

Award in Supporting Adults and Young People in Essential Skills (9300)

Frequently asked questions

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1. What is the approval process for City & Guilds centres?

Automatic approval is available for centres who previously offered the Level 2 Certificate in Learning Support (9297). All other centres must submit a Qualification Approval form (QAP).

2. Is the Supporting Adults and Young People in Essential Skills (9300) qualification available in England, Northern Ireland and Wales?

Although the qualification was developed in Wales and is supported by the Welsh Assembly Government and The Learning and Skills Improvement Service (LSIS), it replaces 9297 and is suitable for people working or volunteering in a range of settings who wish to support learners under the guidance of a specialist teacher.

3. What is the last certification date for Level 2 Certificate in Learning Support (9297)?

Registrations are now closed and last certification is on 30 October 2013.

4. Do assessors and internal verifiers need A and V units for the new Assessors and Quality Assurance qualifications?

No. Assessors and Internal Quality Assurance/Verifier units are valued as qualifications for centre staff but they are not required for this qualification.

5. Can the same person who has delivered or assessed a unit act as an Internal Quality Assurer/Internal Verifier too?

No. This is a conflict of interest. Sampling needs to be formative as well as summative and we need written feedback from the IQA/IV to the assessor.

6. Do deliverers and assessors need a Level 5 qualification?

Staff should hold a recognised teaching qualification and hold at least a Level 3 qualification in the relevant skill area. Ideally they should hold a Level 5 specialist DTLLS, Level 4 FENTO qualifications (9485, 9486 and 9488) or Level 3 Certificate in Delivering Basic Skills to Adults.

They must have relevant recent experience in the specific area they will be assessing.

7. Do learners need a placement for Supporting Adults and Young People in Essential Skills 9300?

Learners must have access to a work setting or placement in the skills area of their choice. Units 403 (Numeracy), 404 (Literacy) and 405 (ESOL) require eight hours supporting in a placement or suitable work setting. Evidence for these units includes two observations of supporting learners in the specialist area.

8. Can the four-hour placement in unit 201 be used towards the eight hours of placement?

Learners must submit a statement from the placement provider(s) evidencing a minimum of eight hours of support in the chosen skill area. The placement completed for unit 201 may be used as up to four hours of the eight-hour requirement in the specialist units (203, 204 or 205), if this was in the chosen specialist area. A learner who has completed a four-hour placement supporting Literacy for unit 201 can claim this towards the placement in 204 but cannot claim this towards unit 203 or unit 205.

Learners are observed supporting two activities in their chosen skill area and these observations may be completed on the same date. If the observations for unit 201 were in the chosen specialist support area, they can be used as evidence for both the generic unit 201 and the chosen specialist unit (203, 204 or 205).

9. How are the units assessed?

Learners must have a completed portfolio of evidence demonstrating coverage of all the criteria for each unit claimed. The evidence requirements for each unit in the handbook provide further information on essential evidence and coverage, such as observation of support for two activities in unit 202. The remaining assessment criteria can be covered in any way and a holistic approach is recommended wherever possible.

10. Have City & Guilds produced any assignments?

City & Guilds have not produced any assignment for Supporting Adults and Young People in Essential Skills (9300).

11. What is a pathway? How many units/credits are in a pathway?

A pathway is the specialist skill area being evidenced ie Numeracy, Literacy or ESOL.

An Award comprises the two generic mandatory units (201 and 202) and one unit from the chosen specialist pathway (Numeracy 203, Literacy 204 or ESOL 205). The Award comprises of 7 credits. Each unit can be individually certificated.

12. Can the learner use evidence from 9297 Level 2 Certificate in Learning Support?

Learners who have achieved units on Level 2 Certificate in Learning Support are encouraged to complete on this qualification.

Evidence from Level 2 Certificate in Learning Support (9297) must be assessed against the criteria against Supporting Adults and Young People in Essential Skills (9300) and any gaps must be addressed.

13. Can learners use the same mandatory units for both Numeracy and Literacy Certificates?

The mandatory units 201 and 202 are the same for each specialist area and only need to be completed once. However the four-hour placement can only be claimed for 201 and the relevant specialist unit. A learner who has completed a four-hour placement supporting Literacy for unit 201 can claim this towards the placement in 204 but cannot claim this towards unit 203 or unit 205.