

Skills for Work & Life

ESOL updates



Katherine Reid & Alicja Twarowska

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

Housekeeping



The session is being recorded.

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



Everyone is on mute.



Slides

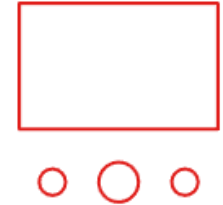
will be available on our [Resource Hub webpage](#) shortly.



Questions

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

We will 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.

Skills for Work & Life

Meet Our Team



Katherine Reid
Technical Advisor

Maths and English specialist with a background of FE and offender learning.



Alicja Twarowska
Technical Advisor

ESOL specialist with a background of FS and Employability in FE.



Amanda Kelly
Industry Manager

Maths, English, ICT/Digital, Employability and Access 2 HE specialist in FE and ITPs



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

customersupport@cityandguilds.com

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

Content

- Changes to GLH
- ESFA Funding update
- Assessment bank
- Instructions for conducting reading tests
- Assessor guidance for internal assessments
- Findings from customer panels and survey
- Reforms



Guided Learning Hours

Adult Skills Fund introduced a £6.00 hourly base rate tied to guided learning hours (GLH).

ESOL qualifications reviewed in March last year. As a result of the review and customer feedback, we amended our GLH.

Improvements are being made to the ESOL suite.

Revised GLH for 4692 qualifications shared via [email alert](#).

Level/Mode	Current GLH	Revised GLH from September 2024
Entry 1 Reading	76	60
Entry 1 Writing	76	90
Entry 1 Speaking & Listening	85	120
Guided learning hours	237	270
Total qualification time	290	300
Entry 2 Reading	76	60
Entry 2 Writing	76	90
Entry 2 Speaking & Listening	85	120
Guided learning hours	237	270
Total qualification time	290	300
Entry 3 Reading	55	60
Entry 3 Writing	86	90
Entry 3 Speaking & Listening	73	120
Guided learning hours	214	270
Total qualification time	320	300
Level 1 Reading	66	60
Level 1 Writing	82	90
Level 1 Speaking & Listening	73	120
Guided learning hours	221	270
Total qualification time	340	300
Level 2 Reading	66	60
Level 2 Writing	82	90
Level 2 Speaking & Listening	73	120
Guided learning hours	221	270
Total qualification time	340	300

Funding

- Updated qualification handbook with revised GLH.
- Amended Ofqual Register to show new GLH and TQT.
- City & Guilds submitted a request to ESFA for funding rate adjustments in October.
- ESFA approval received in early January; changes effective from 1 August 2025.
- Changes hoped for 2024/2025, but new deadlines set next funding change point to 1 August 2025.



Assessment bank

- Several assessment titles have been removed due to security breaches.
- Teacher feedback indicated the range of titles didn't suit current learners and were over-exposed.
- Conducted a full review of remaining assessments.
- Plan to refresh the assessment bank.



Assessment release plans

We have released new assessment sets for Entry Level 1 to Level 2, each including reading, writing, and speaking & listening assessments on the topic of "Shopping." The upcoming release will feature new Level 1 and Level 2 assessments focused on "Entertainment and the Arts."

Before Easter, a final new set of assessments will be released for all three components at each level from Entry 1 to Level 2. These new assessments will be placed in the folder marked "New Live Assessments" under the heading "Live Assessments" for each level.



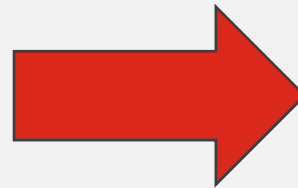
The current assessment bank - live tasks

The following assessment packs will be removed from the website on **17 April 2025** and must not be used as assessment materials from that date:

Title	Entry 1	Entry 2	Entry 3	Level 1	Level 2
Communication at Work	x	x	x	x	
Me & My Health		x			
Travel & Transport		x	x		x
Finding a Job	x				
Me & My Home			x	x	x
Social Media	x	x	x	x	x
Hobbies & Interests	x			x	x

