

Functional Skills Webinar

Guidance for Delivery

Amanda Kelly



Introductions



Amanda Kelly
Industry Manager

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



Welcome to this session

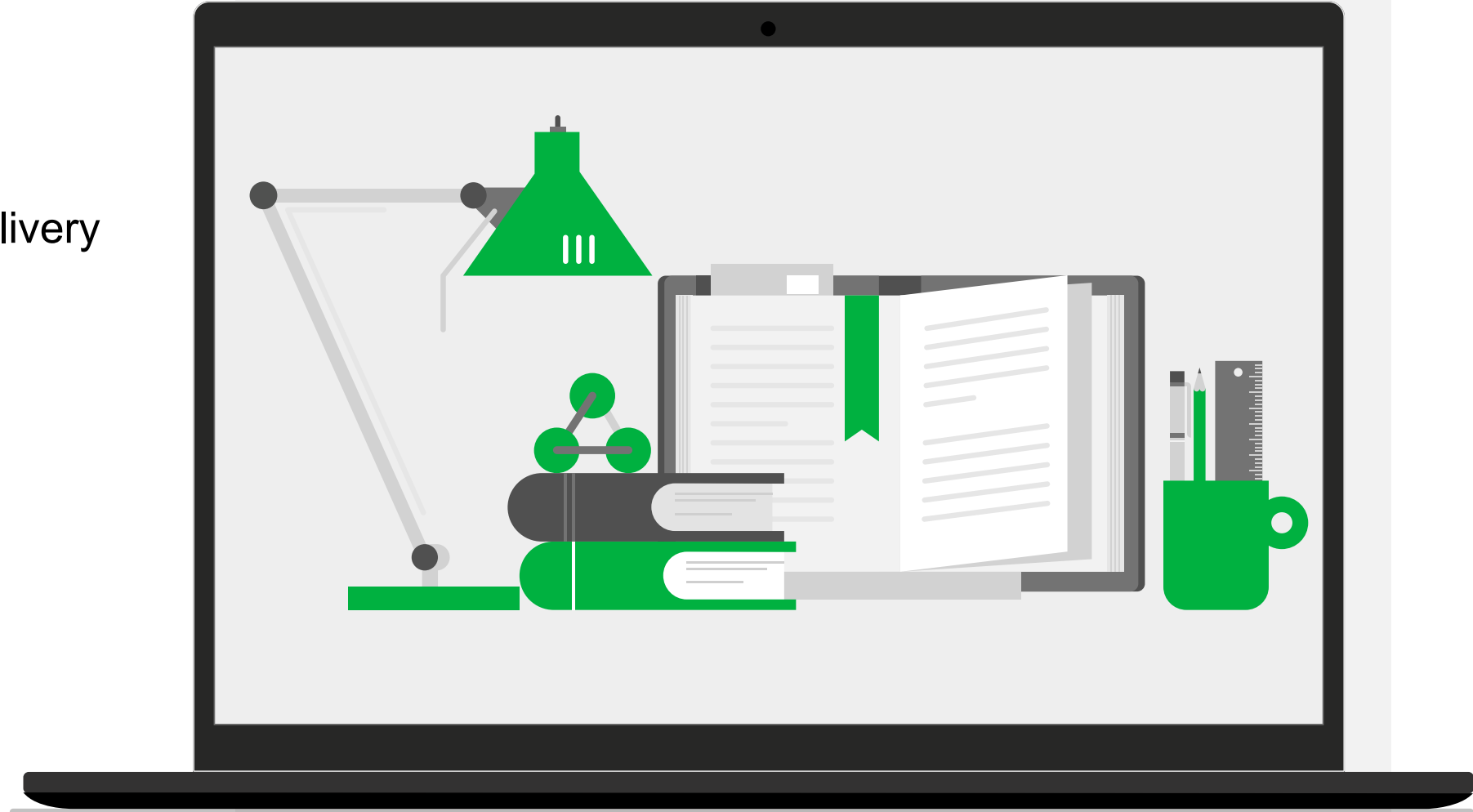
We'll be focusing on...

- Updated Guidance for Delivery (GfD) documents
- What do the latest Chief Examiner reports tell us?
- Q&A



Functional Skills Reading

- Guidance for Delivery documents
- Chief Examiner Reports



Reading – Guidance for Delivery

This guidance contains:

- Overview of the subject content for Reading at Level 1 and 2
- Examples of functional questions
- Amplification of subject content statements
- Common reasons for losing marks
- Sample activities to support teaching and learning at both levels
- Glossary of
 - common language techniques / textual devices
 - less common language techniques/features

