 2

Contains all relevant information around the conduct of Reading, Writing and Mathematics Exams at Level 1 & 2

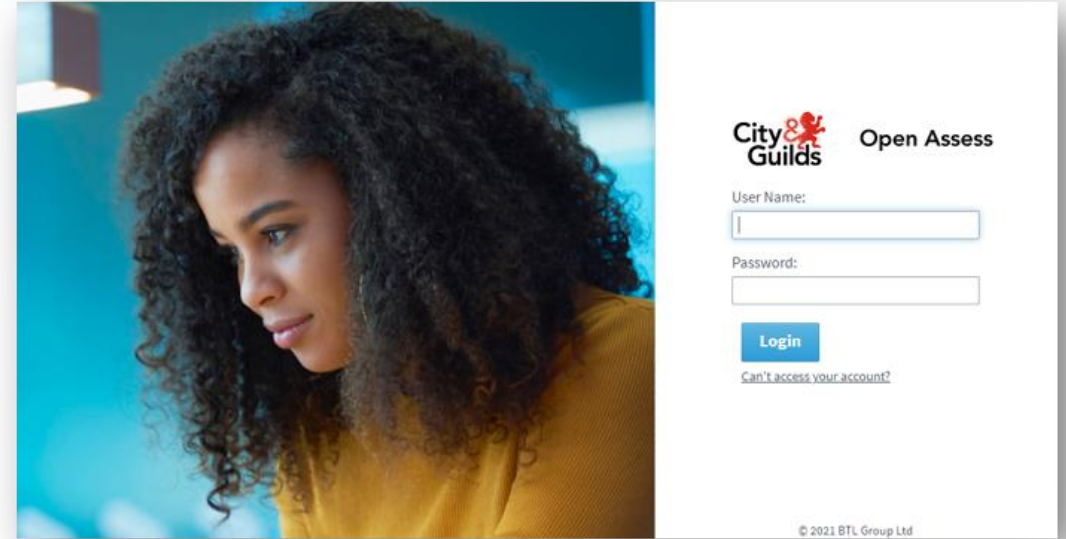
- The 2019 reforms included a regulatory change, excluding staff who teach or prepare Functional Skills candidates from invigilating exams in that subject.
- In recognition of the different roles that organisations might have, there is a section in the ICE document which gives additional guidance on choosing an invigilator.
- Since updated to include some additional flexibilities – especially in response to Covid.
- **Make sure you're working from the latest version.**



Open Assess

A platform for hosting sample/practice on-screen Functional Skills exams.

- Replicates format of live tests delivered through the e-volve system.
- Also stores learners' responses, so tutors can
 - access and mark these
(NB: mark schemes for all sample FS exams are available from 4748 qualification documents page)
 - annotate and provide feedback to learners.
- Brand new version launched September 2021.

