

**EVERYTHING YOU NEED  
TO START DELIVERING**

# **FUNCTIONAL SKILLS**

**WITH CITY & GUILDS**



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## **EVERYTHING YOU NEED TO DELIVER FUNCTIONAL SKILLS WITH CITY & GUILDS**

This document is designed to help you quickly get up to speed in delivering Functional Skills qualifications with City & Guilds. It covers how to navigate the relevant pages of our website and access all of the key information and guidance we offer.

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# CONTENTS

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# STEP 1 – ACCESSING KEY INFORMATION

01

## CITYANDGUILDS.COM

Our main website ([www.cityandguilds.com](http://www.cityandguilds.com)) where you'll find qualification information, quality assurance documentation, details of events, general news and the latest updates on functional skills. The quickest way to the Functional Skills pages is to type the qualification number '3748', into the 'search the site' box, no password is required.

## SMARTSCREEN

SmartScreen <https://www.smartscreen.co.uk> is where you'll find teaching and learning resources for Functional Skills. There is both free and subscription material available through SmartScreen and you will need a password to access it.

SmartScreen does not hold qualification related material such as handbooks, specification, sample or live assessment material. This can be found on [www.cityandguilds.com](http://www.cityandguilds.com).

## WALLED GARDEN

The Walled Garden <https://www.walled-garden.com/login> is City & Guilds' secure administration portal for registrations, exam entries, results, purchases and SmartScreen subscriptions.

There are different permissions to access the information on Walled Garden. You may need to discuss this with your Exams team.

## E-VOLVE?

[e-volve](#) is City & Guilds e-assessment delivery platform. Learners completing our onscreen delivered Functional Skills assessments will access them through the e-volve system.

For more Information about the e-volve system, please visit –

<http://www.cityandguilds.com/what-we-offer/centres/working-with-us/e-volve>

## Ensure you receive the most up to date information

To receive alerts, newsletters and other updates about Functional Skills, it's important that you sign up via our email alerts link.

<http://www.cityandguilds.com/what-we-offer/centres/email-updates>

## STEP 2 – FINDING THE ESSENTIALS

02

The [3748 Functional Skills qualification](#) page, looks like this.

City & Guilds  
Believe you can

SEARCH EVERYTHING FIND A COURSE OR QUALIFICATION FIND A CENTRE

Search the site:

WHAT WE OFFER QUALIFICATIONS & APPRENTICESHIPS DELIVERING OUR QUALIFICATIONS INTERNATIONAL NEWS & INSIGHT HELP & SUPPORT

Home > Qualifications & apprenticeships > Skills for Work and Life > English, Mathematics and ICT Skills > Functional Skills qualifications

### Functional Skills qualifications (3748)

Information Documents

Last Updated 4 Mar 2016

Fundamental applied skills in maths, English and ICT with a particular focus on problem-solving and being able to apply these skills effectively in real situations.

These qualifications are intended for anyone who wants to improve their English, Mathematics or ICT skills. They can be completed alongside City & Guilds' English, Mathematics and Principles of Using English and Mathematics (3644) qualifications as part of a learner's progress towards GCSE.

Functional Skills qualifications are available at three levels (Level 1, Level 2), and are completed in a wide range of college, community and work-based settings.

IMPORTANT NEWS - new 'in-app' Functional Skills ICT onscreen-delivered assessments now available  
We've recently introduced a new onscreen method of delivering our FS ICT assessments, allowing candidates to work with familiar MS Office software rather than 'simulated' applications. [Please click here for more information](#). Sample versions of the new 'in-app' assessments can be accessed via the 'Level' drop-downs below.

Available to deliver in the following:

- England

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](#).

NEW IN-APP/ICT ASSESSMENTS

In-application testing, our method of delivering on-screen assessment for Functional Skills ICT. [Find out more >](#)

RELATED QUALIFICATIONS

Browse some of our related qualifications:

- > (3792) Adult Literacy/Adult Numeracy
- > (3716) Augmentative and Alternative Communication
- > (3692) ESOL Skills for Life
- > (3800) Essential Skills Northern Ireland
- > (3768) Essential Skills Wales
- > (3638) Key Skills
- > (3600) Workplace Core Skills

[See more related qualifications >](#)

Generic qualification information

[Documents tab](#)

### Functional Skills qualifications (3748)

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 may be password protected. Passwords can be retrieved by logging in to [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](#).

