

# Functional Skills Webinar

## Being exam ready

Katherine Reid & Michelle Hairsine



# 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.



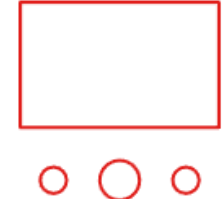
## Slides

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.

# Introductions



**Katherine Reid**

Lead Technical Advisor

Providing guidance and support across maths, English, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



**Michelle Hairsine**

Digital Solutions Manager

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

[Expert support and service | Digital solutions team](#)



**Alicja Twarowska**

Technical Advisor

Providing guidance and support across maths, English, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)

# Digital resources to support your delivery



## A quick poll

Are you currently using any of our digital resources?

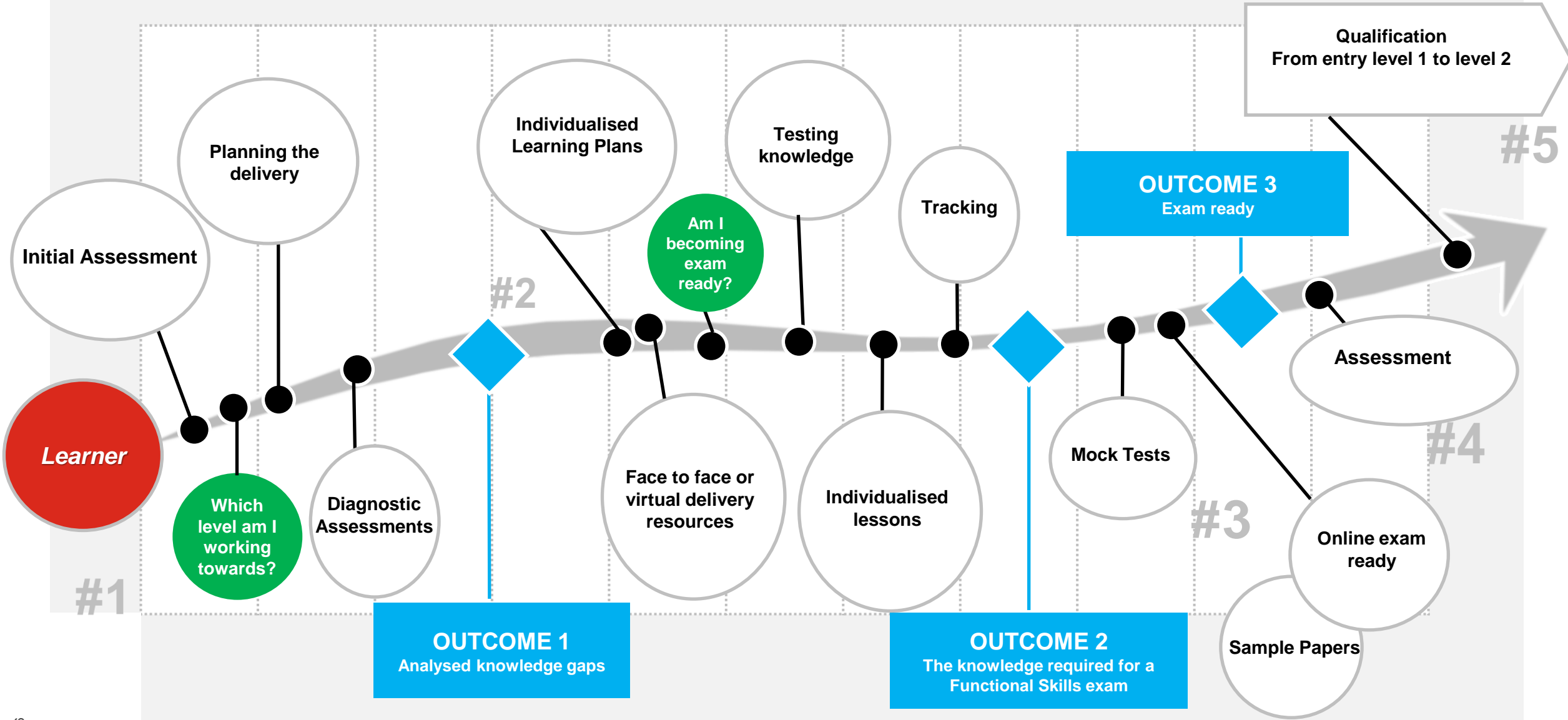
- Maths and English SmartScreen
- e-Functional Skills (Boost)
- Open Assess
- Centre Analytics
- Not using any of these resources

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](mailto:pre-employment@cityandguilds.com)