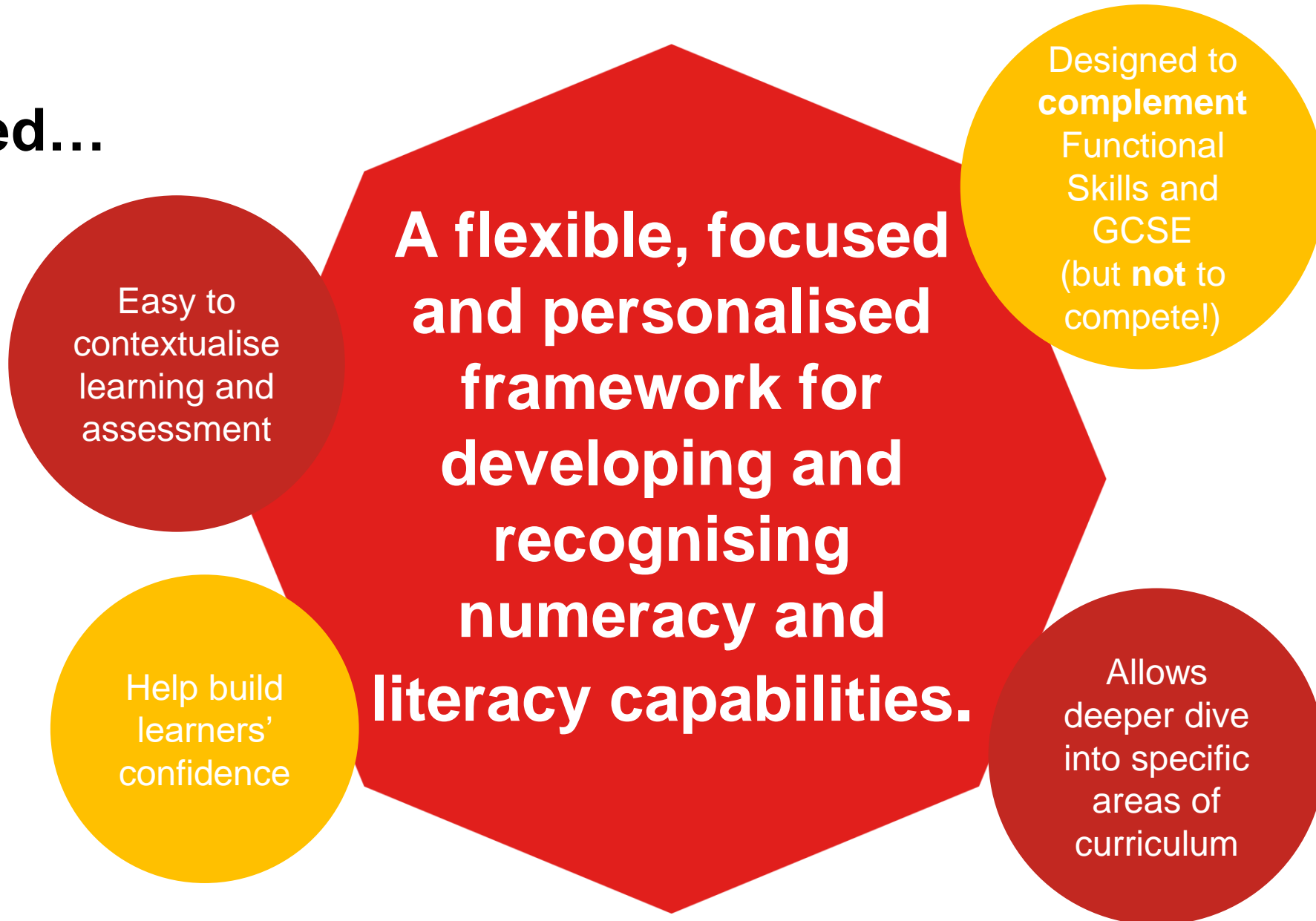


Bite-sized maths and English

Mathematics/English Skills (3847)

Principles of Mathematics/English (3844)

Bite-sized...



What are they?

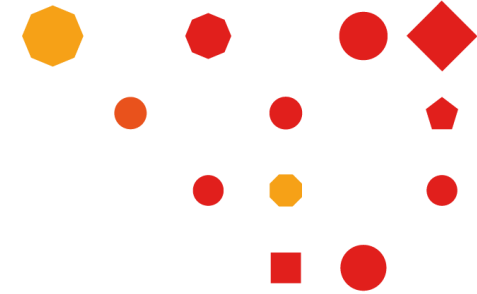
Mathematics/English Skills (3847)

- 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**.





Mathematics/English Skills (3847)

	Mathematics Skills	English Skills
Available at	Entry 1, Entry 2, Entry 3, Level 1, Level 2	
Assessment	Internally assessed – portfolio based	
Structure	<ul style="list-style-type: none"> ▪ 55 single-unit Award qualifications (TQT 10-20 hours, depending on unit size) ▪ ‘themed’ Award qualifications at each level (TQT 40-70 hours, depending on level) <ul style="list-style-type: none"> ▪ Number ▪ Measure, shape and space ▪ Handling data ▪ Certificate qualification covers full range of skills at each level (TQT 130-150 hours, depending on level) 	<ul style="list-style-type: none"> ▪ 45 single-unit Award qualifications (TQT each 20 hours) ▪ ‘themed’ Award qualifications at each level (TQT each 60 hours) <ul style="list-style-type: none"> ▪ Reading ▪ Writing ▪ Speaking and listening ▪ Certificate qualification covering full range of skills at each level (TQT each 180 hours)

