

Employability Skills (5546) Updates for 2024/25

Skills for Work & Life team

September 2024



Housekeeping



The session is being recorded.

The recording will be available on our [Resource Hub webpage](#) shortly.



Everyone is on mute.



Slides

will be available on our [Resource Hub webpage](#) shortly.



Questions

Please add your questions into the question function on the control panel.

Will we try 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.

Welcome to the new academic year

We're hoping that you managed to take some sort of break over the summer!

As we start this new academic year, this is a chance to remind you about the changes to this suite of qualifications that came into effect on 1 September 2024 and look further ahead.



Changes to available qualification titles

- It is a regulatory requirement for all awarding organisations to review their qualifications at regular intervals to ensure that they remain relevant and fit for purpose and the quality assurance processes maintain the integrity of the assessments on which the qualifications are certificated.
- As part of the review, we had to review usage of the qualifications, including the volumes of certifications for each qualification title.
- As a result, some qualification titles at each level and units which have had little or no uptake over the past three years have been removed and are no longer available for new registrations.
- So, let's start with a high-level overview of which qualification titles are available and at which levels ...

Overview of available 5546 qualifications

PoS	Title	Entry 2	Entry 3	Level 1	Level 2
5546-01	Introductory Award in Employability Skills	✓	✓	✓	✓
5546-02	Award in Employability Skills	✓	✓	✓	✓
5546-03	Extended Award in Employability Skills	✓	✓	✓	
5546-04/40	Certificate in Employability Skills	✓	✓	✓	✓
5546-05/41	Extended Certificate in Employability Skills		✓	✓	✓
5546-06/42	Diploma in Employability Skills		✓	✓	
5546-31	Introductory Award in Personal and Social Skills			✓	
5546-32	Award in Personal and Social Skills			✓	
5546-34/45	Certificate in Personal and Social Skills		✓	✓	
5546-61	Certificate for Skills for Working in the Health Care, Adult Care and Child Care Sectors			✓	
5546-62	Certificate for Skills for Working in the Retail Sector			✓	
5546-64	Award in Skills for Working in the Hospitality Industry			✓	

Walled Garden

- From the beginning of **September 2024** the closed qualifications/pathways will not be listed in Walled Garden under Learning pathways to prevent new registrations
- The units which are being removed will not be listed in the Units & Assessments section
- Candidates with who are registered on these pathways and have not yet completed their qualifications will have until 31 August 2026 to complete their qualifications and be certificated

City & Guilds ilm Walled Garden

A secure administration system for customers of the City & Guilds.

Functional Skills Results

Please be aware that we are currently issuing new versions of on-screen exams. Due to the awarding process, results may take up to 32 working days to be issued. Paper based tests are not affected.

For more details, please click [here](#).

Username

Password

I have read and accepted the [Terms & Conditions](#).

[Problems logging in?](#)

<https://www.walled-garden.com/>

Registration

- Register learners in Walled Garden – by choosing the qualification e.g. Award in Employability Skills, 5546-02 and select “Place an Order”

The screenshot shows the WalledGarden website interface. At the top, there are logos for City & Guilds, ilm, and WalledGarden. Below the logos is a navigation menu with options: Home, Catalogue, Data services, Quality, Reports, Help, Settings, and a shopping cart icon. The main content area displays the qualification details for 5546-02, Award in Employability Skills. A green arrow points from the text 'Place an Order' in the list to the 'Place an order' button on the website. Below the qualification name, there is a note about digital credentials and a provider information section. The 'Last registration' and 'Last certification' dates are both 31.08.2026. The 'Information' section is expanded to show 'Learning pathways' with a table of qualification details.

Description	QAN reference	SQA reference
Entry Level Award in Employability Skills (Entry 2)	601/3624/8	
Entry Level Award in Employability Skills (Entry 3)	601/3626/1	
Level 1 Award in Employability Skills	601/3629/7	

City & Guilds ilm WalledGarden

Home Catalogue Data services Quality Reports Help Settings

[Back to course information](#)

5546-02

Add to favourites

Award in Employability Skills

We are issuing digital credentials to learners who have completed this qualification. Please ensure you add your learner's email address during registration. A digital credential cannot be issued without a learner email address.