Remaining live assessments

- As part of the review, we will commence a programme of refreshing the assessments.
- New versions will go up and the old version will be taken down.
- New versions of each assessment will be placed in the “New Live Assignments” folder on the website.
- We will advise you which titles are affected at each stage through the email update alert system so please ensure you are signed up to receive these



4692 Entry 2

Live assignments

4692 E2 Summary of Revisions v1-2 pdf	133 KB	15 Apr 2019	
Communication at Work E2 v1-9 zip	2 MB	27 Apr 2022	
Education and Learning E2 v1-0 zip	2 MB	17 Nov 2023	
Finding a job E2 v1-6 zip	2 MB	27 Apr 2022	
Hobbies and Interests E2 v1-2 zip	654 KB	21 Jan 2025	
Me and My Health E2 v1-7 zip	1 MB	27 Apr 2022	
Me and My Home E2 v1-9 zip	2 MB	27 Apr 2022	
Social Media E2 v1-4 zip	3 MB	27 Apr 2022	
Sport and Keeping Fit E2 v1-7 zip	3 MB	27 Apr 2022	
Travel and Transport E2 v1-8 zip	2 MB	27 Apr 2022	

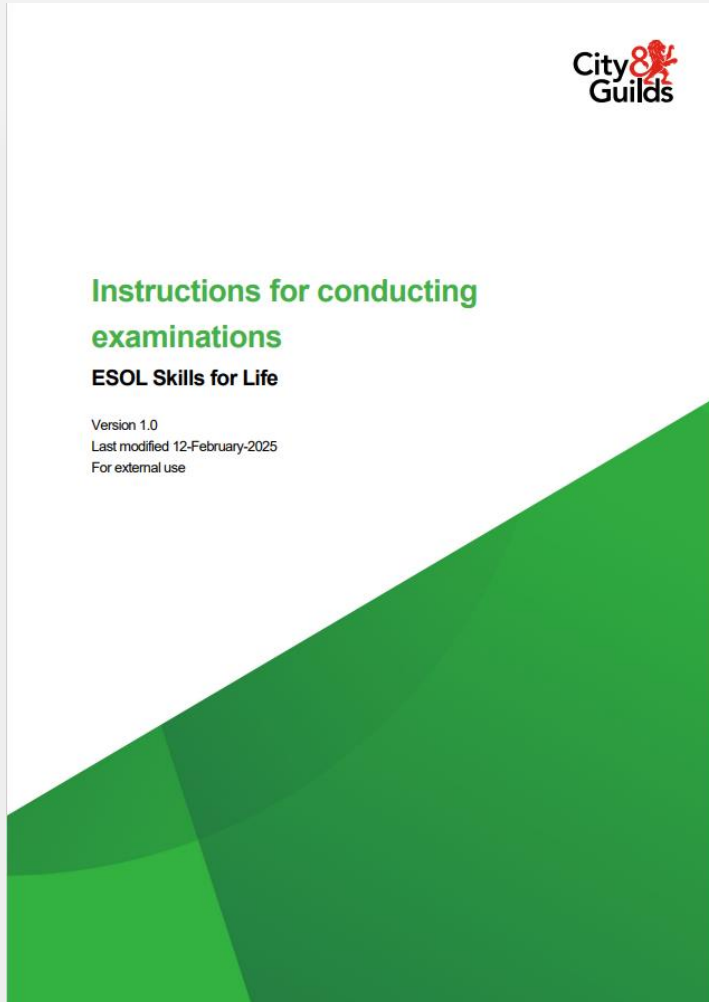
New live assignments

Sample assignments

Assessment topics and levels – from April

Title	Entry 1	Entry 2	Entry 3	Level 1	Level 2
Communication at Work					✓
Me & My Health	✓		✓	✓	✓
Travel & Transport	✓			✓	
Finding a Job		✓	✓	✓	✓
Me & My Home	✓	✓			
Sport & Keeping Fit	✓	✓	✓	✓	✓
Hobbies & Interests		✓	✓		
Education & Learning	✓	✓	✓		
Entertainment and the Arts				✓	✓
Shopping	✓	✓	✓	✓	✓
Places in the UK	✓	✓	✓		
Cultures & Traditions				✓	✓

