

Skills for Work & Life

Welcome to 2024/25
(Wales)



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.

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

- ✓ Support Available for 2024-25
- ✓ Qualifications Updates
- ✓ Remote supervision
- ✓ Developing controlled tasks
- ✓ Digital Credentials
- ✓ Website Walk Through

- ✓ Questions & Answers



Updates

Essential Application of Number Skills- Entry 3 (3868-03)

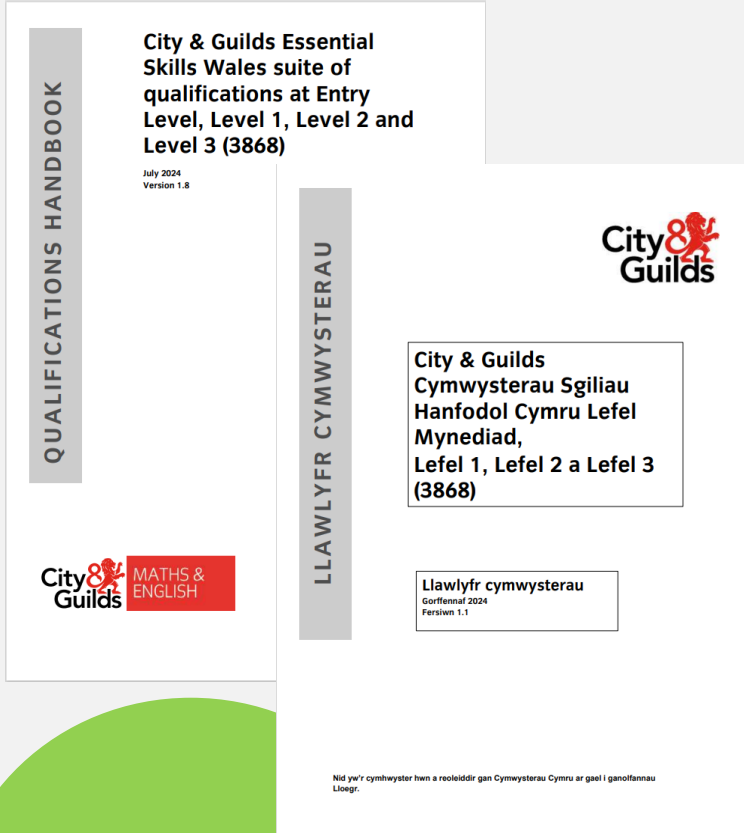
‘**Mobile phone**’ both English and Welsh version withdrawn

- Candidates who sat the controlled task **before 30th April** – their work can be assessed.
- If candidates sat this assessment **between 30th April 2024 and 18th June 2024**, please contact Quality Team on quality@cityandguilds.com

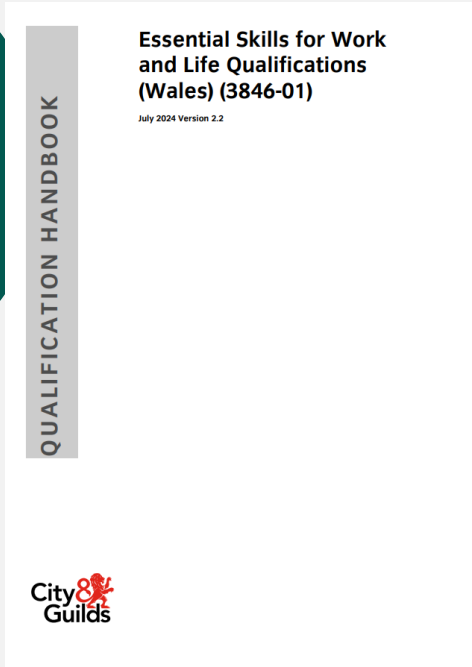
Reminder: live controlled assessments **must not** be shared with people or organisations other than the candidates who are being assessed and individuals who will assess or carry out internal quality assurance activities.

