


Essential Skills qualifications (NI) (4800)



Where to find things...

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

Navigating the cityandguilds.com site...

- go to [cityandguilds.com/mathsandenglish](https://www.cityandguilds.com/mathsandenglish), then click on the links to **Northern Ireland**
- landing page contains an overview, with links to the Essential Skills (**4800**) webpage
- also links to our ESOL Skills for Life (**4692**) suite.
- In the Quick Links box there are links to an updates page for all relevant NI qualifications.

The screenshot shows the website page for 'Maths and English qualifications in Northern Ireland'. The page has a red and blue header with navigation links: OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS & TECHBASE, QUALIFICATION DELIVERY, INTERNATIONAL, NEWS, HELP AND SUPPORT. Below the header are links for CENTRES, LEARNERS, and EMPLOYERS. The main heading is 'Maths and English qualifications in Northern Ireland' with a circular image of two men in a meeting. The breadcrumb trail is: Home > Our offer > Centres > Maths and English > Northern Ireland maths & English. The main content area is titled 'Maths and English qualifications in Northern Ireland' and includes a 'QUICK LINKS' box with links to 'e-Toolkit', 'Pre-Employment updates for Northern Ireland', and 'Offer our Qualifications'. There is also a 'Contact Us' box with the email 'centresupport@cityandguilds.com' and phone number '0844 543 0000'. The page footer contains a 'Tools and Support' section with links to 'Walled Garden', 'SmartScreen', 'Learning Assistant', 'Bookshop', 'e-volve', 'Events', and 'Email Updates'.

OUR OFFER | QUALIFICATIONS | APPRENTICESHIPS | TECHNICALS & TECHBASE | QUALIFICATION DELIVERY | INTERNATIONAL | NEWS | HELP AND SUPPORT

CENTRES | LEARNERS | EMPLOYERS

Maths and English qualifications in Northern Ireland

Home > Our offer > Centres > Maths and English > Northern Ireland maths & English

Maths and English qualifications in Northern Ireland

QUICK LINKS

- e-Toolkit
- Pre-Employment updates for Northern Ireland
- Offer our Qualifications

Contact Us

E: centresupport@cityandguilds.com
T: 0844 543 0000

Or for more information on offering our qualifications at your organisation visit our [Offer our Qualifications](#) page

Tools and Support

Walled Garden | SmartScreen | Learning Assistant | Bookshop | e-volve | Events | Email Updates

Locating the key information

- Go to cityandguilds.com
- Type in qualification number **4800** to find our Essential Skills NI qualification 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, there is a search bar with the text "SEARCH EVERYTHING" and "FIND A COURSE OR QUALIFICATION". Below the search bar, there is a navigation menu with categories like "OUR OFFER", "QUALIFICATIONS", "APPRENTICESHIPS", "TECHNICALS & TECH", "QUALIFICATION DELIVERY", "INTERNATIONAL", "NEWS", and "HELP AND SUPPORT". The main content area is titled "Essential Skills (Northern Ireland) (4800)" and has two tabs: "Information" and "Documents". A callout box points to these tabs. The right sidebar contains three promotional boxes: "EXPLORE OUR WIDER MATHS & ENGLISH OFFER", "PRE-EMPLOYMENT - UPDATES FOR NORTHERN IRELAND", and "FOR LEARNERS".