3748 Entry 1	+
3748 Entry 2	+
3748 Entry 3	+
3748 Level 1	+
3748 Level 2	+
Additional documents	+
Assessment materials	+
Centre documents	+

OFFER THESE QUALIFICATIONS

To offer this qualification and set up.

[How to become an approved centre >](#)

[Make an application >](#)

FOR LEARNERS

Where can you study?

Postal code, town or city

NEW IN-APP/ICT ASSESSMENTS

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RELATED QUALIFICATIONS

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- > (3600) Workplace Core Skills

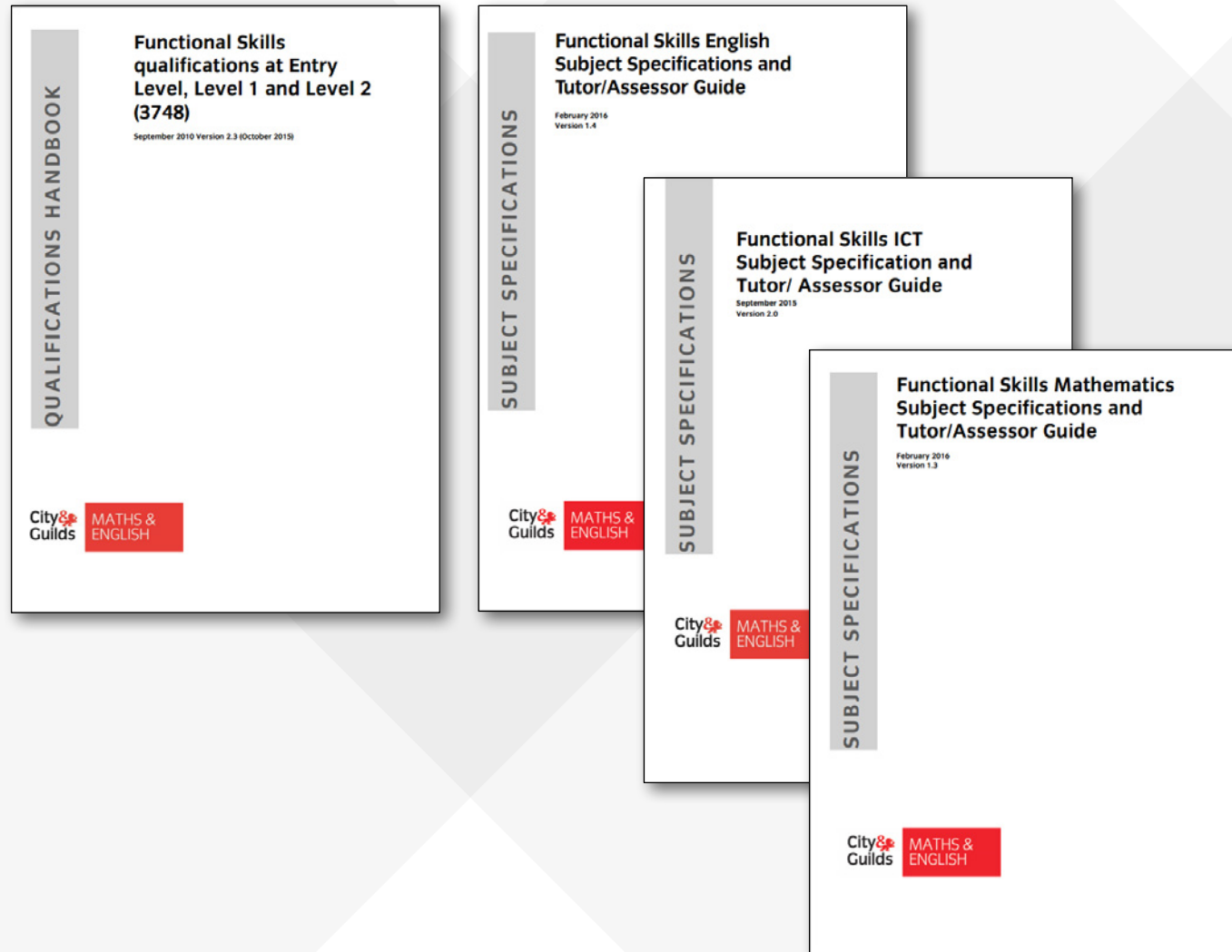
[See more related qualifications >](#)