Qualification Handbook updates

Essential Skills for Work and Life (Wales) (3846)



Essential Skills Wales (3868)



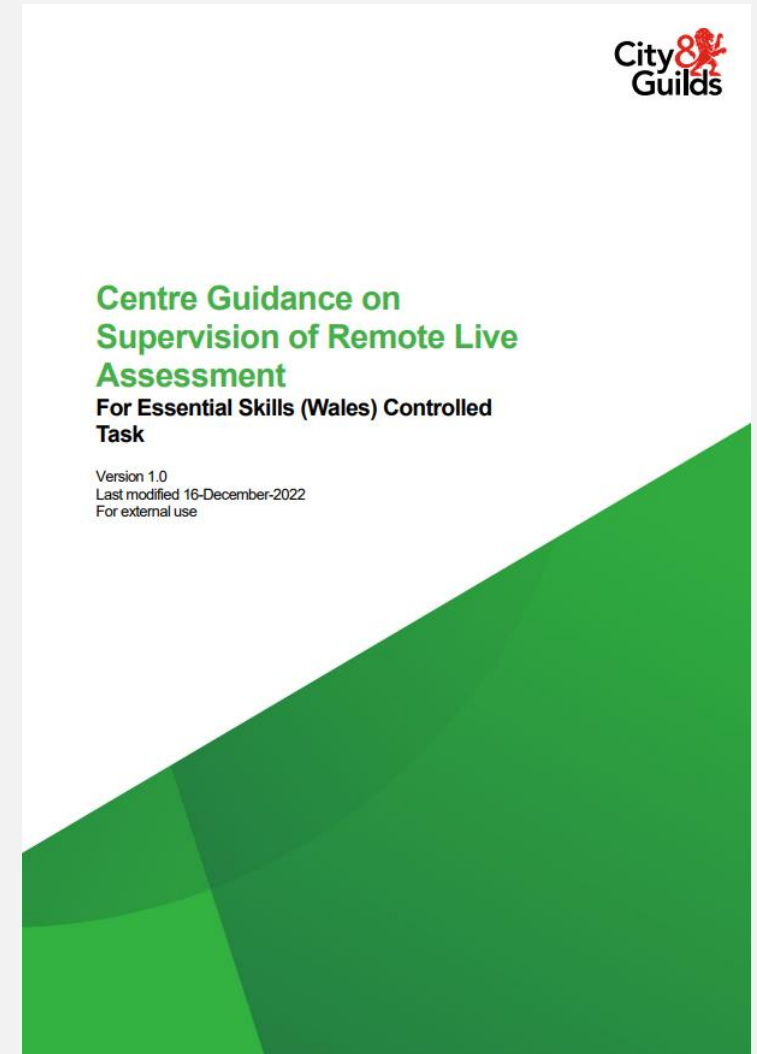
The updated versions of the handbooks now contain the Qualifications Wales approval/designation numbers for these qualifications, as well as the Ofqual accreditation numbers that were allocated when the qualifications were first launched.

We have removed reference to fast-track/automatic approval for centres wishing to offer these qualifications for the first time, as the qualifications which met the conditions to allow this, no longer exist.

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

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



Remote Supervision (3868)

Once the remotely supervised controlled task has been completed a further form must be completed to advise City & Guilds of the date of completion and to advise of any issues or incidents experienced while the task was being undertaken.

The Reporting of completion of remotely supervised controlled tasks form can be accessed [here](#).

2. Centre Number *
Enter your answer

3. Name and Job Title of person reporting *
Enter your answer

4. Subject area *
 Communication
 Application of number
 Digital Literacy
 Employability

5. What level was the completed controlled task(s) completed during this session? *
Select all that apply
 Entry Level 1
 Entry Level 2
 Entry Level 3
 Level 1
 Level 2
 Level 3

6. Qualification and component number *
Please add the details for the task that completed in this session. For example, 3868-004
Enter your answer

7. Did your EQA join the virtual meetings while the controlled task was being taken remotely? *
 Yes
 No

Developing controlled tasks (3868)

