

Skills for Work & Life

Welcome to 2023-2024 (Wales)

Amanda Kelly, Katherine Reid
& Alicja Twarowska



This webinar is being recorded and will be available on the Resource Hub shortly

Housekeeping



This session is being recorded

The session is being recorded, which will be made available on our [Resource Hub webpage](#).



Everyone is on mute

Everyone is on mute.



Slides

The slides will be available on the [Resource Hub webpage](#).



Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



If the session cuts off

Please try logging out and back in again using the original webinar link to gain access back into the session.

To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed.

Meet the Skills for Work & Life team



Katherine Reid
Lead Technical Advisor

Providing guidance and support across Maths, English, DFSQ, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Alicja Twarowska
Technical Advisor

Providing guidance and support across Maths, English, DFSQ, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Amanda Kelly
Industry Manager

Managing City & Guilds' portfolio of qualifications, products and services for Maths, English, DFSQ, Employability and ESOL



Hilary Gwilliam
Senior Category Manager

Responsible for the City & Guilds' Skills for Work and Life offer for England, the Nations and Internationally"

pre-employment@cityandguilds.com



Essential Skills Wales (3868)

The last date for new starts for the Essential Skills suite have recently been updated.

Essential Digital Literacy has been extended until the planned review of Essential Skills qualifications take place.

The Asset Management Group are in discussion with Qualification Wales, whether all four subject can have the Final New Start date adjusted to 31 August 2027 to fall in line with the Welsh Government planned review of post 16 qualifications.

Qualification	Last registration date	Last certification date
Essential Communication Skills	31 August 2025	31 August 2027
Essential Application of Number	31 August 2025	31 August 2027
Essential Digital Literacy Skills	31 August 2027	31 August 2028
Essential Employability Skills	31 August 2025	31 August 2027

Controlled Task update

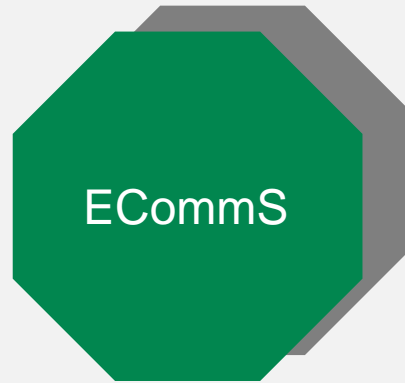
- Updated list of Live Controlled Tasks available on the website
 - This now includes the date the task was published to the website
- Editable pdfs for controlled tasks at all levels to support a blended approach
- The passwords for the controlled tasks have been updated

The image displays three overlapping spreadsheets from City & Guilds, each listing controlled tasks. The top spreadsheet is titled 'Live - EAOHS' and lists tasks such as 'Mobile phone', 'Shopping', and 'Visit to the museum'. The middle spreadsheet is titled 'Live - EAOHS' and lists tasks such as 'Better Trade', 'Riding a Bike', and 'Shopping Online'. The bottom spreadsheet is titled 'Live - EAOHS' and lists tasks such as 'Better Trade', 'Riding a Bike', and 'Shopping Online'. Each spreadsheet includes columns for 'Set', 'Task names', 'Last published', and 'Valid until'.

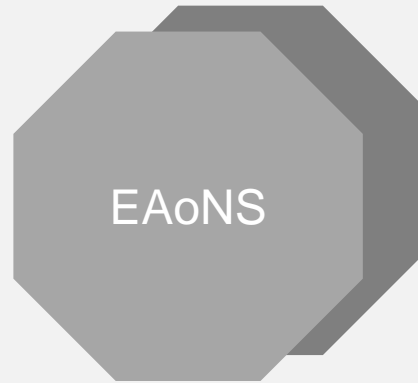
Set	Task names	Last published	Valid until
Entry 1	Mobile phone	w 01/09/2023	
	Shopping	w 01/09/2023	
	Visit to the museum	w 01/09/2023	
N/A	Mobile phone (Cymraeg)	w 01/09/2023	N/A
	Shopping (Cymraeg)	w 01/09/2023	
	Visit to the museum (Cymraeg)	w 01/09/2023	
Entry 2	Mobile phone	w 01/09/2023	
	Storage	w 01/09/2023	
N/A	Mobile phone (Cymraeg)	w 01/09/2023	N/A
	Storage (Cymraeg)	w 01/09/2023	
Entry 3	Mobile phone	w 01/09/2023	
	Working at the	w 01/09/2023	
N/A	Garden	w 01/09/2023	N/A