The [Qualifications Handbook](#) is

- an operational document that will guide you through our administration and assessment conduct requirements for the Functional Skills suite of qualifications.

The three Subject Specification and Tutor/ Assessor Guides set out for each functional skills area:

- the qualification and assessment specifications (ie how each assessment is structured, pass mark ranges) at each level.
- inclusion statements detailing the range of permitted reasonable adjustments and access arrangements.
- a glossary of the codes used to provide performance feedback for paper-delivered assessments.





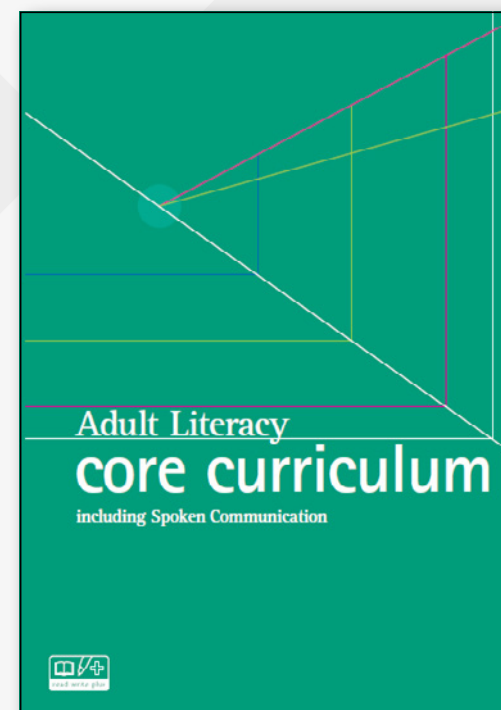
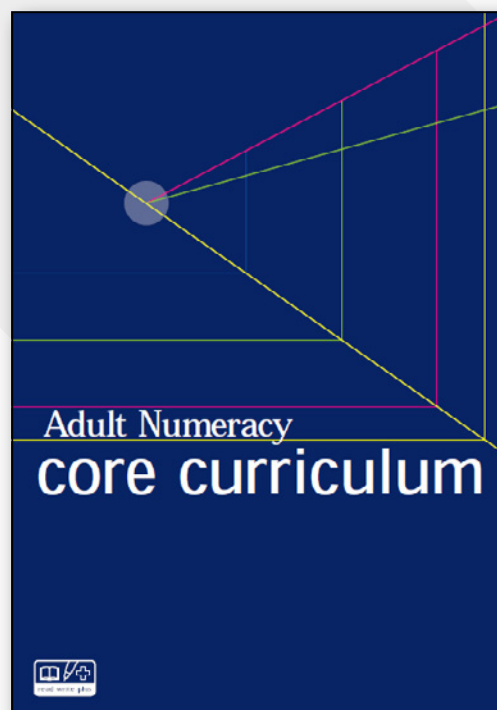
The Subject Specifications and Tutor/Assessor Guide documents detail the skill standards, coverage and range applicable to each level. These are derived from the [Functional Skills Qualification](#) and [Subject Criteria](#) that are published by Ofqual and underpin all awarding organisations' Functional Skills qualifications.

These documents explain the approach and design of our assessments, including the allocation of marks to each skill standard and how the coverage and range are addressed.

Remember, however, that Functional Skills doesn't just focus on learners' technical knowledge and understanding of maths, English and ICT; it's also crucial that they can **APPLY** these skills in a purposeful way. The assessments involve working through a number of substantial scenarios or problems, where learners will need to plan and explain their responses.

It's therefore important to be familiar with the qualification and assessment specifications as well as to understand that these come directly from the Functional Skills Qualification and Subject Criteria.

