

Skills for Work & Life

Digital Resources
November 2024



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

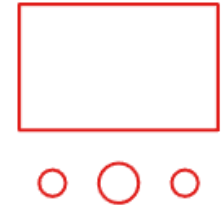
will be available on our [Resource Hub webpage](#) shortly.



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

Webinar hosts



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.



Natalie Humberstone
Digital Solutions Manager

Providing training and support across a range of platforms to achieve your strategic goals.



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

customersupport@cityandguilds.com

Providing support and training across digital platforms.

Agenda

- ✓ Meet the team
- ✓ Quick poll
- ✓ e-Functional Skills
- ✓ SmartScreen
- ✓ Open Assess
- ✓ Evolve Centre Analytics
- ✓ Digital credentials
- ✓ Q&A

[Resources - Maths & English | City & Guilds](#)



But first...

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

Are you currently using any of our digital resources?

- e-Functional Skills
- Maths and English SmartScreen
- Open Assess
- Remote Invigilation
- Centre Analytics
- Not using any of these resources



A more detailed approach to our digital resources

Digital Resources: Initial and diagnostic assessments – [watch the recording](#) (YouTube)

Digital Resources: Initial and diagnostic assessments – [download the slides](#) (PDF)

Digital Resources: Supporting a blended maths and English delivery – [watch the recording](#) (YouTube)

Digital Resources: Supporting a blended maths and English delivery – [download the slides](#) (PDF)

Digital Resources- Being Exam Ready – [watch the recording](#) (YouTube)

Digital Resources- Being Exam Ready – [download the slides](#) (PDF)

Digital Resources: Interpreting Results – [watch the recording](#) (YouTube)

Digital Resources: Interpreting Results – [download the slides](#) (PDF)

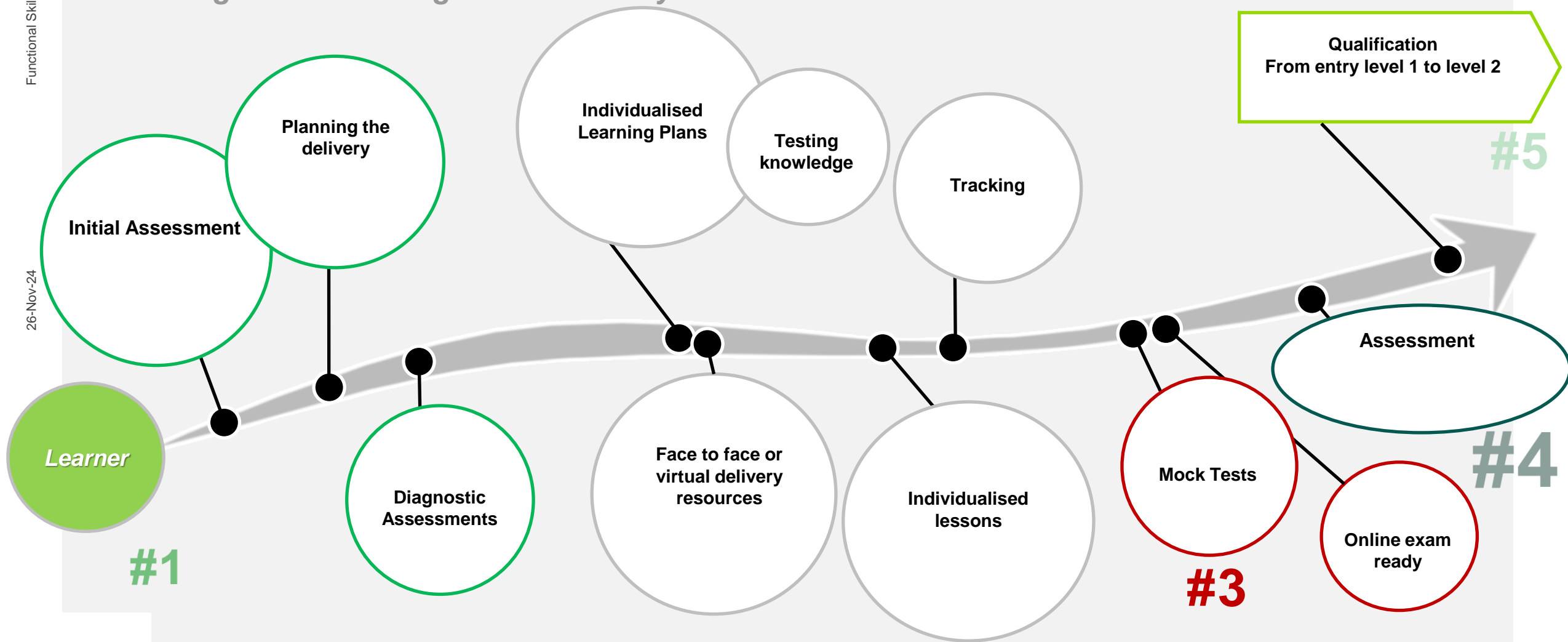
[City & Guilds | Skills for Work and Life | Resource Hub](#)



A learner's journey

Becoming maths and English exam ready

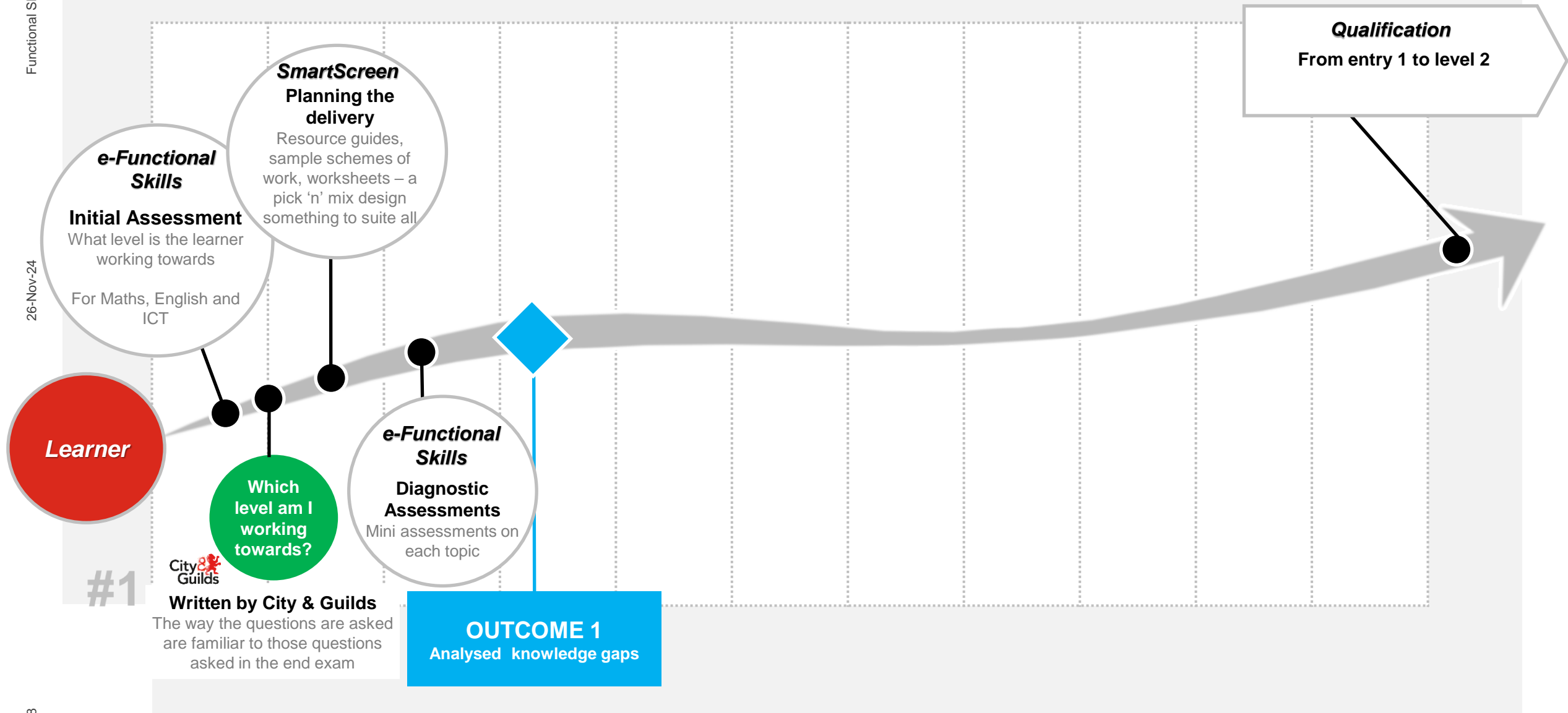
26-Nov-24



A learner's journey

Supporting them to become maths and English exam ready

26-Nov-24



#1



Written by City & Guilds
The way the questions are asked are familiar to those questions asked in the end exam

OUTCOME 1
Analysed knowledge gaps

e-Functional Skills



Hello Digital. What would you like to do today?