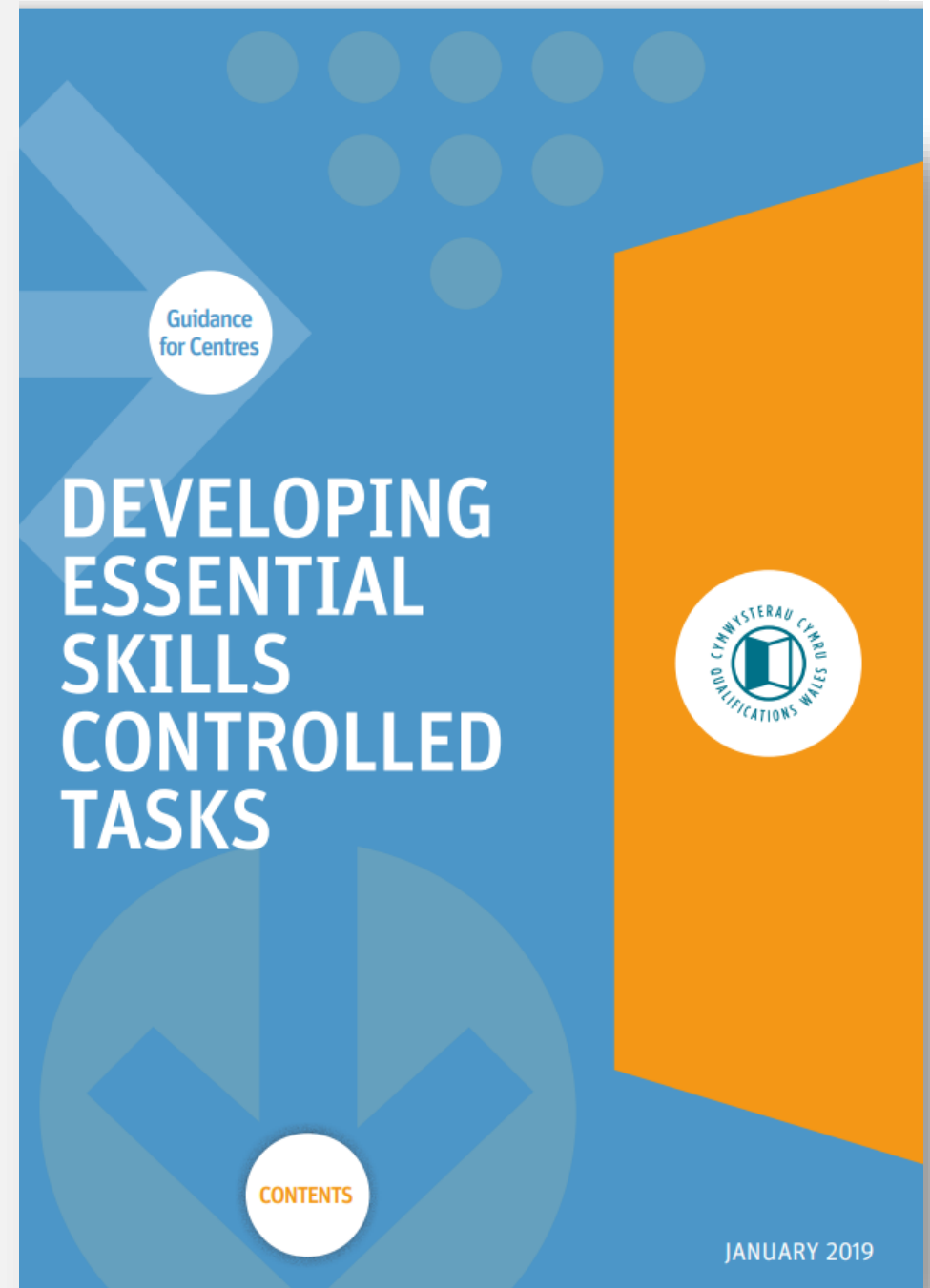
Want to design your own controlled tasks?