Controlled Task update

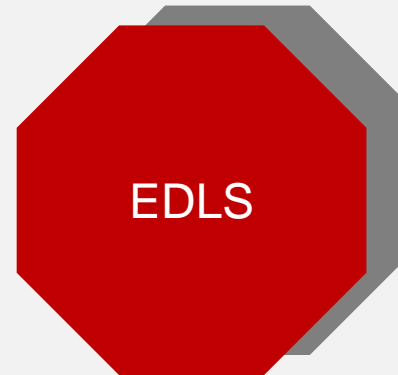
New Controlled Tasks for Level 1 – 3 Application of Number and at all levels for Digital Literacy:



No change to the live controlled tasks



Level 1 – Carpentry and Retail
Level 2 – Business and Land based
Level 3 – Construction



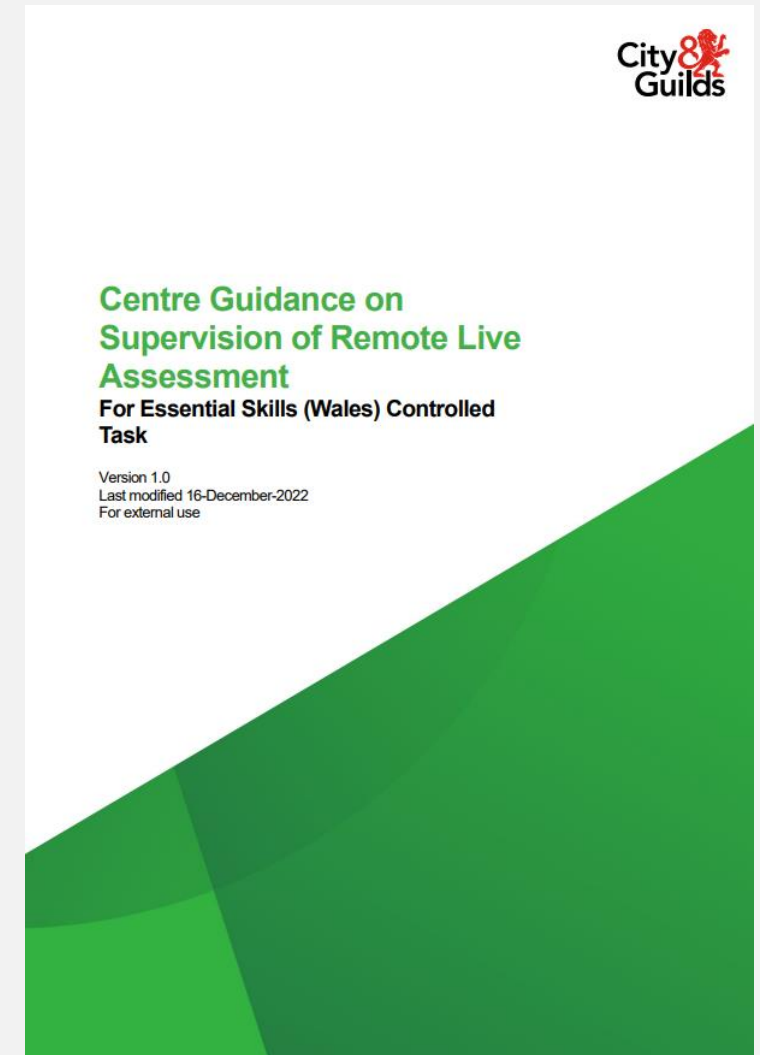
Entry 1 – Birds and Retail
Entry 2 – Retail and Construction
Entry 3 – Fashion Trends & Renewable Energy
Level 1 – Retail & Working Safely
Level 2 – Carbon Zero, Health, Automotive & Sports
Level 3 – Food and Drink & Politics



No change to the live controlled tasks

Remote Supervision (3868)

- Applying to deliver controlled tasks by remote supervision
- Considerations for the centre
- Quality Assurance
- Notification of completion of controlled tasks completed under remote supervision



Support materials

New L2 Application of number learning support materials

Ratio and proportion

Fractions, Decimals and percentages

New
available in English and Welsh

Sample confirmatory tests

Level 2 Essential Application of Number Skills
Sample confirmatory test 3

Maximum duration: 45 minutes

Important note
This is a sample confirmatory test for the revised qualification for Systems developed jointly by the four Essential Skills bodies (Learning Skills Agency & Guilds, Pearson and WJEC).