# A learner's journey

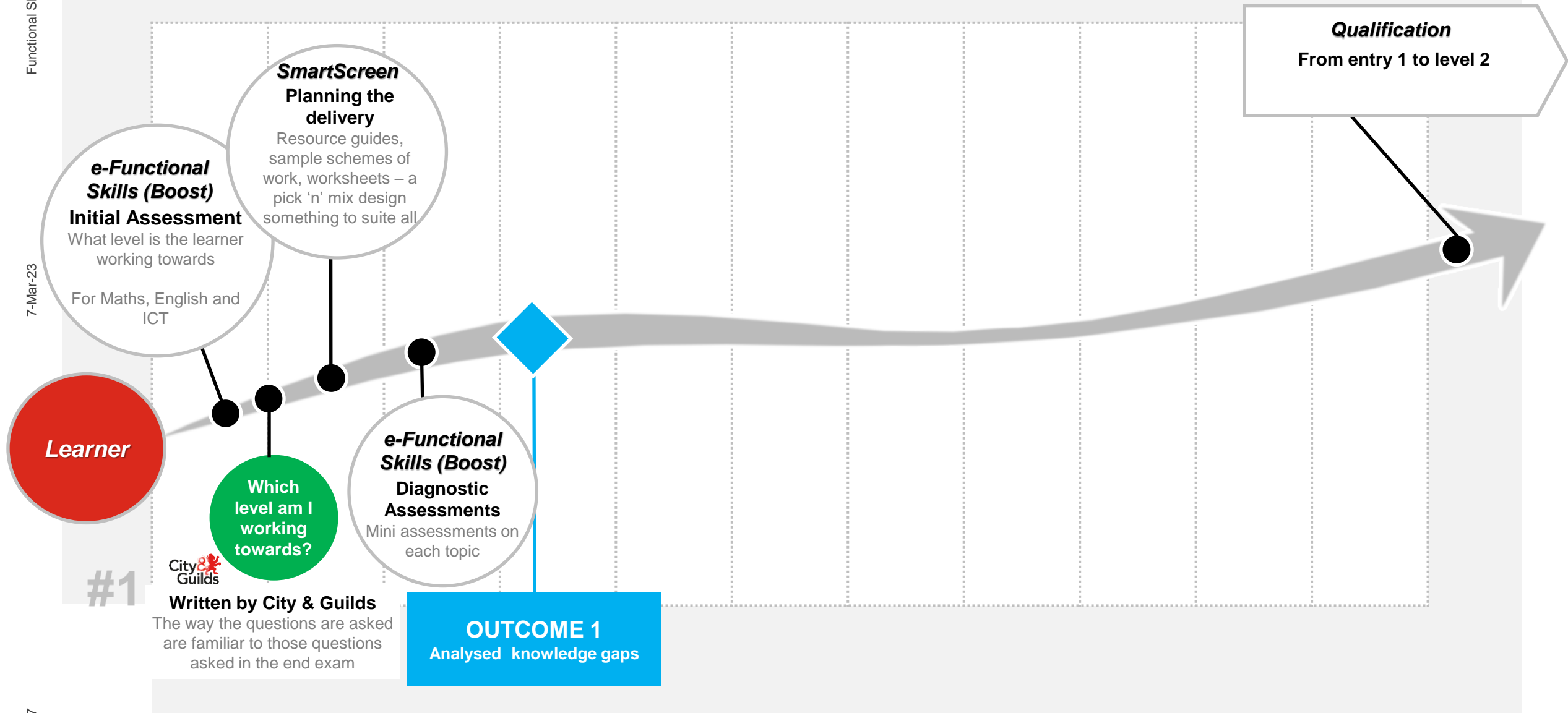
Becoming maths and English exam ready



# A learner's journey

Supporting them to become maths and English exam ready

7-Mar-23



#1



Written by City & Guilds

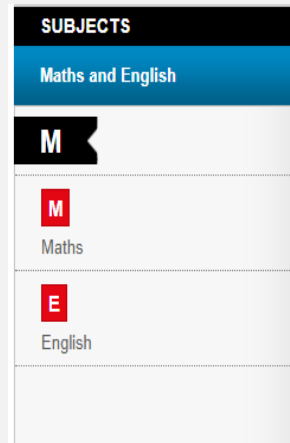
The way the questions are asked are familiar to those questions asked in the end exam

**OUTCOME 1**  
Analysed knowledge gaps

# Planning your delivery with SmartScreen

- 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....

Choose your subject



Access resource guides and schemes of work

English	Maths
<b>Guides</b> English resource guides	<b>Guides</b> Maths resource guides
<b>SOW</b> Schemes of work for Functional Skills	<b>SOW</b> Schemes of work for Functional Skills
<b>Bank</b> English resource bank	<b>Bank</b> Maths resource bank

Choose from a range of resources

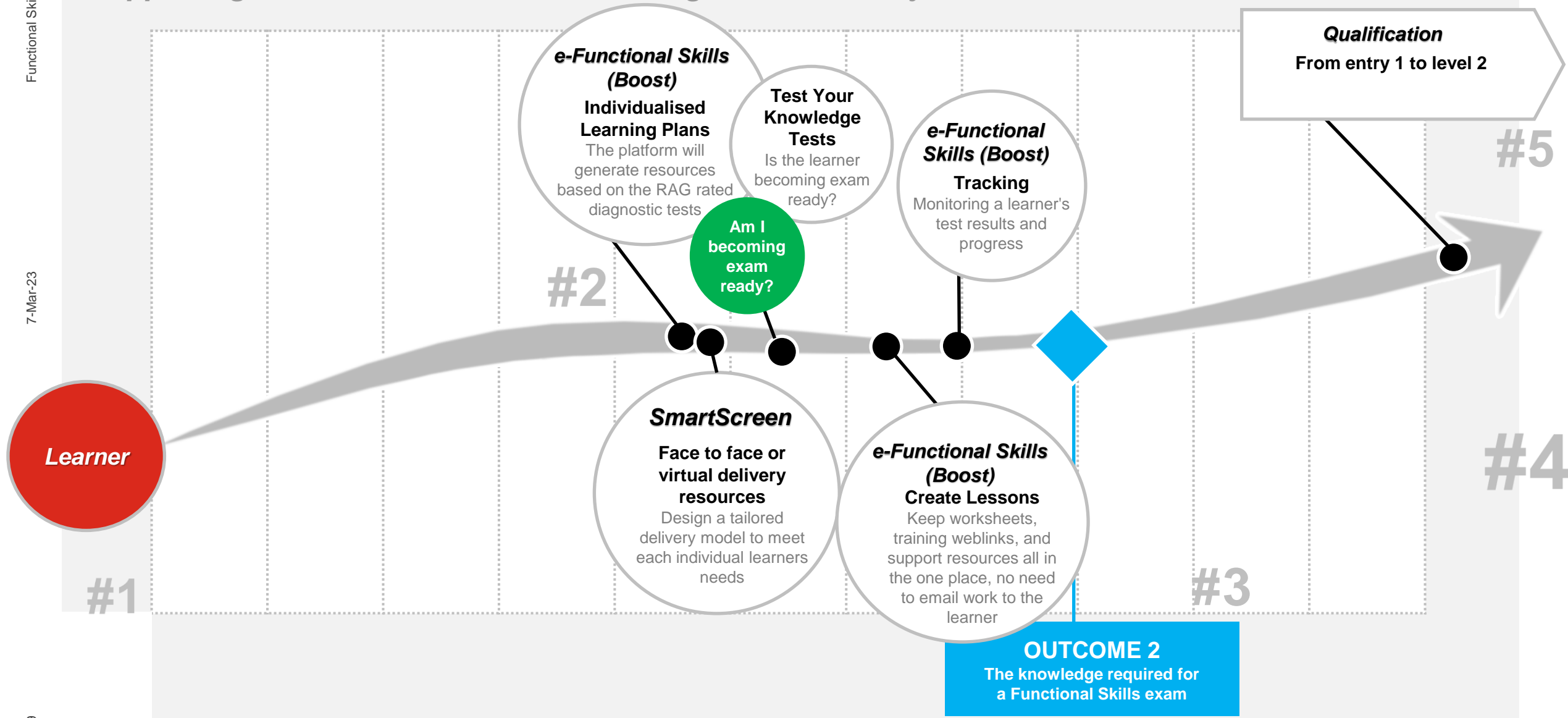


Functional Skills digital resources for learners and tutors



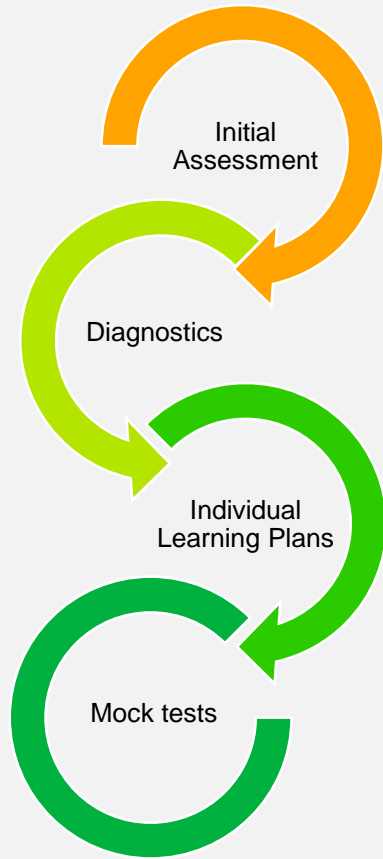
# A learner's journey

Supporting them to become maths and English exam ready



# Delivery, independent learning and becoming test ready

## e-Functional Skills



### Initial Assessment

**Initial Assessment: Level 2 Maths** Minnie Mouse

**EXIT ACTIVITY**

**Feedback & Score**

Your Initial Assessment results suggest that you are currently working towards Level 2. Take the diagnostic tests for each topic area at Level 2 for a more detailed analysis of your skills profile. You can find links to the tests by clicking on Next Steps below.

