

# ESOL Skills for Life (4692)

Supporting language acquisition for life and work




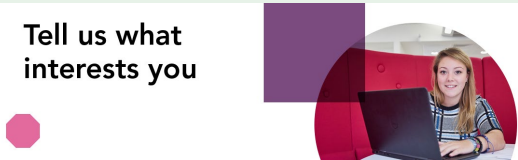
2022/23



# Overview



# Where to find things...

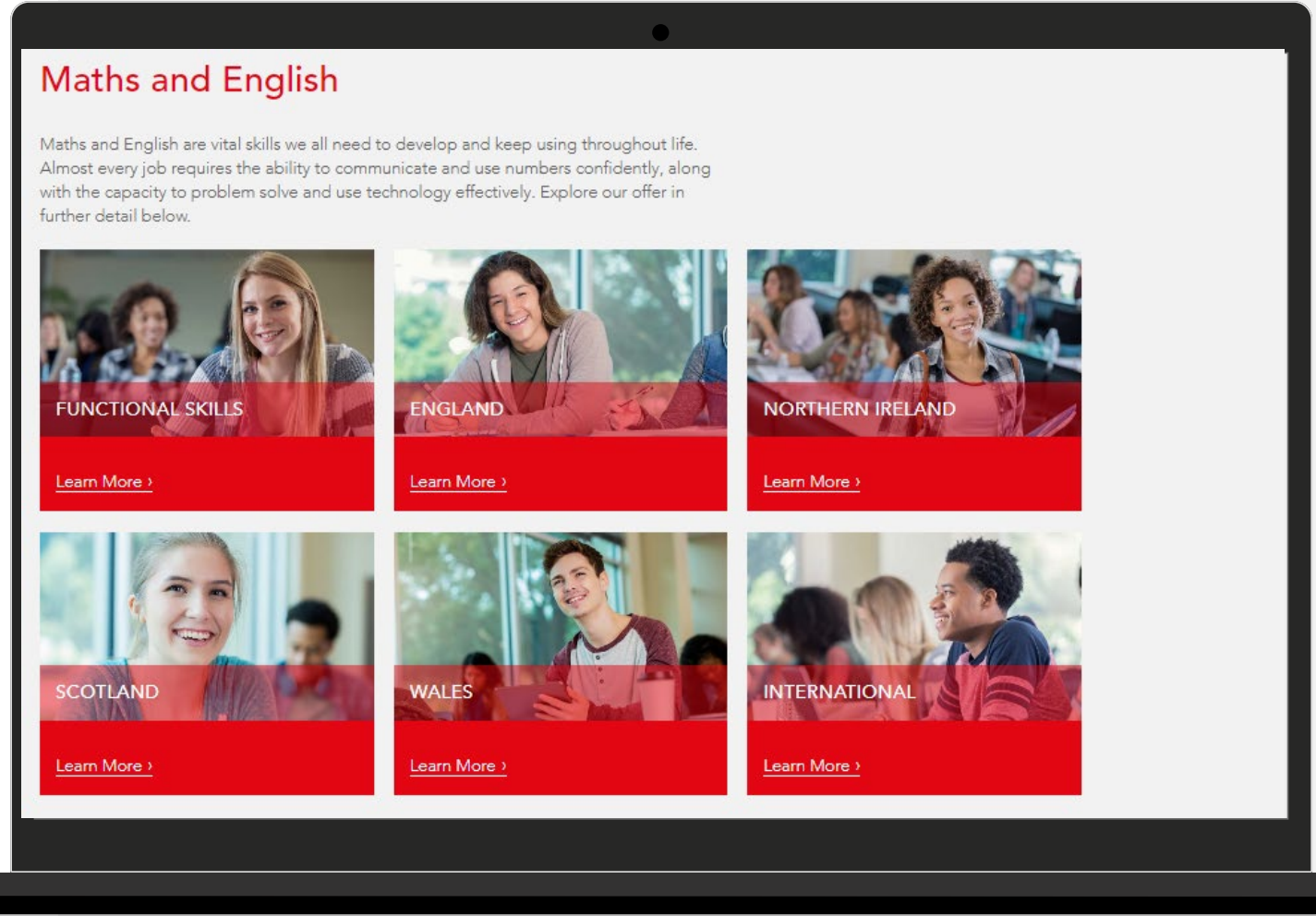
Our principal web resources	Description
	<p><b>cityandguilds.com</b> is our public website – for qualification specifications, handbooks, assessment materials and other guidance.</p>
	<p><b>Walled Garden</b> is our secure administration portal – for registrations, entries, results, purchases, etc.</p>
	<p><b>SmartScreen</b> is our teaching and learning platform. Search for <a href="https://smartscreen.co.uk">smartscreen.co.uk</a> or link through any webpage.</p>
	<p>Sign up at <a href="https://cityandguilds.com/updates">cityandguilds.com/updates</a> to receive regular email alerts and updates. Be sure to select <b>Maths and English</b> and/or <b>ESOL</b> when asked for your preferences.</p>