We have also added PDF versions of the Numeracy and Adult Literacy Core Curriculum documents to the '[Centre documents](#)' tab. These form the bedrock for all regulated non-GCSE maths and English qualifications in England, so provide a much more detailed overview of the technical expectations at each level as well as some useful guidance on how these might be taught.



An initial assessment of each learner should be made before the start of their programme to ensure they are working towards relevant Functional Skills qualification(s) at the appropriate level.

The initial assessment process should identify:

- if the learner has any specific learning needs.
- any support and guidance they may need when working towards their qualifications.

It is important that any process of initial assessment takes into account learners' application and problem-solving capabilities, in addition to their technical knowledge and understanding of literacy/ numeracy/ICT.

[Our initial and diagnostic assessment tools](#)



We provide a range of teaching and learning support material.

[SmartScreen Functional Skills FREE](#) resources are available to all City & Guilds Functional Skills centres. Covering all skills and levels through a range of day to day topics, the resources provide learners with problem solving scenarios. Each topic includes information, problem solving, underpinning and skills check section and is supported by tutor notes, tracking documents and scheme of work/ lesson plans.

We also offer a range of paid for content:

- [SmartScreen Functional Skills PLUS](#) – An additional set of Functional Skills resources by annual subscription.
- [e-Functional Skills](#) – End-to-end digital teaching and learning resource, fully compatible with mobile and tablet devices. Designed to support learners working towards Functional Skills qualifications in Mathematics, English and ICT at Entry 3, Level 1 and Level 2. Providing skills development and assessment preparation.
- [Maths & English e-toolkit](#) – Combining a highly accurate, adaptive initial and diagnostic assessment tool with a wealth of multi-media resources, supporting maths and English teaching across your entire organisation.

## STEP 6 – PREPARING CANDIDATES

07

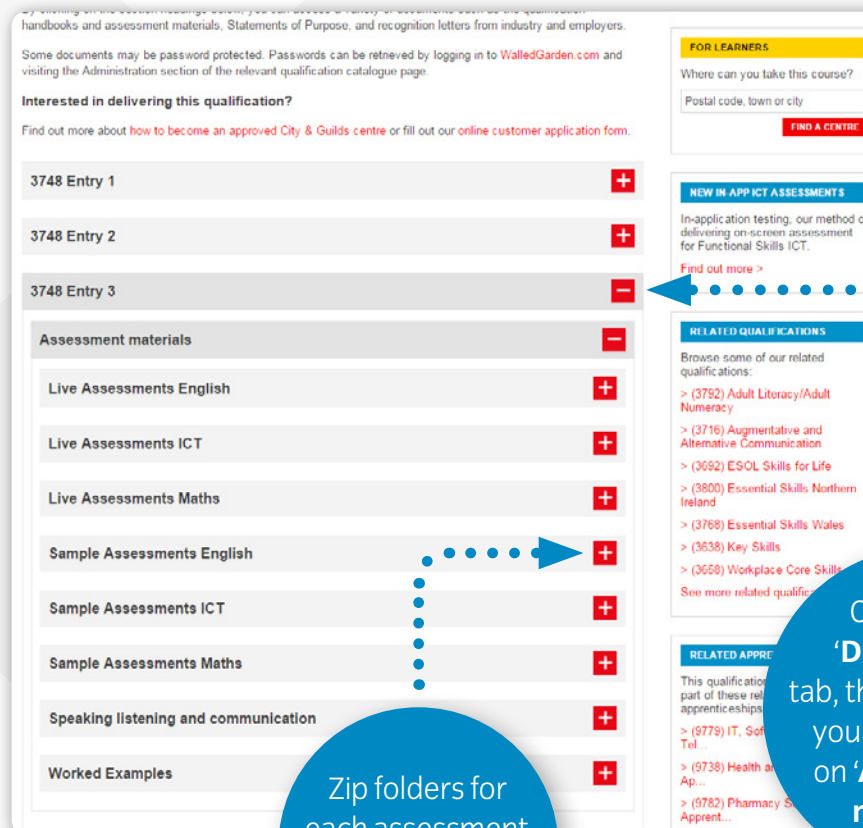
### Entry Level

Entry level assessments work slightly differently from Levels 1 and 2 in that assessments are externally set, but internally marked/assessed, usually by the learner's tutor/assessor, and then internally and externally quality assured.