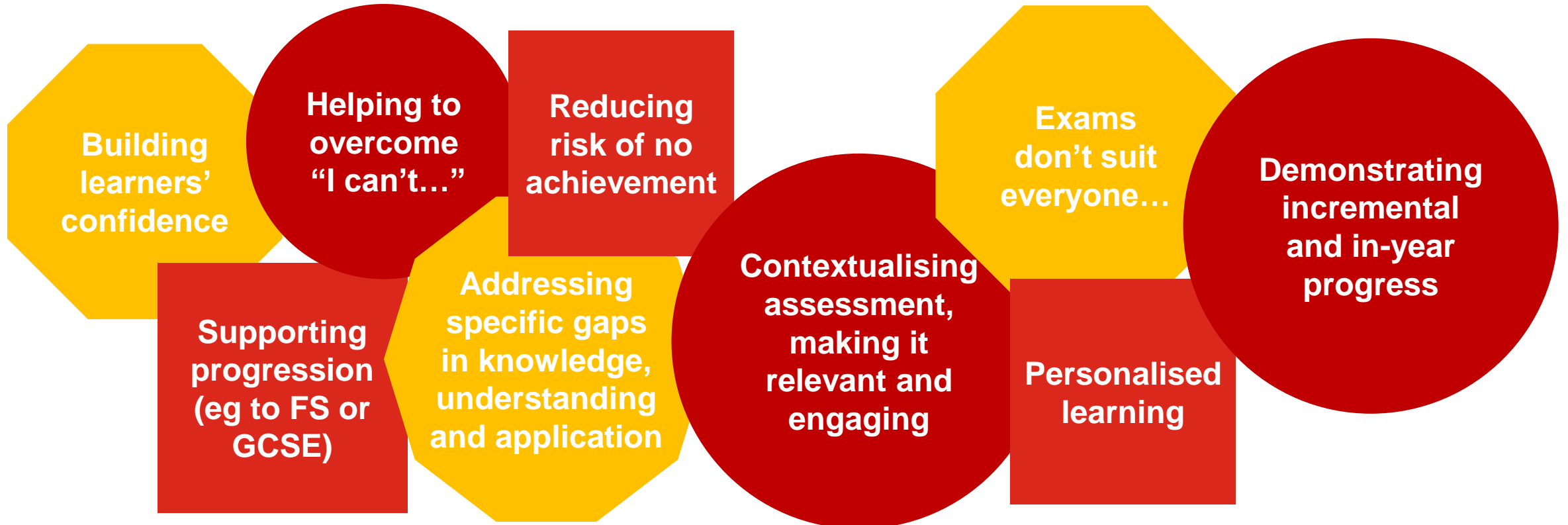


Principles of Mathematics/English (3844)

	Certificate in the Principles of Using Mathematical Techniques	Award in the Principles of Using Written and Spoken English
Available at	Entry 3, Level 1, Level 2	
Assessment	Externally set and marked on-screen test Available on-demand with instant results	
Structure	<ul style="list-style-type: none"> Covers c70% of the standard (with focus on key principles, knowledge and understanding of mathematical techniques) Two test components (non-calculator and calculator-permitted) TQT 130 hours 	<ul style="list-style-type: none"> Covers c55% of the standard (with focus on listening, reading and understanding SPaG rules) Single test component (includes listening activity) TQT 100 hours



Putting together a coherent programme...





What these qualifications **aren't...**

They're not trying to 'compete' with Functional Skills or GCSE

- but could be used to support progress towards either/both of these.

They're not a 'clever ruse' to get more or duplicate funding

- although there are circumstances where they may attract funding and/or help meet funding conditions.

They're not necessary or appropriate for everyone

- but they're also not *just* for SEND learners.

They're intended to support and recognise learners' achievements

- but not to create extra work for its own sake.

Funding rules, within England

There are circumstances where these units and qualifications can attract Adult Education Budget funding.

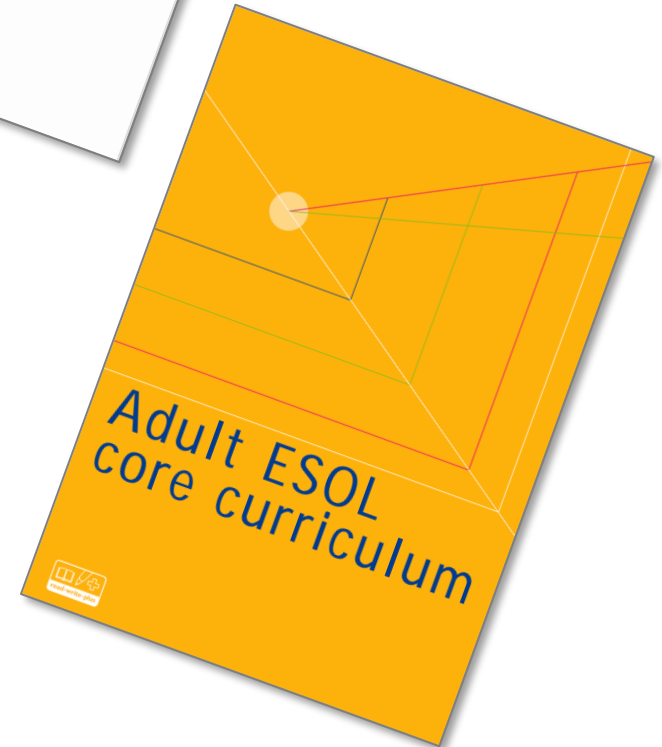
Also, some of the Entry level Mathematics/English Skills qualifications can be counted directly towards the 16-18 Condition of Funding.