Search for a course, resource, lesson, or phrase



Open a course



View a course plan



Browse eBooks



Plan a lesson



Set a knowledge test



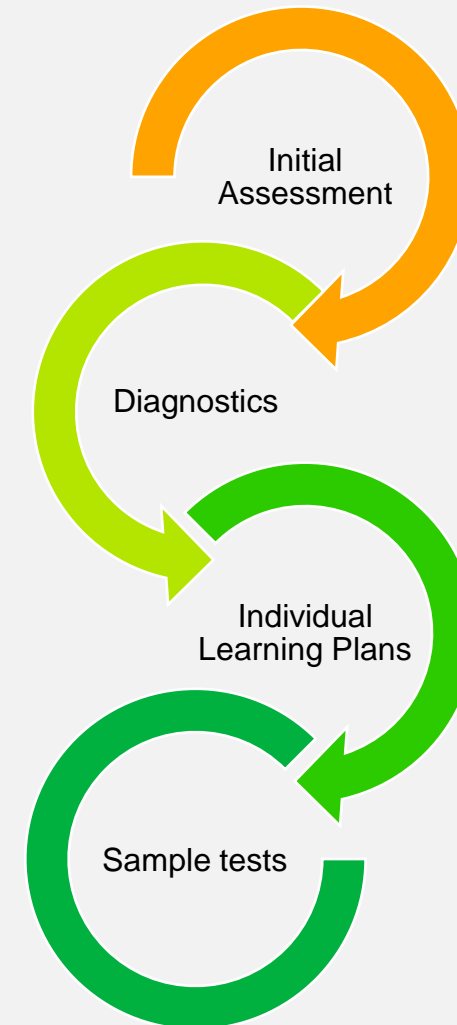
View reports



What is e- Functional Skills?

An online learning platform for individual and classroom-based learning. It contains:

- A dynamic, stand-alone Initial Assessment – identifies the learner’s level, allowing you to place them on the most appropriate learning programme.
- A Diagnostic Assessment – identifies any learning gaps and generates an individual learning plan.
- Tracking - allows you to monitor learners’ progress along the way.
- Teaching and learning resources - covers English, Mathematics and ICT from Entry Level 3 to Level 2.



e-Functional Skills



Functional Skills

City & Guilds e-Functional Skills: English Reloaded

Applied/Vocational

City & Guilds

Your subscription will expire on 01/01/2030. Renew







Functional Skills

City & Guilds e-Functional Skills: Maths Reloaded


Applied/Vocational

City & Guilds

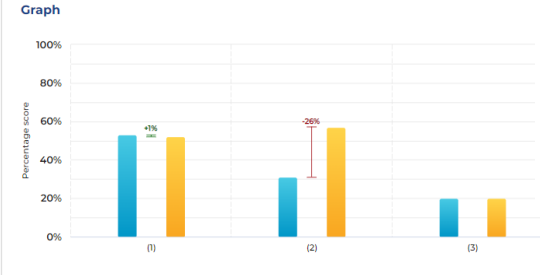
Your subscription will expire on 01/01/2030. Renew







Graph

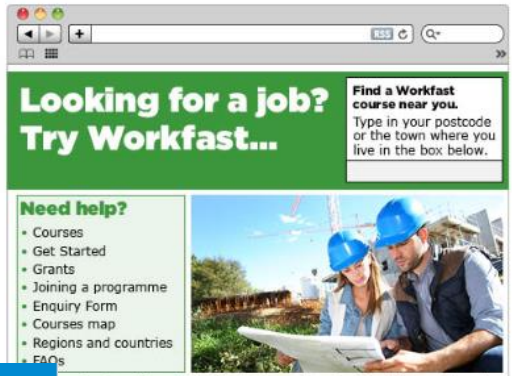


Category	Learner Score	School Average
(1)	~55%	~52%
(2)	~30%	~56%
(3)	~20%	~20%

1. Workfast

Read the information about Workfast in the image below.

What is the main point of the text?



Looking for a job? Try Workfast...

Need help?

- Courses
- Get Started
- Grants
- Joining a programme
- Enquiry Form
- Courses map
- Regions and countries
- FAQs

Audience, purpose and language

Level 1

Worked examples

Worked example 1

We are going to look at an advertisement for a college course about Health and Safety in the home. We will look at some of the features that help to make the information stand out and easy for the reader to find.

HEALTH AND SAFETY IN THE HOME!

COURSE DESCRIPTION
This course is aimed at anyone who wants to gain knowledge about Health and Safety in the home. This would be relevant for anyone in a role where they need to make home visits.

COURSE AIMS
To have a basic understanding of all aspects of Health and Safety in the home. This includes:

- electricals
- electrical equipment
- plumbing
- wiring
- kitchen/bathroom areas.

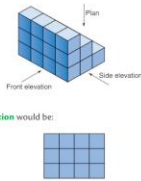
Level 2

Shape and space


Worked examples

Drawing shapes, plans and elevations

Example
Draw the front and side elevations of this solid shape:



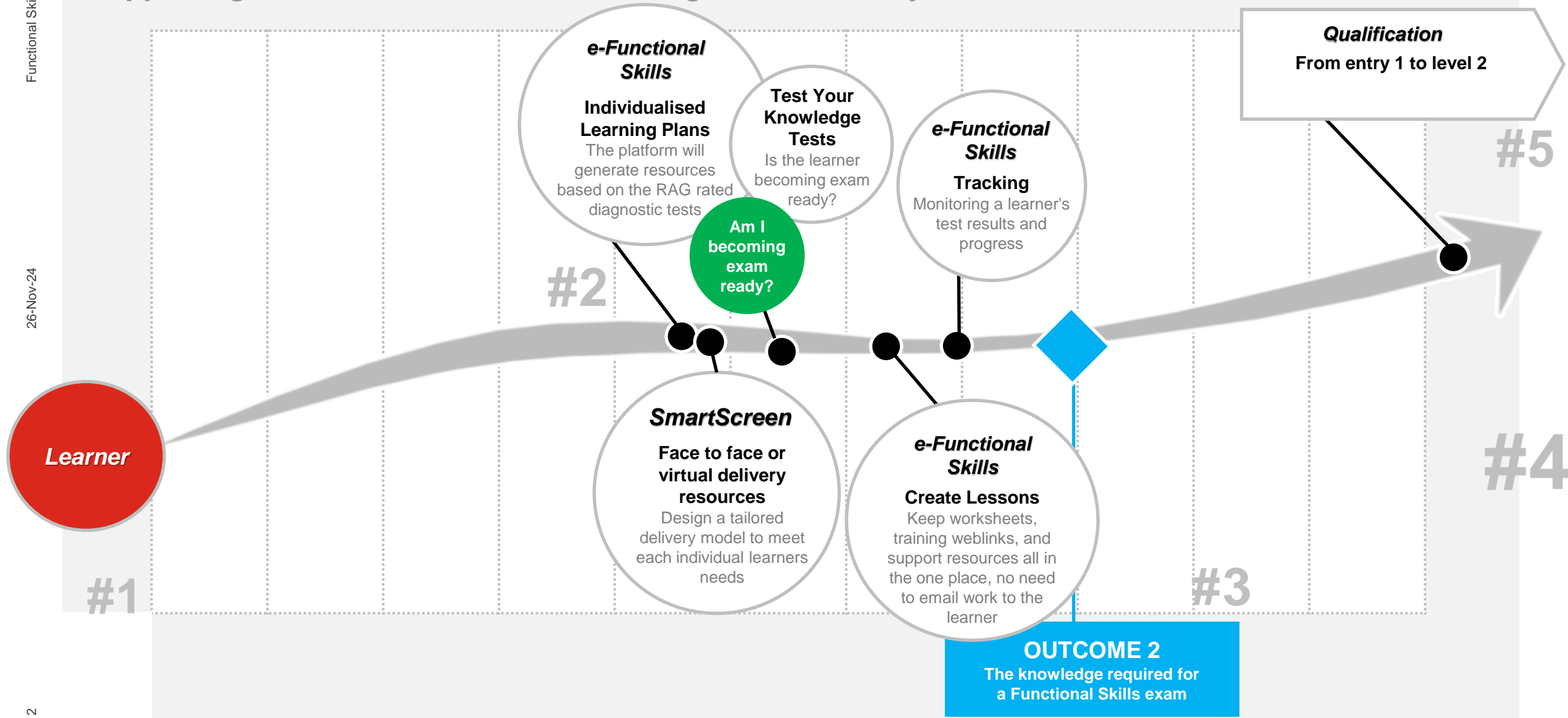
The **front elevation** would be:



A learner's journey

Supporting them to become maths and English exam ready

26-Nov-24



Smart Screen



Account



Admin



Dashboard



Courses



Calendar



Inbox



History



Enrol In A



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

▼ Maths resource guides

Functional Skills Mathematics

 [Entry Level 1 Functional Skills Mathematics Resource Guide](#)

 [Entry Level 2 Functional Skills Mathematics Resource Guide](#)

 [Entry Level 3 Functional Skills Mathematics Resource Guide](#)

 [Level 1 Functional Skills Mathematics Resource Guide](#)

 [Level 2 Functional Skills Mathematics Resource Guide](#)

SmartScreen is a teaching and learning platform

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....

The screenshot displays the SmartScreen Mathematics interface. On the left is a red sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Enrol In A. The main content area is titled 'SmartScreen Mathematics' and 'Worksheet 22: Budgeting'. It features a 'Problem to solve' section with a word problem about a bank statement, a 'Your task' section with three numbered steps, and a table of transactions. Below the table is a question: 'What was the balance brought in? How much was spent at Dater's?'. To the right, there are two video lessons. The first is 'Measuring size' with the title '1. Talking about measurements' and a video player showing units: millimetre, centimetre, metre, kilometre. The second is 'Solving X problems' with the title 'Solving X problems' and a video player showing a man speaking and a whiteboard with 'KEY TERMS' and 'multiply times' written on it.

SmartScreen Mathematics

Worksheet 22: Budgeting

Problem to solve
A friend has asked you to check her bank statement. She can't get the final balance to match the amount she has worked out and is worried that she is overdrawn. She needs your help to end the month in credit.

Your task:

1. Compare your friend's bank statement with the bank's.
2. Use estimation to check the bank's figures.
3. Calculate the amount in credit.

Below is a copy of a friend's bank statement:

Date	Description
13 April	
13 April	Asdo Stores
14 April	Daten Elect
16 April	UP Petrol
17 April	Water rates
20 April	Mobile Phon
21 April	Worthington
	Mortgage Pa

**What was the balance brought in?
How much was spent at Dater's?**

Measuring size

1. Talking about measurements
Select the play button to see the clues hidden in the words we use to talk about measuring.

millimetre
centimetre
metre
kilometre

Solving X problems
Select the play button to get started.

KEY TERMS
multiply times
2 pills
3 times a day
Mon Tues Weds Thurs Fri Sat Sun

Planning your delivery with SmartScreen

Choose your subject



Access resource guides and schemes of work



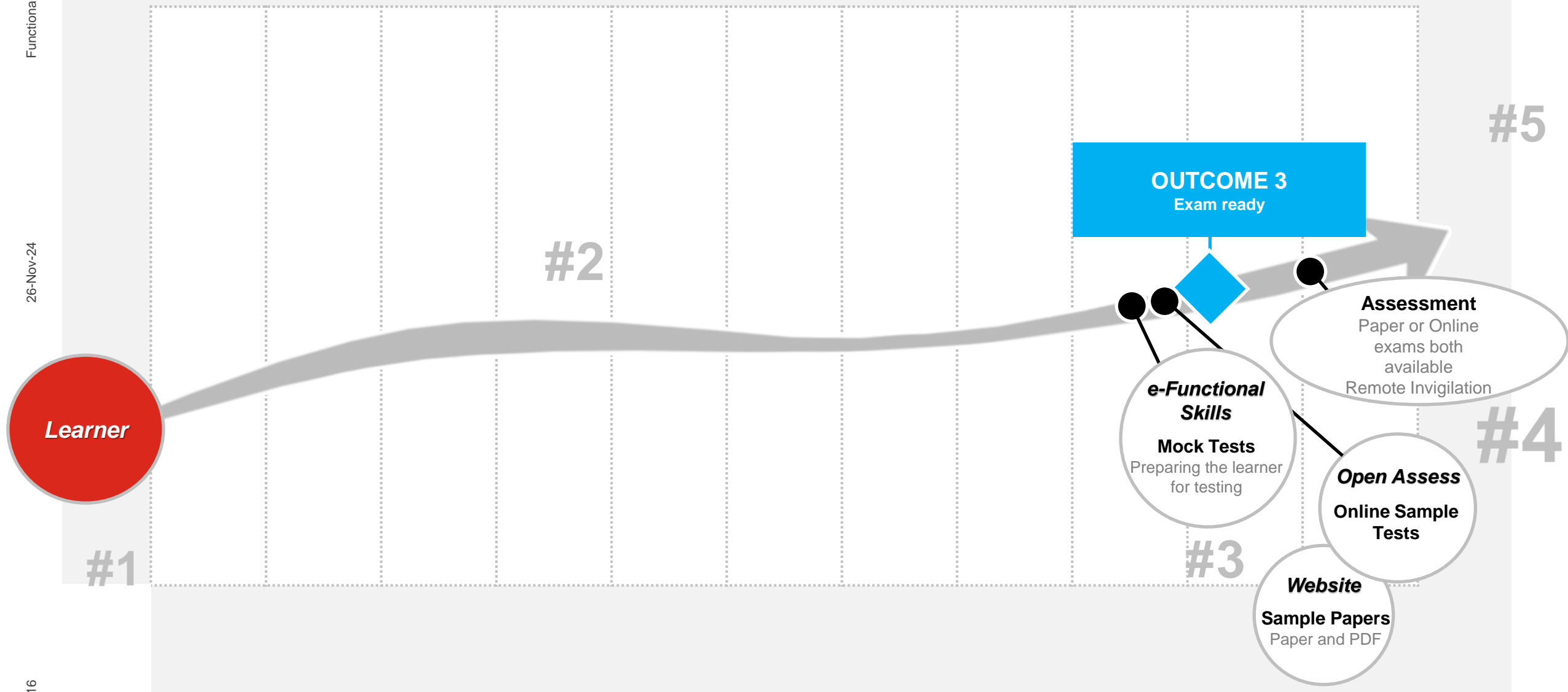
Choose from a range of resources

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

A learner's journey

Supporting them to become maths and English exam ready

26-Nov-24



Taking the test



Open Assess

User Name:

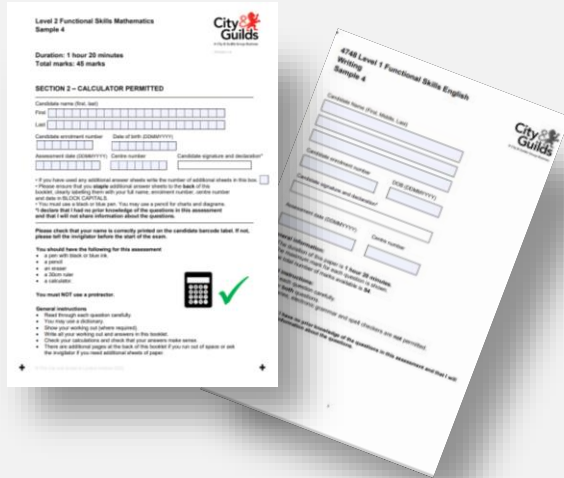
Password:

Login

[Can't access your account?](#)

Taking the test

Paper based

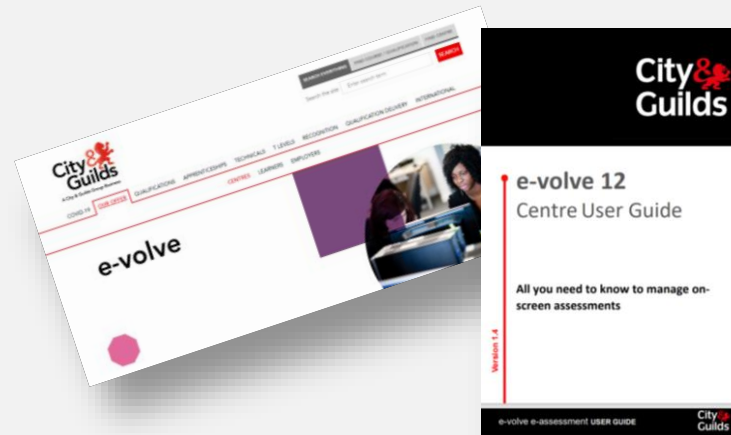


Paper based exams

Offering a more traditional style of testing for your learners. Giving them flexibility to use the exam format that is best suited for their needs.

Click [4748-qualification webpage](#)

On screen

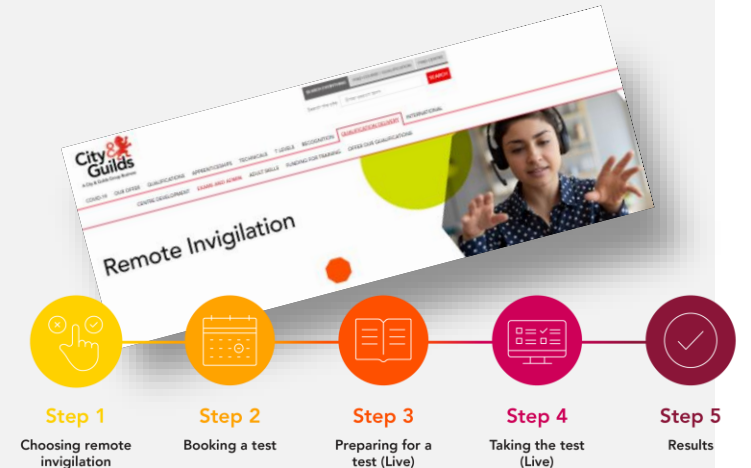


e-volve

Helps your learners to sit tests and exams securely and easily. Can be used online or taken offline, giving greater flexibility to download to laptop or PC.

Click [here](#) for more information

Remote Invigilation



Live remote invigilation

Allows tests on our e-volve platform to be taken from home or in the workplace, giving more flexibility to your candidates and removing the need to travel to a test centre.

Click [here](#) for more details.

Using Open Assess

Allocating and marking a sample paper



Marking, results and marker comments



Candidate review and test feedback

Schedule Test Wizard

- Centre, Subject, Test & Date: Centre, Subject, Test & Date
- Candidates: Centre
- Delivery & Administration: Centre
- Review: Select...

City & Guilds Home Test Administration Setup

Schedule **Invigilate** Mark Results Candidate Review

Reset Filters Downloaded to SecureClient

State	PIN	Test Name	Keycode	Centre
		Writing Level 1 Sample	46XCBLKL	Guide C
		Writing Level 1 Sample	JMVL7BKL	Guide C

Enter Keycode

Please enter your 8 character Keycode.

Test Reports

City & Guilds

Guide Centre
Writing Level 1 Sample

Results Breakdown:

Question	Questions Correct (%)
Question 1	58.57
Composition	75.00
Grammar	50.00
Punctuation	100.00
Spelling	75.37
Total	75.37
Question 2	26.87
Composition	100.00
Grammar	100.00
Punctuation	100.00
Spelling	100.00
Total	99.26

Onscreen Test Result Report

PRIVATE AND CONFIDENTIAL

City & Guilds

Guide Centre
Candidate Name: KatiDap
Candidate ref.: KatiDap
Centre: Guide Centre
Centre Code: 99043
Subject Name: Functional Skills Maths Level 1 Sample
Test Name: Maths Level 1 Sample
Test Date: 22/02/2024
Percentage: 38.33%
Result: Pass

City & Guilds Home Test Administration Setup

Schedule Invigilate **Mark** Results Candidate Review

Mark Script | 1927 Maths Writing Level 1 Sample | Test Item: 23.06.23

Section: Section 2 (26 marks) | Question: 17 (Language changed) (6 marks) | 14 |

There are suggested changes to this item. Please click the 'Suggest Mark' button to pass them.

Dear Mrs Rogg,
I hope you remember me? I worked for your organisation many moons ago when I first left college. I really enjoyed my time with you and only left because I wanted to travel and see the world. I have spent the last 5 years visiting new places and having new experiences but now it is time for me to come back and settle down. I have been fortunate enough to secure an interview for a role with Surpass which means that I have an opportunity to build on the fantastic training and experiences that I had while I was working with you. The HR department at Skills Unlimited have asked for a reference from my previous job, and while it has been some time since I worked for you, I would be grateful if you would consider giving me a reference for this new role. Please send the information to Mr Smith, Skills Unlimited Training, Moving Up Street, Far Aw...
Yours sincerely,
Mandy Miles

Learning Outcomes

Composition	21/28
Grammar	12/14
Punctuation	21/24
Spelling	21/24

Mark: 19/27

City & Guilds Home Test Administration Setup

Schedule Invigilate **Mark** Results Candidate Review

Keycode	Last name	First name	Subject	Test Name	Candidate ref.	Result	Percent	Mark	Centre Name	Completed	Duration	Feedback
46XCBLKL	Kate	Kate	Functional Skills Maths Lev	Maths Level 1 Sample	KatiDap	Pass	38.33%	20	Guide Centre	2024/02/22	1:00	No
JMVL7BKL	Mandy	Mandy	Functional Skills Maths Lev	Maths Level 1 Sample	Mandy Miles	Pass	70%	0	Guide Centre	16/02/2024	1:00	No

Log In

Test Review

KeyCode:

Passcode:

Test Feedback

Exit

Test: [DHTML] 4748-119 Functional Skills Mathematics Level 1 - Sample
Date: 21/02/2024

You have completed this test.

Summary By Question | Summary By Unit | Summary By Learning Outcome

You can review each of the questions by selecting the individual question buttons.

Non-Calculator

1	2	3	4	5
6	7	8	9	10
11	12a	12b	13a	13b

Calculator

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

Correct Incorrect Partial Mark Not Attempted Human Marked Information & Non-scored Survey

Centre Analytics

e-volve centre analytics

e-volve centre analytics

WORKING WITH US

- > [e-Certificates](#)
- > [e-volve](#)
- > [Walled Garden](#)

WHAT WE OFFER CENTRES >

E-VOLVE

- > [Application form](#)
- > [Familiarisation](#)
- > [Software licence](#)

WORKING WITH US >

e-volve centre analytics is a new, free online results analysis tool for City & Guilds centres, that gives you in depth analysis of your learners' performance for evolve tests.

