We understand the skills landscape is ever-changing, and that greater emphasis is now being placed on the inclusion of maths and English within vocational learning. Within England, the Government has shown a continued commitment to raising standards in these areas, placing increasing pressure on providers to help learners progress to Level 2.

That's why we've created a useful guide to allow you to easily compare the various maths and English qualifications that City & Guilds offers. It also allows you to see how each of these qualifications relate to GCSE, so that you can pick the right qualification for your learners.

“34.4% of 16 year olds failed to achieve A*-C GCSE English last year and 37.9% failed to achieve A*-C GCSE Maths”

Ofqual summary of summer 2013 GCSE results

Discover more at www.cityandguilds.com/mathsandenglish
# COMPARISON OF MATHEMATICS QUALIFICATIONS

## Overview

**GCSE Mathematics**  
(not offered by City & Guilds)

- First introduced in September 1986 as major qualification for 14-16 year-olds.
- Replaced GCE 'O' Level and CSE.
- Revised several times by successive governments, with further reforms planned over next 3-4 years (and different versions in Northern Ireland and Wales).
- Counts towards Apprenticeship framework requirements.

**Functional Skills Mathematics**  
(3748)

- Introduced in September 2010, following a three-year pilot.
- Effectively replaced Key Skills qualifications.
- Aimed at a wide range of young people and adults, and completed in a variety of settings (e.g. Apprenticeships).
- Counts towards Apprenticeship framework requirements.

**Awards/Certificates in Mathematics Skills**  
(3847)

- Launched by City & Guilds in January 2013.
- Designed to help learners improve specific areas of their mathematics and have this progress recognised through flexible, 'bite-sized' units of achievement.
- Designed for post-16 and adult learners.
- Partly intended to replace the Adult Numeracy qualifications.

**Certificate in the Principles of Using Mathematical Techniques**  
(3844)

- Launched by City & Guilds in June 2013.
- Designed to help learners demonstrate a solid grasp of mathematical techniques, and the confidence to work under pressure.
- Assessed entirely through an onscreen test.
- Designed for post-16 and adult learners.
- Partly intended to replace the Adult Numeracy qualifications.

**Certificate in Adult Numeracy**  
(3792)

- Introduced in September 2001 as part of Government's 'Skills for Life' strategy to improve adult basic skills.
- Popularised during 2000s by 'get rid of your gremlins' campaign.
- Phased out from 2012.

### Appropriate for:

**GCSE Mathematics**  
(not offered by City & Guilds)

- 14-16 learners
- 16-18 learners
- 19+ learners
- Those in employment
- Those who are unemployed
- Learners suitable for Key Skills previously

**Functional Skills Mathematics**  
(3748)

- 16-18 learners
- 19+ learners

**Awards/Certificates in Mathematics Skills**  
(3847)

- 16-18 learners
- 19+ learners
- Those in employment
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- Learners suitable for Key Skills previously
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- 16-18 learners
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- 16-18 learners
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The specifications include:

- Develop knowledge, skills and understanding of mathematical methods and concepts.
- Acquire and use problem-solving strategies.
- Select and apply mathematical techniques and methods in mathematical, everyday and real-world situations.
- Reason mathematically, make deductions and inferences and draw conclusions.
- Interpret and communicate mathematical information.

GCSEs are assessed mostly by exam, with some ‘controlled task’ assessment. They’re only available a maximum of twice a year.

The Mathematics Skills qualifications cover the ability to:

- Understand and use mathematical information.
- Calculate and manipulate mathematical information.
- Interpret results and communicate mathematical information.

These qualifications are credit-based (a credit is roughly 10 hours’ learning), and split into units – each covering a specific skill (e.g. percentages).

There are 55 units in total, available across five levels. Each unit is worth either one or two credits, and can be recognised as a qualification in its own right.

It’s also possible to combine units into ‘Themed’ Awards (e.g. the data handling units can be recognised as a four-credit Award in Handling Data). A full Certificate can be achieved by covering all skills across a level: 13-15 credits according to units selected.

Assessment is by ‘portfolio’, and evidence can be drawn from any purposeful activity relevant to the learner.

The Adult Numeracy qualifications were based on the National Standards for Adult Numeracy, although did not cover all of the standard.