Instructions for conducting Reading Test L1 & L2



Instructions for Conducting Reading Tests for ESOL Skills for Life (4692) provide detailed guidelines to ensure consistent, fair, and standardised administration of reading tests at Levels 1 and 2, covering preparation, test administration, and post-test procedures.

[Instructions for conducting examinations](#)

Content

General Instructions for ESOL exams

Providing guidelines for scheduling exams, setting up the exam venue, invigilation rules, necessary equipment, access arrangements for special needs, candidate identification, starting procedures, movement rules during exams, emergency protocols, and malpractice prevention.

Paper- based specific Instructions

Guidelines for securely accessing and using exam materials, safely transporting them to other sites, setting up the exam room, starting the exam, completing attendance registers, concluding the exam, and securely packing and sending completed scripts, along with specific information for e-volve.

e-volve specific Information

Outlines the requirements for the exam venue and necessary resources, steps to begin the exam, guidelines for conducting the exam, and procedures for concluding the exam.

Key points

Scheduling the exam:

Restriction	Paper-based	E-volve
Deadline for ordering	14 calendar days in advance	30 minutes in advance
Maximum period for moving the exam date	5 working days before or after	10 calendar days before or 30 days after

Test Environment:

Quiet, well-lit room with minimal distractions.

Seating to prevent candidates from seeing each other's work.

Materials and Equipment:

Provide necessary test materials.

Ensure electronic devices are off and stored away.

Invigilation:

Trained invigilator to supervise.

Always maintain test conditions.

ESOL tutor **must not** be the sole invigilator.

Timing:

Adhere to specified time limits.

Clear instructions on start and end times.

Instructions to Candidates:

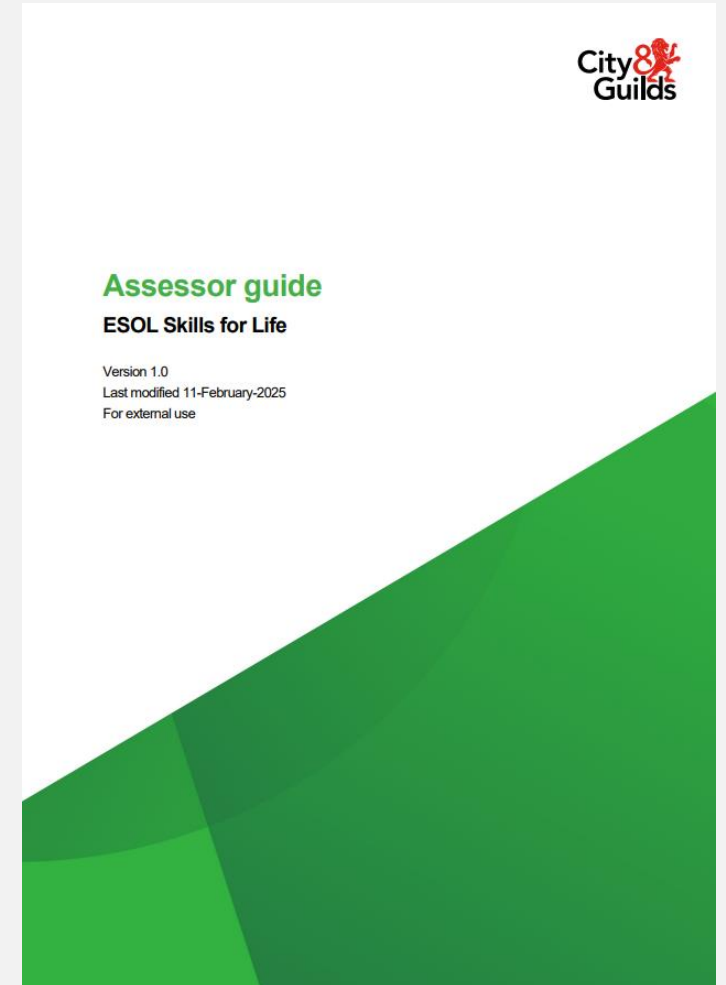
Explain test format and instructions clearly.