# Why work with us?

Features	Benefits
Awards in Reading, Writing, Speaking and Listening or an overarching certificate	Ability to assess each skill individually at any level or to combine them in an overall certificate
3-year registration	Only need to enrol candidates once
Externally set and <b>internally marked</b> assessments (other than Reading at L1/L2)	Ability to select assess learners when ready
All assessments available 'on demand'	Ability to assess learners when ready
Recognising spiky profiles	Candidates can achieve an overall certificate that recognises achievement at higher levels in some skills
No upfront registration fee for Awards	No cost until certification claim
Range of sample and live materials to select from	Ability to select topics that meet a wide range of interests
Support from specialist technical advisors	Support with set up and during delivery

# cityandguilds.com

- Go to [cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish)
  - **then** click on links to England, Northern Ireland or Wales, as applicable.
- landing page contains an overview of our Maths and English offer, with links to the ESOL Skills for Life (4692) webpage.



# 4692 qualifications page

- Go to [cityandguilds.com](https://www.cityandguilds.com)
- Type in qualification number **4692** in the 'Search the site' box to find our ESOL Skills for Life information and documents webpage.

Select **Documents** tab at the top of the page to access the handbook, assessments and other key documents.

## ESOL Skills for Life (4692)

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 are password protected. Passwords can be retrieved by logging in to [walledgarden.com](https://www.walledgarden.com) and visiting the Administration section of the relevant qualification catalogue page.

Interested in delivering this qualification?

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

4692 Entry 1



4692 Entry 2



4692 Entry 3



4692 Level 1



4692 Level 2



Additional documents



Centre documents



# Award-sized (single-mode) qualifications (4692-01)

Qualification title	TQT	GLH	QN
Entry level Award in ESOL Skills for Life (Reading) (Entry 1)	90	76	601/4186/4
Entry Level Award in ESOL Skills for Life (Writing) (Entry 1)	90	76	601/4187/6
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)	110	85	601/4188/8
Entry Level Award in ESOL Skills for Life (Reading) (Entry 2)	90	76	601/4189/X
Entry Level Award in ESOL Skills for Life (Writing) (Entry 2)	90	76	601/4190/6
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)	110	85	601/4191/8
Entry Level Award in ESOL Skills for Life (Reading) (Entry 3)	90	55	601/4192/X
Entry Level Award in ESOL Skills for Life (Writing) (Entry 3)	110	86	601/4193/1
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	120	73	601/4194/3
Level 1 Award in ESOL Skills for Life (Reading)	110	66	601/4195/5
Level 1 Award in ESOL Skills for Life (Writing)	110	82	601/4196/7
Level 1 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4197/9
Level 2 Award in ESOL Skills for Life (Reading)	110	66	601/4198/0
Level 2 Award in ESOL Skills for Life (Writing)	110	82	601/4199/2
Level 2 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4200/5

# Certificate-size (multi-mode) qualifications (4692-02)

Qualification title	TQT	GLH	QN
Entry Level Certificate in ESOL Skills for Life (Entry 1)	290	237	601/4075/6
Entry Level Certificate in ESOL Skills for Life (Entry 2)	290	237	601/4077/X
Entry Level Certificate in ESOL Skills for Life (Entry 3)	320	214	601/4078/1
Level 1 Certificate in ESOL Skills for Life	340	221	601/4079/3
Level 2 Certificate in ESOL Skills for Life	340	221	601/4076/8

## Each Certificate comprises:

- **Reading** to obtain information
- **Writing** to convey information
- **Speaking & Listening** to obtain and convey information.

Each unit must be  
**at or above** level of  
qualification

For example:  
L2 Reading + E3 Writing +  
L1 S&L = **Entry 3**

Remember:  
each unit also a  
**qualification** in  
its own right!



