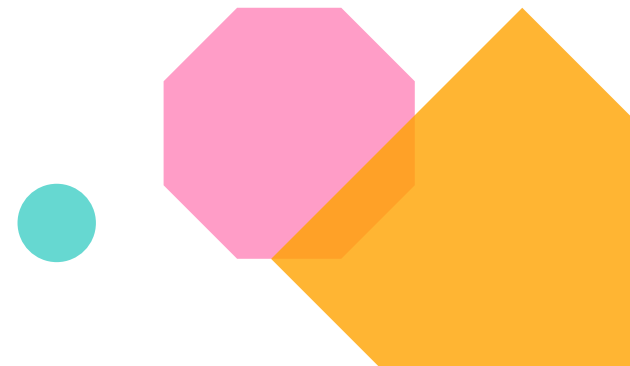


ESOL Skills for Life (4692)







Overview

- Finding key information
- Assessment arrangements
- Quality assurance
- Admin arrangements



Where to find things...

Our principal web resources	Description
 SmartScreen	<p>SmartScreen is our teaching and learning platform. Search for smartscreen.co.uk or link through any webpage.</p>
	<p>Walled Garden is our secure administration portal – for registrations, entries, results, purchases, etc.</p>
 <small data-bbox="129 939 293 953">A City & Guilds Group Business</small>	<p>cityandguilds.com is our public website – qualification specifications, handbooks, assessment materials and other guidance.</p>
	<p>Sign up at cityandguilds.com/updates to receive regular email alerts and updates. Be sure to select Maths and English and/or ESOL when asked for your preferences.</p>

Navigating the cityandguilds.com site...

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

Maths and English

Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively. Please click on the relevant button to explore our offer in more detail.

Functional Skills Functional Skills Find out more >	England England Find out more >	Northern Ireland Northern Ireland Find out more >
Scotland Scotland Find out more >	Wales Wales Find out more >	International International Find out more >

Materials and information

- Go to cityandguilds.com
- Type in qualification number **4692** in the “Search the site” box to find our ESOL Skills for Life information and documents webpage.

Look out for the **Information** and **Documents** tabs at the top of the page.

The screenshot shows the City & Guilds website interface. At the top right, there is a search bar with the text "Search the site:" and a "GO" button. Below the search bar is a dropdown menu set to "Everything". A navigation menu below the search bar includes links for "OUR OFFER", "QUALIFICATIONS", "APPRENTICESHIPS", "TECHNICALS & TECHBAC", "QUALIFICATION DELIVERY", "INTERNATIONAL", "NEWS", and "HELP". Below the navigation menu is a breadcrumb trail: "Home > Qualifications > Skills for Work and Life > English, Mathematics and ICT Skills > ESOL Skills for Life (QCF)".

The main heading is "ESOL Skills for Life (QCF) (4692)". Below this heading are two tabs: "Information" (selected) and "Documents". To the right of the tabs is a "Last Updated: 09 Mar 2017" date. The main content area contains three paragraphs of text. The first paragraph states: "ESOL Skills for Life qualifications support speakers of other languages based within the UK to develop their English language skills for work, further learning or everyday life." The second paragraph states: "This revised suite of ESOL Skills for Life qualifications replaces the previous suite (3692). It includes 'single-mode' Awards in Reading, Writing and Speaking & Listening, as well as a 'full-mode' Certificate that combines all three." The third paragraph states: "These qualifications are intended for anyone based in the UK needing to improve their understanding and use of written or spoken English. This might be to help get on at work (or get a job), prepare for further study, access public services, or just to function more effectively in an English-speaking environment."

Below the third paragraph is a section titled "Accessing sample/live assessment materials" which states: "Sample assessments are available for each of the units that make up these qualifications. In most cases these can be accessed by clicking on the 'Documents' tab above and then selecting the relevant level(s). Live assessments for each of the centre-assessed units can also be accessed from the same page (although these documents are password-protected)."