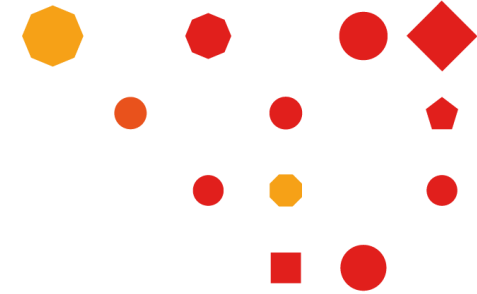


ESOL Skills for Life qualifications 4692

Key documents

- **Qualification handbook**
 - sets out learning outcomes, assessment criteria, and administrative arrangement for delivery
- **Sample assignments and Level 1-2 Reading tests**
 - available from qualifications webpage
- **Live assignments**
(for Level 1-2 Speaking & Listening and Writing, and for all modes at Entry level)
 - available from qualifications webpage (password protected)
- **Adult ESOL Core Curriculum**
 - Sets out teaching and learning expectations, as well as the adult literacy national standards on which these qualifications are based.





Assessment model

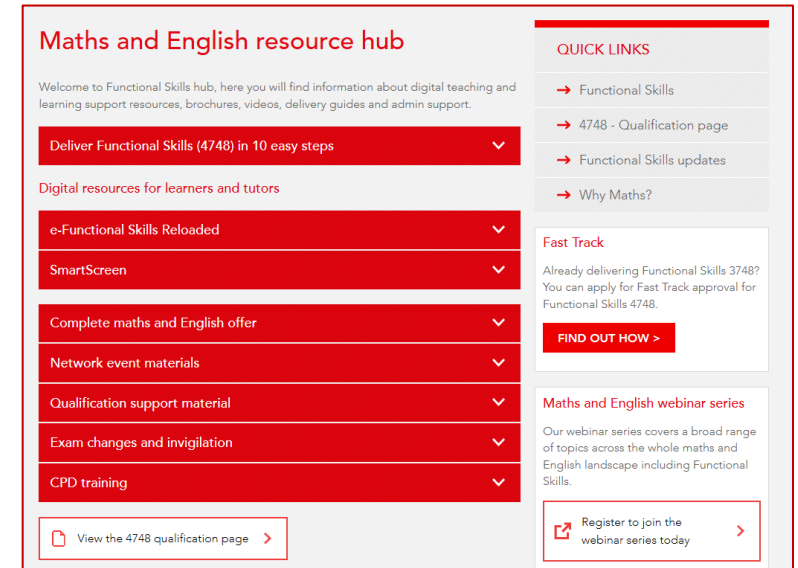
	Reading to obtain information	Writing to convey information	Speaking and listening to obtain and convey information
Entry 1	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 45 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 40 mins to complete.
Entry 2	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1 hour 15 mins to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1 hour 15 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 45 mins to complete.
Entry 3	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1 hour 30 mins to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 15 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 15 mins to complete.
Level 1	Externally set and marked test, consisting of 40 MC questions based on four source texts Available on-demand – paper or onscreen (latter with instant results) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 45 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 15 mins to complete.
Level 2	Externally set and marked test, consisting of 40 MC questions based on four source texts Available on-demand – paper or onscreen (latter with instant results) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 45 mins to complete.	Assignment, consisting of four activities (one listening, three speaking) Internally assessed – when ready (up to) 1 hour 50 mins to complete.

Support and resources

cityandguilds.com/mathsandenglish

Qualification documents and resources can be reached via this landing page

- Follow links to 'Functional Skills' or 'England'
- Also links to our [Maths and English resource hub](#).
- Regular **webinar updates**
 - sessions each month – sign up for your preferred slot
 - you'll get an email reminder a few days ahead of each session
 - recordings available shortly after **last** live session.
- Don't forget to sign up for our [email alerts](#)!



Maths and English resource hub

Welcome to Functional Skills hub, here you will find information about digital teaching and learning support resources, brochures, videos, delivery guides and admin support.