Assessment at Levels 1 and 2 was by a multiple choice test (completed either onscreen or on paper). The test was set by the Government, and was the same across all awarding organisations.

At Entry Level, the assessment arrangements varied between awarding organisations (e.g. City & Guilds offered a mixture of assignment and portfolio assessment).

Learners were assessed ‘when ready’.

The Adult Numeracy qualifications were not offered by City & Guilds.

Discover more at www.cityandguilds.com/mathsandenglish
**GCSE Mathematics**
(not offered by City & Guilds)

(No specified by Ofqual)

GCSE Mathematics should encourage learners to be inspired, moved and changed by following a broad, coherent, satisfying and worthwhile course of study. They should help learners to develop confidence in, and a positive attitude towards, mathematics and to recognise the importance of mathematics in their own lives and to society.

The qualification should prepare learners to make informed decisions about the use of technology, the management of money, further learning opportunities and career choices.

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**Functional Skills Mathematics**
(3748)

- **Purpose**
  - Focus on particular mathematics skills to enable learners to progress towards achieving A*-C GCSE or Functional Skills at Level 2.
  - Provide the necessary flexibility and responsiveness required by adult learners.
  - Provide robust assessment of each of the skills areas covered in order to ensure rigour and to provide evidence of the skills gained.
  - Reflect the National Standards for Adult Numeracy.

- **Using maths in learning programmes**

---

**Awards/Certificates in Mathematics Skills**
(3847)

- **Purpose**
  - Focus on particular mathematics skills to enable learners to progress towards achieving A*-C GCSE or Functional Skills at Level 2.
  - Provide the necessary flexibility and responsiveness required by adult learners.
  - Provide robust assessment of each of the skills areas covered in order to ensure rigour and to provide evidence of the skills gained.
  - Reflect the National Standards for Adult Numeracy.

---

**Certificate in the Principles of Using Mathematical Techniques**
(3844)

- **Purpose**
  - Focuses on a range of core mathematics skills to enable learners to progress towards achieving A*-C GCSE or Functional Skills at Level 2.
  - Provide the necessary flexibility and responsiveness required by adult learners.
  - Provide robust assessment of each of the skills areas covered in order to ensure rigour and to provide evidence of the skills gained.
  - Reflect the National Standards for Adult Numeracy.

---

**Certificate in Adult Numeracy**
(3792)

The Adult Numeracy qualifications were designed to help adults develop the ability and confidence to use numerical skills at a level necessary to function at work and during everyday life.

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Discover more at [www.cityandguilds.com/mathsandenglish](http://www.cityandguilds.com/mathsandenglish)
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**Grading**

- **Pass/Fail**
- **Graded**

**Size and value**

- Typically delivered over a programme of around 120 Guided Learning Hours (GLH).
- Typically delivered over a programme of around 45 Guided Learning Hours (GLH).
- Length of programme of study will depend upon units/qualifications selected. Each credit is notionally worth about 10 hours of learning. A full certificate covering all skills across a level is between 13-15 credits in size, depending upon units selected. A programme would be around 130-150 guided learning hours (GLH).
- Each qualification is worth 13 credits – i.e. notionally about 130 hours of learning.
- These qualifications were never formally 'sized', although at Levels 1 and 2 the assessment only included skills that could be covered by a multiple choice test.

**Discover more at [www.cityandguilds.com/mathsandenglish](http://www.cityandguilds.com/mathsandenglish)**
## COMPARISON OF MATHEMATICS QUALIFICATIONS

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<td>GCSE Mathematics</td>
<td>Learners aged 14+</td>
<td>These qualifications are suitable for those who have completed a programme of learning leading to assessment in GCSE Mathematics.</td>
<td>Learners aged 14+</td>
<td>These qualifications are suitable for learners who need to demonstrate the ability to select and use a range of appropriate mathematical skills to solve problems in a range of day-to-day situations.</td>
<td>Learners aged 16+</td>
<td>The qualifications allow learners to focus on particular aspects of their skills and knowledge in relevant contexts in order to build their confidence and have relatively small progress steps recognised. The qualifications do not replace Functional Skills and are intended to aid progression to Functional Skills and/or GCSE.</td>
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<td>Functional Skills Mathematics</td>
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<td>Learners aged 16+</td>
<td>These qualifications allow learners to demonstrate a secure grasp of key aspects of the National Standards for Adult Numeracy, as well as to display resilience and the ability to work without aids (such as dictionaries), onscreen and under timed conditions. The qualifications do not replace Functional Skills and are intended to aid progression to Functional Skills and/or GCSE.</td>
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<td>City &amp; Guilds TechBac®</td>
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<td>Government TechBac</td>
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Can be used as part of an apprenticeship or framework

