

Skills for Work & Life

Everything maths and
English



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.

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.

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

Agenda

- Updates
- Functional Skills (4748)
- Mathematics/English Skills (3847- Bitesized)
- Principles of Mathematics/English (3844)
- Additional learner opportunities
- Support available
- Funding
- Skills for Work and Life landing page
- Resources
- Contact details
- Questions & Answers



Poll

Your contribution helps us formulate further support sessions.

Are you currently delivering any of our maths and English qualifications?

Tick the ones that apply:

- Functional Skills Maths/ English (4748)
- Maths/ English awards (Bite-sized 3847)
- Principles of Mathematics/English (3844)
- ESOL (4692)
- Currently none

Updates for Skills for Work and Life

- Functional Skills L2 Maths sample 6 now available in PDF
- New sample/past papers
- Reform updates
- Coming soon...
 - **Centre Development Events**



Functional Skills

Functional Skills qualifications help learners develop essential skills in maths, English, and digital literacy.

These qualifications are available at various levels and are suitable for different learning environments, including colleges and apprenticeships. They focus on foundational skills and real-life applications to support employment and further studies.

Flexible assessment options include paper-based or online tests, available on-demand to fit learners' schedules.

Entry Level English (4748-01) and Maths (4748-03)

Key features

Registration is free

Externally set and internally marked

IQA/EQA processes apply

Live and sample documents available from FS qualification documents page

Choice of topics

Benefits/details

- On-demand, when-ready availability.
- No 'upfront' costs
- Direct-claims status.
- Download as and when required (password required)
- A selection of sample assessments is also available
- Able to select topic(s) more likely to engage particular cohorts.
- Flexible risk-based approach
- No charge if no achievement

Level 1/ Level 2 English (4748-02) and Maths (4748-04)

Key features

**Externally set and marked
(SLC internally marked)**

Choice of on-screen and paper delivery (both on-demand)

Range of sample assessments

Guidance for Delivery and other assessment-preparation guidance

Registration is free

Benefits & Details

- Results within 20 working days
- SLC may be conducted remotely
- Remote invigilation service available for reading and writing

- Choose appropriate delivery method for cohorts/individuals

- Paper (PDF) format
Also on-screen (via OpenAssess)

- Amplifies subject content and provides insight into examiners' expectations

- No 'upfront' costs
- No charge for 'no shows' (on-screen)

Mathematics/English Skills (3847 – Bitesized)

- Collection of small (10-20 hour) units, each of which focuses on a **specific area** of the adult numeracy and literacy national standards.
- 100 units in total (**55** maths, **45** English), covering **Entry 1** to **Level 2**
- Each unit is a qualification in its own right; can also be combined into larger ‘themed’ awards and certificates.
- **Portfolio-assessed** – with no externally set assignments or exams.

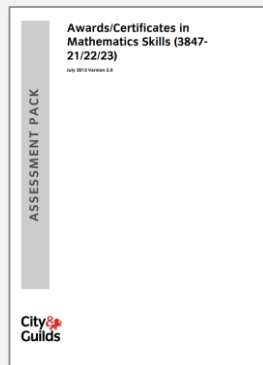
Bitesized 3847 overview

	Mathematics Skills	English Skills
Available at	Entry 1, Entry 2, Entry 3, Level 1, Level 2	
Assessment	Internally assessed – portfolio based	
Structure	<ul style="list-style-type: none"> ▪ 55 single-unit Award qualifications (TQT 10-20 hours, depending on unit size) ▪ ‘themed’ Award qualifications at each level (TQT 40-70 hours, depending on level) <ul style="list-style-type: none"> ▪ Number ▪ Measure, shape and space ▪ Handling data ▪ Certificate qualification covers full range of skills at each level (TQT 130-150 hours, depending on level) 	<ul style="list-style-type: none"> ▪ 45 single-unit Award qualifications (TQT each 20 hours) ▪ ‘themed’ Award qualifications at each level (TQT each 60 hours) <ul style="list-style-type: none"> ▪ Reading ▪ Writing ▪ Speaking and listening ▪ Certificate qualification covering full range of skills at each level (TQT each 180 hours)

How it fits together

Select unit(s) you intend to deliver

- Each unit has learning outcomes and assessment criteria which need to be met (normally on at least two occasions).
- Assessment Pack sets out these requirements in full, along with further guidance and examples.