Deliver Functional Skills (4748) in 10 easy steps ▾

Digital resources for learners and tutors

- e-Functional Skills Reloaded** ▾
- SmartScreen** ▾
- Complete maths and English offer** ▾
- Network event materials** ▾
- Qualification support material** ▾
- Exam changes and invigilation** ▾
- CPD training** ▾

[View the 4748 qualification page](#) >

QUICK LINKS

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

Fast Track

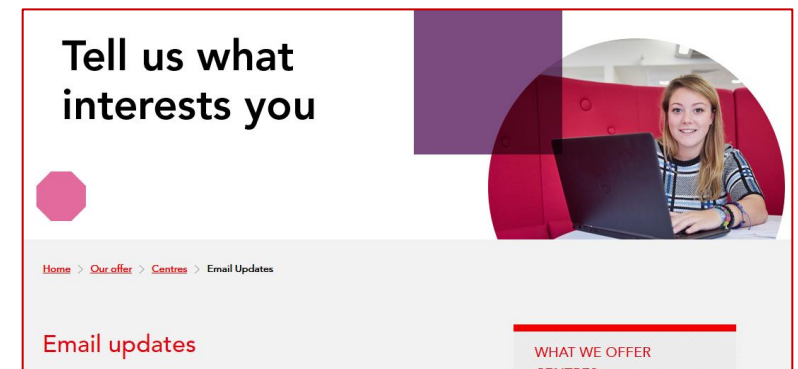
Already delivering Functional Skills 3748? You can apply for Fast Track approval for Functional Skills 4748.

[FIND OUT HOW >](#)

Maths and English webinar series

Our webinar series covers a broad range of topics across the whole maths and English landscape including Functional Skills.

[Register to join the webinar series today](#) >



Tell us what interests you

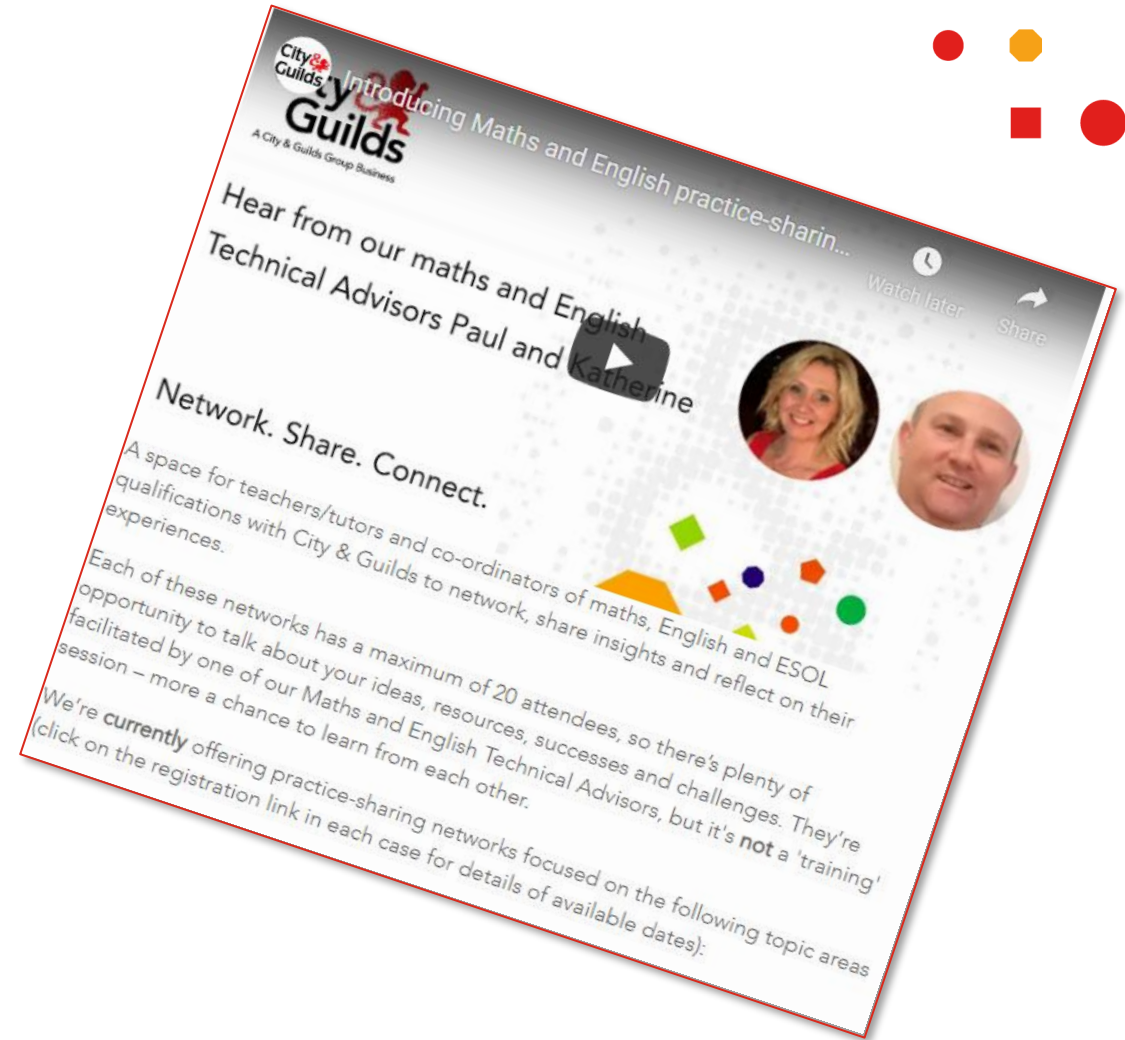
[Home](#) > [Our offer](#) > [Centres](#) > [Email Updates](#)