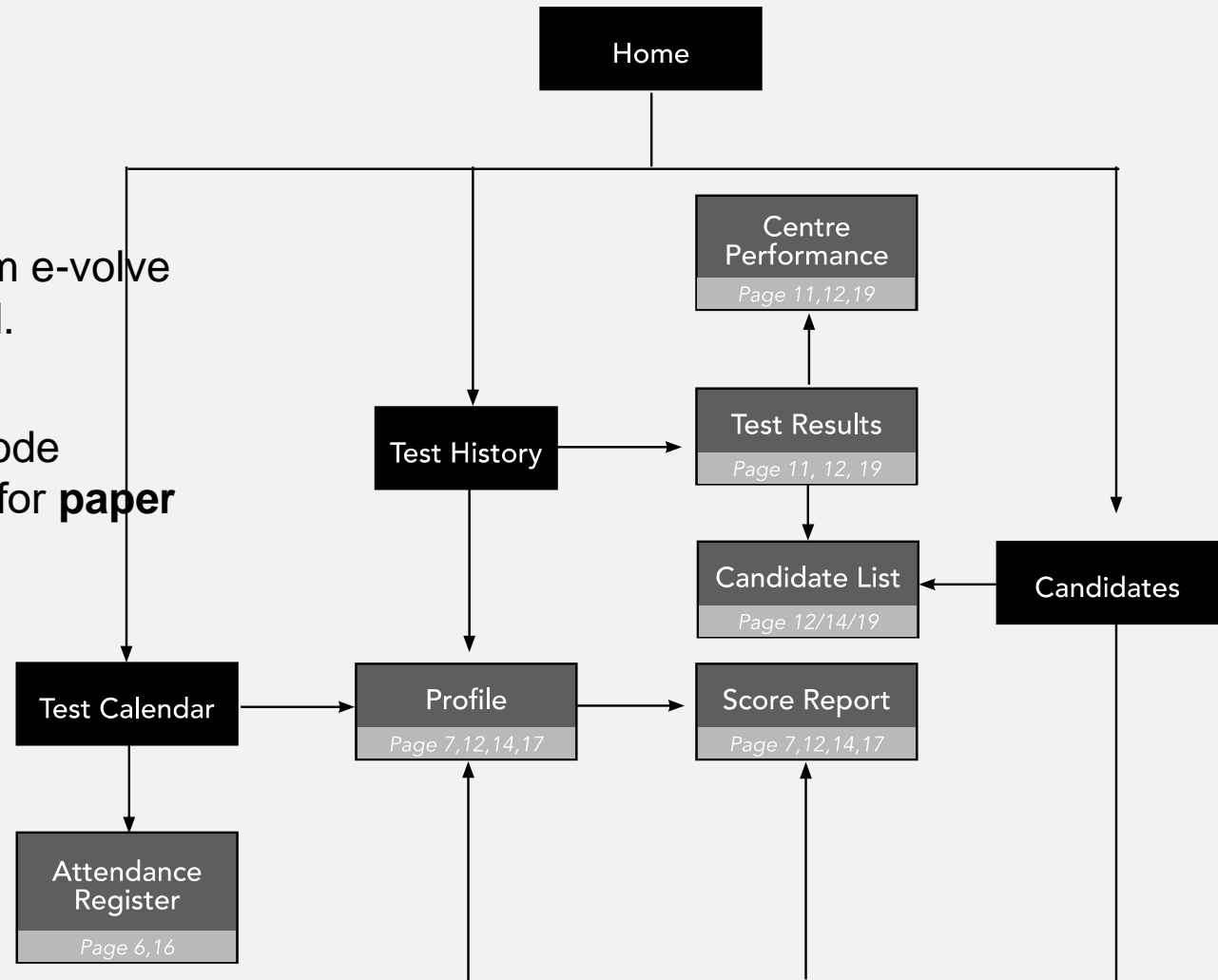
With just a few clicks e-volve centre analytics will allow you to display your e-volve test data, in an easy to understand format. You will be able to analyse by date ranges, qualifications and units, view in various layouts and export for further analysis.

An overview of e-volve centre analytics



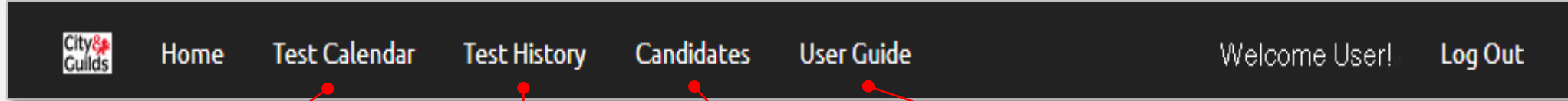
E-volve Centre analytics

- Allows candidate performance data from e-volve tests to be aggregated and interrogated.
- Also provides access to performance code information and candidates' raw marks for **paper** Functional Skills exams.



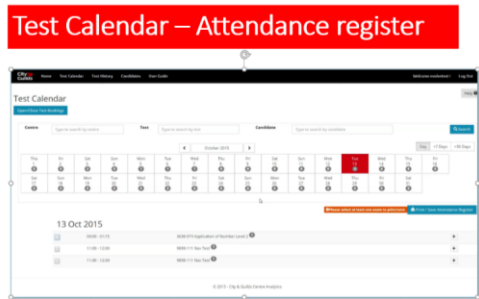
[Centre analytics \(cityandguilds.com\)](http://cityandguilds.com)

E-evolve Centre analytics



Test Calendar

Test status overview.
 Test schedule: centre, candidate, date.
 Attendance register.
 Candidate profiles.



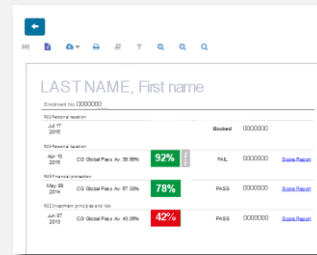
Test History

Comparison of historical data.
 Centre performance.
 Candidate profiles.
 Score reports.



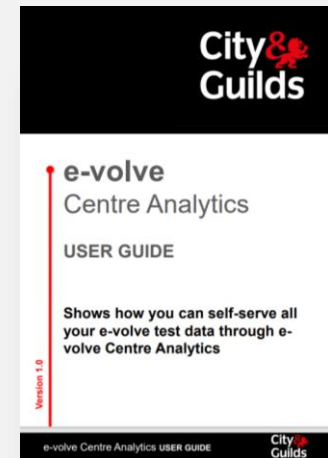
Candidates

Search for individual candidates.
 Access candidate profile.
 Score reports.




User Guide

Can also be accessed on evolve webpage.



[Centre analytics \(cityandguilds.com\)](http://cityandguilds.com)

Provisional Score Reports

Provisional Score Report 

PRIVATE AND CONFIDENTIAL


Enrolment No: [Redacted]
 Centre: [Redacted]
 Centre Installation Code: [Redacted]
 Qualification: **4748 Functional Skills**
 Unit or Assessment: **4748-120 Functional Skills Mathematics Level 2**
 Test Date: [Redacted]
 Score: **38.33%**
 Grade: **Fail**

For internal use	Mark Available	Mark Achieved	Percentage
For internal use	0	0	0%
4748-120 Functional Skills Mathematics Level 2			
SCS10 Add, subtract, multiply and divide decimals up to three decimal places	1	1	100%
SCS4 Identify and know the equivalence between fractions, decimals and percentages	11	5	45.45%

Provisional score reports are available for onscreen and paper exams.

When searching for paper exam score reports always insert **4748 Functional Skills (Paper)**.

The Performance codes documents will support you with the indication of performance for paper-based score reports.