On the right side of the page, there are three sidebars. The top sidebar is titled "EXPLORE OUR WIDER MATHS & ENGLISH OFFER" and contains the text: "Our maths & English qualifications underpin our apprenticeships and technical qualifications. They build learners' confidence with the core skills required for employment, including the capacity to problem solve and use technology effectively. They are also key to triggering conditions of funding." Below this text is a "FIND OUT MORE" button. The middle sidebar is titled "FOR LEARNERS" and contains the text: "Where can you take this course?" Below this text is a text input field with the placeholder "Postal code, town or city" and a "FIND A CENTRE" button. The bottom sidebar is titled "RELATED QUALIFICATIONS".

Handbook and other key documents

Available from 4692 qualifications webpage:

- Qualification handbook
- Sample assignments
- Sample Level 1-2 Reading tests (paper and onscreen)
- Live assignments
- Adult ESOL Core Curriculum



Award-sized (single-mode) qualifications

Qualification title	TQT	GLH	QN	City & Guilds number
Entry level Award in ESOL Skills for Life (Reading) (Entry 1)	90	76	601/4186/4	4692-01
Entry Level Award in ESOL Skills for Life (Writing) (Entry 1)	90	76	601/4187/6	4692-01
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)	110	85	601/4188/8	4692-01
Entry Level Award in ESOL Skills for Life (Reading) (Entry 2)	90	76	601/4189/X	4692-01
Entry Level Award in ESOL Skills for Life (Writing) (Entry 2)	90	76	601/4190/6	4692-01
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)	110	85	601/4191/8	4692-01
Entry Level Award in ESOL Skills for Life (Reading) (Entry 3)	90	55	601/4192/X	4692-01
Entry Level Award in ESOL Skills for Life (Writing) (Entry 3)	110	86	601/4193/1	4692-01
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	120	73	601/4194/3	4692-01
Level 1 Award in ESOL Skills for Life (Reading)	110	66	601/4195/5	4692-01
Level 1 Award in ESOL Skills for Life (Writing)	110	82	601/4196/7	4692-01
Level 1 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4197/9	4692-01
Level 2 Award in ESOL Skills for Life (Reading)	110	66	601/4198/0	4692-01
Level 2 Award in ESOL Skills for Life (Writing)	110	82	601/4199/2	4692-01
Level 2 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4200/5	4692-01

Certificate-sized (multiple-mode) qualifications

Qualification title	TQT	GLH	QN	City & Guilds number
Entry Level Certificate in ESOL Skills for Life (Entry 1)	290	237	601/4075/6	4692-02 4692-92
Entry Level Certificate in ESOL Skills for Life (Entry 2)	290	237	601/4077/X	4692-02 4692-92
Entry Level Certificate in ESOL Skills for Life (Entry 3)	320	214	601/4078/1	4692-02 4692-92
Level 1 Certificate in ESOL Skills for Life	340	221	601/4079/3	4692-02 4692-92
Level 2 Certificate in ESOL Skills for Life	340	221	601/4076/8	4692-02 4692-92

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
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) 1¼ hours to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1¼ hours 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) 1½ hours to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2¼ hours to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1¼ hours 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) 2¾ hours to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1¼ hours 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) 2¾ hours to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 20 mins to complete.

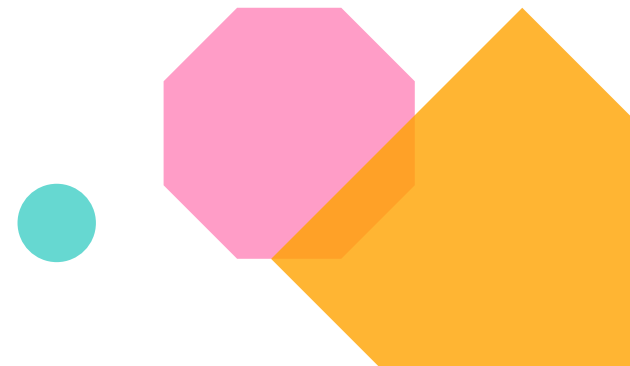
Reading

Entry level

- Assessed by **assignment**
- Externally set by City & Guilds, **internally marked** by centre (with internal/external quality assurance)
- Available to administer as soon as candidates registered – with choice of topics
- Assignment documents (candidate paper and mark scheme) available from 4692 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.
- Partial re-sit task possible for Entry 3