This sample test is an update of sample set 3. It has been updated to reflect the Design Principles to be implemented in 2022.

A separate document, containing the answer keys and specification referen available.

This confirmatory test consists of 22 multiple choice questions.

Lefel 2 Cymhwysio Sgiliau Rhif Hanfodol
Prwyf sampl cadarnhau 1

Hyd - ar y mwyaf: 45 munud

Nodyn pwysig
Mae hwn yn fersiwn sampl cadarnhau, (ghwahardd) ar y safon y pwerau cofrestru Sgiliau Hanfodol (Agred Cymru, City & Guilds, Pearson a WJEC).

Mae'r prwyf sampl yn rhoi arwydd a Rhwyd a rheolau y prwyf cadarnhau hys.

Mae dogfen arall sydd yn cynnwys y rhwyd atebion (pasbion cywr) a rhyfennodau i'w fanylio hefyd ar gael.

Mae'r prwyf cadarnhau hwn yn cynnwys 22 o gwestiynau amlddewi.

ABOUT OUR OFFER **QUALIFICATIONS** APPRENTICESHIPS TECHNICALS T LEVELS RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

QUALIFICATION REFORMS - ENGLAND QUALIFICATIONS EXPLAINED

Home > Qualifications > Skills for Work and Life > English, Mathematics and ICT Skills > Essential Skills Wales

Essential Skills Wales (3868)

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 walled-garden.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](#).

- 3868 Entry 1
- 3868 Entry 2
- 3868 Entry 3
- 3868 Level 1
- 3868 Level 2
- 3868 Level 3
- Additional documents
- Centre documents

Explore our wider maths & English offer

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.

FIND OUT MORE

For Learners

Where can you take this course?

Postal code, town or city

FIND A CENTRE

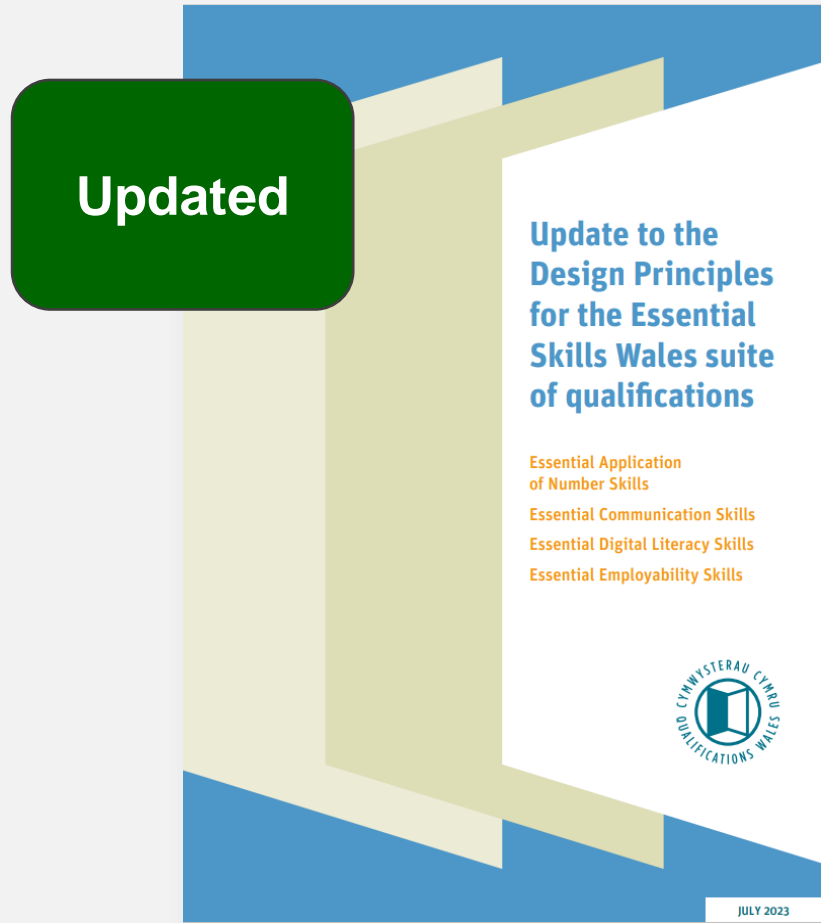
Related Qualifications

Browse some of our related qualifications:

- [≥_\(3716\)_Augmentative_and_Alternative_Communication](#)
- [≥_\(3847\)_English_Skills_and](#)

Essential Skills Wales
qualifications and training
courses | City & Guilds
(cityandguilds.com)

Changes to the Design Principles (3868)



City & Guilds			
	tools to create and/or edit a digital resource	that the enhancement may include more techniques than just making the resource look attractive. It is not the tool that is creative but the solution.	(bold centre, bullets), sequencing, adding or editing sound, adding or editing images
DLE2.6 Digital Learning			
Learning outcome:	Candidates need to know how to:		Amplification
Know opportunities for digital learning	a) give examples of skills and knowledge that can be learned using digital tools.	The value of this strand has diminished since the design principles were originally introduced as digital learning is now well established.	
Essential Digital Literacy Skills		Comments/rationale for change	Amplification
Entry Level 3			
DLE3.1 Digital Responsibility			
Learning outcome:	Candidates need to know how to:		Amplification
Demonstrate Know how to interact safely in a digital world	a) outline how to interact safely and appropriately in a digital world in a range of contexts (including using social media, messages, websites and online transactions)	This is very hard for a learner to demonstrate in a task. This has been changed to a knowledge LO learners are required to evidence that they know how to stay safe.	This could include, but is not restricted to: <ul style="list-style-type: none"> Using complex passwords and changing these regularly Checking security features on websites (e.g. padlock symbol) Being selective with contacts and followers on social media sites Using private browsing appropriately

[Essential Skills Wales qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Developing controlled tasks (3868)

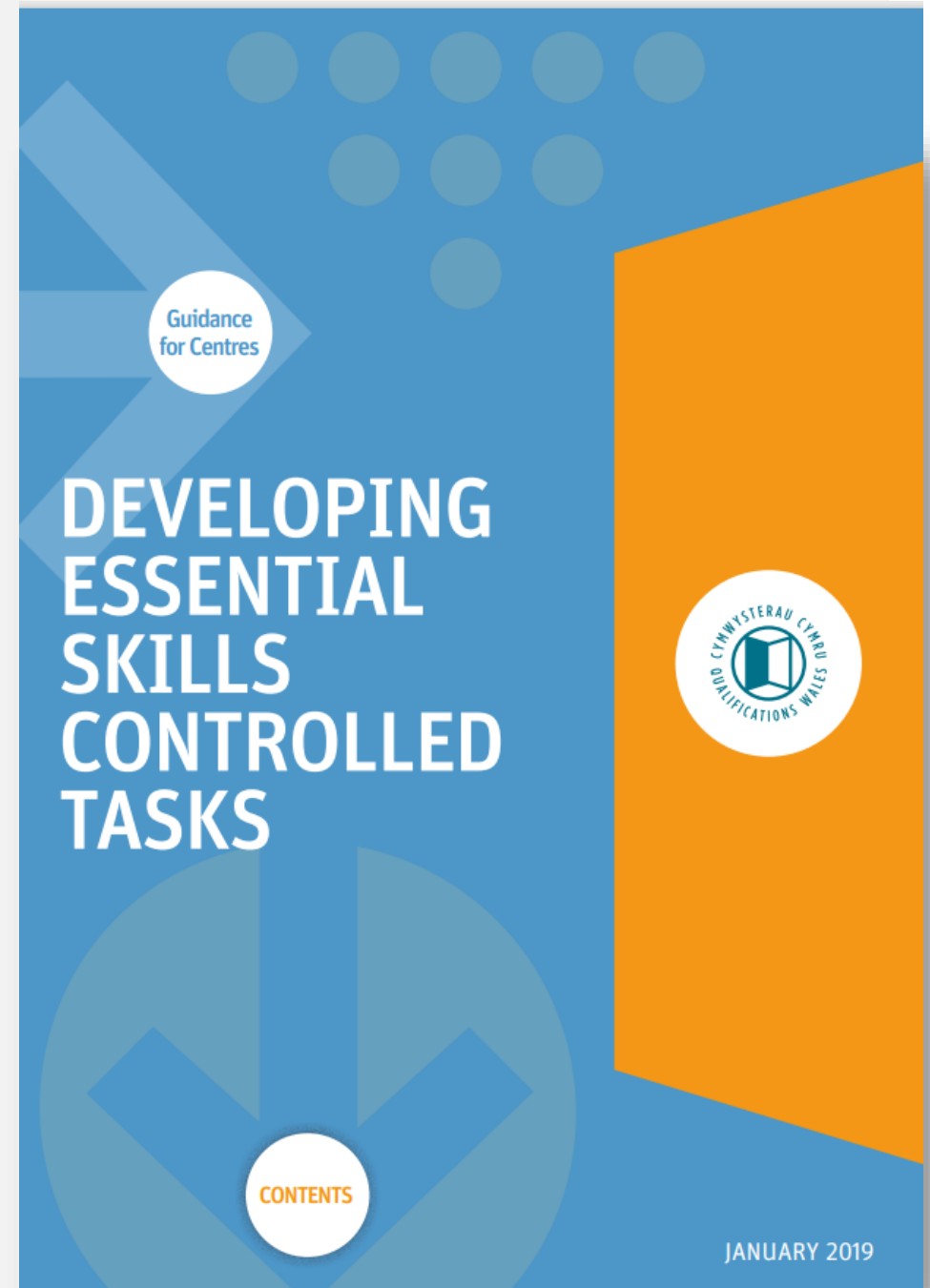
Want to design your own controlled tasks?