56% **Your final score: 10/18**  
Time taken: 00:10:07

**18** Attempted | **0** Not attempted

**Next Steps**

**1. Writing numbers**  
Answer the question below.  
Score 0/1 REVIEW

**2. Order of precedence**  
Answer the question below.  
Score 0/1 REVIEW

**3. Ratios**  
Builders make concrete by mixing cement, sand and gravel in the ratio 1:2:3. What fraction of concrete is gravel?  
Score 1/1 REVIEW

**4. Fractions 1**  
Look at the triathlon table.

### Learner Profile

**My Work** To do

**Filter**

**Using a calculator**  
Using a calculator  
Introduction  
Functional Skills Applied/Vocational

**Starter Activity**  
Functional Skills Applied/Vocational

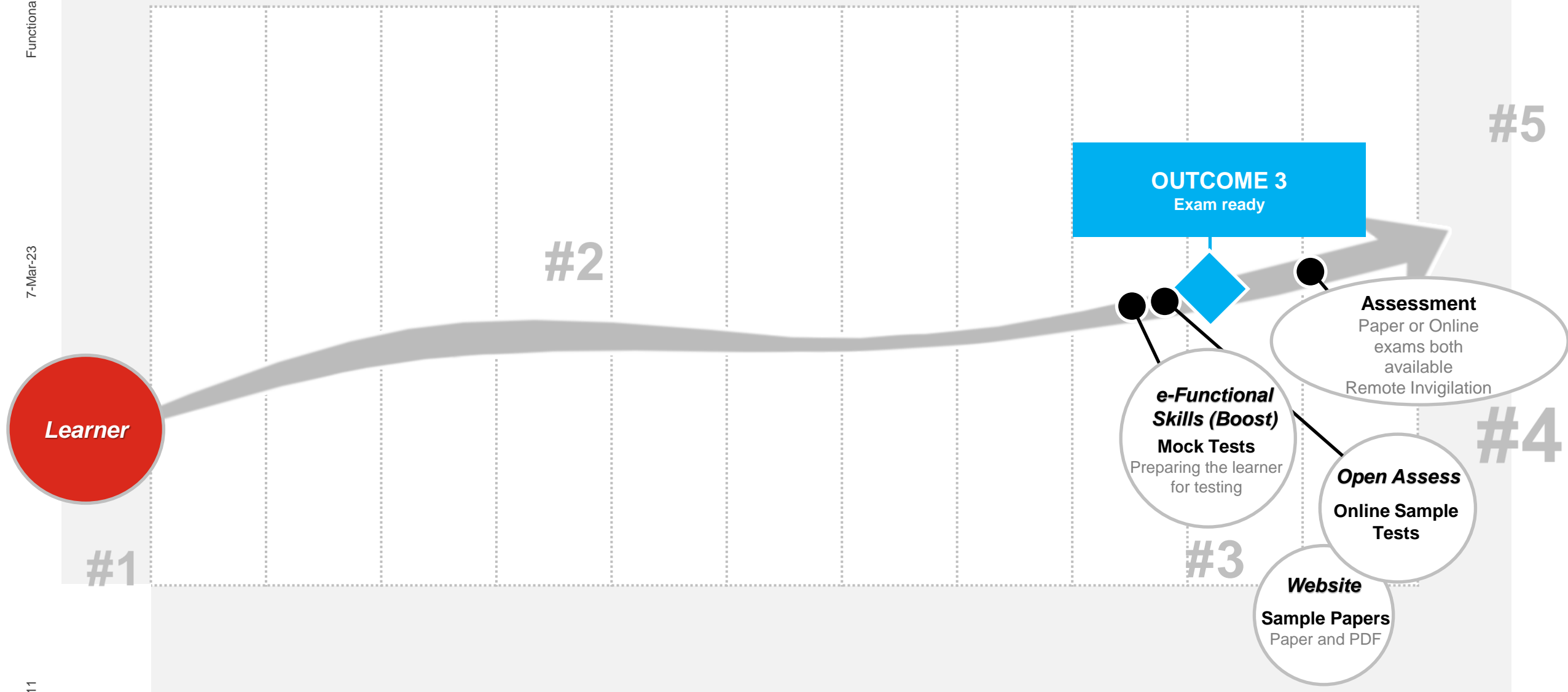
### Reporting System



# A learner's journey

Supporting them to become maths and English exam ready

7-Mar-23



# Assessment preparation

## Open Assess

- Online sample tests for learners
- Storing learner responses for feedback from tutors
- Replicates the live test environment
- [Open Assess user guide](#)
- [Support webinars](#)

## Sample papers

- Writeable PDF format
- Familiarises learners with layouts
- Mark schemes and indicative pass marks provided
- Available on the [4748 qualification page](#)



# Open Assess

User Name:

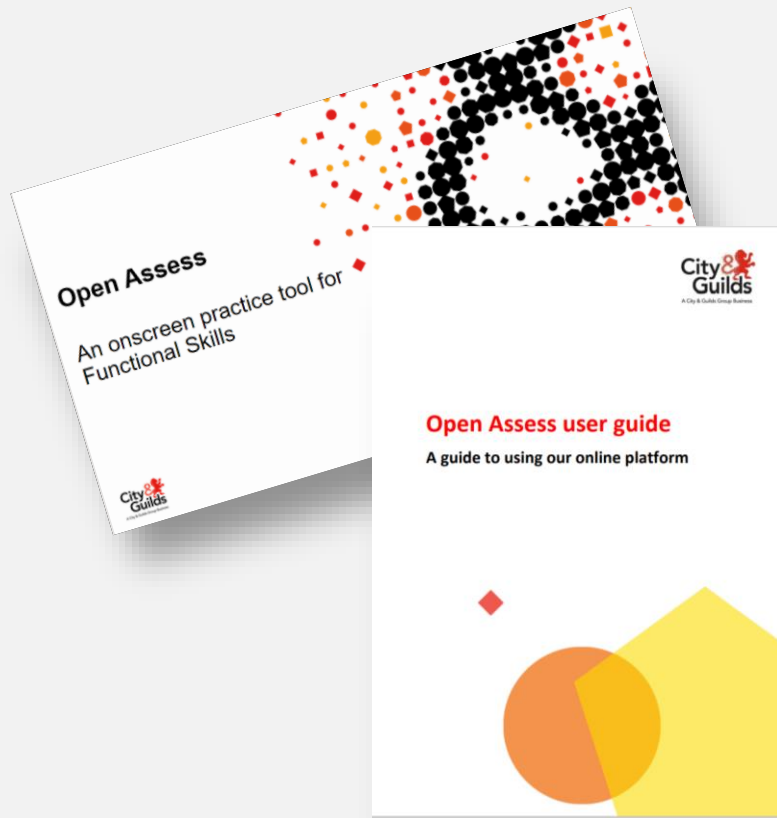
Password:

**Login**

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

# Using Open Assess

User guide and webinar recording



Allocating and marking a sample paper

Schedule Test Wizard

1. Centre, Subject, Test & Date	Centre, Subject, Test & Date
2. Candidates	Centre _____
3. Delivery & Administration	Centre _____
4. Review	Select...

City & Guilds Home Test Administration Setup

Schedule **Invigilate** Mark Results Candidate Review

Reset Filters  Downloaded to SecureClient

<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre
<input type="checkbox"/>					
<input type="checkbox"/>	✓	VNPJVX	Writing Level		
<input type="checkbox"/>	✓	VNPJVX	Writing Level		

You can access the user guide and webinar recording from the [Open Assess](#) webpage.

Enter Keycode

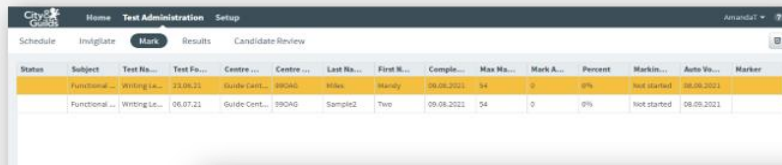
Please enter your 8 character Keycode.