Levels 1 and 2

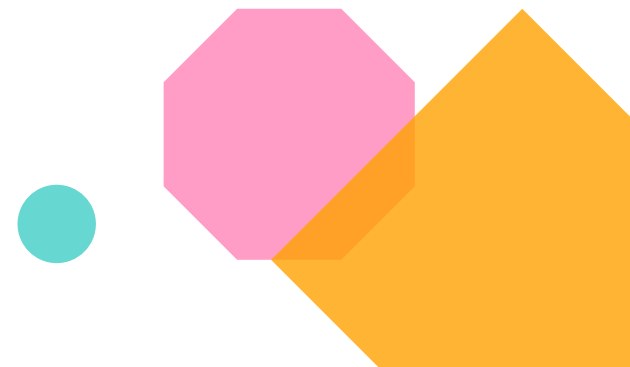
- Assessed by **multiple choice test**
- **Externally set and marked** by City & Guilds
- Must be pre-booked for specific date/time, but available on-demand – paper or onscreen (latter with instant results)
- Sample tests (in both formats) on 4692 qualifications webpage.



Reading at Entry level

(see qualification handbook for full specification)

Entry 1	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1 hour to complete.
Entry 2	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1¼ hours to complete.
Entry 3	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1½ hours to complete.



Reading at Level 1 – summary of skills assessed)

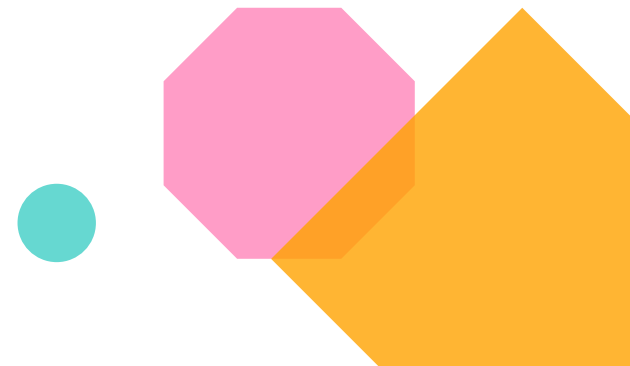
(see qualification handbook for full specification)

Level 1 (4692-101 / 4692-501)

Duration: 1 hour

Format: Multiple Choice (1 mark per question)

Learning Outcome	Assessment Criteria	Number of marks/ questions	Facility Value
1. Read a range of texts for different purposes.	1.1 trace the main events of a range of texts	13-16	80
	1.2 distinguish between the different purposes of texts		
	1.3 use organisational and structural features to extract information from text		
	1.4 scan texts to locate information		
	1.5 read to obtain specific detail		
2. Apply principles of text when reading.	2.1 identify grammatical features and purpose in text	18-20	70
	2.2 use strategies to work out the meaning of words		
	2.3 identify punctuation features and purpose in text		
3. Use strategies to locate text and information.	3.1 use reference material to obtain information	6-8	60
	3.2 use organisational systems to locate information		
	3.3 use the organisational features of text to locate information		
		40	



Reading at Level 2 – summary of skills assessed)

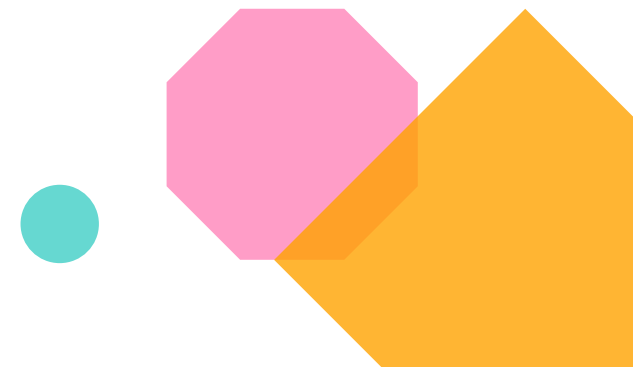
(see qualification handbook for full specification)