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

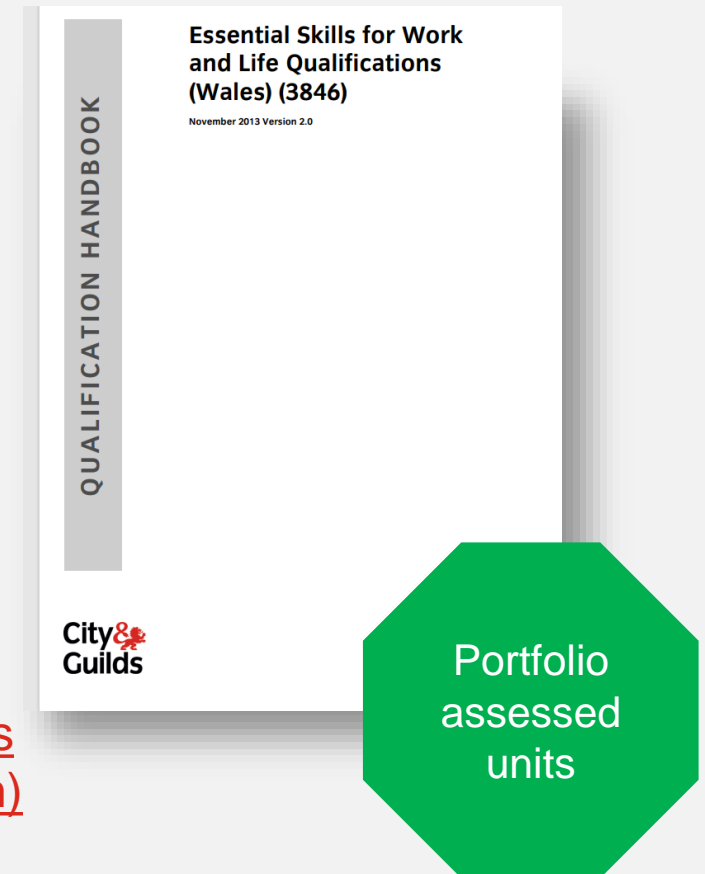


Essential Skills for Work and Life (3846)

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

- ✓ **Reading, Writing and Speaking/Listening** (available as a certificate or individual awards)
- ✓ **Externally set and internally marked** assessments (apart from L1/2 Reading)
- ✓ Assessments available **on demand**
- ✓ **Range** of sample and live assessments
- ✓ **Remote** assessments

[ESOL Skills for Life qualifications | City & Guilds](#)

Employability Skills (5546) Changes to qualifications

Skills for Work & Life team

April 2024 Update



[Changes to Employability \(5546\) watch the recording](#)
[Changes to Employability \(5546\) download the slides](#)

Employability Skills (5546) changes

In September 2024 we held a webinar updating all the upcoming changes to Employability, from 1 September 2024.

Updated
handbook
available on
the 5546-
qualification
page

QUALIFICATION HANDBOOK



City & Guilds Awards,
Certificates and Diplomas in
Employability Skills (5546)

Qualification Handbook for centres

May 2024 Version 8.0

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**

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	n/a	n/a

Remember

Employability
can be added or
embedded to
other
programmes

Employability Skills (5546) Updates for 2024-25 -
[watch the recording](#) (YouTube)

Employability Skills (5546) Updates for 2024-25 -
[download the slides](#) (PDF)

Employability
webinar
updates

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)

Skills for Work and Life



Keeping up to date



RESOURCE HUB

[Learn More >](#)

Access all the information around digital teaching, resources and recordings of webinars.



EVENTS AND NETWORKS

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Details of confirmed dates for all SfWL webinars, networks and events.



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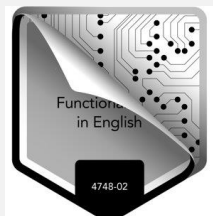
Did you know...