Assessor Guidance for ESOL (Internal Assessments)

Provides instructions for centre staff who conduct ESOL assessments. Must be read at least four weeks before any assessment takes place.

- ✓ Assessment summary
- ✓ Assessment Administration
- ✓ Remote supervision
- ✓ Storing assessment materials
- ✓ Assessment packs
- ✓ Re-sitting the assessments

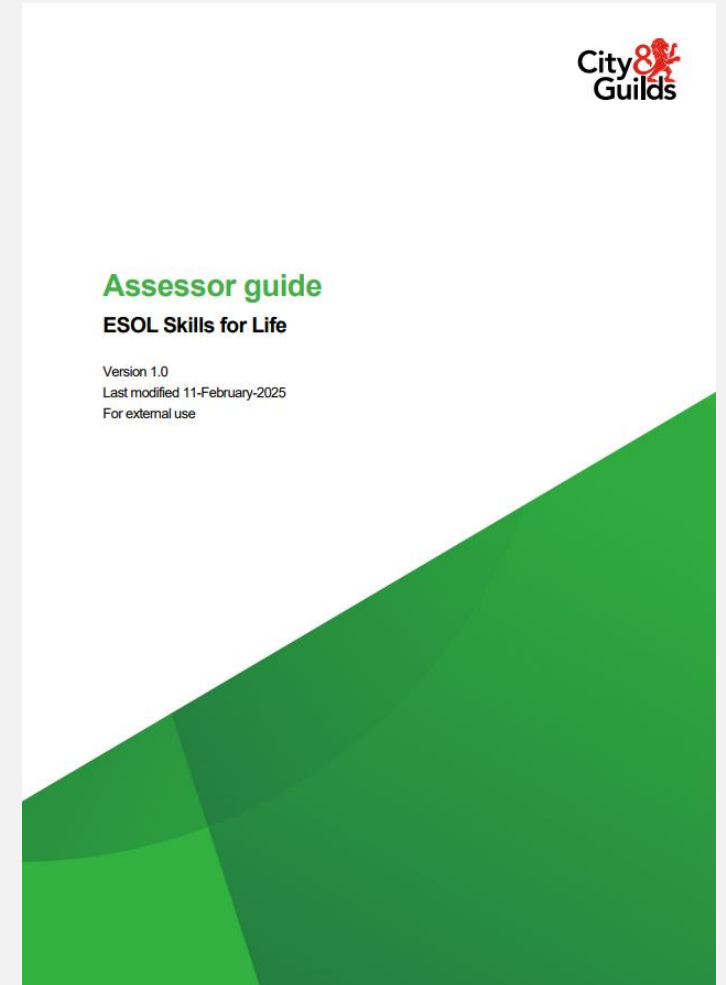
[Assessor Guide \(ESOL\)](#)



Assessor Guidance for ESOL (Internal Assessments)

- ✓ **All assessments:** English and bilingual dictionaries are allowed
- ✓ **Writing:** spell checkers and AI is not allowed
- ✓ **Remote Speaking/Listening:** notify EQA
- ✓ **New assessment packs:** review mark schemes as part of standardisation
- ✓ **Storing assessment packs**

[Assessor Guide \(ESOL\)](#)



Focus Groups and Survey

Your feedback is important in helping us to shape our qualification offer.