Level 2 (4692-201 / 4692-601)

Duration: 1 hour

Format: Multiple Choice (1 mark per question)

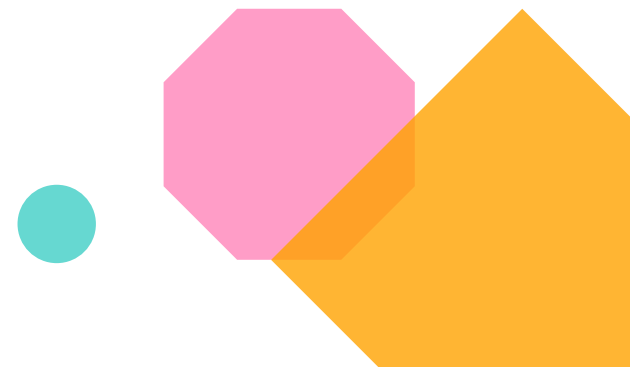
Learning Outcome	Assessment Criteria	Number of marks/ questions	Facility Value
1. Read a range of texts for different purposes	1.1 trace the main events of a range of texts	20-23	80
	1.2 distinguish between the different purposes of a range of texts		
	1.3 read critically to evaluate information from a variety of texts		
	1.4 scan texts to locate information		
	1.5 read to obtain specific detail		
	1.6 read an argument and identify the points of view		
2. Apply principles of text when reading	2.1 identify grammatical features and purpose in text	14-16	70
	2.2 identify punctuation features and purpose in text		
	2.3 use strategies to work out the meaning of words		
3. Use strategies to locate text and information	3.1 use reference material to obtain information	3-5	60
	3.2 use organisational systems to locate information		
	3.3 use the organisational features of text to locate information		
		40	



Writing – all levels

Speaking & Listening – all levels

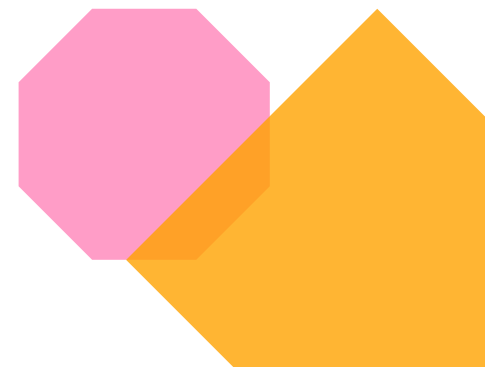
- Assessed by **assignment**
- Externally set by City & Guilds, **internally marked** by centre (with internal/external quality assurance)
- Available to administer as soon as candidates registered – with choice of topics
- Assignment documents (candidate paper and mark scheme) available from 4692 qualifications webpage
- Candidates do not have to complete whole assignment in a single session
- Activities can generally be done in any order, however
 - advisable to do Writing Activity 1 first
 - Speaking & Listening Activity 1 can be completed separately from activities 2 and 3
 - Speaking & Listening activities 2 and 3 must be audio-recorded
- If unsuccessful, another assignment on different topic needs to be completed.



Writing

(see qualification handbook for full specification)

Entry 1	Assignment, consisting of three tasks Internally assessed – when ready (up to) 45 mins to complete.
Entry 2	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1¼ hours to complete.
Entry 3	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2¼ hours to complete.
Level 1	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2¾ hours to complete.
Level 2	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2¾ hours to complete.



Speaking & Listening

(see qualification handbook for full specification)

Entry 1	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 40 mins to complete.
Entry 2	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 activities (one listening, two speaking) Internally assessed – when ready (up to) 1¼ hours to complete.
Level 1	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1¼ hours to complete.
Level 2	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 20 mins to complete.

