

Functional Skills Entry Level

Update for September 2022

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Functional Skills Reading at Entry Level – Live papers

Level	Title
Entry 1	A New Home
Entry 1	Days
Entry 1	Warning
Entry 1	Parks

Level	Title
Entry 2	Going Places
Entry 2	Calendars
Entry 2	Family Tree
Entry 2	Baking

The original live papers have been removed from the website and any digital or paper copies held by the centre **MUST** be destroyed

Level	Title
Entry 3	Planning an Event
Entry 3	Farms for All
Entry 3	Weather Watch
Entry 3	Gratitude

Functional Skills Reading at Entry Level – Sample materials

- The existing sample materials have been reviewed and updated where necessary
- These are the titles of the current sample materials:

Entry 1 – sample titles	Entry 2 sample titles	Entry 3 sample titles
Health Tips	Guide to Health	Wellbeing
Food and Drink	Holidays	At the Gym
Party	Handmade	Social Media
Acting	Safety	Treasure

- Four further samples will be added over the year so that there will be eight sample Reading papers for use at each level

Functional Skills Writing at Entry Level – Live papers

Level	Title
Entry 1	Lunch
Entry 1	A Day Out
Entry 1	Time Off
Entry 1	On the Bus

Level	Title
Entry 2	Getting a Job
Entry 2	Repairs
Entry 2	Making a Difference
Entry 2	Town Centre

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Level	Title
Entry 3	Travel Experiences
Entry 3	Cleaning
Entry 3	World of Work
Entry 3	Litter

Functional Skills Writing at Entry Level – Sample materials

- The existing sample materials have been reviewed and updated where necessary
- These are the titles of the current sample materials:

Entry 1 – sample titles	Entry 2 sample titles	Entry 3 sample titles
Good Health	Going to the Gym	A Healthy Lifestyle
Jobs	Home	Money Matters
Sleep	Seasons	Sugar
News	Happiness	Changes

- Four further samples will be added over the year so that there will be eight sample Writing papers for use at each level

Entry Level Mathematics

- As new assessment materials are written, our examiners review these to ensure that they are at the appropriate level and address all the subject content statements
- When setting the pass mark for a paper, a number of factors are considered, which includes the demand of the level being assessed and the complexity of questions in the paper.
- Another consideration was feedback from Ofqual about the end of the sawtooth effect which happens when you introduce new qualifications
- As a result, the pass mark for these new entry level Functional Skills Maths papers is different from the original sets of live and samples released when the qualification was launched

More information about Sawtooth can be found here: [What is the Sawtooth Effect? - GOV.UK](https://www.gov.uk/guidance/what-is-the-sawtooth-effect)
(www.gov.uk)

Functional Skills Maths at Entry Level – Live papers

Level	Title
Entry 1	Photography
Entry 1	Ferry Crossing
Entry 1	Railways
Entry 1	Country Park

Level	Title
Entry 2	Beauty
Entry 2	Vehicle Maintenance
Entry 2	Food Preparation
Entry 2	Art Shop

The original live papers have been removed from the website and any digital or paper copies held by the centre **MUST** be destroyed

Level	Title
Entry 3	New Kitchen
Entry 3	Walking Holiday
Entry 3	Waste & Recycling
Entry 3	Camping Trip

Functional Skills Mathematics at Entry Level – Sample materials

- The existing sample materials and mark schemes have been revised to take into account the change in pass marks for the live materials
- These are the titles of the current sample materials:

Entry 1 – sample titles	Entry 2 sample titles	Entry 3 sample titles
At the Bakery	At the Vets	At the Airport
Craft Shop	Charity Shop	Community Events
Party Planning	Garden Centre	Furniture Shop
Travel	Holidays	On the Farm

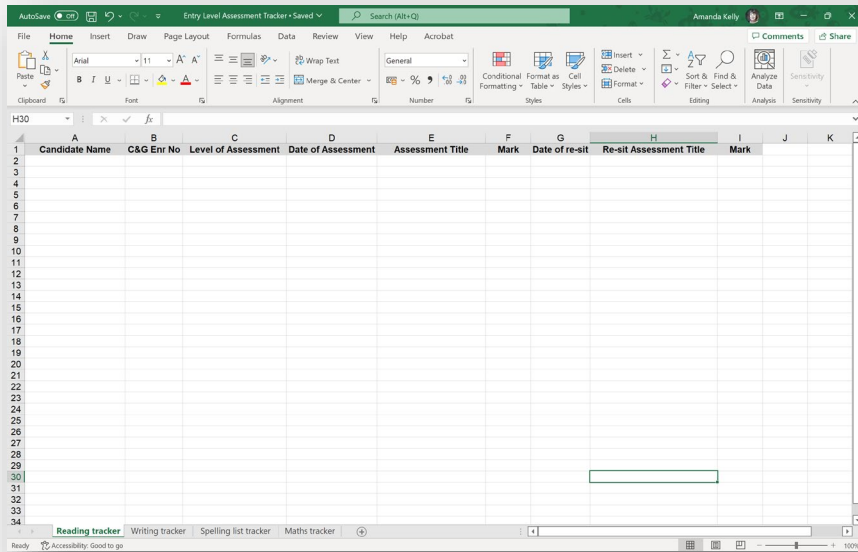
- Four further samples will be added over the year so that there will be eight sample Writing papers for use at each level

Administering Entry Level Assessments

- The new live materials have new passwords.
 - These are available from the Administration section of Walled Garden
 - Each level has its own password to protect the live materials
- Make sure you are using the latest version for both live and sample materials
 - Live assessments should only be downloaded and printed off when required – centres must not keep stocks of printed assessments
- Where candidates prefer to use a laptop or computer to generate their responses, we have made the assessments available in editable pdf format to facilitate this
- Candidates are only allowed to take each version of the assessment once
 - Centres are required to keep a record of which assessment title each candidate takes
 - From September 2022 there are some changes to this process

Assessment Tracking

- In addition to the titles of each assessment attempt candidates make, centres will need to record the following information:
 - Date of assessment attempt or re-sit attempt
 - The marks achieved by the candidate
- We have provided an **Assessment Tracker template**, available from the [4748 Qualification page](#) under **Centre Documents**
- However centres who already record this information can continue to use their own version
- **City & Guilds will request a copy of your tracker on a quarterly basis – you will receive an email alert with instructions when this is required**
- Your EQA **may** also ask to review the tracker at their routine monitoring visit



Finally ... can you help us to help you?

- We are always interested to hear from teachers and assessors about topics for new assessments. If you think you have an idea, please let us know.
- We would also like to provide some additional support materials – such as worked examples of sample papers which we can ask our examiners to mark and provide a commentary for. If you have completed sample papers you would be willing to share, let us know
- We would like to see candidate responses that cover a good pass, a borderline pass and fail for all three subjects

Email: pre-employment@cityandguilds.com
if you can help.

Thank you for joining us today

A recording of this presentation and the slides will be available from the [Maths & English Resource Hub](#) for you to share with colleagues



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

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Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
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