Each unit can either be recognised as a qualification in its own right, or combined into larger qualifications

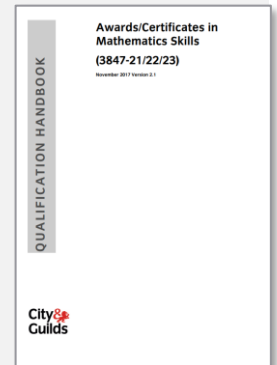
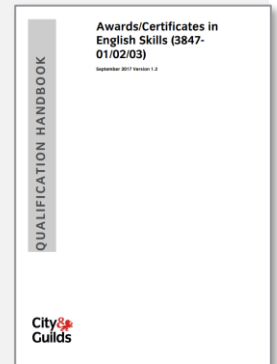
• Themed Awards

- Mathematics – **Number** (3-6 units)
- Mathematics – **Measure, Shape and Space** (3-5 units)
- Mathematics – **Handling Data** (2-4 units)
- English – **Reading** (3 units)
- English – **Speaking and Listening** (3 units)
- English – **Writing** (3 units)

• Certificates

- **Mathematics** – across the whole standard (10-12 units)
- **English** – across the whole standard (9 units).

- **Qualification handbook sets out rules of combination, and other administrative/delivery requirements.**



Further documents

Logbook

- Used to record, track and locate evidence.
- Each unit must be signed-off by candidate and assessor, once requirements have been met.
- Can be done electronically, using an e-portfolio system (eg Learning Assistant, or similar).



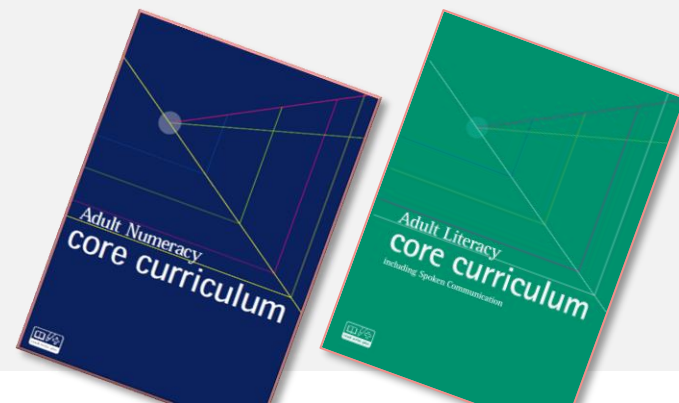
Unit pack

- Summarises content of each unit
 - useful when selecting units, as outcomes, criteria and guided learning hours can be seen at a glance



Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).
- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit, eg:



Principles of Mathematics/English (3844)

- Covers substantive parts of the adult numeracy and literacy standards, with a particular focus on receptive skills, knowledge and understanding.
- Assessment through a one-off **on-screen test** – available on-demand with **instant results**.
- Enables learners to demonstrate a **solid grasp** of the key principles of maths and English, as well as the **resilience** to operate effectively in a test environment.
- Available at **Entry 3** to **Level 2**.

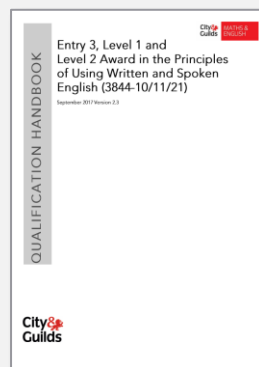
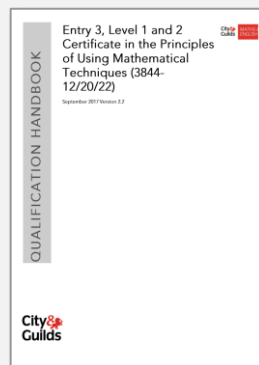
Overview