**Discover more at** [www.cityandguilds.com/mathsandenglish](http://www.cityandguilds.com/mathsandenglish)
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<td>Structure, characteristics and assessment approach</td>
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<td>Purpose</td>
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<td>Designed to help learners demonstrate a solid grasp of how to use written and spoken English, and the confidence to work under pressure.</td>
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Discover more at [www.cityandguilds.com/mathsandenglish](http://www.cityandguilds.com/mathsandenglish)
There are currently two qualifications available – 'GCSE English' and 'GCSE English Language' (as well as a separate GCSE in English Literature).

For both GCSE English and GCSE English Language:

- Demonstrate skills in speaking, listening, reading and writing necessary to communicate with others confidently, effectively, precisely and appropriately.
- Express themselves creatively and imaginatively.
- Understand the patterns, structures and conventions of written and spoken English.
- Become critical readers of a range of texts, including multimodal texts.
- Select and adapt speech and writing to different situations and audiences.

For GCSE English, in addition:

- Use reading to gain access to knowledge and to develop their own skills as writers.
- Understand how variations in spoken and written language relate to identity and cultural diversity.
- Understand that texts from the English, Welsh and Irish literary heritage have been influential and significant over time and explore the meaning of these today.
- Understand how literature from other cultures is influential.
- Connect ideas, themes and issues, drawing on a range of texts.

For GCSE English Language, in addition:

- Use reading to develop their own skills as writers.
- Understand the impact of variations in spoken and written language and how they relate to identity and cultural diversity.

GCSEs are assessed mostly by exam, with some 'controlled task' assessment. They're only available a maximum of twice a year.

### Functional Skills English

- **(3748)**

Functional Skills English consists of three components:

- Speaking, listening and communication (SLC)
- Reading
- Writing

All three must be achieved, and each involves a timed assessment. Reading and Writing are externally marked at Levels 1 and 2, with SLC marked by the centre.

All three components are centre-marked at Entry Level. Learners are assessed when deemed 'ready', all of City & Guilds’ Functional Skills assessments are available on-demand; the externally marked components may be completed either onscreen or on paper.

### Awards/Certificates in English Skills

- **(3847)**

The English Skills qualifications cover the ability to:

- Speak, listen and respond
- Read and comprehend
- Write to communicate

These qualifications are credit-based (a credit is roughly 10 hours' learning), and split into units – each covering a specific skill (e.g. reading for meaning).

There are 45 units in total, available across five levels. Each unit is worth two credits, and can be recognised as a qualification in its own right.

### Award in the Principles of Using Written and Spoken English

- **(3844)**

The Principles of Written and Spoken English qualification covers a range of skills. It is credit-based, although unlike English Skills, it isn't split into units (the whole qualification is one unit).

The qualification is worth 10 credits, and focuses particularly on some of the skills highlighted by employers as important (e.g. listening for instructions and use of grammar).

It is assessed via a timed onscreen test, completed 'when ready' after a period of learning.

### Certificate in Adult Literacy

- **(3792)**

The Adult Literacy qualifications were based on the National Standards for Adult Literacy, although did not cover all of the standard.

Assessment at Levels 1 and 2 was by a multiple choice test (completed either onscreen or on paper). The test was set by the Government, and was the same across all awarding organisations.

At Entry Level, the assessment arrangements varied between awarding organisations (e.g. City & Guilds offered a mixture of assignment and portfolio assessment).