Provider: City & Guilds

Last registration: 31.08.2026 Last certification: 31.08.2028

Select order type

Named registration Unnamed registration Dated entry Results entry On Demand Eligibility booking Alternative result entry

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[ILM](#) [Terms and conditions](#)

WalledGarden

Add the learner to the order

Use the Named registration button to register learners – this can be done individually or by EDI upload.

Which programme of study should you use?

- For the larger sized qualifications, there are two PoS numbers:
- Certificate in Employability Skills: 5546-04 or 5546-40
- Extended Certificate in Employability Skills: 5546-05 or 5546-41
- Diploma in Employability Skills: 5546-06 or 5546-42
- Which one should you use?
- They are the same qualification but with a different approach to the cost of the overall qualification
- The approach for 5546-04, 5546-05 and 5546-06 means that there is no up-front registration fee, instead you pay for each unit you claim at a cost of £14.60 a unit. This a particularly useful approach if you have a learner progressing, for example from a Certificate to an Extended Certificate, as you will only need to claim the additional units being completed to bring the credit value up to the required total, or if you are not sure that the learner will complete a full programme as they will be certificated for the individual units completed.
- For 5546-40, 5546-41 and 5546-42 the approach is that you pay an upfront registration fee (and for the Extended Certificate and Diploma there is a certification fee). This can be a beneficial approach to fees where you know that a candidate will remain with you for the full programme and will complete all the necessary units for certification.

Claiming units and certificates

Once your candidates have generated their evidence and completed their portfolios and all the relevant assessment, IQA and external quality moderation has taken place, you can make a results entry to record the completion of the units and claim the certificates.

Although each unit is certificated in its own right, don't forget to claim the overall certification for the qualification – these are found in “Units and Assessments” section under “Grading” and are three digit codes starting with a “9” such as 5546-903 for a Level 1 Introductory Award in Employability Skills

ue/orderprocess.aspx?p=5546-02&o=1000&c=0001066854

Select order type

Named registration Unnamed registration Dated entry **Results entry** On Demand Eligibility booking Alternative result entry

This section allows you to submit results for registered candidates.

Order type Qualification Candidates Accessories Checkout Confirmation

Unit or Assessment selection

Centre No. 999990 Customer No. 0001066854 Order type Results entry
 Qualification selected 5546-02 Award in Employability Skills Full

Search available unit or assessments

Enter the unit or assessments number in the format 3638-001 or select from the listing below. Click Search.

Product code Search

Unit or Assessments available

To navigate, use the scroll bar and sort options. You can sort on any of the columns below by clicking on the column heading. To select the units or assessments, select the checkbox(es) in the order column. Click Continue.

Learning Pathway Select Learning Pathway

Select/Deselect All

Order	Product code	Description	Type
<input type="checkbox"/>	5546-201	Entry 2 Planning for progression (2 Credits)	Portfolio
<input type="checkbox"/>	5546-202	Entry 2 Personal finance (1 Credit)	Portfolio
<input type="checkbox"/>	5546-203	Entry 2 Behaviour at work (1 Credit)	Portfolio
<input type="checkbox"/>	5546-204	Entry 2 Effective communication (2 Credits)	Portfolio
<input type="checkbox"/>	5546-205	Entry 2 Introduction to ICT (3 Credits)	Portfolio
<input type="checkbox"/>	5546-206	Entry 2 Applying for a job (1 Credit)	Portfolio
<input type="checkbox"/>	5546-207	Entry 2 Improve personal manner and conduct (2 Credits)	Portfolio
<input type="checkbox"/>	5546-208	Entry 2 Searching for a job (2 Credits)	Portfolio

Cancel Back Continue

ESOL Skills for Life learners

- The Employability Skills units are an ideal vehicle for language acquisition for ESOL Learners as they are focused on developing the skills and attributes that support life and work.
- This is a way to deliver an additional, funded qualifications to your ESOL learners, tailoring the content to target the language needs that are required to allow them to progress to the next level of ESOL qualifications.