Guidance for Delivery

**Functional Skills English Reading
Level 1 and 2 (4748)
4748-110 and -113 (e-volve)
4748-210 and -213 (Paper-based)**

Version 2.0
Last modified 31-January-2023

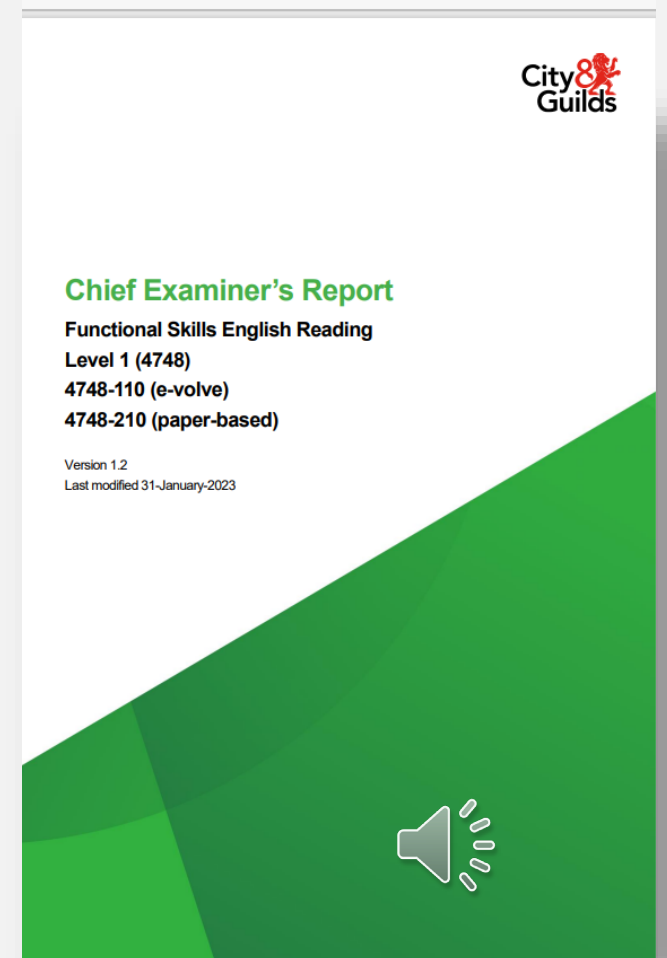


Level 1 Reading - Chief Examiner's Report

A reminder from the Chief Examiner –
Questions need to be read carefully

The following areas are proving to be challenging for many candidates:

- Comparing information, ideas and opinions
- Identifying meanings in texts Facts v Opinion
- Understanding that texts suit different audiences and purposes
- Using reference materials – using knowledge of different word types
- Organisational and Structural features
- Infer meaning from images
- Recognise vocabulary from specific types of text
- Reading and understanding specialist words
- Knowledge of Punctuation



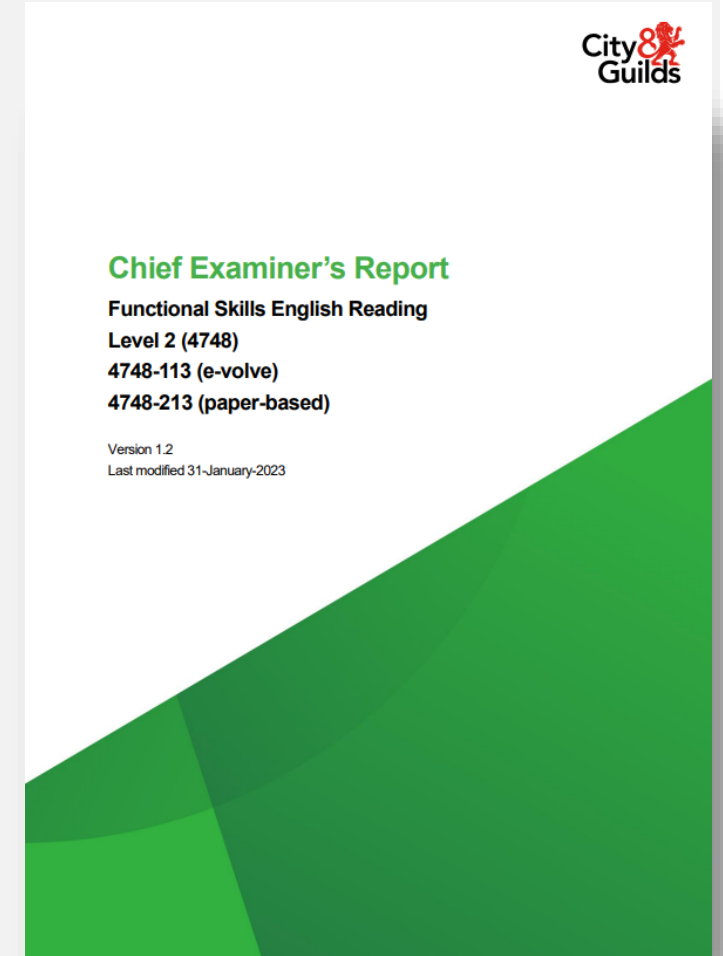
Level 2 Reading – Chief Examiner’s Report

The Chief examiner highlights a number of common reasons for losing out on marks including:

- Has the candidate had adequate preparation before sitting the exam?
- Lack of familiarity with the types of questions in the summative assessment
- Misreading the questions