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

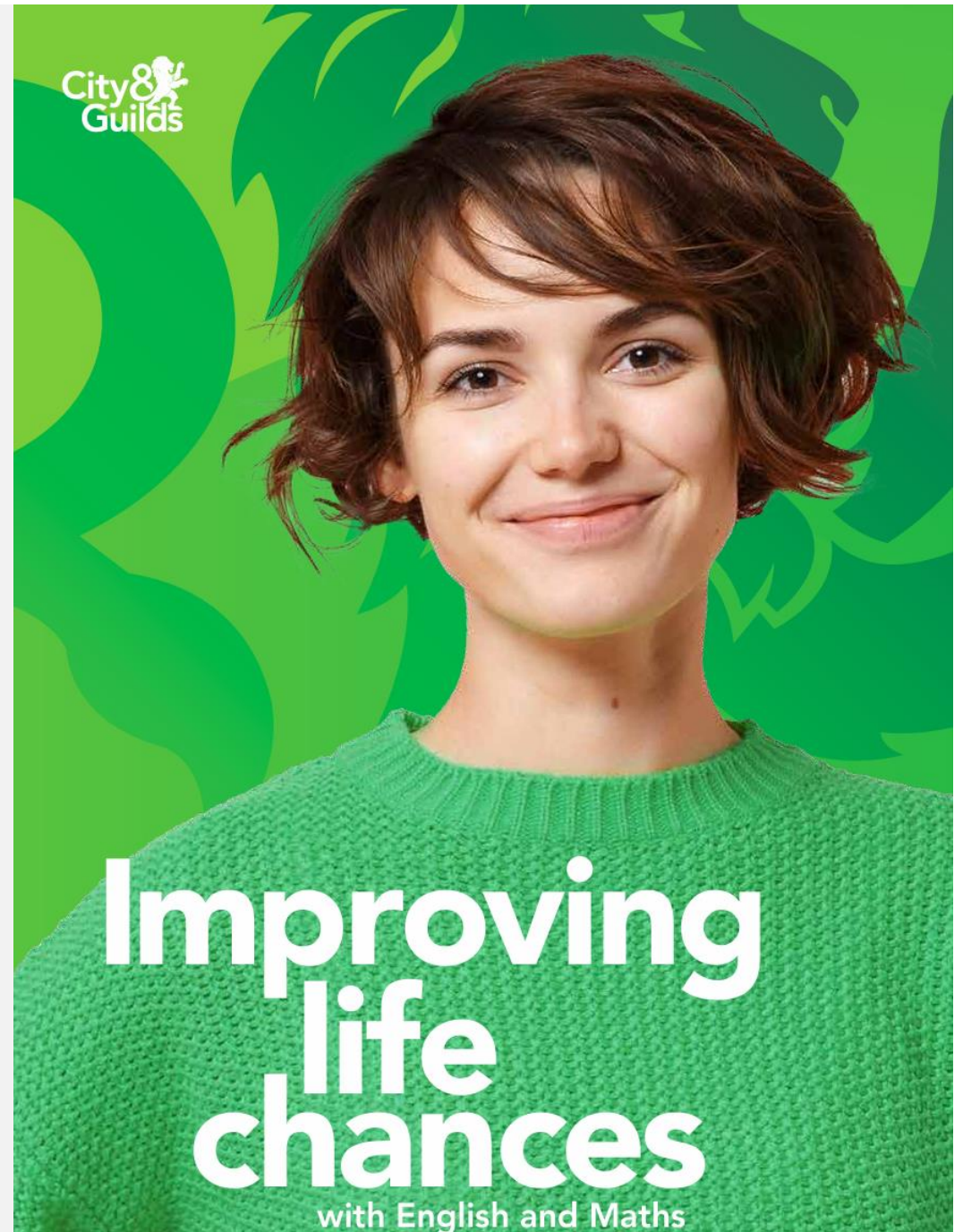
More than a line on a CV, digital credentials provide **verifiable proof of an achievement**.

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.