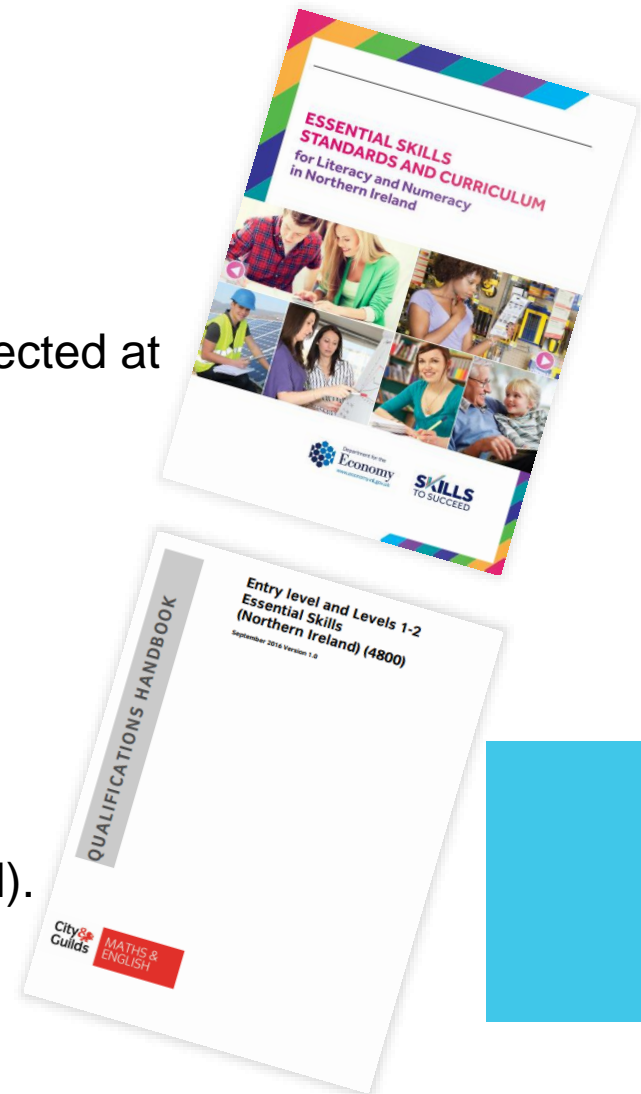
Key documents: curriculum vs qualification handbook

Essential Skills Standards and Curriculum

- Published by NI Department for the Economy (DfE).
- Sets out technical range of skills, knowledge and understanding expected at each level, with examples of contexts where these could be taught.
- Should underpin teaching of Essential Skills subject content.

Essential Skills Qualification Specifications

- Qualification/Subject Criteria devised by CCEA Regulation
 - Common to all awarding organisations.
- Sets out **skill standards**, **coverage** and **range** Essential Skills qualifications must assess (as well as prescribing assessment model).
- Incorporated into our Essential Skills qualifications handbook.



Assessment model – in summary

Communication at levels 1 and 2

- Reading/Writing: externally set and marked
 - Single paper, with discrete Reading and Writing sections
- Speaking & Listening: criterion-based internal assessment
 - involving discussion, talk/presentation

Application of Number at levels 1 and 2

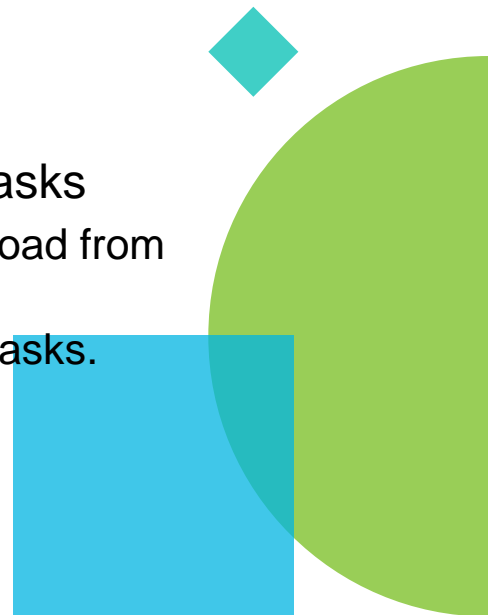
- Externally set and marked
 - Single paper covering all skill standards