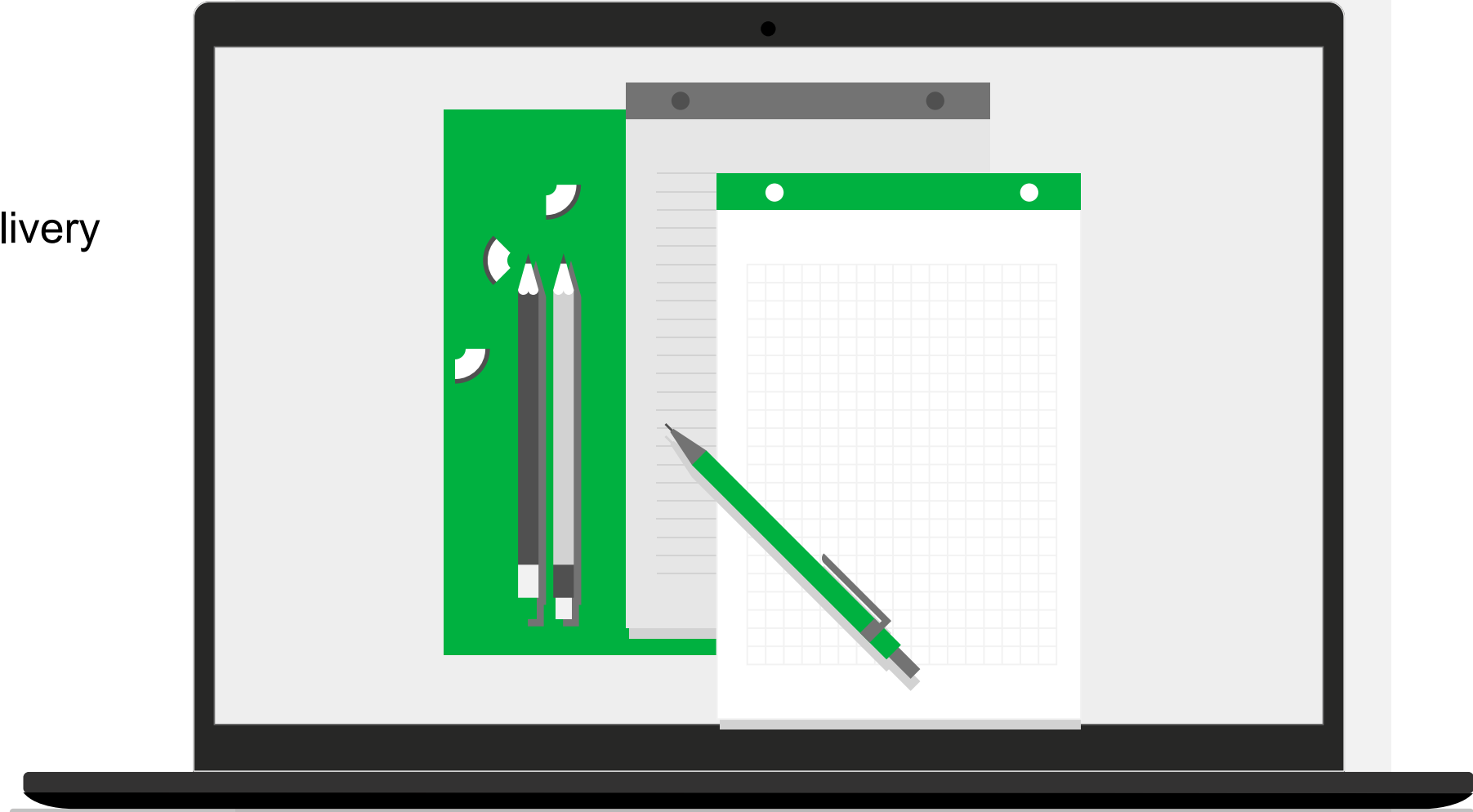
Particular areas of challenge:

- Compare information, ideas and opinions in different texts
- Understanding the use of textual devices and features
- Using a range of reference materials
- Analysis of texts
- Following arguments – identify different points of view and Facts v Opinions
- Identify different styles of writing and the writers voice

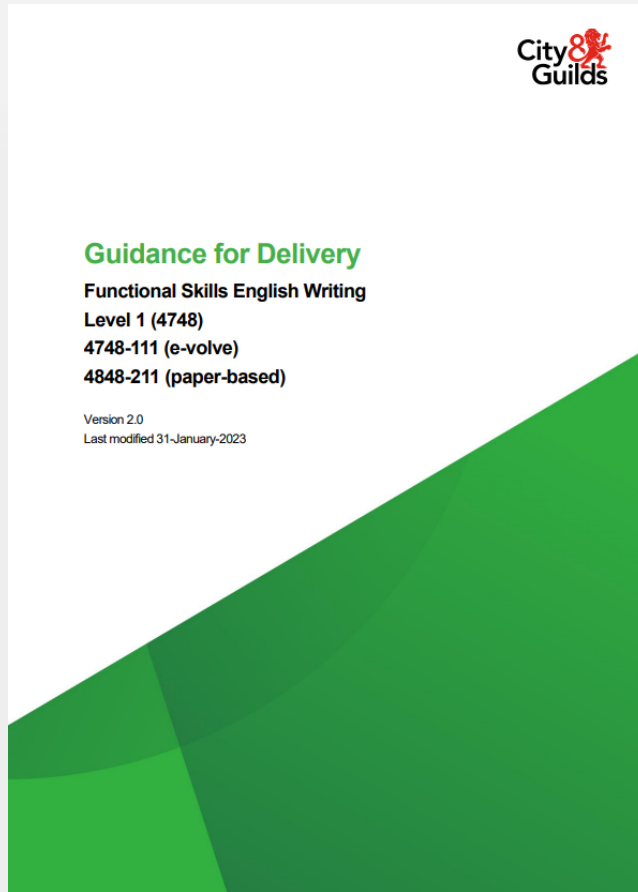


Functional Skills Writing

- Guidance for Delivery documents
- Chief Examiner Reports



Writing Level 1 – Guidance for Delivery

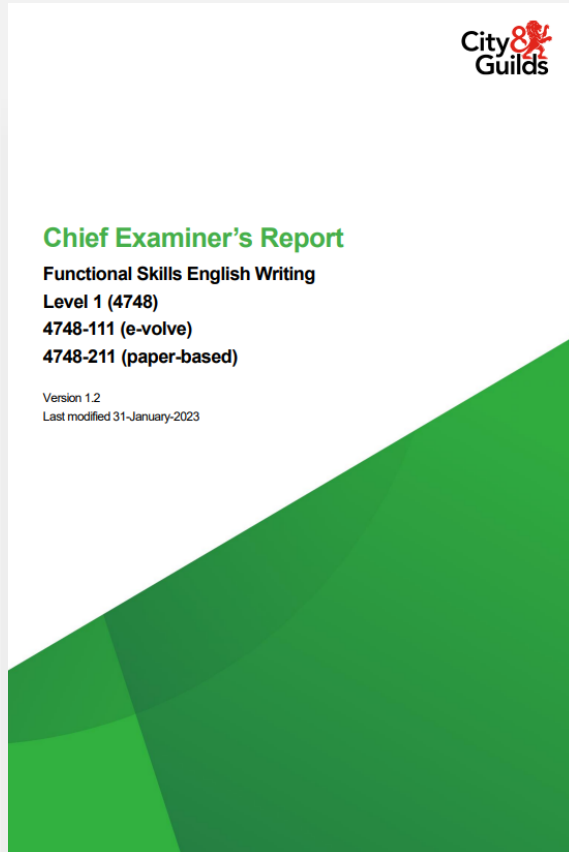


This document covers:

- Description of what the examination paper will contain
- Amplification of the Scope of Study
 - Writing composition
 - Spelling, Punctuation and Grammar
- Composition requirements
 - Communicate information, ideas and opinions
 - Level of detail and length of writing
 - Format, structure and language for audience and purpose
 - Complex sentences and paragraphs
- Spelling, punctuation and grammar requirements for Level 1



Writing Level 1 - Chief Examiner's Report

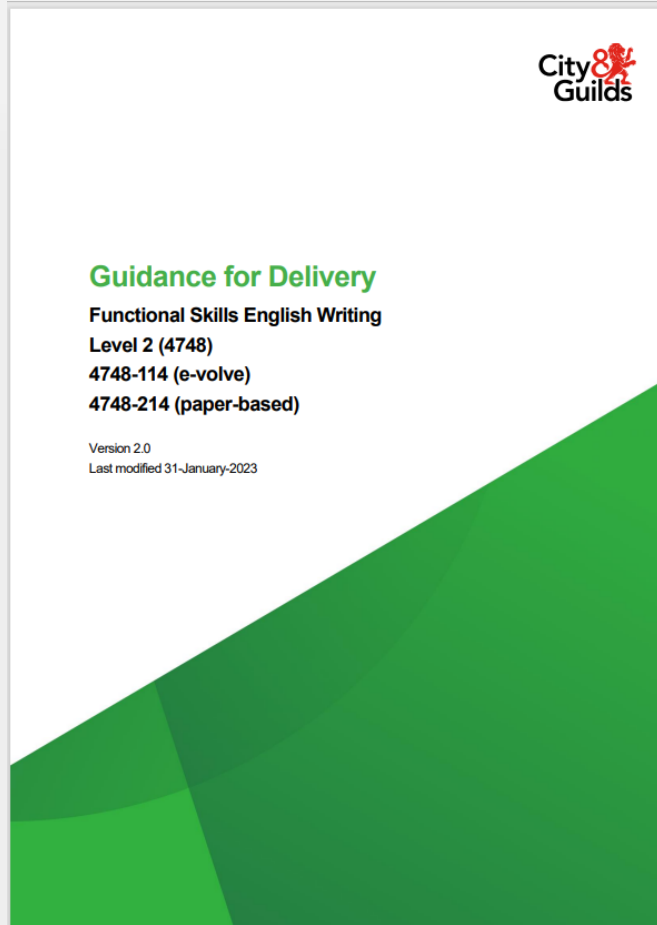


Chief Examiner's report identifies the following areas which need development

- Format and structure
- Punctuation – use of full stops, exclamation marks, commas apostrophes and question marks
- Grammar – subject verb and verb-tense agreement
- Spelling - can candidates spell the Entry 1 - 3 word lists correctly?
- Language - adapting register and word choice for audience
- Coherence - candidates must not assume any knowledge of context by the reader
- Detail and length – answer both questions
- Planning - What is a plan and is it needed?
- **PROOFREADING**



Writing Level 2 – Guidance for Delivery

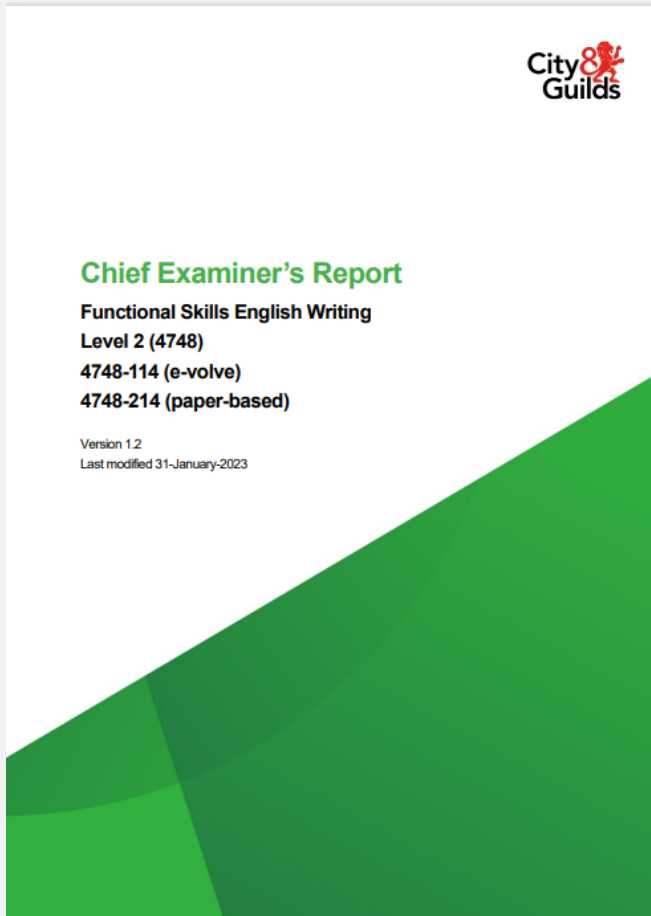


This document covers:

- Description of what the examination paper will contain
- Scope of Study
 - Writing composition
 - Spelling, Punctuation and Grammar
- Composition requirements
 - Level of detail and length of writing
 - Format, structure and language for audience and purpose
 - Complex sentences and paragraphs
- Spelling, punctuation and grammar requirements for Level 2



Writing Level 2 - Chief Examiner's Report



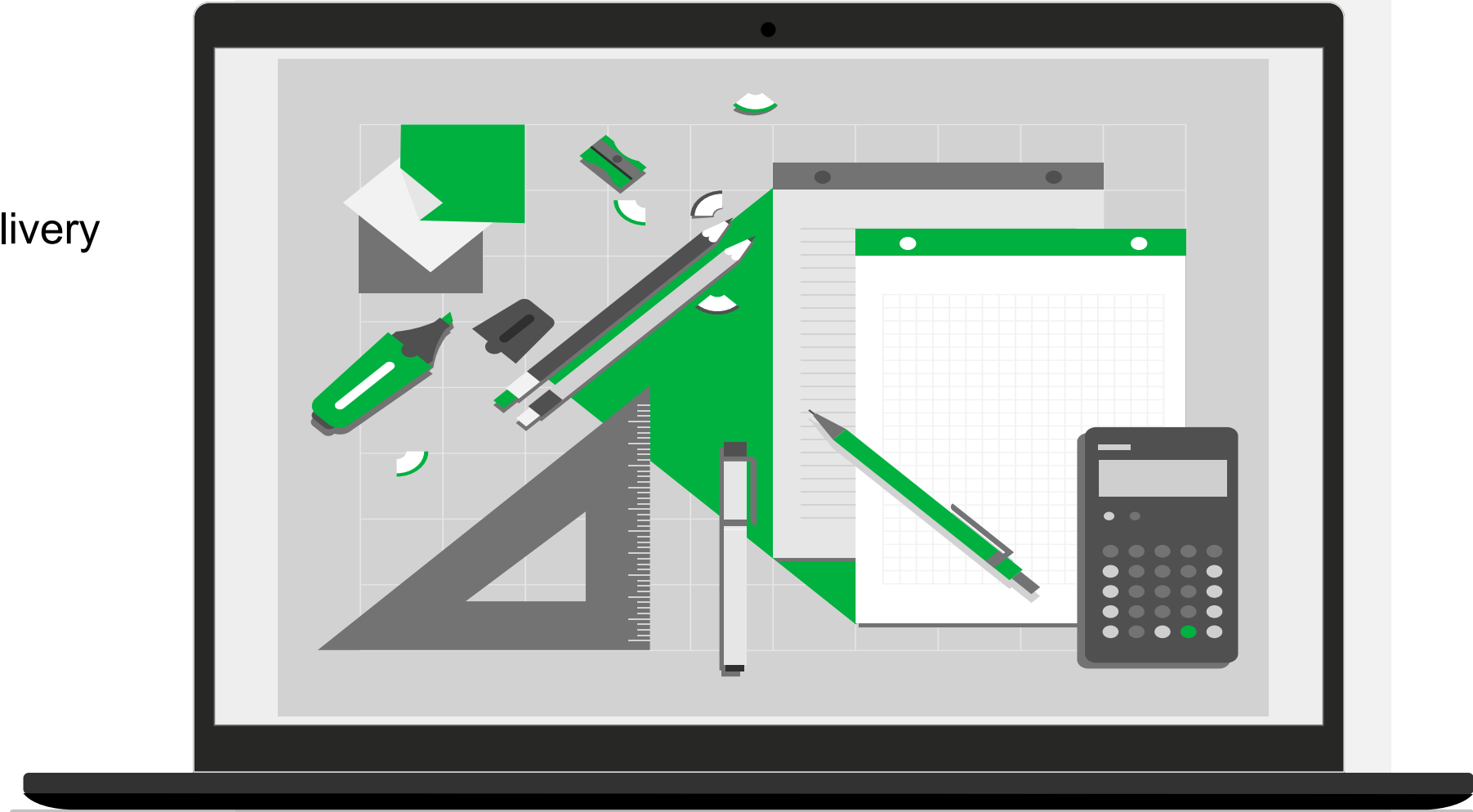
The latest Chief Examiner's report indicates the following areas that would benefit from candidate development:

- Format and Structure
- Language – adapting register and word choice for audience
- Coherence – candidates must not assume any knowledge of context by the reader
- Cohesion – Understand the range of grammatical devices that can be used to give their response cohesion
- Answer **both** questions
- Detail and length of responses should match the suggested word count
- Planning – What is a plan and is it needed?
- SPAG!
- **PROOFREADING**