# Assessment model

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

# Reading

## Entry level

- Assessed by **assignment**.
- Externally set by City & Guilds, **internally marked** by centre.
- Available to administer as soon as candidates registered.
- Choice of assignments available to download from qualifications webpage.
- Candidates do not have to complete whole assignment in a single session, and activities can be done in any order.
- If unsuccessful, another assignment on different topic needs to be completed.

## Levels 1 and 2

- Assessed by **multiple choice** test
- **Externally set and marked** by City & Guilds.
- Must be pre-booked for specific date/time, but available on-demand – paper or on-screen (latter with instant results).
- Sample tests (in both formats) available from qualifications webpage.

# Writing and Speaking & Listening (all levels)

- Assessed by **assignment**.
- Externally set by City & Guilds, **internally marked** by centre.
- Available to administer as soon as candidates registered.
- Choice of assignments available to download from qualifications webpage.
- Candidates do not have to complete whole assignment in a single session, and activities can generally be done in any order
- If unsuccessful, another assignment on different topic needs to be completed.

# 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.



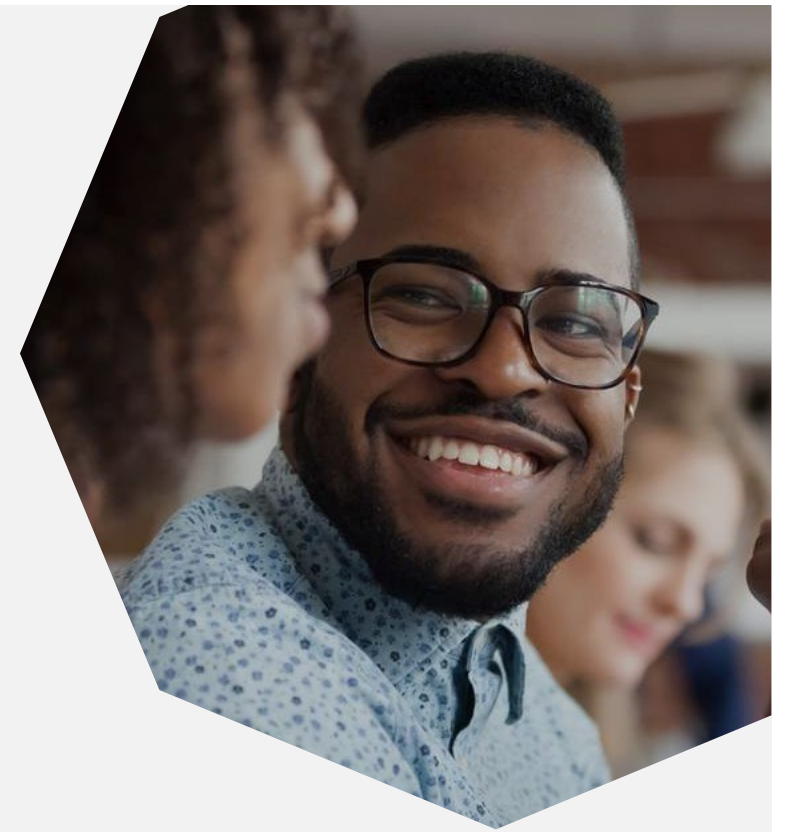
# Practical points

## Pricing – two routes available

- **Pay as-you-go** – for Awards (4692-01):  
charge per assignment **result claim** (or **test entry**, for Level 1-2 Reading)
- **Pay up-front** – for Certificates (4692-02):  
One-off **registration fee**, including unlimited\* access to all assessments.
- **Top-up route** also available (4692-92)  
– allows candidates with Awards in all three modes to ‘upgrade’ to a Certificate without additional charge.

Click to add text

\* Includes first attempt at each Level 1-2 Reading test – charges apply for resits



Talk to us about **approval** if you're already offering **ESOL Skills for Life** qualifications with another awarding organisation.