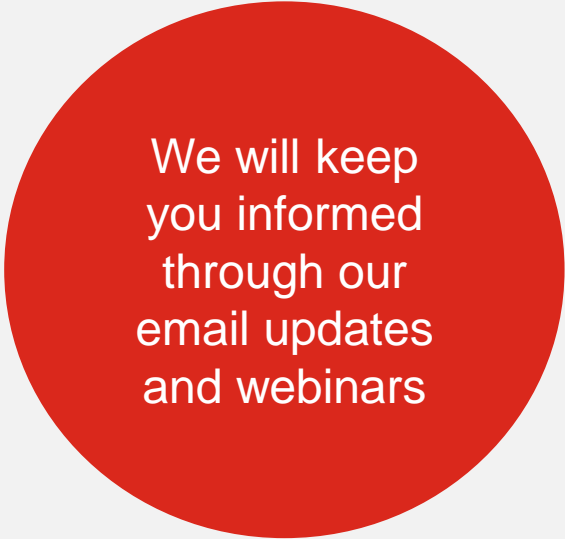
- ✓ Topics
- ✓ Website arrangement
- ✓ Reading L1 and L2

[ESOL Offer Customer Survey](#)



Qualification reforms

- **Reform of Level 2 and below qualifications paused** due to government change.
- Department for Education launched a **Curriculum and Assessment Review (CAR)** in November. Decisions on reforms await CAR outcome.
- New Adult Literacy and Numeracy standards expected and **ESOL Skills for Life qualifications to be reformed.**
- Possible launch of new qualifications in **September 2028.**



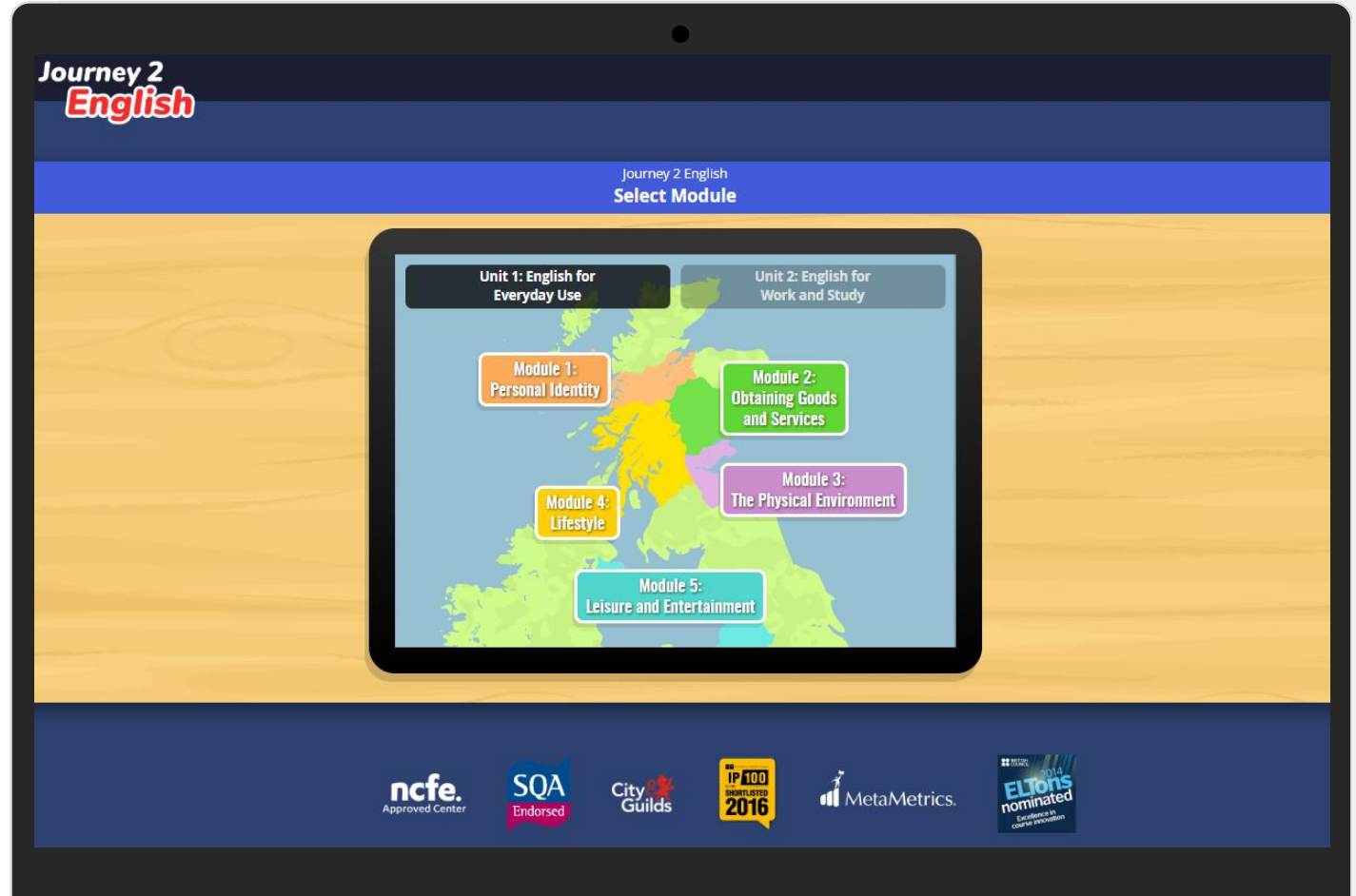
We will keep you informed through our email updates and webinars