Select Language

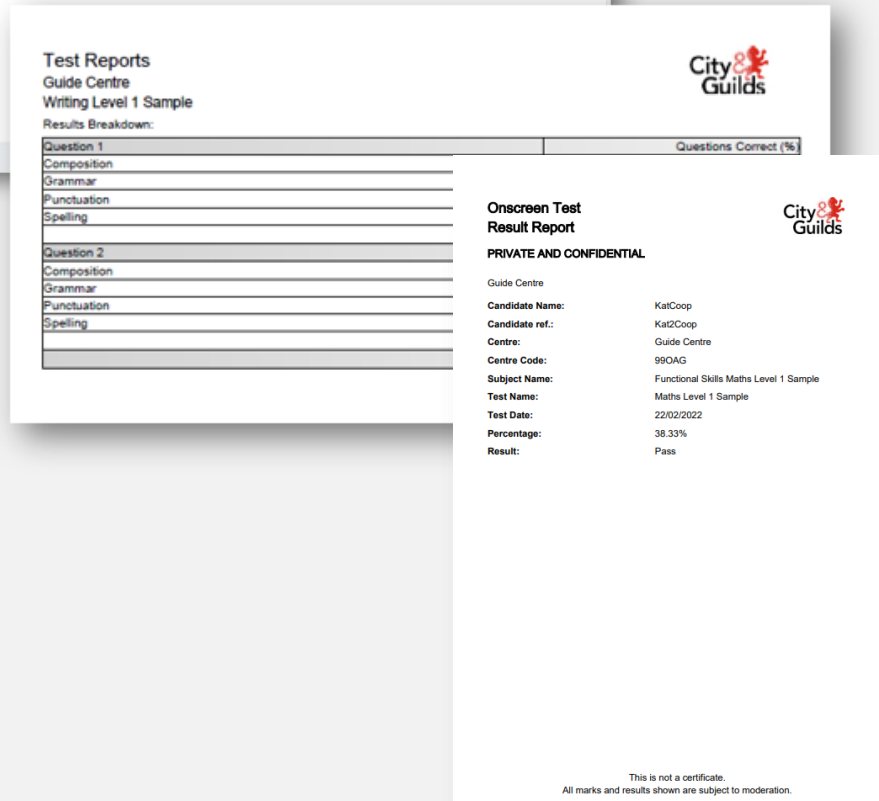
Surpass - Powering Assessment

# Using Open Assess continued...

## Marking and results



Status	Subject	Test No.	Test Fa...	Centre ...	Centre ...	Last No...	First N...	Compl...	Max Ma...	Mark A...	Percent	Markin...	Auto Va...	Marker
Functional ...	Writing Le...	22.06.21		Guide Cent...	99OAG	Miles	Mandy	09.08.2021	54	0	0%	Not started	08.08.2021	
Functional ...	Writing Le...	06.07.21		Guide Cent...	99OAG	Sample2	Two	09.08.2021	54	0	0%	Not started	08.08.2021	



**Test Reports**  
Guide Centre  
Writing Level 1 Sample  
Results Breakdown:

Question	Questions Correct (%)
Question 1	
Composition	
Grammar	
Punctuation	
Spelling	
Question 2	
Composition	
Grammar	
Punctuation	
Spelling	

**Onscreen Test Result Report**  
City Guilds

**PRIVATE AND CONFIDENTIAL**

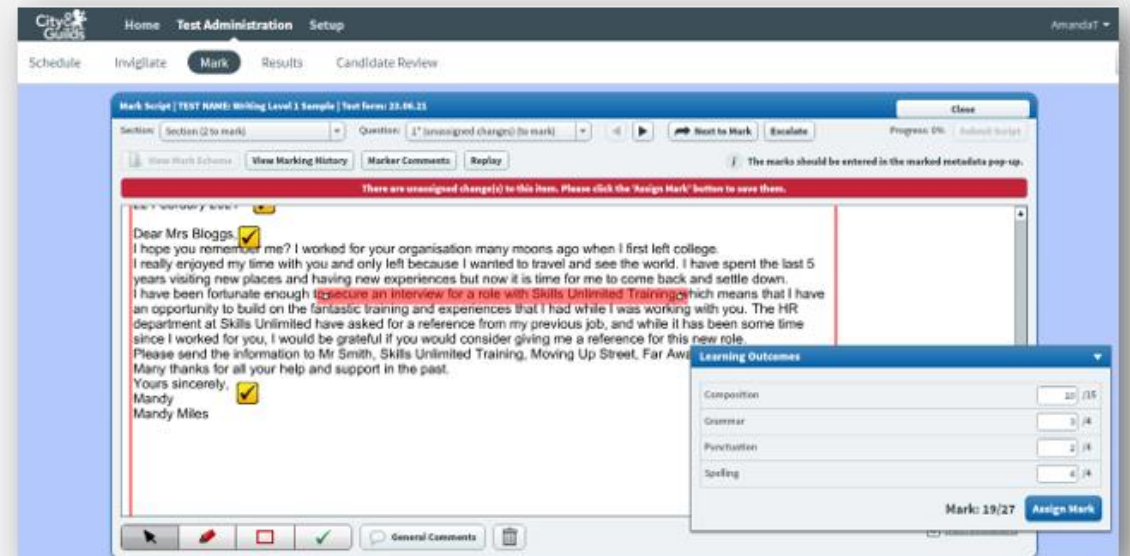
Guide Centre

Candidate Name: Kai2Coop  
Candidate ref.: Kai2Coop  
Centre: Guide Centre  
Centre Code: 99OAG  
Subject Name: Functional Skills Maths Level 1 Sample  
Test Name: Maths Level 1 Sample  
Test Date: 22/02/2022  
Percentage: 38.33%  
Result: Pass

This is not a certificate.  
All marks and results shown are subject to moderation.

## New feature

The candidate's response can be annotated and they will be able to see these comments and feedback



Mark Budget [ TEST NAME: Writing Level 1 Sample | Test Form: 22.06.21 ]

Section: Section (2 to mark) | Question: 17 (unassigned change) (to mark) | Progress: 0% | Budget Budget

View Mark Scheme | View Marking History | Marker Comments | Reply

The marks should be entered in the marked metadata pop-up.

There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.

Dear Mrs Bloggs, 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 Skills Unlimited Training 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 Away.

Yours sincerely,  
Mandy Miles

**Learning Outcomes**

Composition	10	15
Grammar	3	4
Punctuation	2	4
Spelling	6	4

Marks: 19/27 | Assign Mark

# Candidate review

Keycode	Last name	First name	Subject	Test Name	Candidate ref.	Result	Percent	Mark	Centre Name	Completed	Duration	Shown to Centre
BCDCOOP	Coop	Kyle	Functional Skills Maths Lev	Maths Level 1 Sample	KatCCoop	Pass	36.333%	25	Guide Centre	22/02/2022	100	No
VWMDGUL	Kelly	Amanda	Familiarisation Tests	Maths Familiarisation Test	Testboxx	Pass	0%	0	Guide Centre	16/02/2022	Unlimed	No

## Candidate test review

The candidate will need the URL for the review along with the passcode and keycode to access the review

## Candidates Results


Shows me who has taken tests and the details

Log In

## Test Review

**KeyCode:**

**Passcode:**



The Assessment Platform

# Test feedback

**Test Feedback**

Test: Maths Level 1 Sample  
 Candidate Name: TEST Tilly  
 Test Date: 24/02/2023

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**

i	-	⊘	Q1	1/1	👁️	Q2	1/1	👁️	Q3	0/1	👁️	Q4	1/1	✔️
Q5	0/1	❌	Q6	0/1	👁️	Q7	0/1	👁️	Q8	1/1	✔️	Q9	0/1	👁️
Q10	0/1	👁️	Q11	2/2	👁️	Q12	1/1	👁️	Q13	1/1	👁️	Q14	0/1	👁️

**Calculator**

i	-	⊘	Q1	1/1	👁️	Q2	1/1	👁️	Q3	1/1	✔️	Q4	0/1	❌
Q5	1/1	✔️	Q6	0/1	👁️	Q7	0/3	👁️	Q8	1/4	👁️	Q9	0/4	👁️

**Key:** Correct ✔️    Incorrect ❌    Partial Mark ⊘    Not Attempted -    Human Marked 👁️    Information Screen ⊘

**Summary by question**  
 Each question can be reviewed with the candidate.



# Score report Non-calculator question

## Review of question

Time taken on each question can be seen.