Practical points

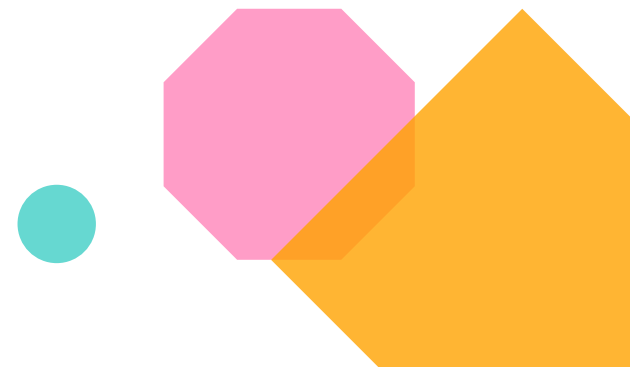
Pricing – two routes available

- Pay as-you-go – for Awards (4692-01):
£20.60 per assignment result claim or test entry.
- Pay up-front – for Certificates (4692-02):
£52 registration fee, including unlimited* access to all assessments.
- Top-up route also available (4692-92)
– allows candidates with achievements in all three to ‘upgrade’ to a Certificate without additional charge.

Implementation

- Normal centre and qualification approval arrangements apply
- Talk to us about approval if you’re already offering ESOL Skills for Life qualifications with another awarding organisation.

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



Funding arrangements (England-only*)

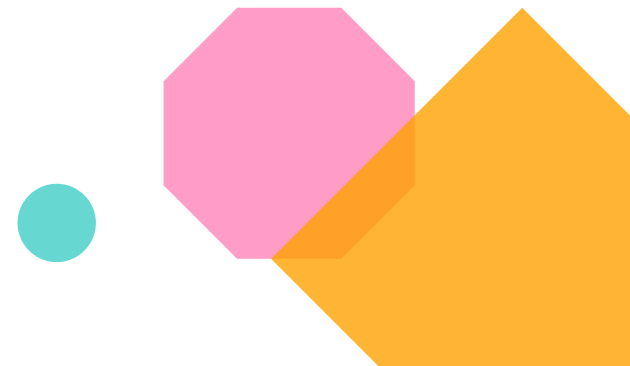
16-19

- All ESOL Skills for Life Awards and Certificates:
 - may be used within study programmes
 - are recognised as so-called 'stepping-stone' qualifications under the condition of funding rules for English.

Adults (19+)

- All ESOL Skills for Life Awards and Certificates:
 - are part of the Adult Education Budget (AEB) 'legal entitlement'
 - attract full funding if learners in receipt of active benefits (also learners earning less than £15,736.50 from August 2018, under ESFA trial to extend AEB fee remission in 2018-19)
 - possible to claim 'additional hours' (beyond listed rate) where required
NB: ESOL is the **only** category of qualification for which this is possible.

* These qualifications also attract public funding in Northern Ireland and Wales. Check local funding rules for details.




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 internally marked 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
Certificates that recognise 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

Keeping up to date...

- We send out regular email alerts and updates on our ESOL qualifications, as well as our wider Maths and English offer.
- Make sure you're signed up to receive them:
 - go to www.cityandguilds.com/updates (or follow the link at the bottom of **any** page on the cityandguilds.com site)
 - select 'Maths and English' and tick 'ESOL' as one of your preferences.



TELL US WHAT INTERESTS YOU

Email Updates

WHAT WE OFFER CENTRES

- > 14-19 progression
- > Apprenticeships
- > Work ready
- > Email Updates
- > End assessment service
- > Grow your business
- > Independent End Assessor
- > Working with us

Don't miss out on the latest industry news and events from City & Guilds. Tell us exactly what information you would like to receive and get it delivered straight to your inbox.

SIGN UP TODAY >

UPDATE YOUR PREFERENCES >

What will you receive?

- The latest industry news
- Qualification updates based on your specific industry preferences
- Centre administration and support updates
- Quality assurance and policy updates.

Who should sign up?

- All Centres
- Qualification Consultants.

What do we use personal information for?

Please read our [Privacy Statement](#).

Thank you

For more information about our complete range of products and services to support maths and English, please visit: [cityandguilds.com/mathsandenglish](https://www.cityandguilds.com/mathsandenglish)

You can also follow:

- our Industry Manager **@MathsEnglish_CG**
- our Technical Advisor: **@PaulSceeny_CG**