Email updates

WHAT WE OFFER
CENTRES

Connect~Share~Network

- Small group sessions (eg no more than 20).
- Always with a theme/focus, eg
 - FS English (SLC)
 - FS English (R&W)
 - FS Mathematics
 - Entry level FS
 - Bite-sized maths and English
 - ESOL
 - Employability
- Emphasis on practitioners bringing and sharing ideas.

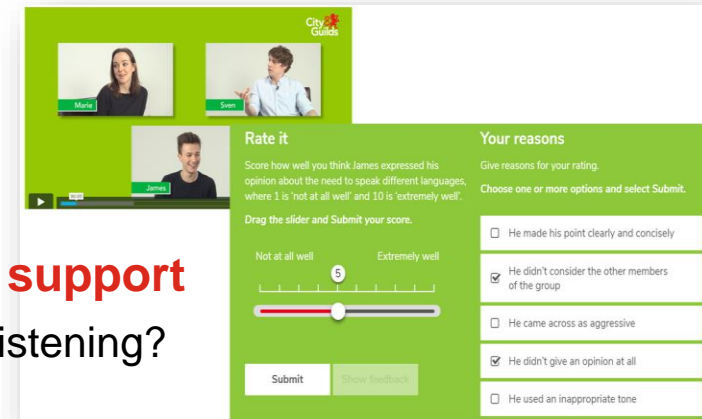
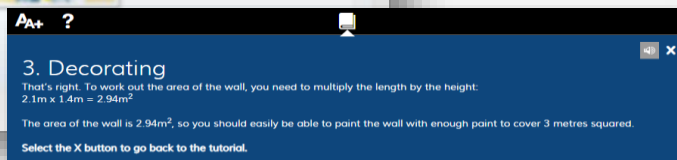
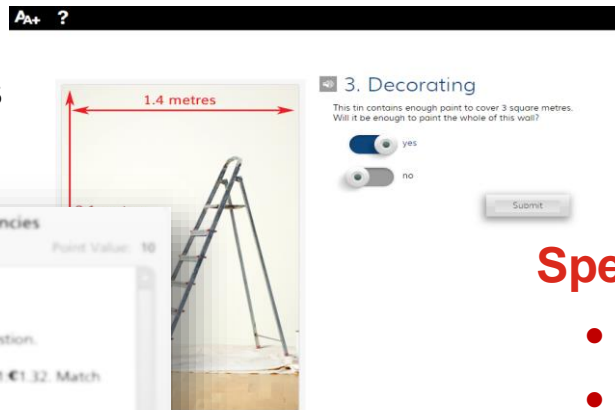
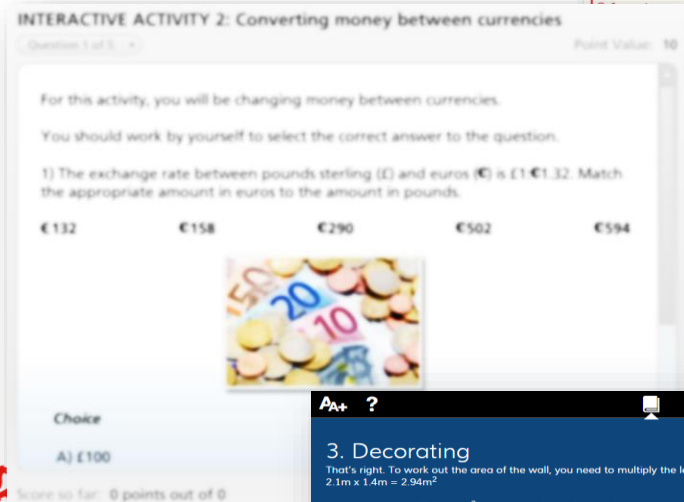
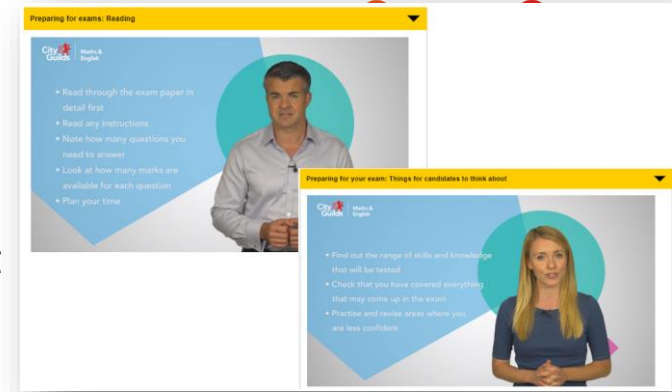


SmartScreen – Maths and English

- developing skills activities
- 150 maths and English videos
- interactive e-learning
- worksheets
- classroom games and activities
- card sorts/matching
- exam preparation videos
- speaking and listening videos
- and much more....