Applying for approval for your tasks is in the Developing Essential Skills Controlled Tasks, Guidance for Centres document.

Developing
Essential
Skills
controlled
tasks

The process for submitting the tasks for approval is located in the Centre devised assessments presentation

Centre
Devised
Assessments
presentation

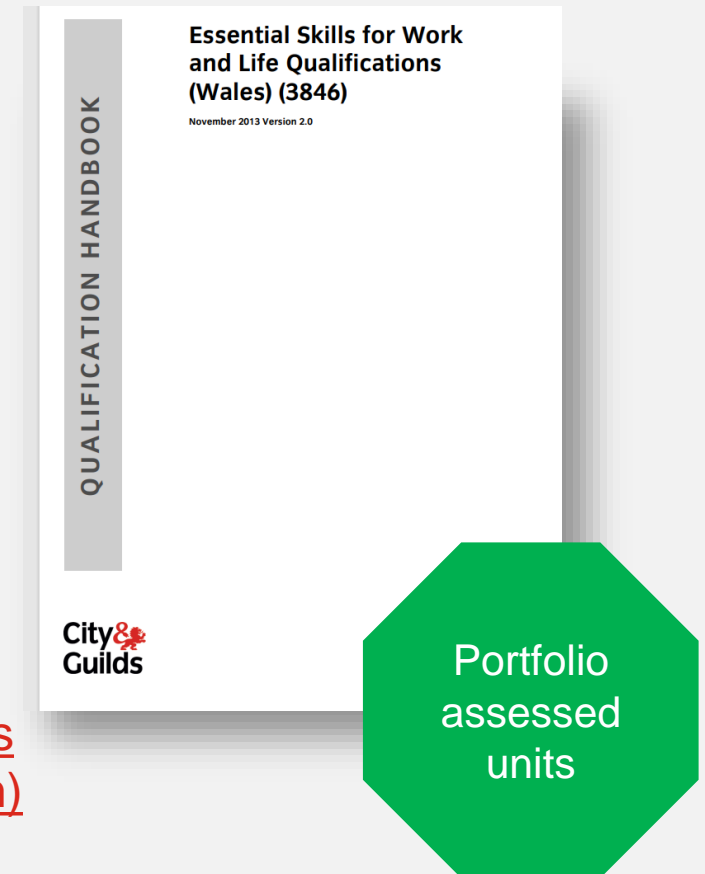


Essential Skills for Work and Life (3846)

These qualifications enable learners in Wales to develop their communication, number and ICT skills through a flexible and personalised learning programme. Developed in conjunction with the Welsh Government, these qualifications complement and support progression towards the Essential Skills Wales qualifications (3868).

- Wide range of units and qualifications available at Entry 1 to Level 3
- Supports progression to 'full' Essential Skills qualifications, and particularly suitable for flexible patterns of provision

[Essential Skills for Work and Life \(Wales\) qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/essential-skills-for-work-and-life-qualifications)



ESOL (4692)

ESOL Skills for Life qualifications support speakers of other languages based within the UK that need 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.