There is a range of sample papers available for each skill and level on the Functional Skills website.

On the Document tab, the 'Assessment materials' bullet allows access all the materials available to you on the level you require.

Worked examples for English writing are available to help you get to grips with marking learners assessments accurately. Speak to your Exams team about accessing these at Entry level.



Zip folders for each assessment topic contain all you need

Click on the 'Documents' tab, then on the level you require, then on 'Assessment materials'

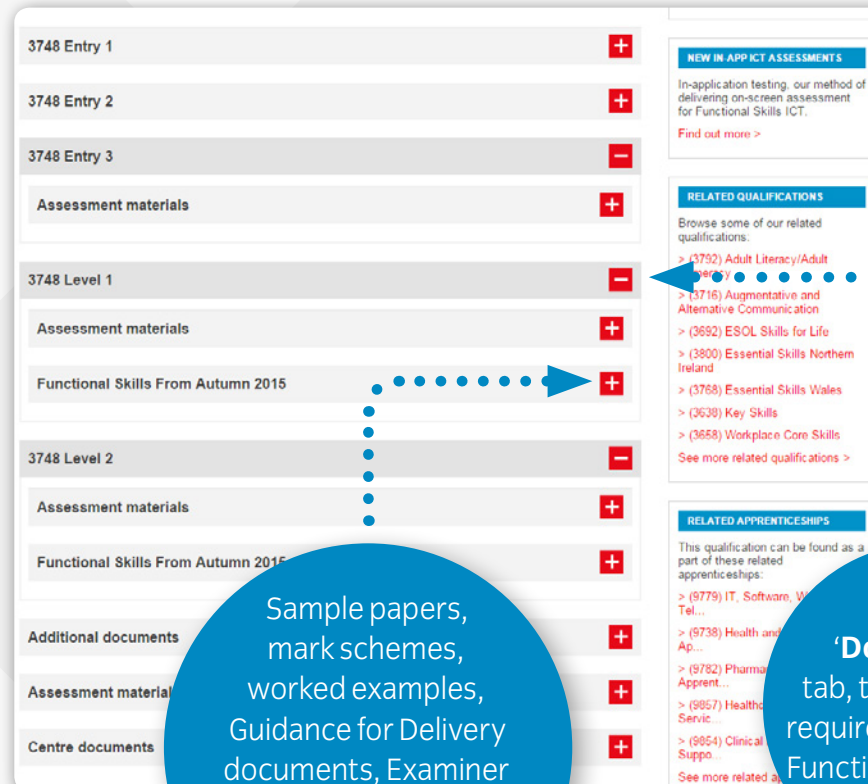
When you click on the Sample Assessments bullet, you will see each topic contained within a zip folder. You will find whatever is necessary for each assessment, eg candidate paper, mark scheme, assessment pack etc. You will find templates for the speaking, listening and communication assessments within the mark scheme.

You will need to make arrangements to access live materials with your Exams team.

### Levels 1 and 2 (paper-delivered assessment)

Guidance for Delivery of Functional Skills English/Mathematics documents are available to support your delivery at Levels 1 and 2. It is essential that you work with these as part of the learning and preparation programme to ensure that your learners are well prepared to sit the Reading, Writing and Mathematics assessments.

Current support materials are located in the **'Functional Skills from Autumn 2015'** bullet. Do not access the 'assessment materials' bullet on the documents tab as these are now out of date.



Sample papers, mark schemes, worked examples, Guidance for Delivery documents, Examiner Reports, Speaking, listening & communication paperwork

Click on 'Documents' tab, then Level you require. Then click on Functional Skills from Autumn 2015

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### Sample papers

There is currently a growing, regularly updated bank of [sample papers](#) available to centres. A full list can be found within each [Subject Specification](#). We try to provide a sufficient range to ensure learners have had access to a range of topics and question types.