The mark scheme will refer to which SCS was covered in the question.



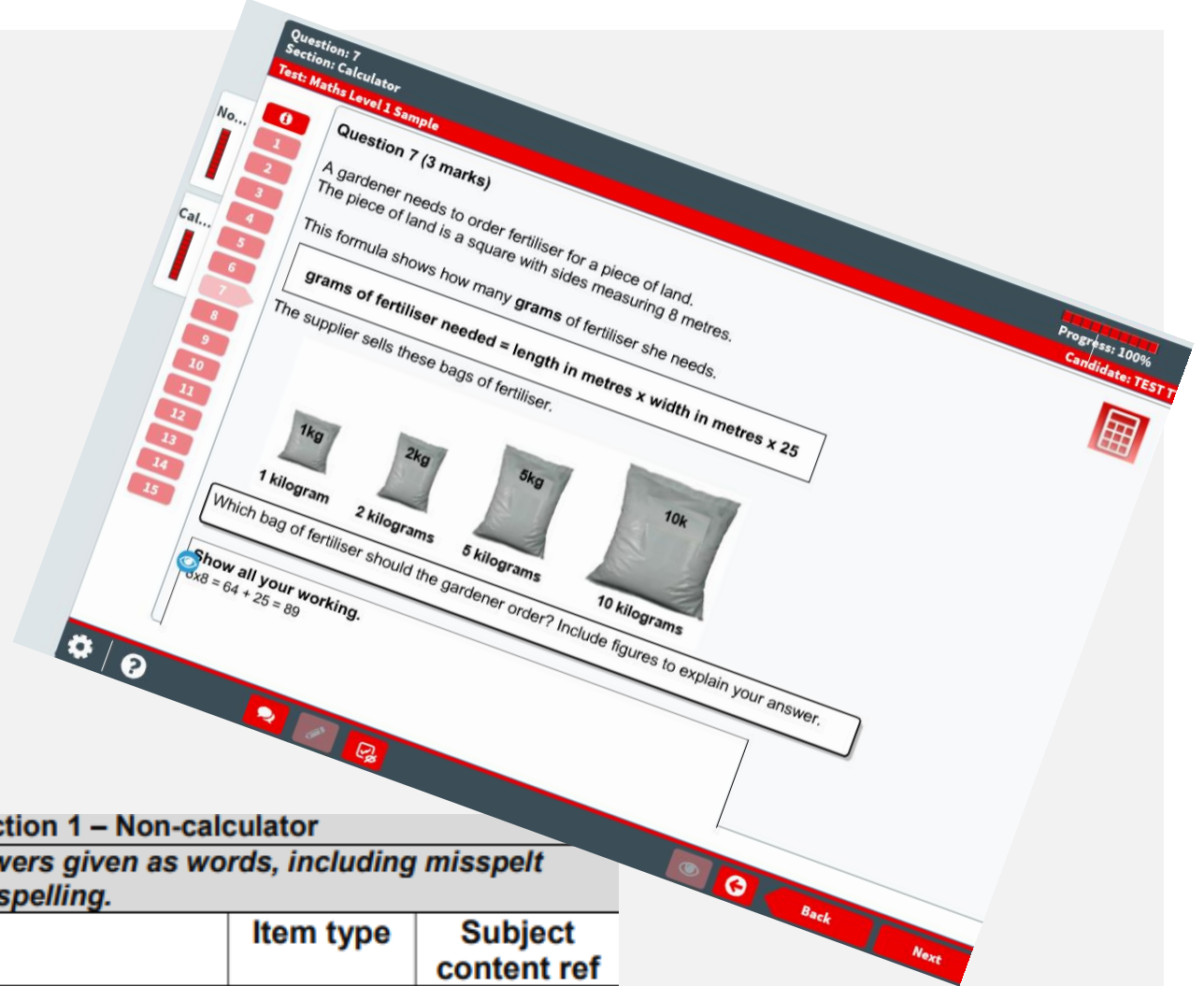
Maths Level 1 Sample paper 2: Section 1 – Non-calculator					
<i>For paper-based, examiners should accept correct answers given as words, including misspelt variants. Candidates must not lose marks for incorrect spelling.</i>					
Question	Total marks	Marks	Marks awarded for	Item type	Subject content ref
7	1	1	150 or 150.00 accept 150.0	UPK Short answer fixed response	SCS18 [1]

# Score report Calculator permitted question

## Review of question

Time taken on each question can be seen.

The mark scheme will refer to which SCS was covered in the question.



Maths Level 1 Sample paper 2: Section 1 – Non-calculator					
<i>For paper-based, examiners should accept correct answers given as words, including misspelt variants. Candidates must not lose marks for incorrect spelling.</i>					
Question	Total marks	Marks	Marks awarded for	Item type	Subject content ref
7	3	2	1.6(kg) for amount needed or 2000g in the correct bag seen	Problem solving Short answer open response	SCS5 [1]
		1	1600(g) for weight in grams from formula		SCS12 [1]
		1	2kg bag chosen or correct one with enough for their answer to the number of kg/g needed		SCS20 [1]

# Resources to support

**Test Feedback**

Test: Maths Level 1 Sample  
Candidate Name: TEST Tilly  
Test Date: 24/02/2023

Surpass  
The Assessment Platform

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**

i	-	🚫	Q1	1/1	👁️	Q2	1/1	👁️	Q3	0/1	👁️	Q4	1/1	✓
Q5	0/1	✗	Q6	0/1	👁️	Q7	0/1	👁️	Q8	1/1	✓	Q9	0/1	👁️
Q10	0/1	👁️	Q11	2/2	👁️	Q12	1/1	👁️	Q13	1/1	👁️	Q14	0/1	👁️

**Calculator**

i	-	🚫	Q1	1/1	👁️	Q2	1/1	👁️	Q3	1/1	✓	Q4	0/1	✗
Q5	1/1	✓	Q6	0/1	👁️	Q7	0/3	👁️	Q8	1/4	👁️	Q9	0/4	👁️

Key: Correct ✓ Incorrect ✗ Partial Mark 🚫 Not Attempted - Human Marked 👁️ Information Screen 🚫