- ✓ Entry 1- Level 2
- ✓ Three modules: Reading, Writing and Speaking/Listening



We would like to know

1. Are you currently using our ESOL qualifications?
 - Yes
 - No
 - Thinking about using them
 - Not applicable
2. If you are currently using our ESOL qualifications, are you using the individual awards or the full certificate qualification?
 - Reading as a qualification
 - Writing as a qualification
 - Speaking and Listening as a qualification
 - All 3 components as a qualification
 - Not applicable

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar or email us at pre-employment@cityandguilds.com



Employability (5546)

Qualifications available from Entry 2 to Level 2

5546-01 **Introductory Award**

5546-02 **Award**

5546-03 **Extended Award**

5546-04/40 **Certificate**

5546-05/41 **Extended Certificate**

5546-06/43 **Diploma**

Contains a mixture of 'employability' units that are all assessed by portfolio

5546	Award			Certificate		Diploma*
	Introductory	Award	Extended	Certificate	Extended	
Entry 2	2-5 credits	6-9 credits	10-14 credits	15-19 credits	20+ credits	n/a
Entry 3	2-5 credits	6-9 credits	10-14 credits	15-24 credits	25-36 credits	37+ credits
Level 1	2-5 credits	6-9 credits	10-14 credits	15-24 credits	25-36 credits	37+ credits
Level 2	2-5 credits	6-9 credits	10-14 credits	15-24 credits	25-36 credits	37+ credits

Remember

Employability can be added or embedded to other programmes

[Employability Skills qualifications and training courses | City & Guilds \(cityandguilds.com\)](http://cityandguilds.com)



Website changes

- You may notice a few changes to the website as we go into September.
- Instead of the term pre-employment or Maths & English we are beginning to use the phrase **Skills for Work & Life** to describe our products and services which will cover our whole offer Maths, English, Digital, ESOL, Employability and Essential Skills both in Wales and Northern Ireland.

New
name

New
layout

New
look

Customer updates

Skills for Work and Life Updates

[Home](#) > [Our offer](#) > [Centres](#) > [Maths and English](#) > Skills for work and life updates

Skills for Work and Life Updates

Welcome to the Skills for Work and Life updates page.

This page is the home for all the updates and announcements about City & Guilds' Skills for Work and Life programmes, including Functional Skills, Maths, English, ESOL and employability.

We also share news and updates via our email alert system so please ensure you have signed up to receive news about the relevant areas in [our preference centre](#).

August 2023



July 2023



June 2023



May 2023



April 2023



March 2023



Contact us

To learn more about our Functional Skills qualifications, don't hesitate to get in touch with us.

Fill out the form >

directsales@cityandguilds.com >

0192 420 6790 >

QUICK LINKS

[→ Resource Hub](#)

[→ Digital resources](#)

[→ Events and networks](#)

[Skills for Work and Life Updates | City & Guilds \(cityandguilds.com\)](#)

Customer updates can be found on the [ESQ](#) webpage under quick links

[Keep up to date with email updates](#)

Support available

Connect-Share-Networks

Join our Technical Advisors for an interactive half day of sharing good practice.

Virtual Link-ups

Can't attend one of our face-to-face events? You can join us online, to connect and share good practice.

Regular webinars

Will run again at least once a month next academic year. Each webinar will have a specific focus/topic. Recordings and slides are made available on the Resource Hub.



New for 2023/2024

[Events and Webinars - Maths and English | City & Guilds](#)

Functional Skills | ESOL | Bitesized | Employability | Essential Skills

Upcoming Events

Dates	Topic	Type of Event
22/09/23	SfWL: Welcome back Wales	Webinar
05/10/23, 06/12/23	ESOL	Virtual Link Up
03/11/23	SfWL: ESOL & Beyond	Webinar
15/11/23	Employability	Virtual Link Up

We would like to hear from you in terms of what types of events and support you would like/need



Face-to-face
Connect-Share-
Network events
TBC

We would like to know

Would you like to host one of our in person Connect-Share-Network events?