While sample papers are an essential part of learner's preparation, it is important that teaching and learning programmes have covered the full range of skills and content found within the Functional Skills Subject Criteria. It may also be useful to remember each level subsumes the level below, so learners should be building on their knowledge and skills as they progress through the levels.

Again, the [Subject Specifications](#) and [Guidance for Delivery](#) documents supplement the Subject Criteria and provide useful additional detail.

### Marking schemes

Marking schemes support every sample paper and provide guidance on marking and indicative pass marks.

### Worked examples


Some of the sample papers are accompanied by worked examples. These are a guide to how assessments might be marked. Where these are available, you will find a range of worked examples for the sample, e.g. good pass, marginal pass, fail, each with a commentary on how marks were awarded.

### Examiner Reports

Examiner reports focusing on the revised assessments were published in January 2016. These give useful feedback on overall candidate performance across Mathematics at levels 1 and 2, and English Reading and Writing at levels 1 and 2. There are examples of good and poor performance and these should be read while preparing learners for assessment to ensure readiness.

## Levels 1 and 2 (Onscreen – e-evolve – assessments)

To access sample assessments, go to the qualification pages and then click on the [‘Information’](#) tab.



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[DELIVERING OUR QUALIFICATIONS](#)
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[PROGRAMME PLANNER](#)
[APPRENTICESHIPS](#)
[TECHBAC](#)
[QUALIFICATIONS EXPLAINED](#)

[Home](#) > [Qualifications & apprenticeships](#) > [Skills for Work and Life](#) > [English, Mathematics and ICT Skills](#) > [Functional Skills qualifications](#)

## Functional Skills qualifications (3748)

 **Information**

 Documents

*Last Updated: 14 Mar 2016*

Fundamental applied skills in maths, English and ICT – with a particular focus on problem-solving and being able to apply these skills effectively in real situations.

These qualifications are intended for anyone who has not completed English, Mathematics or ICT Skills. They can be completed alongside City & Guilds' English, Mathematics and ICT Skills qualifications, as well as towards GCSE.

Functional Skills qualifications are available at three levels and are completed in a wide range of college, community and work-based settings.

**Click on 'Information' tab**

**IMPORTANT NEWS - new 'in-app' Functional Skills assessments now available**

We've recently introduced a new onscreen method of assessments, allowing candidates to work with familiar MS Office software rather than 'simulated' applications. [Please click here for more information.](#) Sample versions of the new 'in-app' assessments can be accessed via the 'Level' drop-downs below


Available to deliver in the following:

- England

**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](#).

General Information



**OFFER THESE QUALIFICATIONS**

To offer this qualification, submit an application and we'll help you get set up.

[How to become a City & Guilds centre >](#)

[Make an application >](#)

**FOR LEARNERS**

Where can you take this course?

[FIND A CENTRE](#)

**NEW IN APP ICT ASSESSMENTS**

In-application testing, our method of delivering on-screen assessment for Functional Skills ICT.

[Find out more >](#)

**RELATED QUALIFICATIONS**

Browse some of our related qualifications:

- > (3792) Adult Literacy/Adult Numeracy
- > (3716) Augmentative and Alternative Communication
- > (3692) ESOL Skills for Life

The screenshot shows the Level 2 Functional Skills English online assessment interface. A large blue circle with a white arrow points to the 'Red links – selection of on screen sample tests' annotation. The interface includes a 'Level 2' header, a 'Please click on the links below to access sample versions of our onscreen-delivered Functional Skills assessments at Level 2.' instruction, and a list of sample tests. A red box highlights the 'More about e-Functional Skills >' link at the bottom right.

**Level 2**

Please click on the links below to access **sample** versions of our onscreen-delivered Functional Skills assessments at Level 2. These are designed to help learners, and tutors familiarise with the e-volve environment and should be used **in conjunction** with the PDF-based samples accessed via the Documents\* tab above.

Please note the latest version of **Flash** is required to view these assessments. To view in full screen press **F11** once the page has loaded.