Provisional Score Report 

PRIVATE AND CONFIDENTIAL


Enrolment No: [Redacted]
 Centre: [Redacted]
 Centre Installation Code: [Redacted]
 Qualification: **Functional Mathematics Level 1**
 Unit or Assessment: **Functional Mathematics Level 1**
 Test Date: [Redacted]
 Score: **29**
 Grade: **Fail**

Functional Mathematics Level 1	Performance Codes
SCS 30-31 Probability greater than 50%	SW
SCS8-16 Working with percentages, decimals & fractions less than 50%	SP
SCS 27-29 Using data such as averages, graphs & charts less than 50%	SV
SCS1-7 & 17 Working with numbers less than 50%	SN
SCS21-26 Geometry, area, volume and angles less than 50%	ST
SCS18-20 Units of measure greater than 50%	SQ

Marks are allocated to SCS covered in each paper. These can be used for providing further support to learners on areas needed.



Functional Skills (4748)
 Performance Codes for candidate feedback for paper-based exams at Level 1 and 2

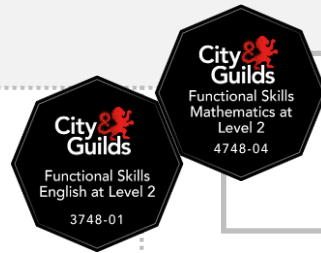


A learner's journey

Supporting them to become maths and English exam ready

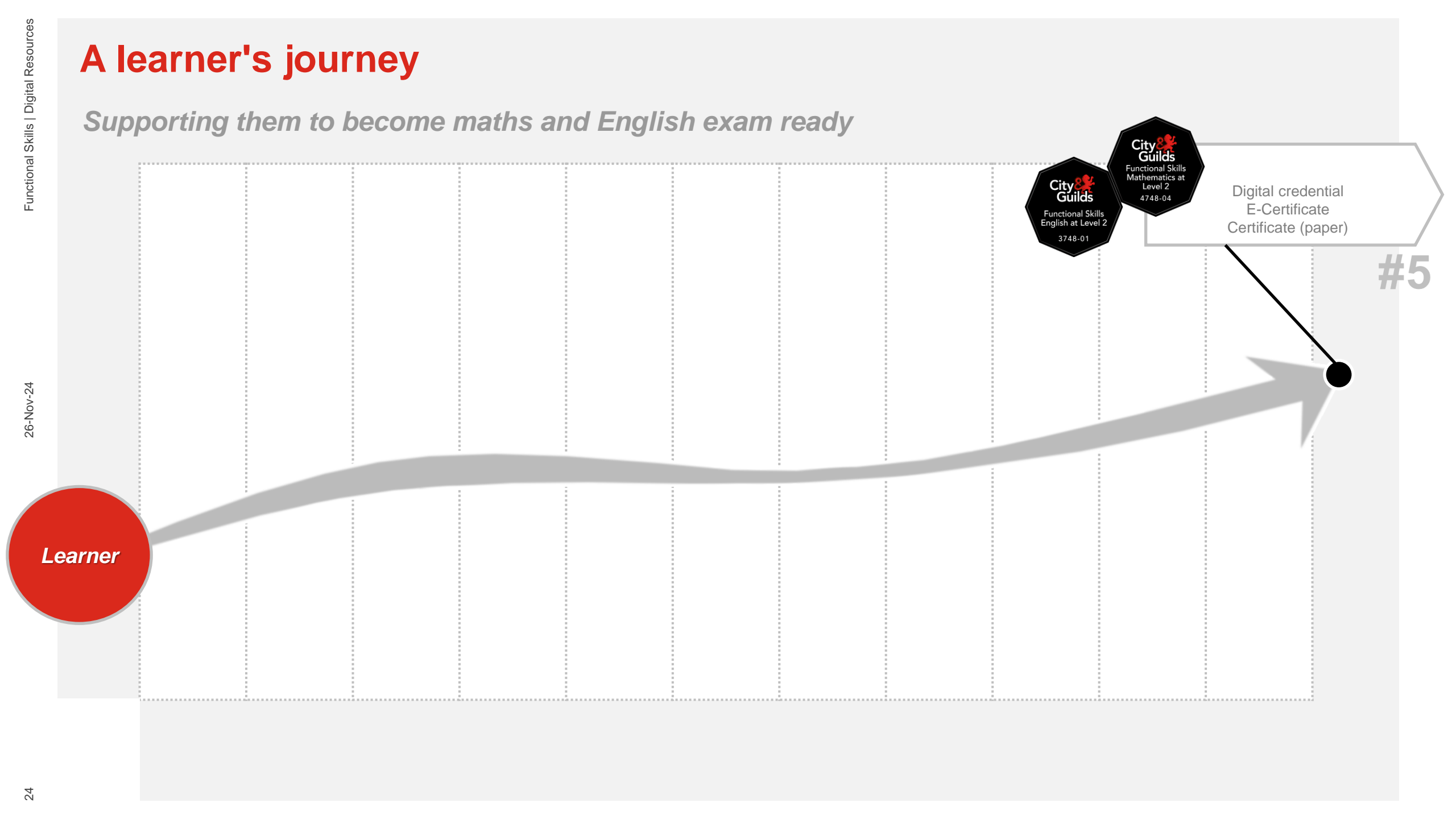
26-Nov-24

Learner



Digital credential
E-Certificate
Certificate (paper)

#5



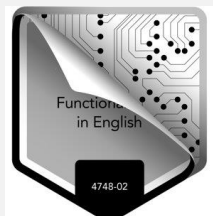
Did you know...

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

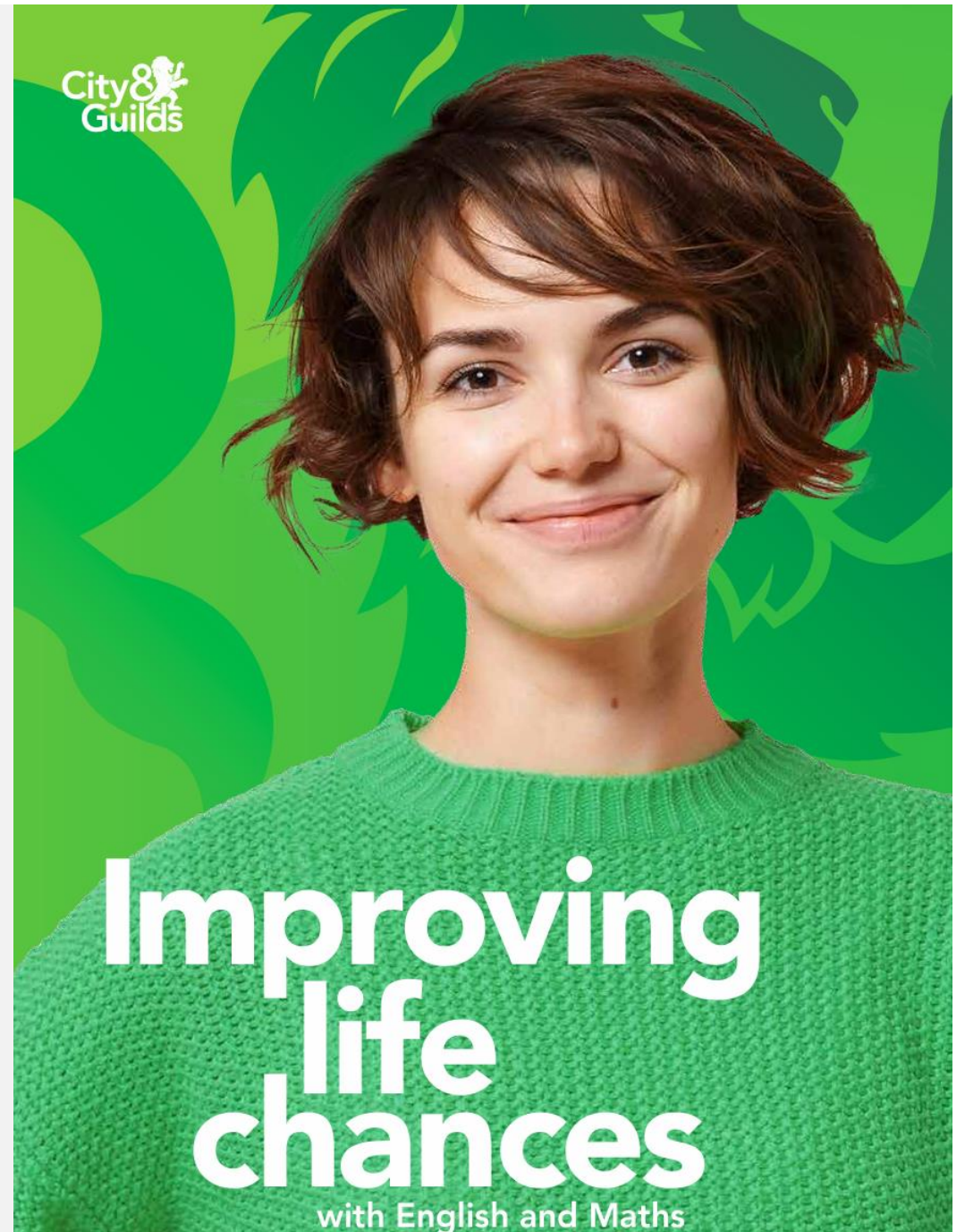
More than a line on a CV, digital credentials provide **verifiable proof of an achievement**.