Journey 2 English

A digital course for intermediate learners of English.

Through an engaging self-study model, learners can access 100+ hours of interactive content, designed around a journey through the UK

[More about Journey 2 English](#)

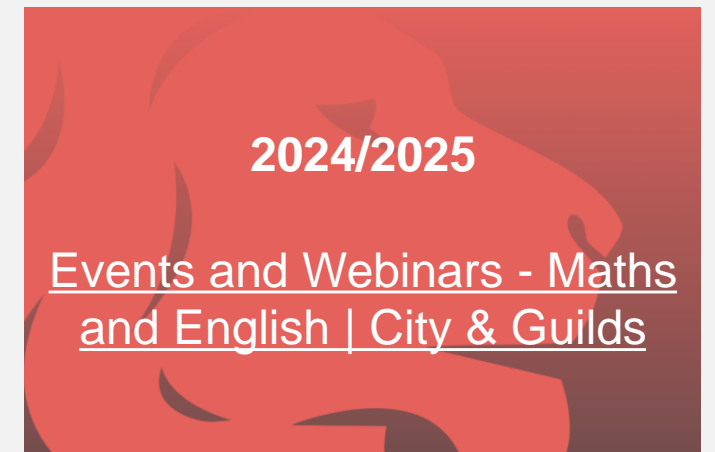


Support available

Connect-Share-Networks	An interactive face-to-face 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.
New to us	Online monthly onboarding for new staff and centres.
Question Corner New for 2024/2025	Connect with Technical Advisors for quick catch-up opportunities.
Webinars	Focus on a specific topic or update. Recordings and slides are made available on the Resource Hub.
Customer Development Events New for 2025	In person and online training providing attendees with a Digital Credential for CPD development.

ESOL C-S-N (Birmingham):
27th March 2025 [at 09:30](#) or [at 12:00](#)

ESOL Virtual Link-up : [Mon 31 Mar 2025 at 10:00](#) and [Wed 4 Jun 2025 at 14:00](#)