ICT at levels 1 and 2

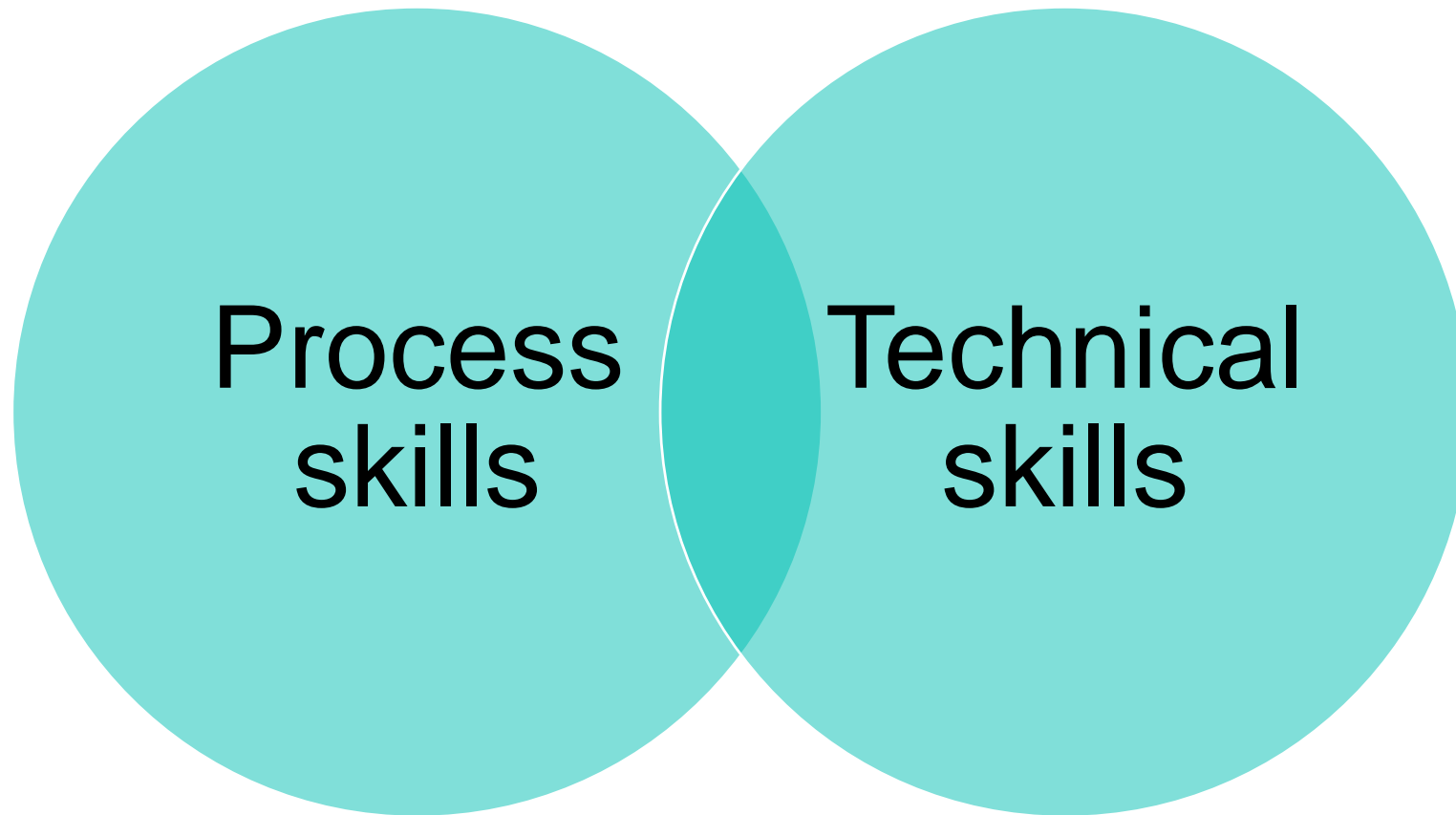
- Portfolio assessment
 - Criterion-based, internally assessed

Adult Literacy at Entry level Adult Numeracy at Entry level


- externally-set, internally marked tasks
 - Bank of tasks available to download from City & Guilds website
 - password required for live tasks.