Learners were assessed 'when ready'.
GCSE English
GCSE English Language
(not offered by City & Guilds)

Functional Skills English
(3748)

Awards/Certificates in English Skills
(3847)

Award in the Principles of Using Written and Spoken English
(3844)

Certificate in Adult Literacy
(3792)

The Adult Numeracy qualifications were designed to help adults develop the ability and confidence to read, write, speak and listen at a level necessary to function at work and during everyday life.
## Comparison of English Qualifications

<table>
<thead>
<tr>
<th>GCSE English</th>
<th>Functional Skills English</th>
<th>Awards/Certificates in English Skills</th>
<th>Award in the Principles of Using Written and Spoken English</th>
<th>Certificate in Adult Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE English Language (not offered by City &amp; Guilds)</td>
<td>(3748)</td>
<td>(3847)</td>
<td>(3844)</td>
<td>(3792)</td>
</tr>
<tr>
<td><strong>Graded</strong></td>
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<td>Graded</td>
<td>Graded</td>
<td>Graded</td>
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<tr>
<td><em><em>A</em>-G</em>*</td>
<td>Pass/Fail</td>
<td>Pass/Fail</td>
<td>Pass/Fail</td>
<td>Pass/Fail</td>
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</tbody>
</table>

### Size and Value
- **GCSE English**
  - Typically delivered over a programme of around 120 Guided Learning Hours (GLH).
- **Functional Skills English**
  - Typically delivered over a programme of around 45 Guided Learning Hours (GLH).
- **Awards/Certificates in English Skills**
  - Length of programme of study will depend upon units/qualifications selected. Each credit is notionally worth about 10 hours of learning. A full certificate covering all skills across a level is 18 credits in size. A programme would be around 180 guided learning hours (GLH).
- **Award in the Principles of Using Written and Spoken English**
  - Each qualification is worth 10 credits – i.e. notionally about 100 hours of learning.
- **Certificate in Adult Literacy**
  - These qualifications were never formally ‘sized’, although at Levels 1 and 2 the assessment only included skills that could be covered by a multiple choice test.

### Based on
- **GCSE English Subject Criteria**
- **Functional Skills English Subject Criteria**
- **National Qualifications Framework (NQF)**
- **National Standards for Adult Literacy Qualifications and Credit Framework (QCF)**

Discover more at [www.cityandguilds.com/mathsandenglish](http://www.cityandguilds.com/mathsandenglish)
## COMPARISON OF ENGLISH QUALIFICATIONS

<table>
<thead>
<tr>
<th>Overview</th>
<th>Levels covered</th>
<th>Structure, characteristics and assessment approach</th>
<th>Purpose</th>
<th>Grading</th>
<th>Particularly suitable for</th>
<th>Using English in learning programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learners aged 14+</td>
<td>GCSE English GCSE English Language (not offered by City &amp; Guilds)</td>
<td>Learners aged 14+ These qualifications are suitable for those who have completed a programme of learning leading to assessment in GCSE English.</td>
<td>Learners aged 14+ These qualifications are suitable for learners who need to demonstrate the ability to read, write, speak, listen and communicate to solve problems in a range of day-to-day situations.</td>
<td>Learners aged 16+ The qualifications allow learners to focus on particular aspects of their skills and knowledge in relevant contexts in order to build their confidence and have relatively small progress steps recognised. The qualifications do not replace Functional Skills and are intended to aid progression to Functional Skills and/or GCSE.</td>
<td>Learners aged 16+ These qualifications allow learners to demonstrate a secure grasp of key aspects of the National Standards for Adult Literacy, as well as to display resilience and the ability to work without aids (such as dictionaries), onscreen and under timed conditions. The qualifications do not replace Functional Skills and are intended to aid progression to Functional Skills and/or GCSE.</td>
<td>Learners aged 14+ Certificate in Adult Literacy (3792) NO LONGER AVAILABLE</td>
</tr>
</tbody>
</table>

### Awards/Certificates in English Skills

- Functional Skills English (3748)
- Awards/Certificates in English Skills (3847)
- Award in the Principles of Using Written and Spoken English (3844)
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<tbody>
<tr>
<td>Functional Skills English</td>
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<tr>
<td>Stand-alone qualification</td>
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<td>Apprenticeships</td>
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<td>Traineeships</td>
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<td>Programmes of study</td>
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<td>City &amp; Guilds TechBac®</td>
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<td>Government TechBac</td>
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<tr>
<th>Can be used as part of an apprenticeship or framework</th>
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<tbody>
<tr>
<td>Functional Skills English</td>
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<tr>
<td>✓</td>
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To start building City & Guilds Maths and English into your curriculum, please speak to your Business Manager.

You can also find further information, including advice on how to use maths and English in your learning programmes, on our website:

www.cityandguilds.com/mathsandenglish