SfWL Landing page

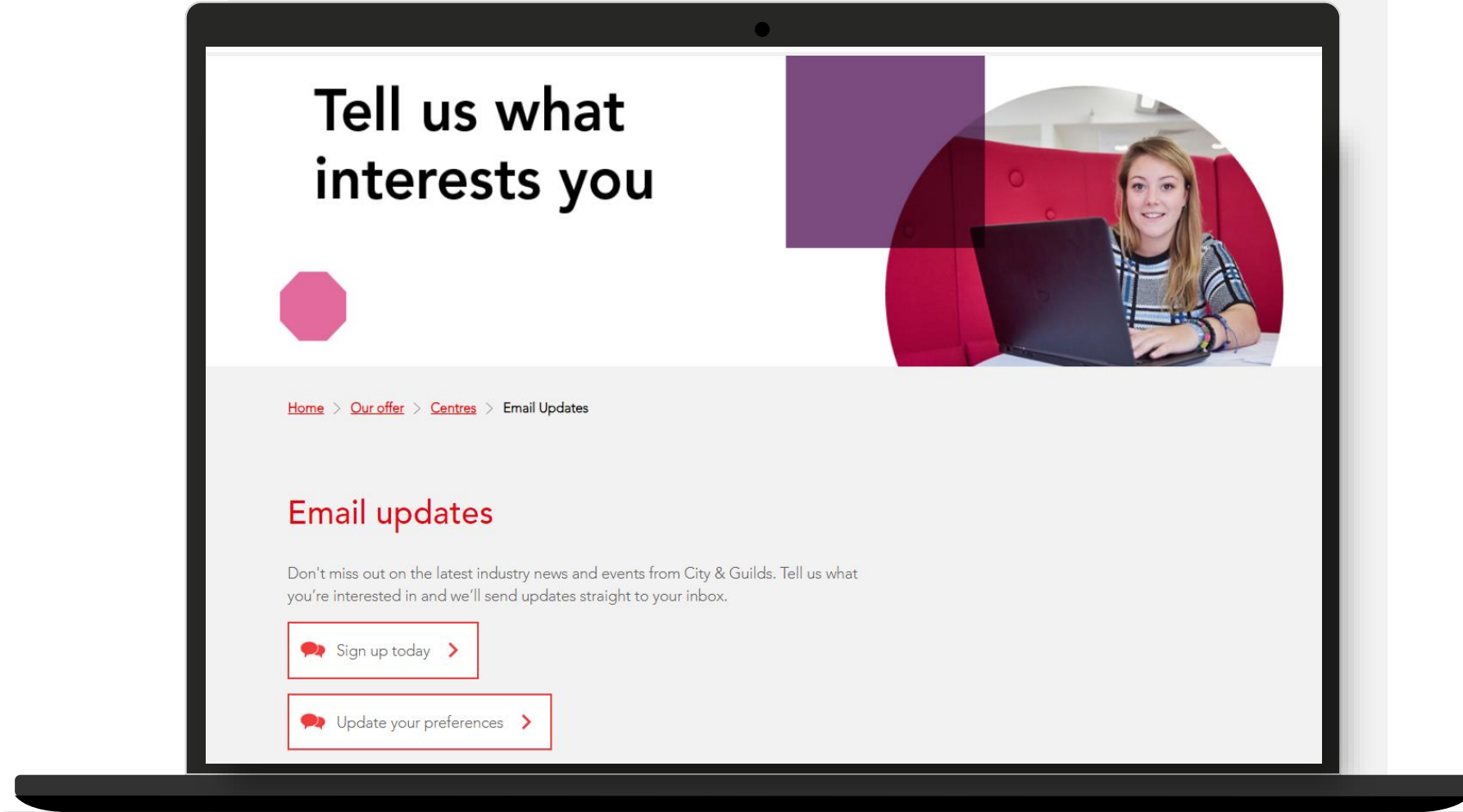
Allows you to access all the qualification and resources in one place.

[Skills for work and life | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)



Email Updates | City & Guilds

Keep up to date within the SfWL sector. Insert your contact details and choose your preferences.





Email contacts

For Digital Platforms support contact:

digitalsolutions@cityandguilds.com

For evolve support contact:

evolvesupport@cityandguilds.com

For all your queries contact:

customersupport@cityandguilds.com

Questions & Answers

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

customersupport@cityandguilds.com



Thank you!



Stay in touch...

customersupport@cityandguilds.com

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

Giltspur House

5–6 Giltspur Street

London EC1A 9DE