	Certificate in the Principles of Using Mathematical Techniques	Award in the Principles of Using Written and Spoken English
Available at	Entry 3, Level 1, Level 2	
Assessment	Externally set and marked on-screen test Available on-demand with instant results	
Structure	<ul style="list-style-type: none"> ▪ Covers °70% of the standard (with focus on key principles, knowledge and understanding of mathematical techniques) ▪ Two test components (non-calculator and calculator-permitted) ▪ TQT 130 hours 	<ul style="list-style-type: none"> ▪ Covers °55% of the standard (with focus on listening, reading and understanding SPaG rules) ▪ Single test component (includes listening activity) ▪ TQT 100 hours

Key documents

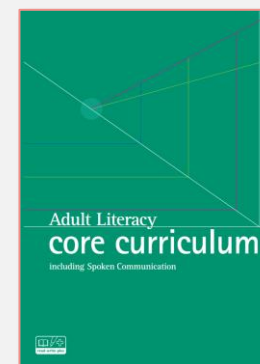
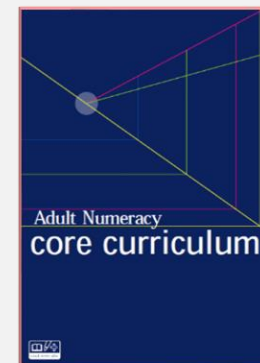
Each qualification is a single-unit – covering substantive part of the adult numeracy/literacy standard

- **Qualification Handbook sets out**
 - learning outcomes and assessment criteria
 - test specifications (coverage and mark weightings).



Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).
- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit:



What the tests look like

Two tests for Mathematics

- non-calculator
- calculator-permitted.

One test for English

- includes listening, reading comprehension and proof-reading.

All questions 'fixed response'

- designed for on-screen delivery
- automated marking
- results available **immediately**.

Exam: Sample Paper
Candidate: ABC123DEF456
Time Remaining: 00:59:48
Question 5
Progress: 0%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

A man lives 25 minutes away from the railway station.
He wants to catch the 13:20 train.
He will allow 10 minutes to buy his tickets.
What is the latest time he can leave home?

Answer: :

Preferences Help Introduction Back

Exam: Sample Paper
Candidate: ABC123DEF456
Time Remaining: 00:59:46
Question 1
Progress: 0%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

What is $360\,000 \div 100$?

Answer:

Introduction Back Flag Next

Exam: Sample Paper
Candidate: ABC123DEF456
Time Remaining: 00:59:52
Section 1. Spelling / Question 1
Progress: 0%

1
2

In the box provided, write the correct spelling of the word spoken.
Listen carefully to how it is used in the sentence.
You can listen to each sound file **twice only**.

▶ 1. His of the figures showed a rise in production.
▶ 2. The colours were always in the same .
▶ 3. He was told to the Director's request.
▶ 4. I hope this change your requirements.
▶ 5. She booked the in advance.

Preferences Help Introduction Back Flag Next

Additional learner opportunities

Personal Progress (3803)



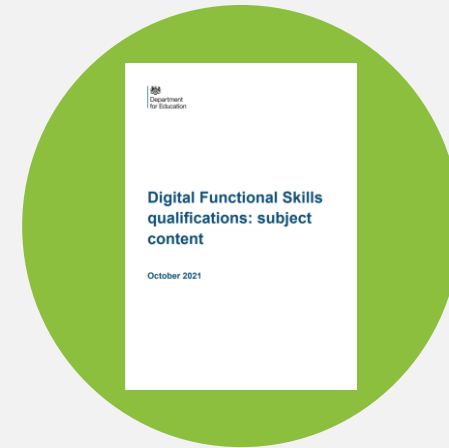
The Entry Level 1 Qualifications in Personal Progress help learners at Entry 1 or below develop essential skills for active community participation and personal growth through flexible unit packages.

Augmentative and Alternative Communication (3716)



The Augmentative and Alternative Communication qualifications at Entry Levels 2, 3, and Level 1 help learners who have no natural speech develop effective non-verbal communication skills.