Digital Functional Skills



In September 2023, we introduced a new digital skills qualification – Digital Functional Skills.

Available at two levels – Entry 3 (4748-05) and Level 1 (4748-06) it is designed to allow individuals to demonstrate the digital skills needed for life and work.

Not all learners are ready for these new qualifications, based on the DfE national digital standards, you may find the Introduction to ICT units available from the Employability Skills suite a useful stepping on point for learners who have little or no digital experience.

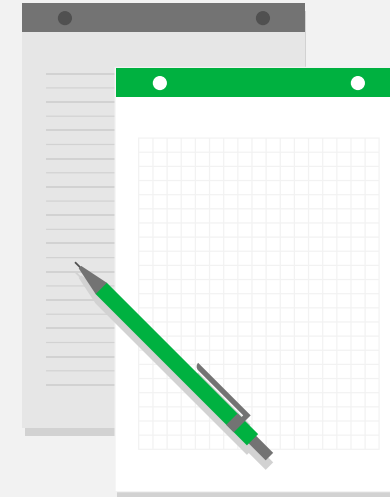
Introduction to ICT at Entry 2 (5546-205) allows learners to identify and use various hardware and software application.

Introduction to ICT at Entry 3 (5546-305) allows learners to use various software programmes and follow safe practices.

These units are worth 3 credits each (around 20 GLH delivery) and can be delivered as an Introductory Award to Employability Skills (5546-01) as a funded qualification, allowing an inexperienced learner to get to grips with the content in a portfolio evidenced qualification before tackling DFSQ at Entry 3.

What next for 5546?

- We are looking to add some new units but want to hear from you about what topics you need for your settings and your learners
- We have sent out a link to a survey, and share it again here:
<https://forms.office.com/e/M6QUFuSXG1>
- We would like to understand a little more about your programmes and hear your feedback so please take 6 minutes to complete the survey
- The survey will be open until 20 September 2024



Level 2 and below reforms ...

- With the change in government, the qualification reforms process in England has been paused.
- However, we are expecting the consultation and reform of the Personal, Social and Employability qualifications to resume in the not-too-distant future.
- To make sure that you hear from us about the plans for reform and to keep in touch to share your feedback and views, please ensure that you have signed up to receive our email updates about Skills for Work & Life
- Visit any webpage on www.cityandguilds.com and select the “Email Updates” link – you will be asked for your email address and then the next page will ask you to select the specific sectors that you wish to hear about. To hear about the new PSEQs and other employability related news select Skills for Work & Life from the list

What sectors interest you?

- Select All
- Beauty & Therapies
- Building Services
- Built-Environment Services
- Business skills
- Children
- Construction
- Creative
- Digital & IT
- Engineering
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- Justice
- Land-Based Services
- Learning
- Logistics
- Manufacturing
- Oil and Gas
- Retail & Warehousing
- Security
- Skills for Work & Life
- Sport & Recreation
- Transport Maintenance
- Travel Tourism & Aviation
- Utilities

What area interests you?

- Select All
- Adults in Work 19+
- Apprenticeships
- Assured
- Core Skills
- Essential Skills
- Functional Skills
- Funding
- Green Skills & Sustainability
- International English Quals (IEQs)
- International Vocational
- National Vocational Quals (NVQs)
- Professional Recognition Awards
- Scottish Vocational Quals (SVQs)
- Single Subject Qualifications
- T Levels
- Technical Qualifications

Networking opportunities

Come and join a session designed to give employability skills tutors the opportunity to network with other people delivering these qualifications and share ideas for activities and good practice.