## Resources to support

**ML1 SCS18.** Calculate simple interest in multiples of 5% on amounts of money

**ML1 SCS5.** Use simple formulae expressed in words for one or two-step operations

**ML1 SCS12** Approximate by rounding to a whole number or to one or two decimal places

**ML1 SCS20** Convert between units of length, weight, capacity, money and time, in the same system


# Using e-Functional

**ML1 SCS18** Calculate simple interest in multiples of 5% on amounts of money

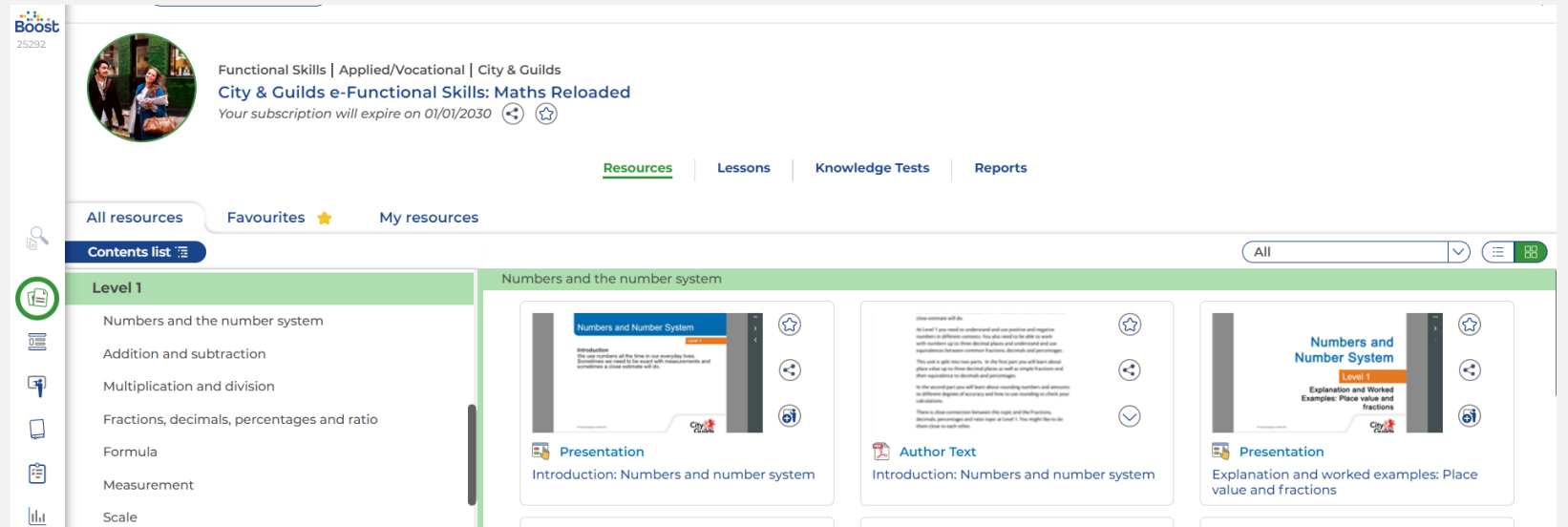
**ML1 SCS5** Use simple formulae expressed in words for one or two-step operations

**ML1 SCS12** Approximate by rounding to a whole number or to one or two decimal places

**ML1 SCS20** Convert between units of length, weight, capacity, money and time, in the same system



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



Boost 25292

Functional Skills | Applied/Vocational | City & Guilds  
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Resources | Lessons | Knowledge Tests | Reports

All resources | Favourites | My resources

Contents list

**Level 1**

- Numbers and the number system
- Addition and subtraction
- Multiplication and division
- Fractions, decimals, percentages and ratio
- Formula
- Measurement
- Scale

**Numbers and the number system**

**Numbers and Number System**  
Introduction: Numbers and number system  
Presentation

**Author Text**  
Introduction: Numbers and number system

**Numbers and Number System**  
Level 1  
Explanation and Worked Examples: Place value and fractions  
Presentation


# ML1 SCS18. Calculate simple interest in multiples of 5% on amounts of money

## Fractions, decimals, percentages and ratios

Level 1

**Introduction**

Fractions, decimals, percentages and ratios are used all the time in everyday life. For example, you see shop signs advertising sales of  $\frac{1}{2}$  price or 20% off and it is important that you can compare fractions and percentages so that you can work out which is the best offer.



This unit will look at finding and comparing fractions, including mixed numbers. A **mixed number** (or mixed fraction) has a whole number and a fraction, such as  $2\frac{1}{2}$ . The 2 is a whole number and the  $\frac{1}{2}$  is a fraction. This can also be written as the **improper fraction**  $\frac{5}{2}$ , which is the same as 5 halves.

## Fractions, decimals, percentages and ratios

Level 1

**Finding percentages of an amount**

We saw earlier that  $10\% = \frac{10}{100} = \frac{1}{10}$ .

To find 10% of something you divide by 10 because there are ten 10s in 100.

So 10% of £60 is £6.

It is important to know that this does not apply to other percentages. For example, to find 20% you do not divide by 20. Instead you would find 1% and multiply this answer by 20.

Alternatively, if you know that 20% is  $\frac{20}{100}$ , which is equivalent to  $\frac{1}{5}$ , you can divide by 5.

So 20% of 60 =  $\frac{60}{5} = 12$

To find any percentage, you can find 1% and then multiply by the percentage. For example, to find 8% of 400 g you would do this:

## Fractions, decimals, percentages and ratios

Level 1

6 A shop has a 25% off sale. What will the discount be for these goods?

Item	Original price	Discounts
Skirt	£24.00	
Scarf	£36.00	
Shoes	£68.00	



**ML1 SCS5** Use simple formulae expressed in words for one or two-step operations

**ML1 SCS12** Approximate by rounding to a whole number or to one or two decimal places

**ML1 SCS20** Convert between units of length, weight, capacity, money and time, in the same

### Formula

Level 1

Many Functional Skills questions have formulae and we find formulae in our daily lives, both at work and home. You will soon find that you already know a lot about formulae. For example, to work out a weekly budget you note down the money that you have (incomings), then the amount that is going out (outgoings), you take away the outgoings from the incomings you end up with the amount you have left to save or spend. This can be written as:

**incomings – outgoings = amount to save or spend.**

## Rounding and estimating

Level 1

### Explanation and worked examples

For very large numbers it is usual to approximate to the nearest hundred, thousand, ten thousand, etc.

Let's look at an example of rounding.

# 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.

## Onscreen

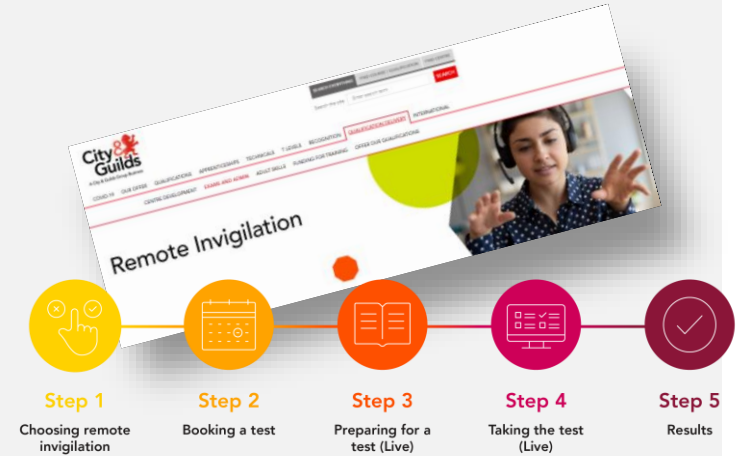


### e-volve

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.

## A quick poll

Were you aware that we offer a Remote Invigilation service?

- Yes
- No
- Not aware this was available

Are you currently using the Remote Invigilation service?