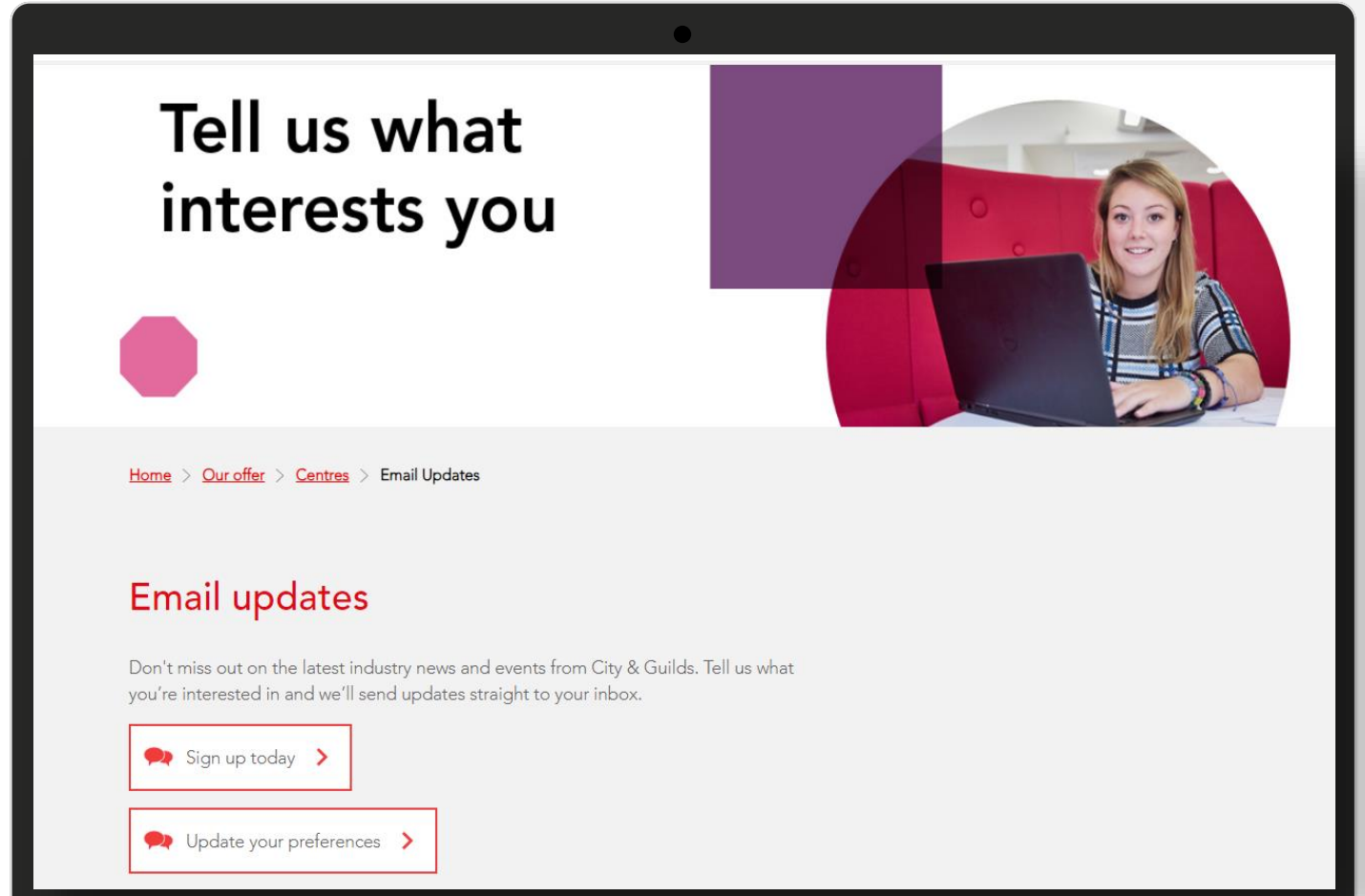


[Individuals - Digital Credentials | City & Guilds](https://www.cityandguilds.com)
 [\(cityandguilds.com\)](https://www.cityandguilds.com)



Email updates

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



The screenshot shows a website page with a white background. At the top left, there is a pink octagon. To its right, the text "Tell us what interests you" is displayed in a large, bold, black font. Further right is a circular image of a woman with long blonde hair, wearing a blue and white patterned shirt, sitting at a desk with a laptop. Below this image is a purple square. Underneath the main heading, there is a breadcrumb trail: "Home > Our offer > Centres > Email Updates". The main heading "Email updates" is in a red font. Below it, a paragraph of text reads: "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." At the bottom, there are two buttons with a red border and a red speech bubble icon. The first button says "Sign up today >" and the second button says "Update your preferences >".

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 >](#)

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 and Functional Skills, please contact

centresupport@cityandguilds.com

[@CGMathsEnglish](#)

Alternatively, visit our dedicated webpages

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

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