Digital Functional Skills (4748)



Digital Functional Skills Qualifications help learners at Entry Level 3 and Level 1 build confidence and fluency in digital skills for safe engagement in various contexts, preparing them for work, life, and further study.

Further additional learner opportunities

ESOL Skills for Life

(4692)



ESOL Skills for Life qualifications, available at Entry 1, 2 & 3 and Levels 1 & 2, help UK-based individuals improve their English for work, study, accessing public services, and functioning effectively in an English-speaking environment.

Employability

(5546)



Employability Skills qualifications at Entry 2, Entry 3, Level 1 and Level 2 help individuals gain jobs, progress in their fields, prepare for further study, and develop techniques for independent living.

Extended Project

(2935)



The Extended Project is a free-standing Level 3 qualification that offers learners a chance to demonstrate self-direction, complementing other studies or personal interests, carrying up to 28 UCAS points for university applications.

Funding support

The screenshot shows the City & Guilds website interface. At the top, there is a search bar and navigation links for 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE'. The main navigation menu includes 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. A secondary menu lists 'CENTRE DEVELOPMENT', 'EXAMS SUPPORT HUB', 'ADULT SKILLS', 'FUNDING FOR TRAINING', 'OFFER OUR QUALIFICATIONS', and 'VTQ INFORMATION HUB'. The main content area features a large banner with the text 'Maths and English funding' and an image of a smiling woman. Below the banner, a breadcrumb trail reads 'Home > Qualification delivery > Funding for training > Maths and English Funding'. The main heading is 'Maths, English, ESOL and Employability funding arrangements (England)'. The text explains that the guides help navigate funding rules for maths, English, ESOL, and Employability qualifications in England. It lists two guides: 'Maths, English and employability funding guide - Adult Skills 2024-25 (PDF)' and 'Maths, English, ESOL and employability funding guide - 16-18 Study Programmes 2024-25 (PDF)'. A 'Condition of Funding for 16-18 Study Programmes' section states that funding rules allow learners with GCSE at or below grade 2 to work towards Functional Skills. A 'Useful links' section includes a link to 'Find out more about our Maths and English offer'. A download button for 'Download our funded courses directory' is also visible.



Adult Skills - Skills for Work and Life

Maths, English and Employability qualifications

City & Guilds qualifications and units, both those eligible and those not eligible for funding in England under the Adult Skills Fund and other 19+ funding streams.

Version 1.0
2024/25



16+ Study Programmes: Maths, English ESOL and Employability

City & Guilds qualifications approved or otherwise suitable for 16-18 delivery in England

2024-25
Version 1.1

Maths and English - Funding Information | City & Guilds

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.



2024/2025

Events and Webinars - Maths
and English | City & Guilds

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)



Smart Screen

Teaching and learning resources

- developing skills activities
- 150 maths and English videos
- interactive e-learning
- worksheets
- classroom games and activities
- card sorts/matching
- exam preparation videos
- speaking and listening videos
- and much more....

Updated!

City & Guilds

Maths (3844, 3847, 3850, 3868, 4748, 4800) > Modules

SmartScreen Mathematics

Worksheet 22: Budgeting

Collapse all

Account

Admin

Dashboard

Courses

Calendar

Inbox

History

Enrol In A

▼ Maths resource guides

Functional Skills Maths

Entry Level 1 Fun

Entry Level 2 Fun

Entry Level 3 Fun

Level 1 Function:

Level 2 Function:

Below is a copy of a friend's bank statement

Date	Description
13 April	Asdo Stores Ltd
13 April	Daten Electricals
14 April	UP Petrol
16 April	Water rates
17 April	Mobile Phone - Phones RGR8
20 April	Worthington Mortgage Facilities

What was the balance brought forward?

How much was spent at Daten Electricals?