The first session of the year is on

Thursday 7th November at 14:00

This session will not be recorded as it designed for you to join it and be a sharing of ideas

Register here:

[City & Guilds ****Virtual**** Link-up: Employability \(5546\) Tickets, Thu 7 Nov 2024 at 14:00 | Eventbrite](#)

Keep an eye on our Events and Networks page for all the latest news about chances to join up for online networking, listen in to a webinar or come and join us for a face-to-face network:

[Events and Webinars - Maths and English | City & Guilds \(cityandguilds.com\)](#)

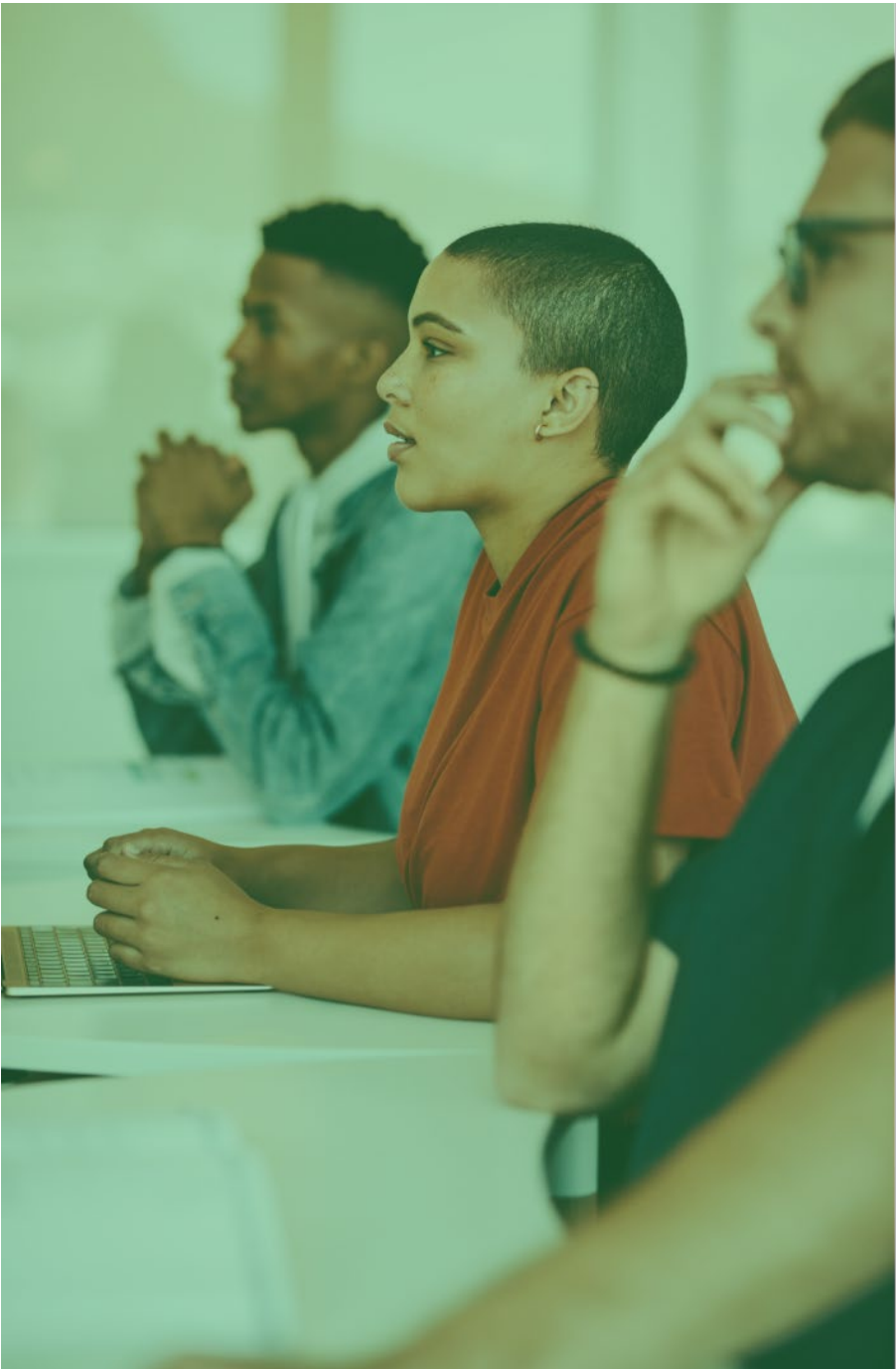
Thank you ...