Functional Skills Maths

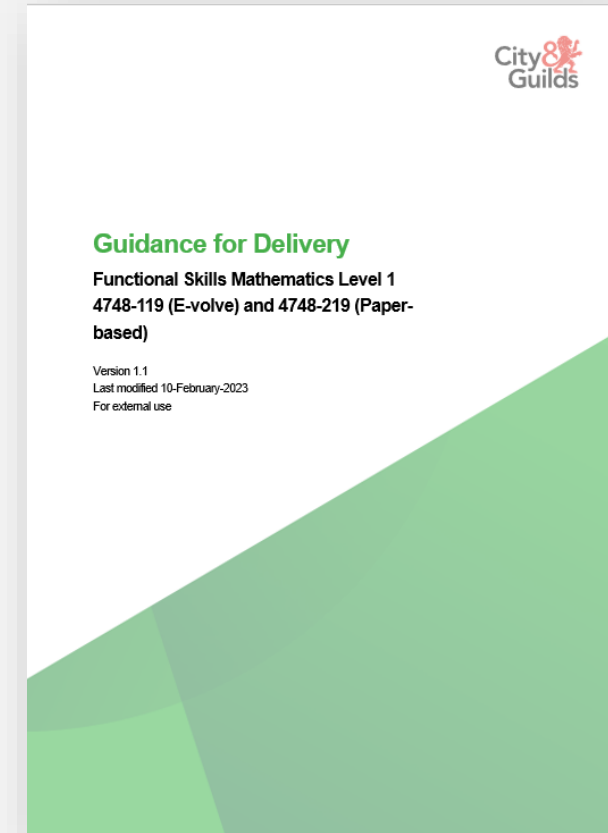
- Guidance for Delivery documents
- Chief Examiner Reports



Maths Level 1 - Guidance for Delivery

This document covers:

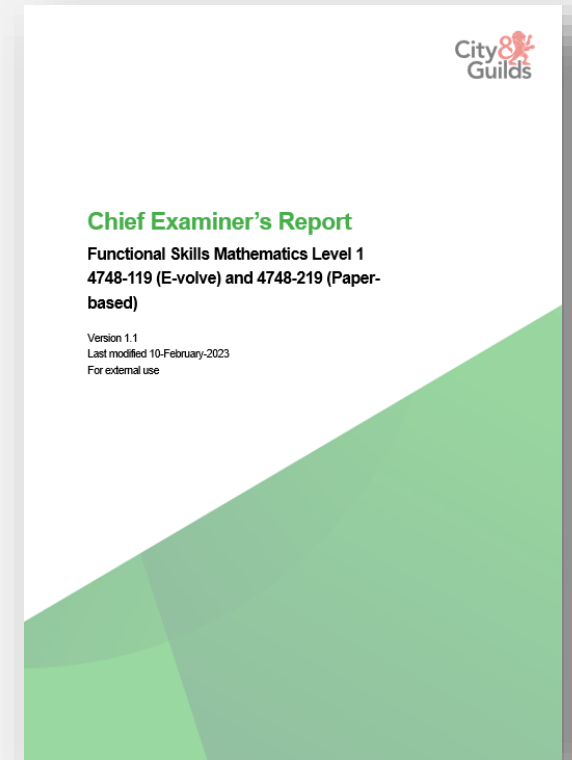
- Assessment structure
- Underpinning skills and problem solving
- Question type
- Tips
- Amplification of Subject Content
- Test specification
- Specifications for lower levels



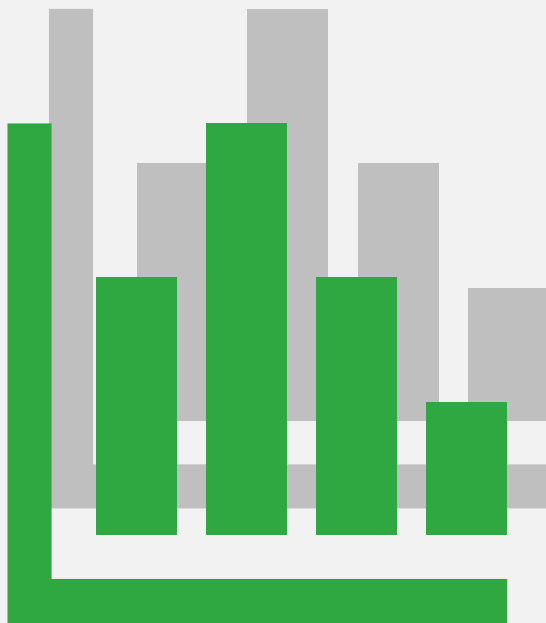
Maths Level 1 – Chief Examiner’s Report

The latest Chief Examiner’s report covering Level 1 FS suggests the following areas require development in Underpinning Skills:

- Using decimals – misplacing the decimal point or rounding for example
- Fractions:
 - Multiplication of whole number by a fraction
 - Calculation using fractions
- Percentages
- Ratio
- Conversions – Weight and linear for example
- Area and Volume
- Using time – for example, decimal hours are not equivalent to minutes e.g. 4.5 is 4 hours and 30 minutes
- Working with scale
- Lines of symmetry



Maths Level 1 – Chief Examiner’s Report



Areas where candidates performed less well in Problem Solving:

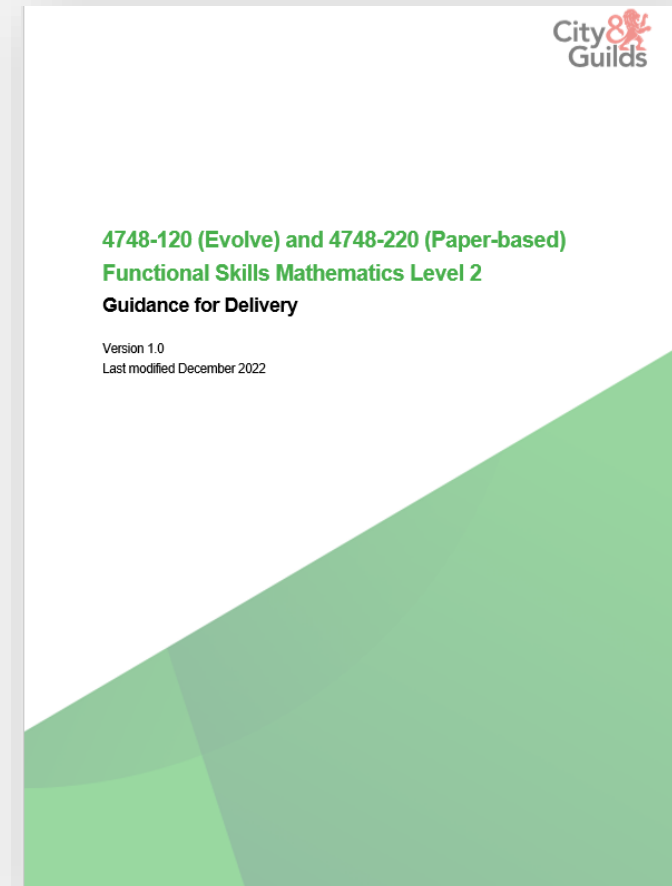
- Misunderstanding units
 - Not showing them in their answers or working
- Explanations
 - Failing to provide a summary of how their results answer the problem
- Presentation of results in Tables, Diagrams and Charts/Graphs
 - Inadequate / no headings or labels for example
- Sense checking
 - Is this result sensible, or not?