English Writing Sample 1 for use from Sept 15  
English Reading Sample 1 for use from Sept 15

English Writing Sample 2 for use from Sept 15  
English Reading Sample 2 for use from Sept 15

English Writing Sample 3 for use from Sept 15  
English Reading Sample 3 for use from Sept 15

English Writing Sample 4 for use from Sept 15  
English Writing Sample 5 for use from Sept 15  
English Writing Sample 6 for use from Sept 15

• Mathematics - Sample 1 for use from October 15  
• Mathematics - Sample 2 for use from October 15  
• Mathematics - Sample 3 for use from October 15  
• Mathematics - Sample 4 for use from October 15  
• Mathematics online navigation tutorial  
• ICT (in-app) - Sample 1  
• ICT (in-app) - Sample 2

More about e-Functional Skills >

Red links – selection of on screen sample tests

Click on  
the level you  
require

Red links –  
selection of on  
screen sample  
tests

Onscreen samples can also be booked through [e-volve](#) to be taken off line. Using this method, onscreen tests can also be downloaded onto laptops and completed in the workplace.

It is important to remember that onscreen sample tests, as with live tests, **are not machine marked**, so will need to be checked by the learner's tutor before they are closed down – all work is lost when closed down.

The [Qualifications Handbook](#) provides detail on the arrangements for Entry level assessments, the booking and taking of externally set and marked assessments at levels 1 and 2, and information on access arrangements and reasonable adjustments.

Speaking, Listening & Communication is internally assessed at all levels. Assessment guidance, recording templates and worked examples are provided in the Functional Skills English [Subject Specifications](#) as well as in zip folders on the [qualification pages](#) of the website under the appropriate level.

It is important that learners have adequate preparation and practice before attempting any assessments.

Page 43 of the [Functional Skills Qualifications Handbook](#) provides information on how to access performance feedback for learners. The section '*Accessing candidate performance feedback*' outlines how to access the performance feedback for both paper-delivered (named on demand) and [e-volve](#) onscreen assessments. The individual Subject Specification documents also provide details on the performance codes issued to paper-based (named on demand) assessments.

For centres using [e-volve onscreen testing](#), it is now possible to analyse results in more detail through the [e-volve centres analytics service](#).



## STEP 9 – ESSENTIAL LINKS

13

### WHAT

[Qualifications Handbook](#)

[Subject Specification and Assessor Guides for Maths, English, ICT](#)

[Ofqual FS Subject Criteria](#)

[Adult Literacy/Numeracy Core Curricula documents](#)

[Guidance for Delivery of Functional Skills Mathematics/English](#)

[Speaking, listening and communication paperwork](#)

[Learner feedback – performance codes \(see Subject Specification for detail\)](#)

[Learner feedback – Score reports \(see Subject Specification for detail\)](#)

[News and Updates on Functional Skills](#)

### WHERE

Qualification website – documents tab, centre documents

Qualification website – documents tab, centre documents

<https://www.gov.uk/government/collections/functional-skills-qualifications-requirements>

Qualification website – documents tab, centre documents

Qualification website – documents tab – level 1 or level 2 tab - Functional Skills from Autumn 2015

Entry 1 and Entry 2 – within assessment packs/mark schemes

Entry 3-Level 2 – within the Functional Skills English Subject Specification and Assessor Guide

Also separately on qualification website – Documents tab – level tab - within Speaking, listening and communication zip folder

Qualifications Handbook and Subject Specification and Assessor Guides

Qualifications Handbook and Subject Specification and Assessor Guides

Through the e-volve (SecureAssess) platform – speak to your Exams team

They may also have access to e-volve analytics for a more detailed breakdown on individual/cohort results

Maths and English homepage, update link

## STEP 10 – KEEPING IN TOUCH

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14

There are a number of ways you can keep in touch.


If you are already a customer feel free to contact your dedicated Business Contact or call our customer services team for more information.

T: 0844 543 0000

(Calls to our 0844 numbers cost 5 pence per minute plus your telephone company's access charge)

F: 020 7294 2413

E: [functionalskills@cityandguilds.com](mailto:functionalskills@cityandguilds.com)

 [#CGMathsEnglish](https://twitter.com/CGMathsEnglish)