# Resources

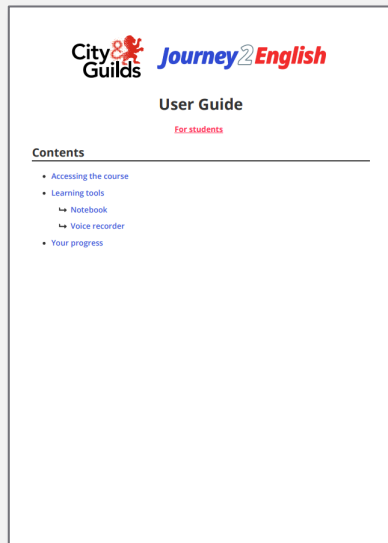
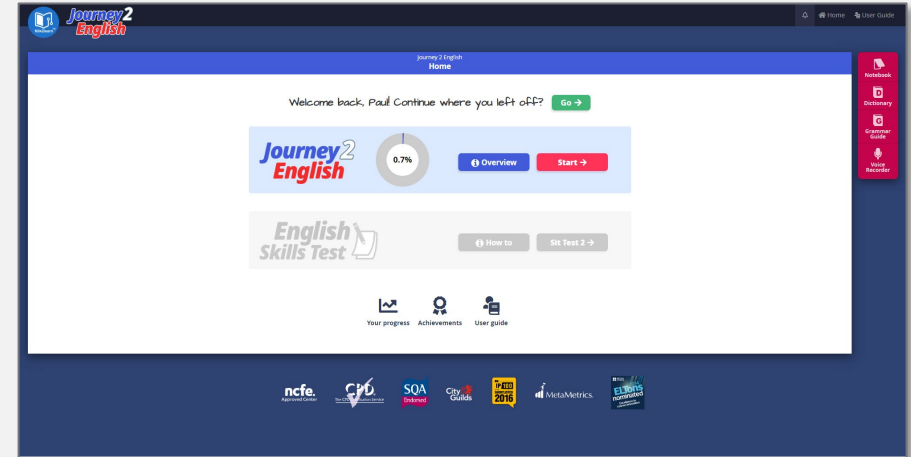
Have you  
seen?



# SmartScreen ESOL content – Journey2English

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	5
	<b>Learning Outcomes</b>					
	<b>Unit 01: Reading to obtain information</b>					
	1. extract information from simple texts (1.2.1, 1.2.2, 1.2.4)					
Entry Level 1	1.1 follow the plot of a simple written narrative (RwE1.1a, RwE1.1a-b)	5		7		
	1.2 obtain information from texts (RwE1.1b, RvE1.2a)	1,2,8				
	1.3 identify the genre of simple texts (RwE1.2a)					
	2. know letters of the alphabet, key words, signs and symbols (1.2.3, 1.2.6)					
	2.1 obtain information from signs and symbols (RwE1.2a, RvE1.1a, RvE1.3a)					
	2.2 identify the letters of the alphabet (RvE1.3a)					
	2.3 respond to key words used in everyday contexts (RvE1.1a)	1,2,4	3			
	<b>Unit 02: Reading to obtain information</b>					
	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 (RwE2.1a, RvE2.1b-d)	1,8	9	4		5
	1.2 obtain information from texts (RwE2.1b, RvE2.2a, RvE2.2a)	1,5,6	3	4		5
	1.3 state the different purposes of texts (RwE2.2a)					
	1.4 identify common sources of information (RwE2.2a)	9				
	2. follow instructional text (2.2.4, 2.2.5, 2.2.6)					
	2.1 use images and captions to obtain information (RwE2.4a)	1,9				5
	2.2 read instructions and directions (RwE2.1a)	All	3	7		
	2.3 respond to key words on forms (RwE2.1a)		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 (RwE2.4a)		18	4		
	3.2 use initial letters to sequence words in alphabetical order (RwE2.5a)					

# SmartScreen Maths and English


**INTERACTIVE ACTIVITY 2: Converting money between currencies**

Question 1 of 5 ... Point Value: 10

For this activity, you will be changing money between currencies.  
You should work by yourself to select the correct answer to the question.

1) The exchange rate between pounds sterling (£) and euros (€) is £1:€1.32. Match the appropriate amount in euros to the amount in pounds.

£132      €158      €290      €502      €594



Choice

A) €100


Score so far: 0 points out of 0

**3. Decorating**

This tin contains enough paint to cover 3 square metres.  
Will it be enough to paint the whole of this wall?

yes  
 no

Submit



**Preparing for exams: Reading**

- Read through the exam paper in detail.
- Read any instructions.
- Note how many questions you need to answer.
- Look at the marks available for each question.
- Plan your time.

**Preparing for your exam: Things for candidates to think about**

- Find out the range of skills and knowledge that will be tested.
- Check that you have covered everything that may come up in the exam.
- Practice past exam papers when you are less confident.

- 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....



# Thank you!

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)

#CGMathsEnglish



## 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**

**centresupport@cityandguilds.com  
pre-employment@cityandguilds.com**

**Alternatively, visit our dedicated webpage  
cityandguilds.com/mathsandenglish**

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