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.

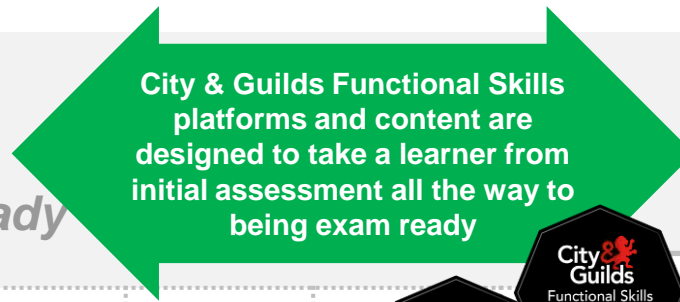


[Individuals - Digital Credentials | City & Guilds](https://www.cityandguilds.com)
 [\(cityandguilds.com\)](https://www.cityandguilds.com)

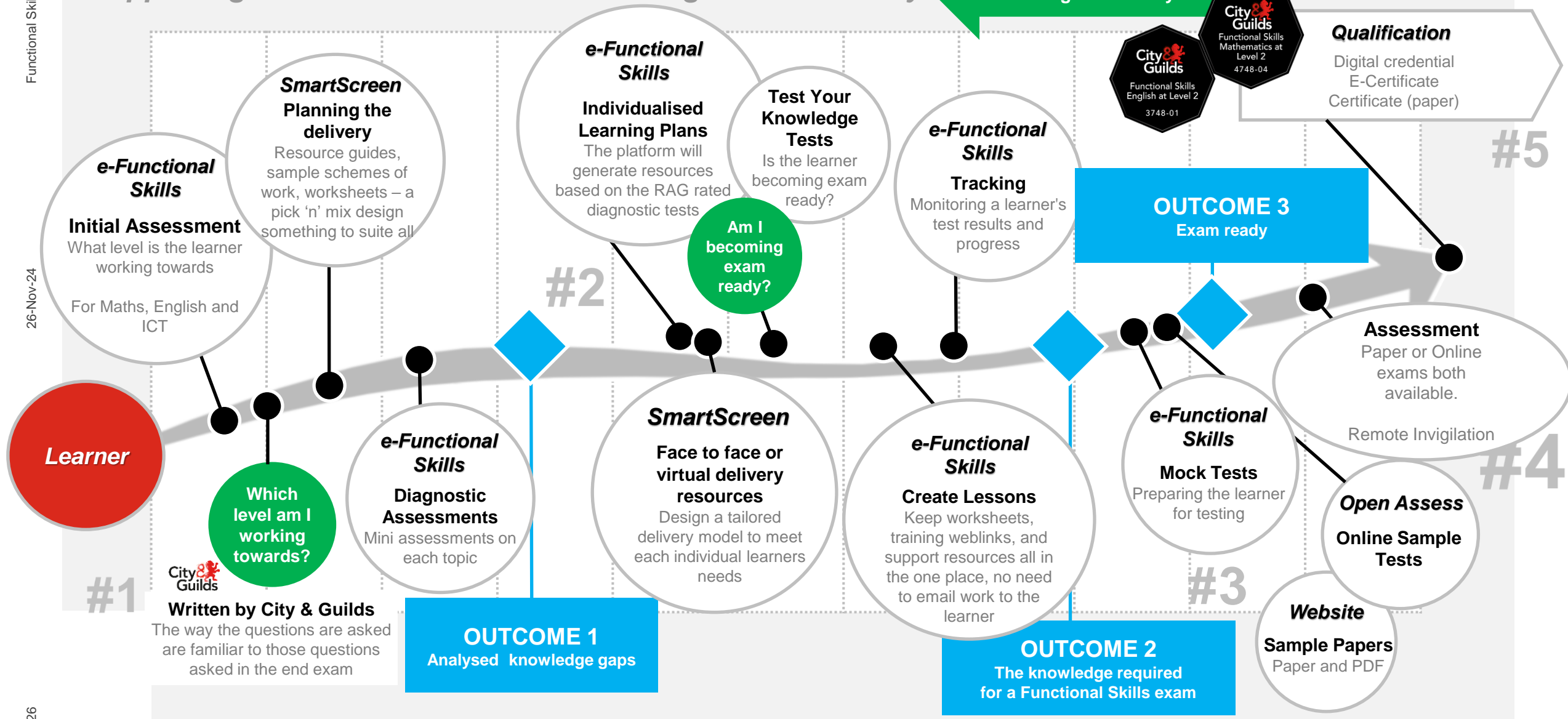


A learner's journey

Supporting them to become maths and English exam ready



26-Nov-24



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)

Skills for Work and Life



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.