- Yes
- No
- Thinking about using it
- First I have heard of it

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](mailto:pre-employment@cityandguilds.com)



# Remote invigilation



**Step 1**

Choosing remote invigilation



**Step 2**

Booking a test



**Step 3**

Preparing for a test (Live)



**Step 4**

Taking the test (Live)



**Step 5**

Results

## For learners

More flexibility

Reduce travel costs and time; exams can take place at home or in the workplace

Reduce exam anxiety by performing test in familiar environment

Only one device (PC or laptop) needed to take the test

## For centres

Continuity of testing in event of disruption, extreme weather conditions, Covid 19

Reduced pressure on testing rooms on site

Reduced internal invigilator staff costs

Increased delivery with more testing opportunities

[Remote Invigilation - Exams and Admin | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

# 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 \(cityandguilds.com\)](https://www.cityandguilds.com)**

## e-volve centre analytics

### e-volve centre analytics

WORKING WITH US

> [e-Certificates](#)

> [e-volve](#)

> [Walled Garden](#)

WHAT WE OFFER

WE OFFER

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.

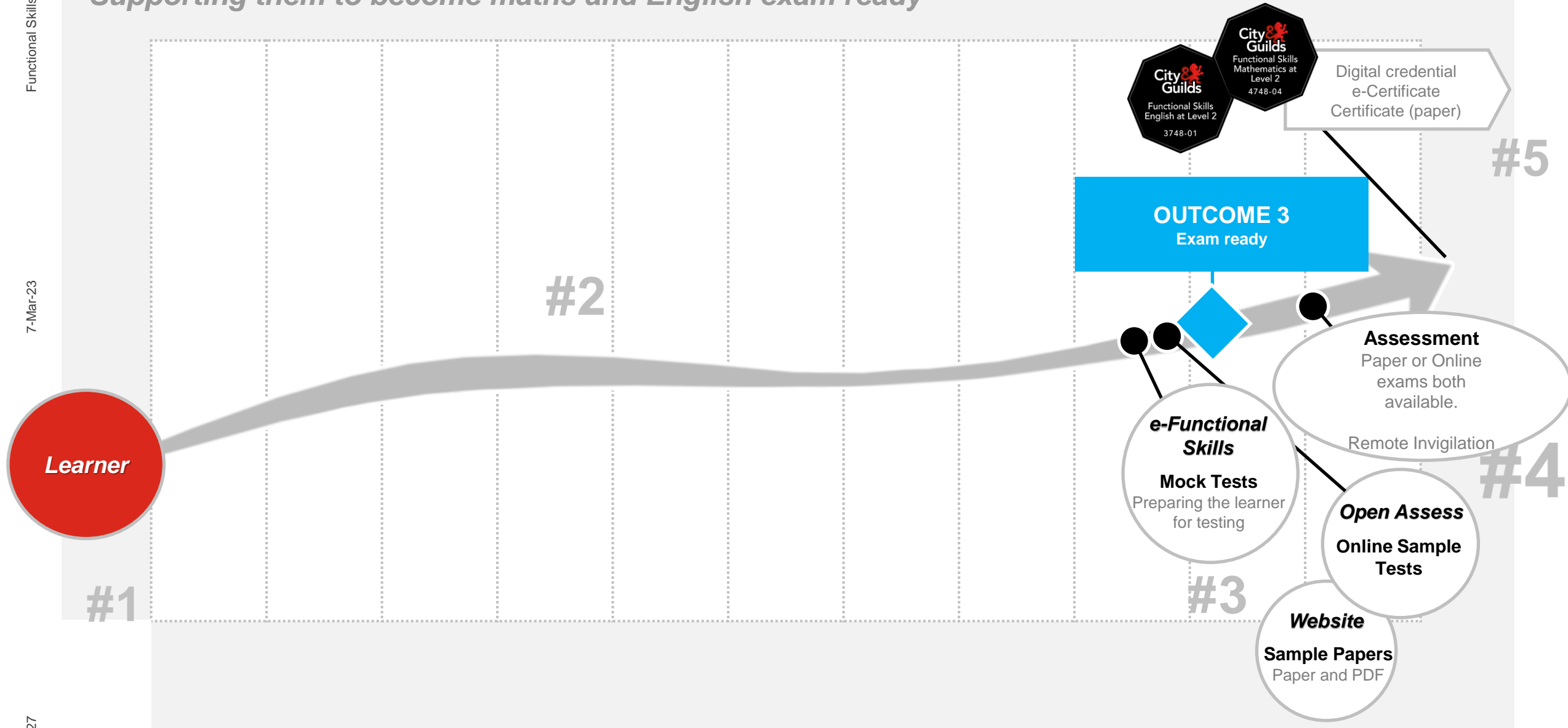
An overview of e-volve centre analytics



# A learner's journey

Supporting them to become maths and English exam ready

7-Mar-23



## A quick poll

Were you aware that a learner will be allocated a Digital Credential, once they have passed their Functional Skill exam?

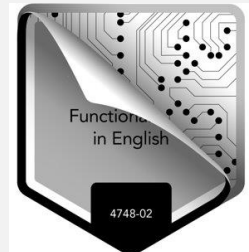
- Yes
- No
- Not heard of these before

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](mailto:pre-employment@cityandguilds.com)

# Digital credentials

**Validate skills and achievements anywhere, anytime with a digital credential**

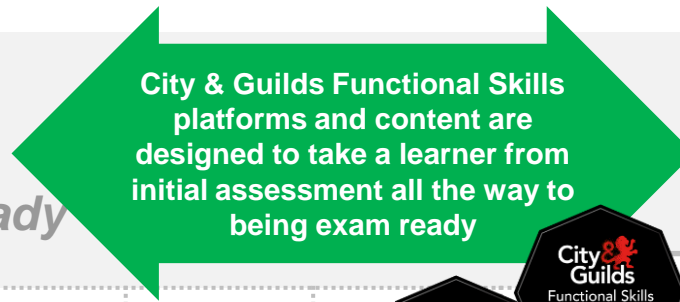


We know that colleges and training providers are dedicated to helping learners prepare for life and work beyond their education, and employers are increasingly valuing skills as their hiring criteria. A way to enable and support 'learners' progress to employment or higher education is through digital credentials.