Remember: Essential Skills qualifications are a blend



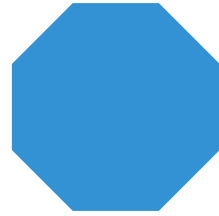
Key points to bear in mind:

- Essential Skills qualifications are concerned with practical ability to **apply** communication and number skills within purposeful contexts.
 - Less subject content than GCSE, but much more emphasis on applying knowledge/understanding.
 - Scenario-based assessments – working through a ‘problem’ (and deciding what’s needed to tackle it).
 - Refreshed assessment model replaces **both** the action-based activity and desktop task.
 - Assessments subject to ‘ICE principles’ but with some additional flexibilities.
 - **Doesn’t** have to be in traditional exam hall.
 - Candidates may use ‘relevant technology’ in course of completing their assessments
 - but no internet access permitted!
 - Emphasis on ‘normal ways of working’
 - Spell/grammar checkers, dictionaries, calculators all fine.
 - Need to ensure candidates know what they need to bring (or have made available).
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Performance feedback

- External assessment results initially released to Walled Garden
- **Hard copy** confirmation sent a few days later, along with
 - Notification of Candidate Results (NCR)
 - Certificate (where due)
- As well as confirming grade, NCR also displays performance codes, indicating relative performance against each skill standard.
- A glossary of these codes can be found in the Essential Skills qualifications handbook (see pages 32-36).





Communication – Reading and Writing

Communication (Reading and Writing) – key points

- Single assessment paper – with discrete Reading and Writing sections
 - Level 1: 1 hour 30 minutes
 - Level 2: 1 hour 45 minutes
- Marked out of 50
 - 25 marks available for Reading (8 questions)
 - 25 marks available for Writing (2 documents)
- Overall mark awarded for whole paper (no ‘internal threshold’ for each sub-skill).
- Candidates need to manage their time!



Level 1: what's being assessed?

Skill standard	Coverage and range	Mark allocation
Reading: Read and understand a range of straightforward texts.	a) Identify the main points and ideas and how they are presented in a variety of texts	6-8
	b) Read and understand texts in detail	6-8
	c) Utilise information contained in texts	5-7
	d) Identify suitable responses to texts	5-7
	e) In more than one type of text.	Two texts
Writing: Write a range of texts to communicate information, ideas and opinions using formats and styles suitable for their purpose and audience.	a) Write clearly and coherently, including an appropriate level of detail	9 + 6
	b) Present information in a logical sequence	
	c) Use language, format and structure suitable for purpose and audience	
	d) Use correct grammar, including correct and consistent use of tense	10
	e) Ensure written work includes generally accurate punctuation and spelling and that meaning is clear.	
	f) In more than one text type.	Two texts

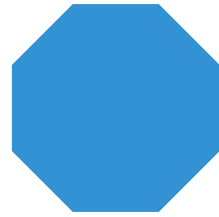
Level 2: what's being assessed?

Skill standard	Coverage and range	Mark allocation
Reading: Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions	a) Select and use different types of texts to obtain and utilise relevant information	4-6
	b) Read and summarise, succinctly, information/ideas from different sources	4-6
	c) Identify the purposes of texts and comment on how meaning is conveyed	4-6
	d) Detect point of view, implicit meaning and/or bias	4-6
	e) Analyse texts in relation to audience needs and consider suitable responses	4-6
	f) In two or more texts.	At least two texts
Writing: Write a range of texts, including extended written documents, communicating information, ideas and opinions effectively and persuasively.	a) Present information/ideas concisely, logically and persuasively	9 + 6
	b) Present information on complex subjects clearly and concisely	
	c) Use a range of writing styles for different purposes	
	d) Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively	
	e) Punctuate written text using commas, apostrophes and inverted commas accurately	10
	f) Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types.	

Guidance for Delivery

- Designed to help tutors and curriculum managers understand structure, content and mark allocations within City & Guilds' external assessments.
- Written by our Chief Examiner – intended to provide direct insight into what our markers expect to see.
- Must be read in conjunction with qualification specifications (as set out in Section 5 of Essential Skills qualifications handbook).
- Periodic examiner reports as well
 - shorter document, commenting on any specific patterns or trends we've noticed recently.