- Yes
- No
- Possibly, I would like more information

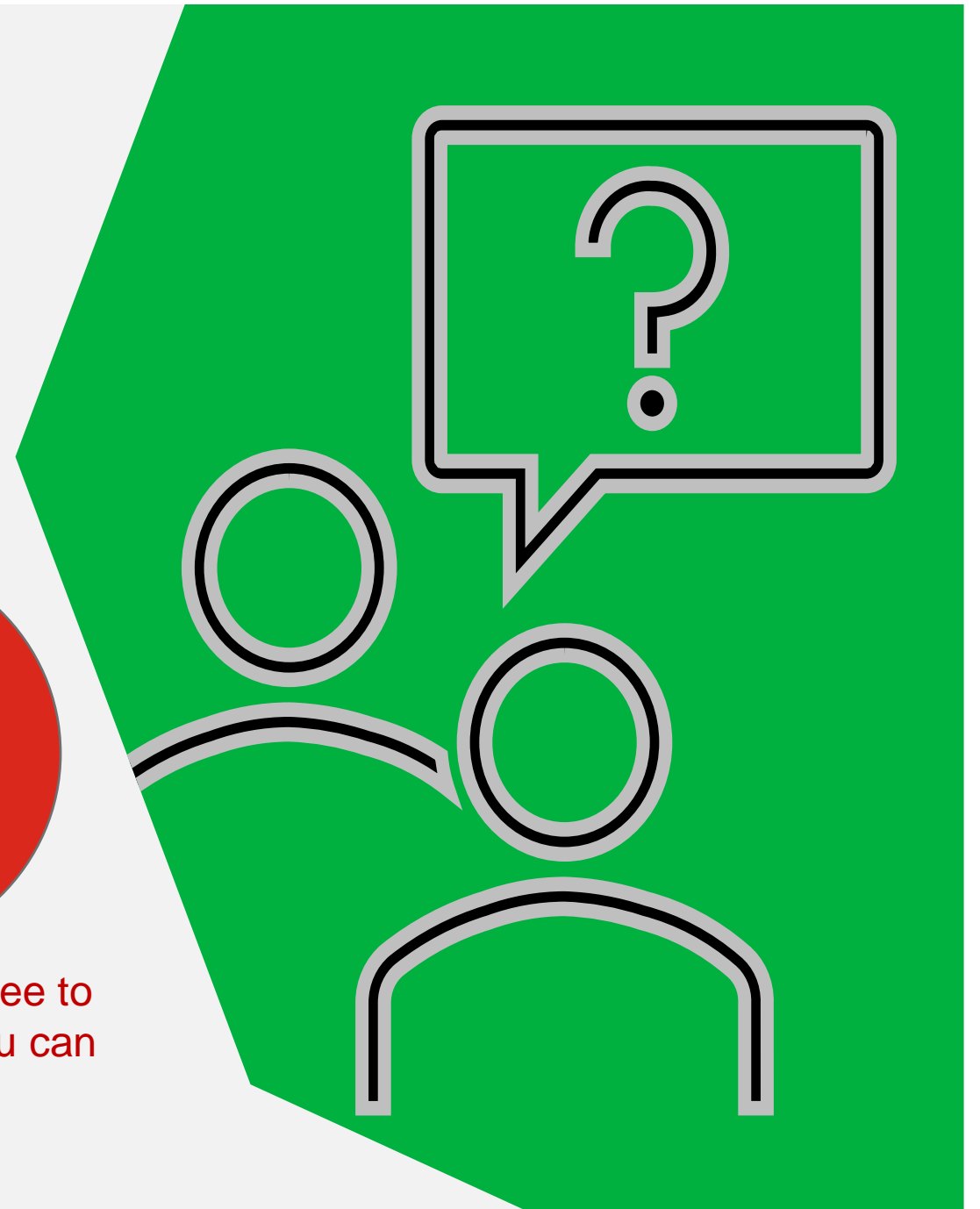
What content would you like us to cover in events?

- ESOL
- AoN
- Employability
- CommS
- Essential Digital Literacy

We will use
your
feedback to
formulate
events

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar. Alternatively, you can email your responses to:

pre-employment@cityandguilds.com



Questions and answers

You can send any questions you may have to...

pre-employment@cityandguilds.com



Q&A



Email contacts

For general queries contact:

customersupport@cityandguilds.com

For Essential Skills, ESOL and Employability queries contact:

pre-employment@cityandguilds.com

Diolch! Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

You can sign up to our upcoming webinars and events using the link to the webinars and events page.

[Events and webinar webpage](#)

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 and Functional Skills, please contact

centresupport@cityandguilds.com

[@CGMathsEnglish](#)

Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

City and Guilds Group

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