Measuring size

1. Talking about measurement

millime

centime

metre

kilome

Solving X problems

KEY TERMS

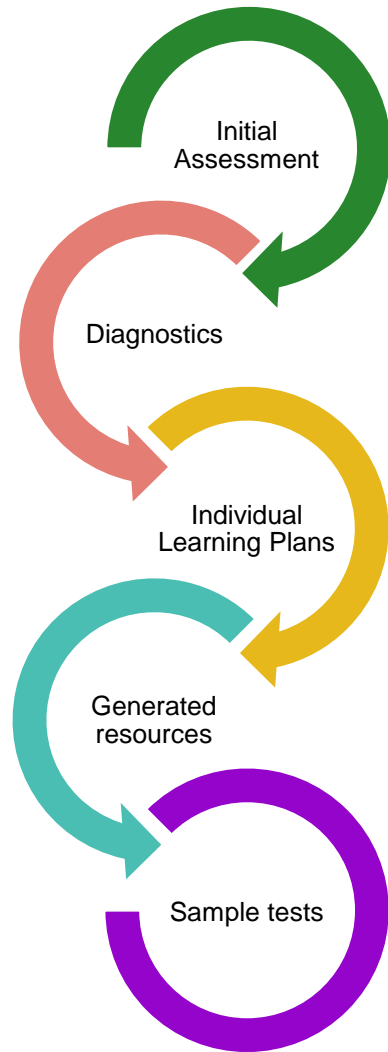
multiply times

2 pills 3 times a day

Mon Tues Weds Thurs Fri Sat Sun

[SmartScreen | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

e-Functional Skills



Graph

Group	Score	Change
(1)	50%	+1%
(2)	30%	-26%
(3)	20%	

Functional Skills
City & Guilds e-Functional Skills: English Reloaded
 Applied/Vocational
 City & Guilds
 Your subscription will expire on 01/01/2030. [Renew](#)

No.	Topics	Knowledge Tests	Resources
1	Initial Assessment -> Online version	Initial Assessment: Level 2 Initial Assessment: Level 1 Initial Assessment: Entry Le	

Functional Skills
City & Guilds e-Functional Skills: Maths Reloaded
 Applied/Vocational
 City & Guilds
 Your subscription will expire on 01/01/2030. [Renew](#)

Audience, purpose and language

Shape and space

Worked examples

Worked example 1
 We are going to look at an advertisement for a college. Health and Safety in the home. We will look at some of help to make the information stand out and easy for it!

HEALTH AND SAFETY IN THE I
COURSE DESCRIPTION
 This course is aimed at anyone who wants to gain knowledge ab Safety in the home.
 This would be relevant for anyone in a role where they need to m

COURSE AIMS
 To have a basic understanding of all aspects of Health and Safet
 This includes:

- electrical
- electrical equipment
- gardening
- stairs
- kitchen/bathroom areas

Worked examples
Drawing shapes, plans and elevations
 Example
 Draw the front and side elevations of this solid shape.

Front elevation
 Side elevation

The front elevation would be:

Poll

Your contribution helps us formulate further support sessions.

Do you currently use any of our digital resources?

Tick the ones that apply:

- SmartScreen
- e-Functional Skills
- Open Assess
- Centre Analytics

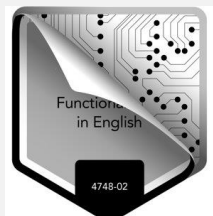
Did you know...

Once your learners has completed their Functional Skills qualification, thy are entitled to a Digital Credential.