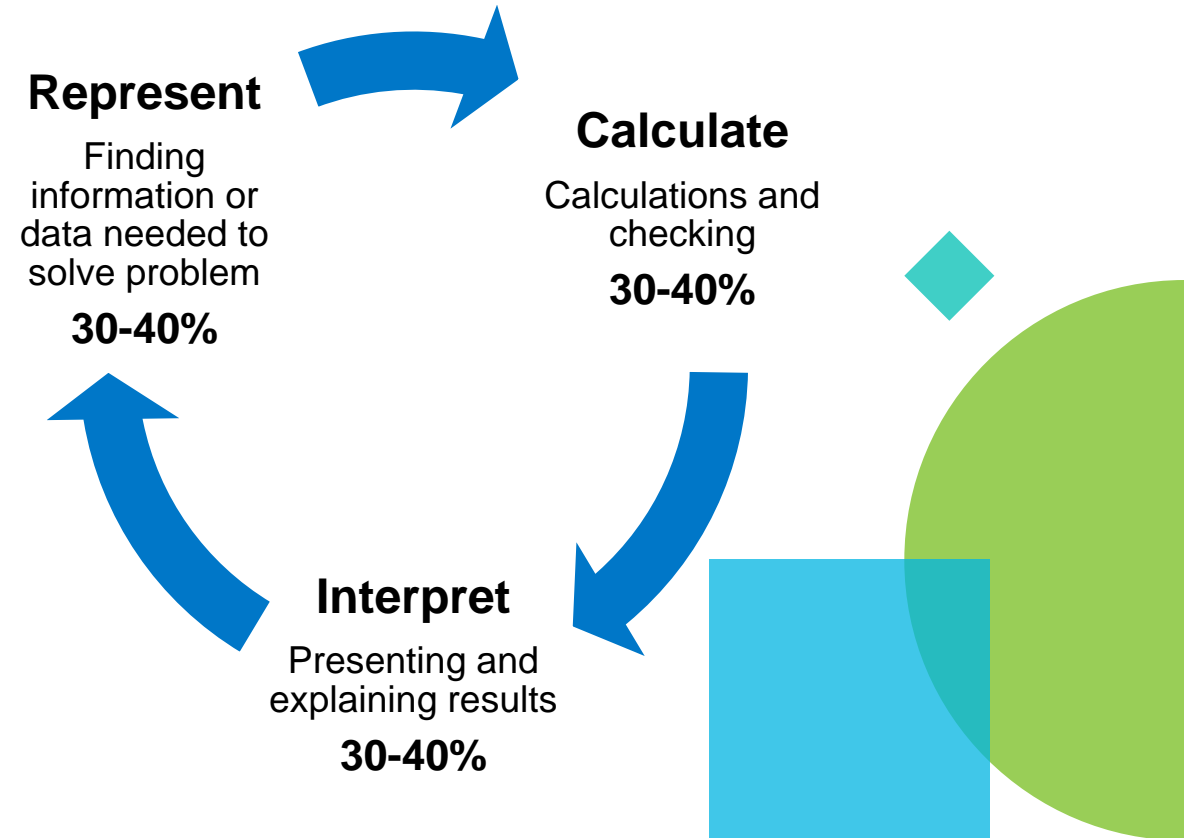




Application of Number

Application of Number – key points

- Single assessment paper
 - 1 hour 30 minutes.
- Each paper assesses **100%** of skill standard and at least **80%** of the coverage and range.
- Level **1** comprises **three** holistic tasks
 - each worth 15 marks (total of 45 marks available)
 - each has a Number, MSS or Data focus.
- Level **2** comprises **two** holistic tasks
 - each worth 25 marks (total of 50 marks available).
- Equal weighting of marks between Represent, Calculate and Interpret
 - only about a third of marks relate to carrying out calculations; the other two thirds relate to representing and interpreting.



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To find out more...

For more information about our complete range of products and services to support literacy, numeracy and other essential skills, please visit:

cityandguilds.com/mathsandenglish

You can also follow:

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