customersupport@cityandguilds.com

2024/2025

Events and Webinars - Maths
and English | City & Guilds

Digital Solution support



**Sam
Warsop**



**Natalie
Humberstone**



**Patrick
Lewis**



**Ashleigh
Beckingham**



**Kathryn
McLaughlin**

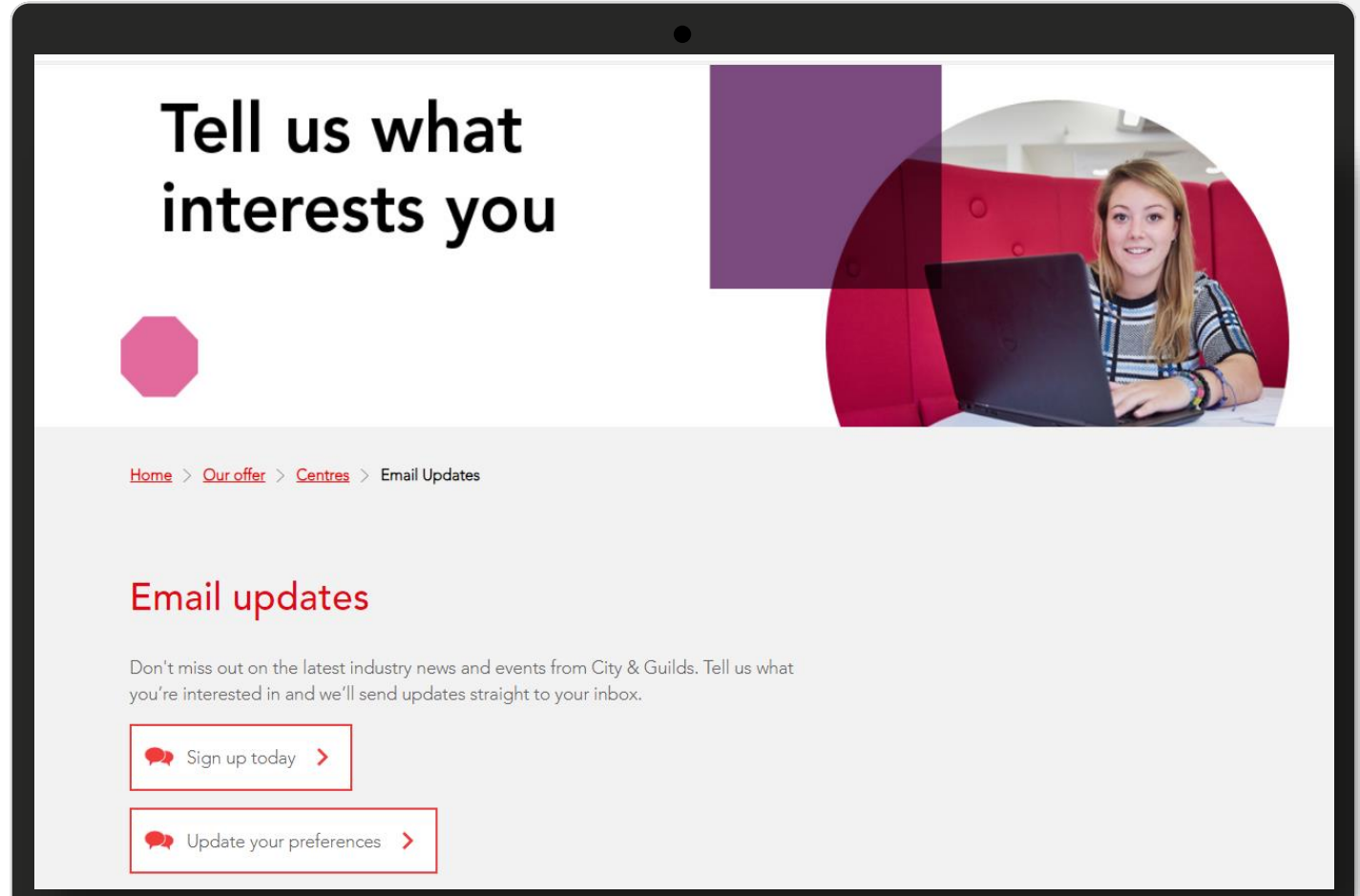
Digital Solution Managers host demos and training sessions for E-functional Skills as well a variety of other Digital Platforms such as EPA Pro, Learning Assistant, Smart Screen, Remote invigilation, Walled Garden, Open Assess, Evolve & Centre Analytics.

[Digital Platforms and Solutions | City & Guilds](https://www.cityandguilds.com)
 [\(cityandguilds.com\)](https://www.cityandguilds.com)

Email updates

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

[Email Updates | City & Guilds](#)



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 >](#)

Your Voice

City & Guilds insight community

Your Voice

Join the City & Guilds insight community

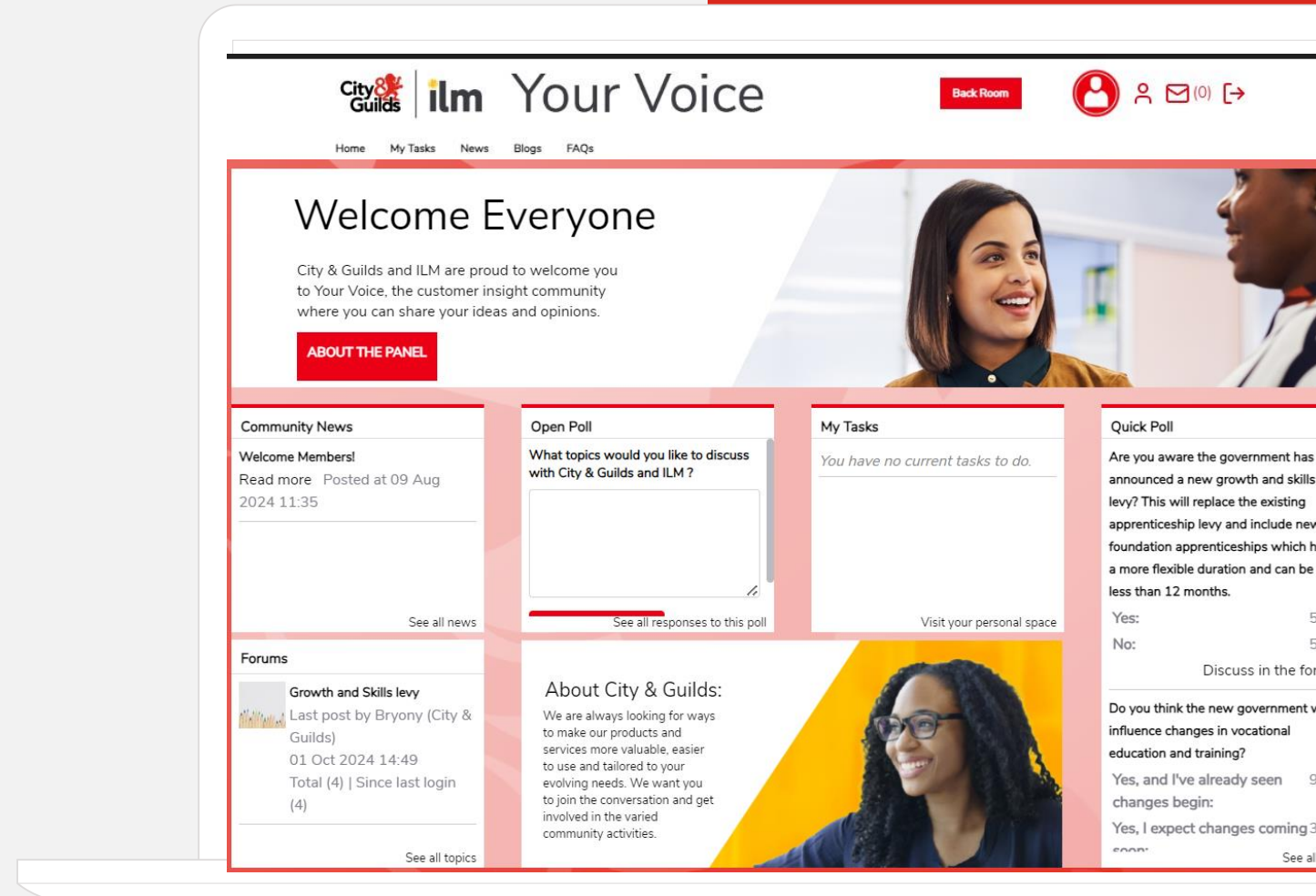
Your Voice is OUR customer panel that helps us put you at the centre of business decisions

We're building a community of customers who want to engage with us – and each other – to help improve our products and services.

We want you to help us make it easy to work with City & Guilds

This community is for:

- UK-based City & Guilds and ILM customers – regardless of your role.
- Assured and recognition services customers



Can you help shape the future of City & Guilds and ILM?

Join our friendly community of customers today and you can:

- Engage with us directly and with sector colleagues in a genuine two-way conversation
- Help shape the products and services we offer
- Suggest ideas and solutions on topics that matter to you
- Take part in varied engaging activities on an easy-to-use digital platform
- Interact with City & Guilds senior managers directly



Rewards for taking part



Easy to use online platform



Get feedback on the actions we're taking

[Sign up here or scan below](#)



By joining the **Your Voice** community your input will help us to help you and your learners in so many ways.

Questions & Answers

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

customersupport@cityandguilds.com





Email contacts

For all your queries contact:

customersupport@cityandguilds.com

For Digital Platforms support contact:

digitalsolutions@cityandguilds.com

For evolve support contact:

evolvesupport@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, ESOL and employability qualifications and services, please contact
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City & Guilds
Giltspur House
5-6 Giltspur Street
London EC1A 9DE