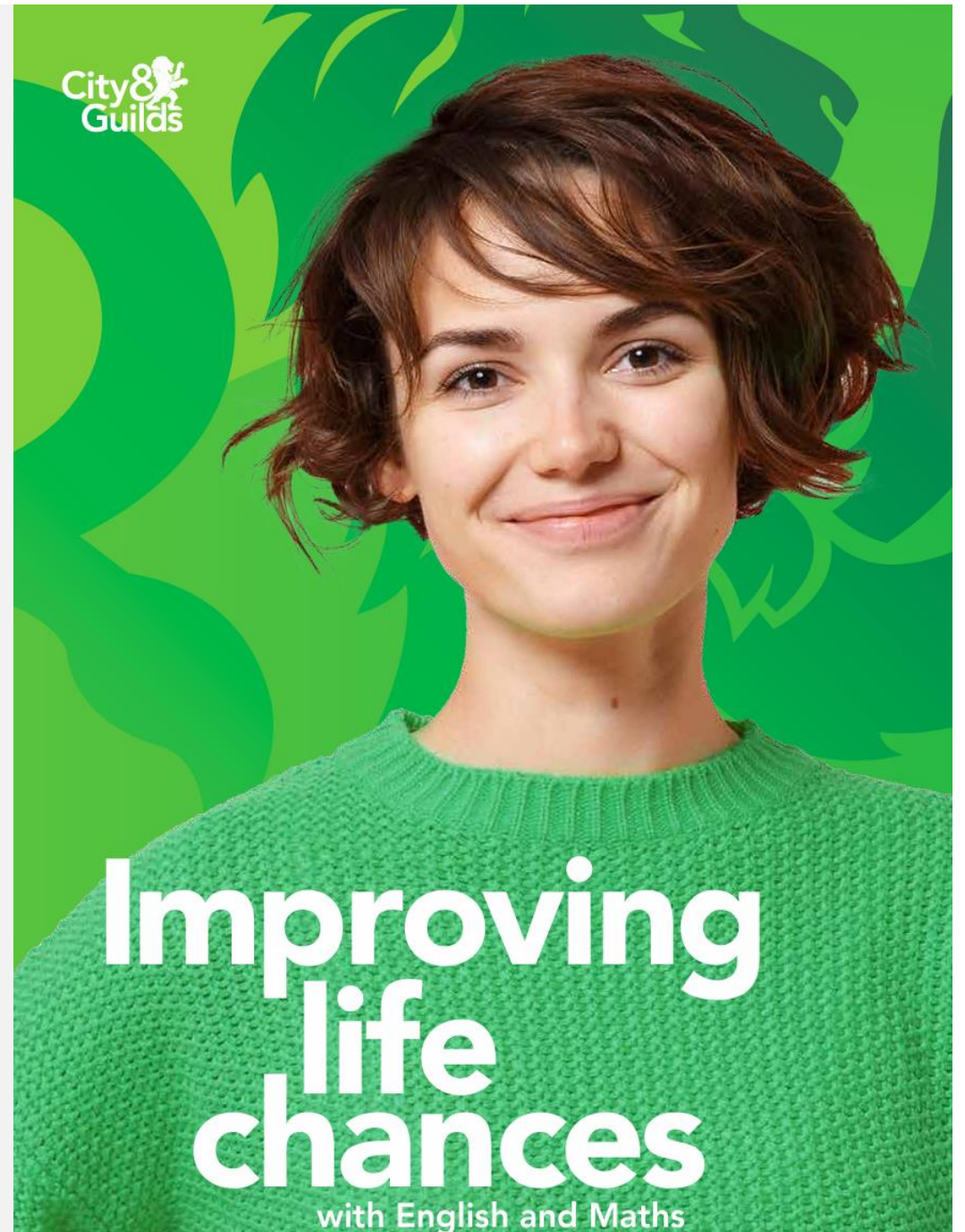
More than a line on a CV, digital credentials provide **verifiable proof of an achievement**.

All the information is packed into an image file that can be displayed via online CVs and social networking sites such as LinkedIn, Facebook or Twitter.

Free and easy to set up- just add learners' personal email address during the registration on Walled Garden.