Maths Level 2 – Guidance for Delivery

This document covers:

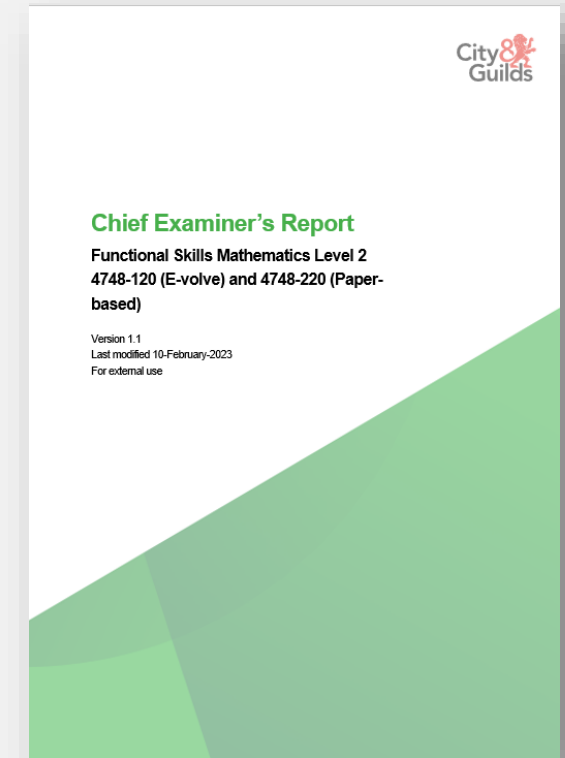
- Assessment structure
- Underpinning skills and problem solving
- Question type
- Tips
- Amplification of Subject Content
- Test specification
- Specifications for lower levels



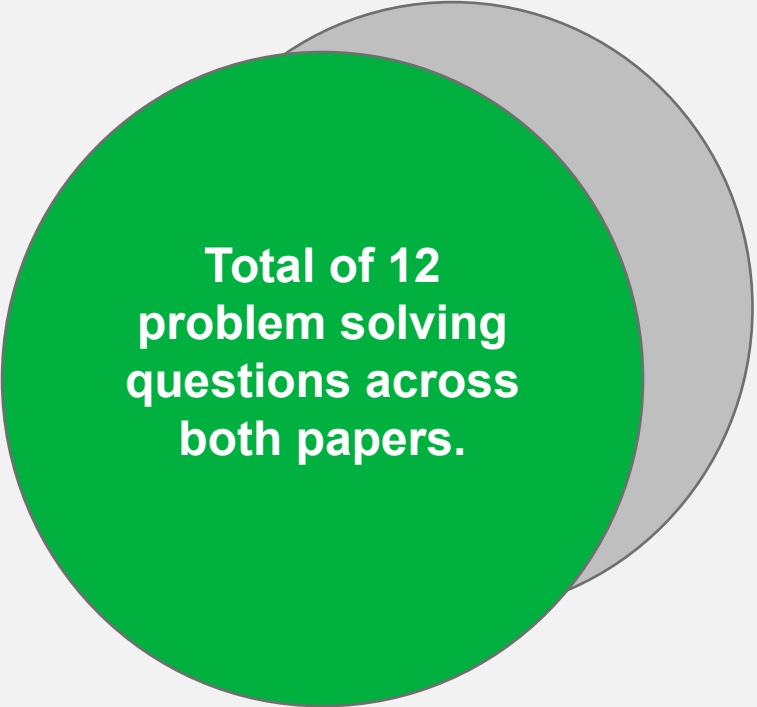
Maths Level 2 – Chief Examiner’s Report

Areas for Development: Underpinning Knowledge

- Division and multiplication of large numbers
- Order of operations
- Powers/Index
- Approximation (rounding) and level of accuracy (rounding to set d.p.)
- Fractions - Mixed, proper and improper fractions,
- Relations between fractions, percentage and decimals - Fractions as percentage
- Ratio
- Simple algebraic equations
- Speed, distance and time
- Geometry – Volumes, Surface areas and circumference
- Angles
- Elevations and Plans
- Time management – under two minutes per question (assessment prep)



Maths Level 2 – Chief Examiners Report



**Total of 12
problem solving
questions across
both papers.**

Areas where candidates performed less well in Problem Solving:

- Units
 - Misunderstanding units in their answers and working
- Explanations
 - Failing to provide explanations of how their results answer the problem
- Graphs and Charts
 - Inadequate / no headings or labels and not drawing accurately
- Sense checking
 - Is this result sensible, or not?



Coming soon...