Exam preparation

- Things for candidates to think about
- Things for teachers to think about
- Reading the paper.



Speaking and listening support

- What is speaking and listening?
- Familiar discussions
- Using appropriate language techniques
- Discussing unfamiliar subjects
- Using formal language
- Preparing for presentations
- Delivering presentations

e-Functional Skills

My latest work

Lessons

Latest lessons

No lessons have been assigned to you.

[View all lessons](#)

To do list

Recently-assigned tests

- Initial Assessment: Level 1 English Functional Skills Due in 30 days
- Initial Assessment: Level 1 Maths Functional Skills Due in 30 days

How am I doing?

You have not completed any tests.

[View my reports](#)

Level 2 English: Writing for Purpose: Writing a Fo... Version: 1.0.15.13

Look at the following salutations that could be used in a letter or email. Put a tick in the correct column to show whether they are formal or informal.

	Formal	Informal
Hiya Joe	<input type="radio"/>	<input type="radio"/>
Hi there	<input type="radio"/>	<input type="radio"/>
Dear Sir	<input type="radio"/>	<input type="radio"/>
Yours sincerely	<input type="radio"/>	<input type="radio"/>
With regards	<input type="radio"/>	<input type="radio"/>
Bye	<input type="radio"/>	<input type="radio"/>
Thanks	<input type="radio"/>	<input type="radio"/>
Hello from Tel	<input type="radio"/>	<input type="radio"/>

Question : 2 of 4

Test Results for Learner

9/18 50%

Your Initial Assessment results suggest that you are currently working at Level 1. You should now take the diagnostic tests for each topic area at Level 1 for a more detailed analysis of your skills profile.

Question	Topic	Performance	
1) Mileage		1/1	Review
2) Height		0/1	Review
3) Temperature		1/1	Review
4) Profit		0/1	Review
5) Cubing		1/1	Review
6) New Multiplication		0/1	Review
7) Distance		0/1	Review
8) Interpreting charts		1/1	Review
9) Percentage reduction		1/1	Review
10) Subtraction		0/1	Review

[Next steps](#)

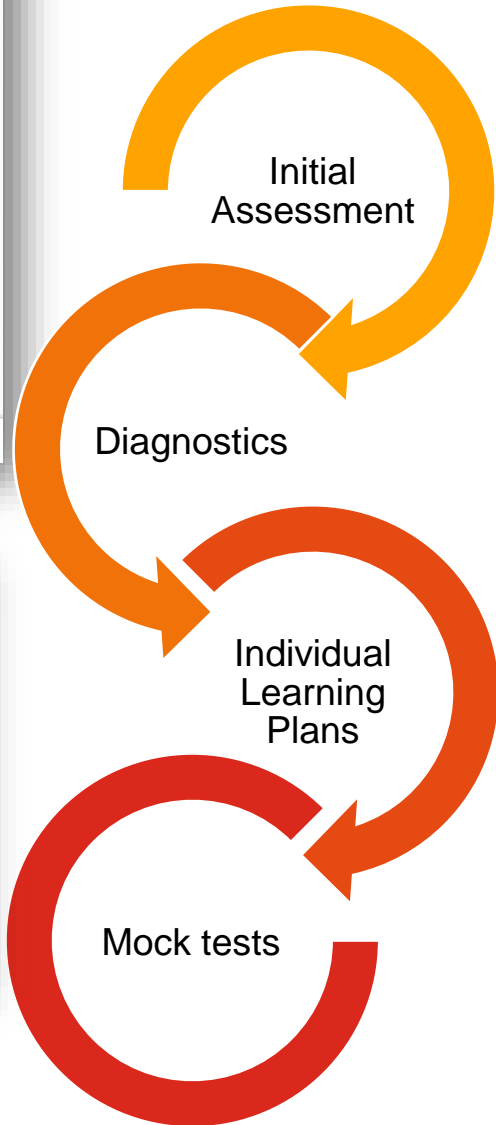
City & Guilds e-Functional Skills: Maths