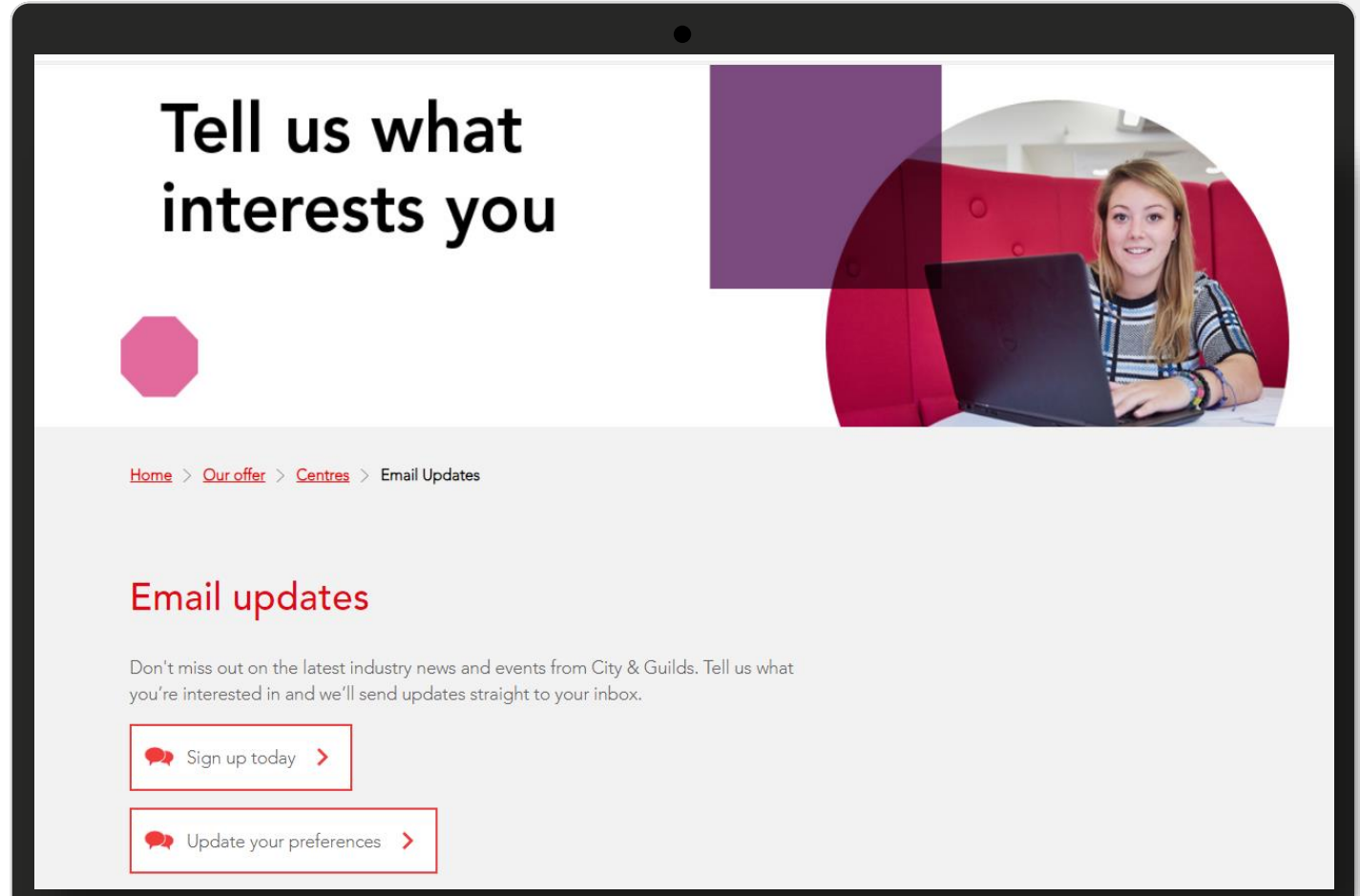


[Individuals - Digital Credentials | City & Guilds](https://www.cityandguilds.com)
 [\(cityandguilds.com\)](https://www.cityandguilds.com)



Email Updates | City & Guilds

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



The screenshot shows a laptop screen with a website page. The page has a white background with a purple square and a circular image of a woman with blonde hair sitting at a desk with a laptop. The text on the page is as follows:

Tell us what interests you

[Home](#) > [Our offer](#) > [Centres](#) > Email Updates

Email updates

Don't miss out on the latest industry news and events from City & Guilds. Tell us what you're interested in and we'll send updates straight to your inbox.

[Sign up today >](#)

[Update 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!

City & Guilds

The logo for City & Guilds, featuring the text "City & Guilds" in a white, serif font. The ampersand is stylized. To the right of the text is a white silhouette of a lion rampant, a heraldic symbol.

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, ESOL and employability qualifications and services, please contact
customersupport@cityandguilds.com
pre-employment@cityandguilds.com

Alternatively, visit our dedicated webpage
cityandguilds.com/mathsandenglish

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