- We are going to produce a series of recorded presentations which expand on the feedback provided by the Chief Examiners for Maths and English.
- These videos will be stored on the Maths & English resource hub and you should start to see these appear in the next week or so
- The newest Chief Examiner's Reports and Guidance for Delivery documents will be made available by the end of 17 February, keep your eye on the [4748 qualification page](#) They will be uploaded under Centre Documents and we will issue and email update when they arrive.

The screenshot shows the City & Guilds website interface. At the top, there is a search bar with the text 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE'. Below the search bar is a navigation menu with links for 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. The main content area is titled 'FUNCTIONALS EXPLAINED' and features a breadcrumb trail: 'Home > Qualifications > Skills for Work and Life > English, Mathematics and ICT Skills > Functional Skills'. The main heading is 'Functional Skills (4748)'. Below this, there are two tabs: 'INFORMATION' and 'DOCUMENTS'. The 'DOCUMENTS' tab is active, showing a list of documents with a red background and white text. The documents listed are 'Assessment Materials' and 'Centre Documents', both with a downward arrow icon. To the right of the main content, there are two sidebars. The top sidebar is titled 'Explore our wider maths & English offer' and contains text about maths and English qualifications. Below this is a red button labeled 'FIND OUT MORE'. The bottom sidebar is titled 'For Learners' and contains a search box for 'Postal code, town or city' and a red button labeled 'FIND A CENTRE'. At the bottom right of the page, there is a speaker icon indicating audio content.

Chief Examiner advice for centres

Functional Skills English

- Candidates should only be entered into the exam once sufficient learning has taken place
- Using the Guidance for Delivery document to support delivery
- Refer to previous Chief Examiner Reports as information and advice still applicable

Functional Skills Maths

- Ensuring the candidate is using the appropriate platform to take the test on
- Exam techniques, candidates can attempt questions in any order
- Candidates attempting onscreen exams should show their working

Guidance for delivery and Chief examiner documents can be found on the [4748 qualification](#) webpage



Support available

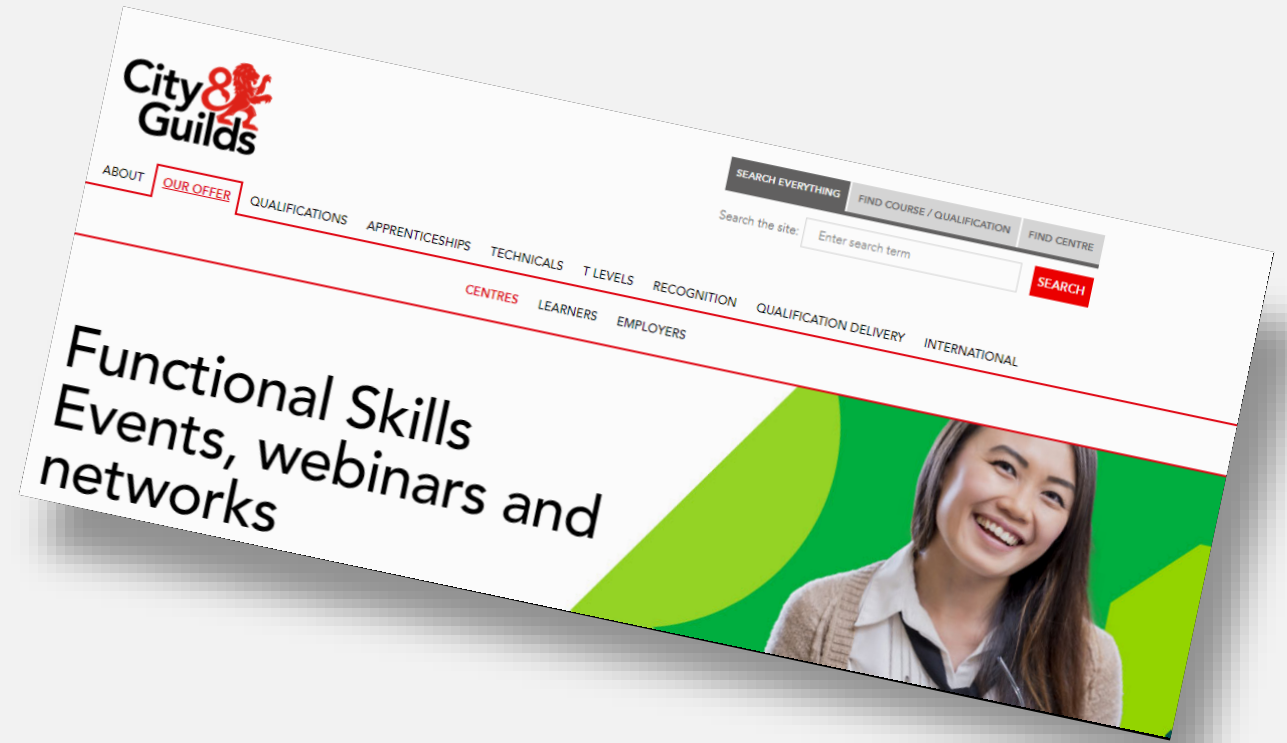
Join us for our face to face Connect-Share-Networks

Upcoming in person events:

- 9 March 2023 London
- 26 April 2023 Wakefield

We also offer monthly online Virtual Link-ups

[Events and Webinars - Maths and English | City & Guilds](#)



Questions and answers

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

pre-employment@cityandguilds.com



Q&A





Email contacts

For general queries including, e-volve and RI issues contact:

centresupport@cityandguilds.com

For maths and English queries contact:

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 Thursday 7 March 2023 at 3pm.

[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
cityandguilds.com/mathsandenglish**

City and Guilds Group

Giltspur House

5–6 Giltspur Street

London EC1A 9DE