Export as Word document Filter marksheet

Individual Learning Plan

Number of tests taken: 4 Percent: 41% Total score: 27/19

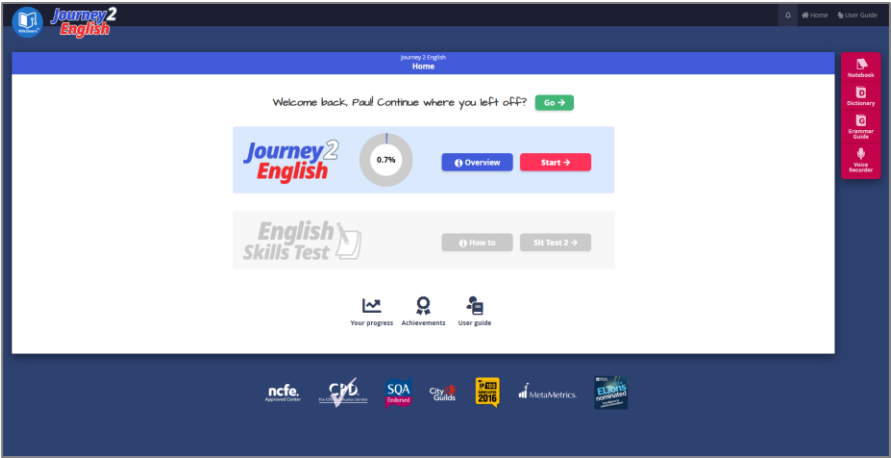
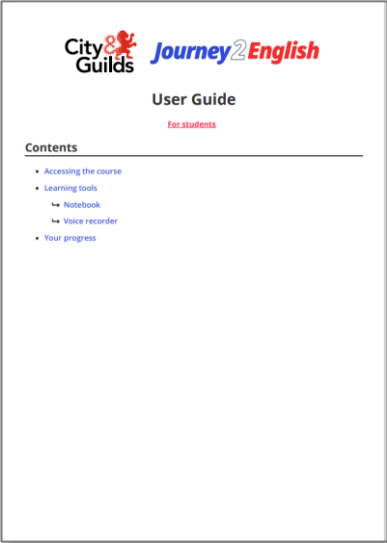
Test name	Times taken	Percent	Score	Review test
Diagnostic: Level 1 Maths: Adding and Subtracting	1	75%	3/4	Review
Diagnostic: Level 1 Maths: Multiplying 1	2	40%	2/5	Review
Initial Assessment: Level 1 Maths	1	72%	13/18	Review
Initial Assessment: Level 2 Maths	4	5%	1/19	Review



SmartScreen ESOL content – Journey to English

We've partnered with **Klik2Learn** to offer **Journey2English**, a digital course for intermediate learners of English.

Through an engaging self-study model, learners can access 100+ hours of interactive content, designed around a journey through the UK.



Journey 2 English - Reading, Modules 1-5					
	Module	1	2	3	4
Learning Outcomes		Activities			
Entry Level 1	Unit 011: Reading to obtain information				
	1. extract information from simple texts (2.2.1, 2.2.2, 2.2.4)				
	1.1 follow the plot of a simple written narrative (20E1.1a, 20E1.1b)	5		7	
	1.2 obtain information from texts (20E1.1b, 20E1.2a)	1,2,8			
	2. know letters of the alphabet, key words, signs and symbols (1.2.3, 1.2.5)				
	2.1 identify the genre of simple texts (20E1.2a)				
	2.2 obtain information from signs and symbols (20E1.2a, 20E1.1a, 20E1.2b)				
	2.3 identify the letters of the alphabet (20E1.1a)				
	2.3 respond to key words used in everyday contexts (20E1.1a)	1,2,4	3		
	Unit 021: Reading to obtain information				
Entry Level 2	1. read a range of texts for different purposes (2.2.1, 2.2.2, 2.2.3, 2.2.7, 2.2.8)				
	1.1 trace the main events of different texts (20E2.1a, 20E2.1b-d)	1,8	9	4	5
	1.2 obtain information from texts (20E2.1a, 20E2.2a, 20E2.2b)	1,5,8	3	4	5
	1.3 state the different purposes of texts (20E2.2a)				
	1.4 identify common sources of information (20E2.2a)	9			
	2. follow instructional text (2.2.4, 2.2.5, 2.2.6)				
	2.1 use images and captions to obtain information (20E2.4a)	1,9			5
	2.2 read instructions and directions (20E2.1a)	10	3	7	
	2.3 respond to key words on forms (20E2.1a)		3	7	
	3. be able to use alphabetical order (2.2.9, 2.2.10)				
	3.1 use a simple dictionary to find the meaning of a word (20E2.4a)		10	4	
	3.2 use initial letters to sequence words in alphabetical order (20E2.4a)				

Questions answers

Thank you

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