Before we finish, are there any Questions in the question box?



I hope you have found this webinar useful, if you have any questions about our Employability Skills qualifications, our customer services team will be happy to assist at customersupport@cityandguilds.com or on 0192 4930 800

A recording of this presentation and a copy of the slide deck will be available shortly from our Skills for Work & Life Resource Hub: [Support - Maths & English | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/Support-Maths-English)



Appendix 1

Details of available Qualifications

Entry 2 – Qualification titles available from 1 September 2024

With effect from 1 September 2024 the following titles will remain available for registration for Entry 2 learners:

C&G Qualification Code	Qualification Number	Title	GLH
5546-01	601/3623/6	Entry Level Introductory Award in Employability Skills (Entry 2)	13
5546-02	601/3624/8	Entry Level Award in Employability Skills (Entry 2)	39
5546-03	601/3635/2	Entry Level Extended Award in Employability Skills (Entry 2)	66
5546-04 or 5546-40	601/3634/0	Entry Level Certificate in Employability Skills (Entry 2)	105

Entry 3 – Qualifications available from September

The following qualifications will form the Entry Level 3 offer with effect from 1 September 2024

C&G Code	Qualification Number	Title	GLH
5546-01	601/3625/X	Entry Level Introductory Award in Employability Skills (Entry 3)	11
5546-02	601/3626/1	Entry Level Award in Employability Skills (Entry 3)	37
5546-02	601/3626/1	Entry Level Award in Employability Skills (Entry 3) - Volunteering	37
5546-03	601/3627/3	Entry Level Extended Award in Employability Skills (Entry 3)	62
5546-04/ 5546-40	601/3641/8	Entry Level Certificate in Employability Skills (Entry 3)	93
5546-05/ 5546-41	601/3642/X	Entry Level Extended Certificate in Employability Skills (Entry 3)	153
5546-06/ 5546-42	601/3561/X	Entry Level Diploma in Employability Skills (Entry 3)	242
5546-34/ 5546-45	601/3533/5	Entry Level Certificate in Personal and Social Skills (Entry 3)	100

Level 1 – Qualifications available from September

The following qualifications will form the Level 1 offer with effect from 1 September 2024

C&G Code	QN	Title	GLH
5546-01	601/3628/5	Level 1 Introductory Award in Employability Skills	9
5546-02	601/3629/7	Level 1 Award in Employability Skills	29
5546-02	601/3629/7	Level 1 Award in Employability Skills - Preparing for Employment	29
5546-02	601/3629/7	Level 1 Award in Employability Skills - Volunteering	29
5546-03	601/3630/3	Level 1 Extended Award in Employability Skills	49
5546-04/ 5546-40	601/3643/1	Level 1 Certificate in Employability Skills	77
5546-05/ 5546-41	601/3644/3	Level 1 Extended Certificate in Employability Skills	135
5546-06/ 5546-42	601/3559/1	Level 1 Diploma in Employability Skills	206
5546-31	601/3673/X	Level 1 Introductory Award in Personal and Social Skills	9
5546-32	601/3536/0	Level 1 Award in Personal and Social Skills	32
5546-34/ 5546-45	601/3535/9	Level 1 Certificate in Personal and Social Skills	89
5546-61	601/7376/2	Level 1 Certificate for Skills for Working in the Health Care, Adult Care and Child Care Sectors	107
5546-62	601/7381/6	Level 1 Certificate for Skills for Working in the Retail Sector	134
5546-64	601/7409/2	Level 1 Award in Skills for Working in the Hospitality Industry	51

Level 2 – Qualifications available from September

The following qualifications will form the Level 2 offer with effect from 1 September 2024

C&G Code	Qualification Number	Title	GLH
5546-01	601/3631/5	Level 2 Introductory Award in Employability Skills	11
5546-02	601/3632/7	Level 2 Award in Employability Skills	34
5546-04/ 5546-40	601/3645/5	Level 2 Certificate in Employability Skills	85
5546-05/ 5546-41	601/3646/7	Level 2 Extended Certificate in Employability Skills	146

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**

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