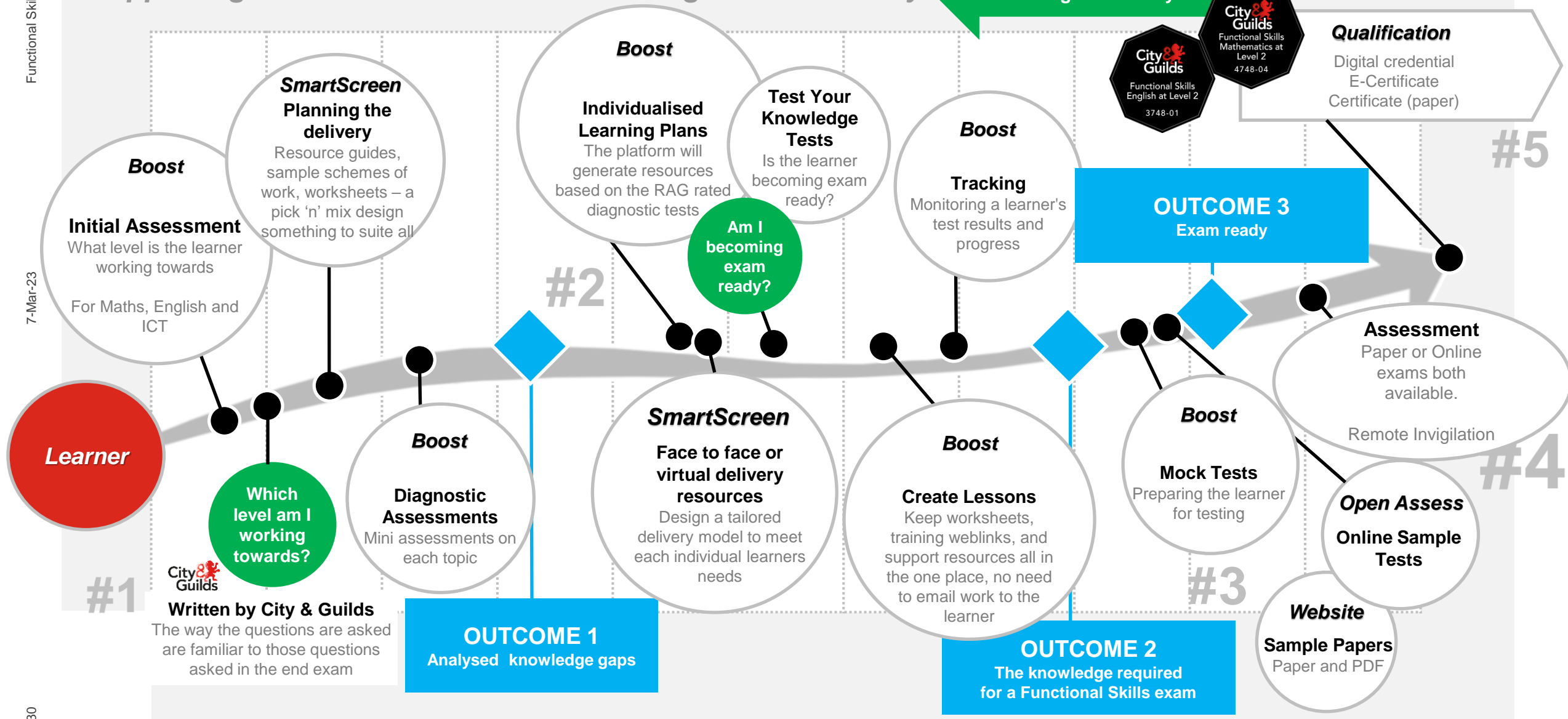


# A learner's journey

Supporting them to become maths and English exam ready

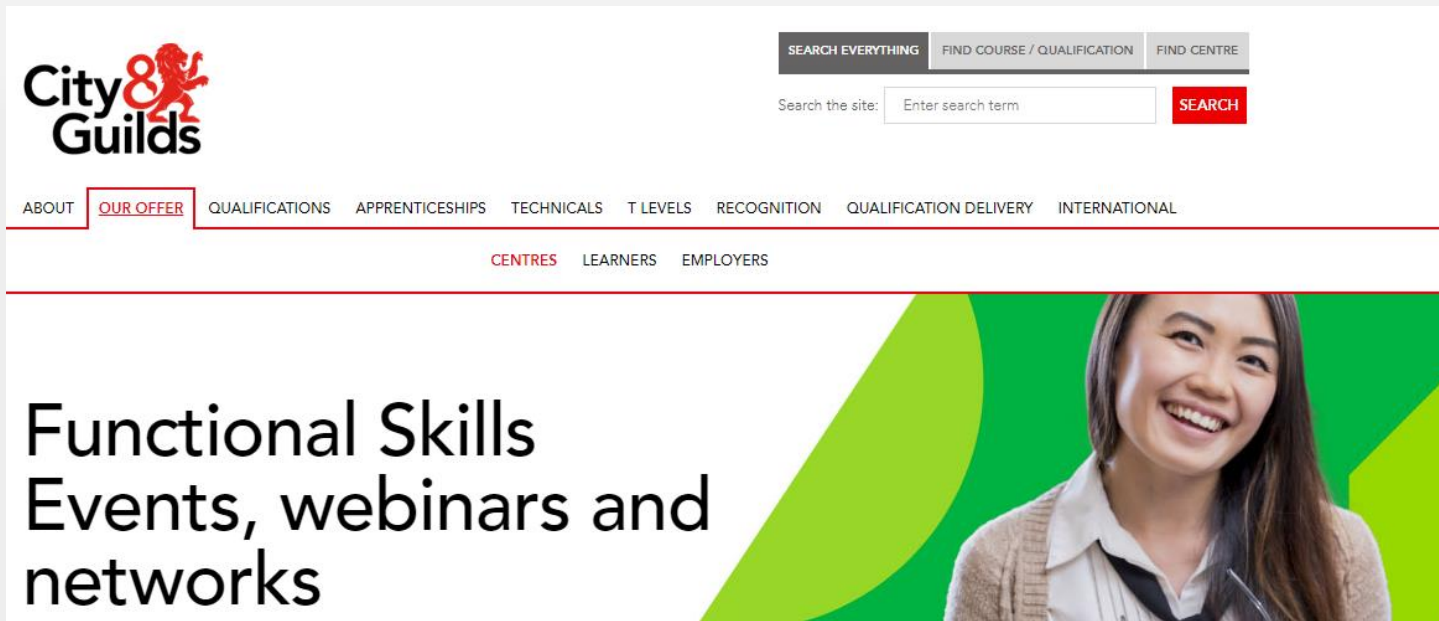


7-Mar-23



# Technical Advisor support

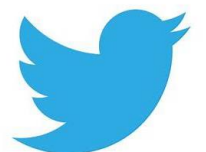
Join us for our face to face **Connect-Share-Networks**



Katherine Reid  
Lead Technical Advisor  
[@KatherineC CG](https://www.linkedin.com/in/KatherineC	CG)



[Events and Webinars - Maths and English | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

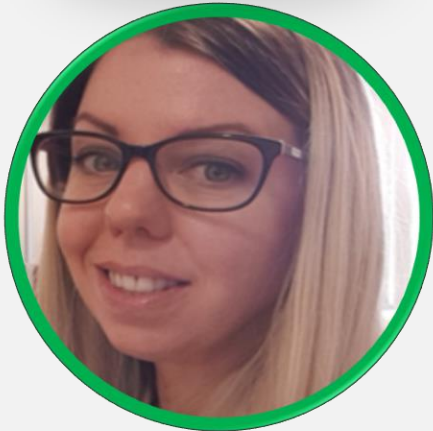
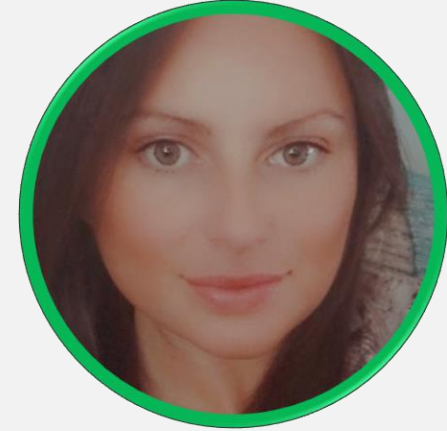




# Digital Solutions support



**Digital Solutions 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 & Centre Analytics**



<https://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning>





# Questions and answers

If you are watching this recording, you can send any questions you may have to...

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)





## Call to action

For further platform enquiries please contact:

[digital.solutions@cityandguilds.com](mailto:digital.solutions@cityandguilds.com)

For existing platform customer queries:

[digitalsupport@cityandguilds.com](mailto:digitalsupport@cityandguilds.com)

For further information regarding digital credentials contact:

[dcsales@cityandguilds.com](mailto:dcsales@cityandguilds.com)

For maths and English queries contact:

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)

# Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

We will be holding our next webinar on Wednesday 12 April 2023 at 12pm.

[Register here](#)



## 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](https://www.cityandguilds.com/functionalskills)  
[cityandguilds.com/mathsandenglish](https://www.cityandguilds.com/mathsandenglish)**

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