

Skills for Work & Life Curriculum Planning

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.

Introductions



Katherine Reid
**Lead Technical
Advisor**

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

[Technical Advisors | City & Guilds](#)



Alicja Twarowska
Technical Advisor

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

[Technical Advisors | City & Guilds](#)

pre-employment@cityandguilds.com

Today we will focus on...

Curriculum Planning in England

- Functional Skills (4748)
 - English and Maths
 - DFSQ (Digital)
- Bitesized (3847)
 - English & Maths
- Principles of Mathematics/English (3844)
- ESOL (4692)
- Employability (5546)
- Personal Progress (3803)
- Funding
- Q&A



A quick poll...

If you are not able to take part in the polls, you can email your responses to: pre-employment@cityandguilds.com

Are you currently delivering any of our qualifications? Tick the ones that apply:

- Functional Skills English and/or Maths
- Digital Functional Skills
- Maths/ English awards
- ESOL
- Employability and/or Personal progress

Functional Skills English & Maths (4748)

Entry Level

- Entry level assessments externally set by City & Guilds; marked and quality assured by centres, EQA
- Assessment documents available on-demand – simply download from our website when needed.

Level 1-2

- Externally set and marked by City & Guilds (except FS English Speaking, Listening and Communicating which is internally assessed)
- External assessments available on-demand - to take 'when ready'.
- Choice between paper-based and on-screen assessment:
 - Paper-based exams available on-demand, with 14-days' notice. Booked using named on-demand system.
 - On-screen exams available on-demand, with 30-minutes' notice. Booked and taken via e-volve system.
- Candidates' work marked by City & Guilds and results returned within 32 working days.

Delivery Mode	1 September 2023 - 30 November 2023 results returned, on average, within:
Onscreen exams	17 days
Paper-based exams	5 days

Pass rates and Chief Examiner Reports

Pass rates

City & Guilds pass rates for Functional Skills are steady and improving in most subjects and levels.

These are published annually in the autumn.

Both first-time and total pass rates for level 1 and level 2 Functional Skills for 2022-2023 are available on the Functional Skills qualification page.

[Functional Skills qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Total pass rates

Subject	Level	All provider % Total	FE % Total	ITP % Total	ACL % Total
Reading	L1	78%	70%	79%	78%
Writing	L1	73%	63%	76%	77%
Reading	L2	73%	71%	72%	76%
Writing	L2	84%	79%	85%	85%
Maths	L1	47%	34%	53%	62%
Maths	L2	45%	40%	45%	51%

First time pass rates

Subject	Level	All provider % First time	FE % First time	ITP % First time	ACL % First time
Reading	L1	81%	75%	82%	82%
Writing	L1	78%	69%	79%	79%
Reading	L2	76%	75%	74%	81%
Writing	L2	86%	83%	87%	87%
Maths	L1	54%	42%	57%	67%
Maths	L2	48%	46%	46%	56%

Digital Functional Skills (4748)

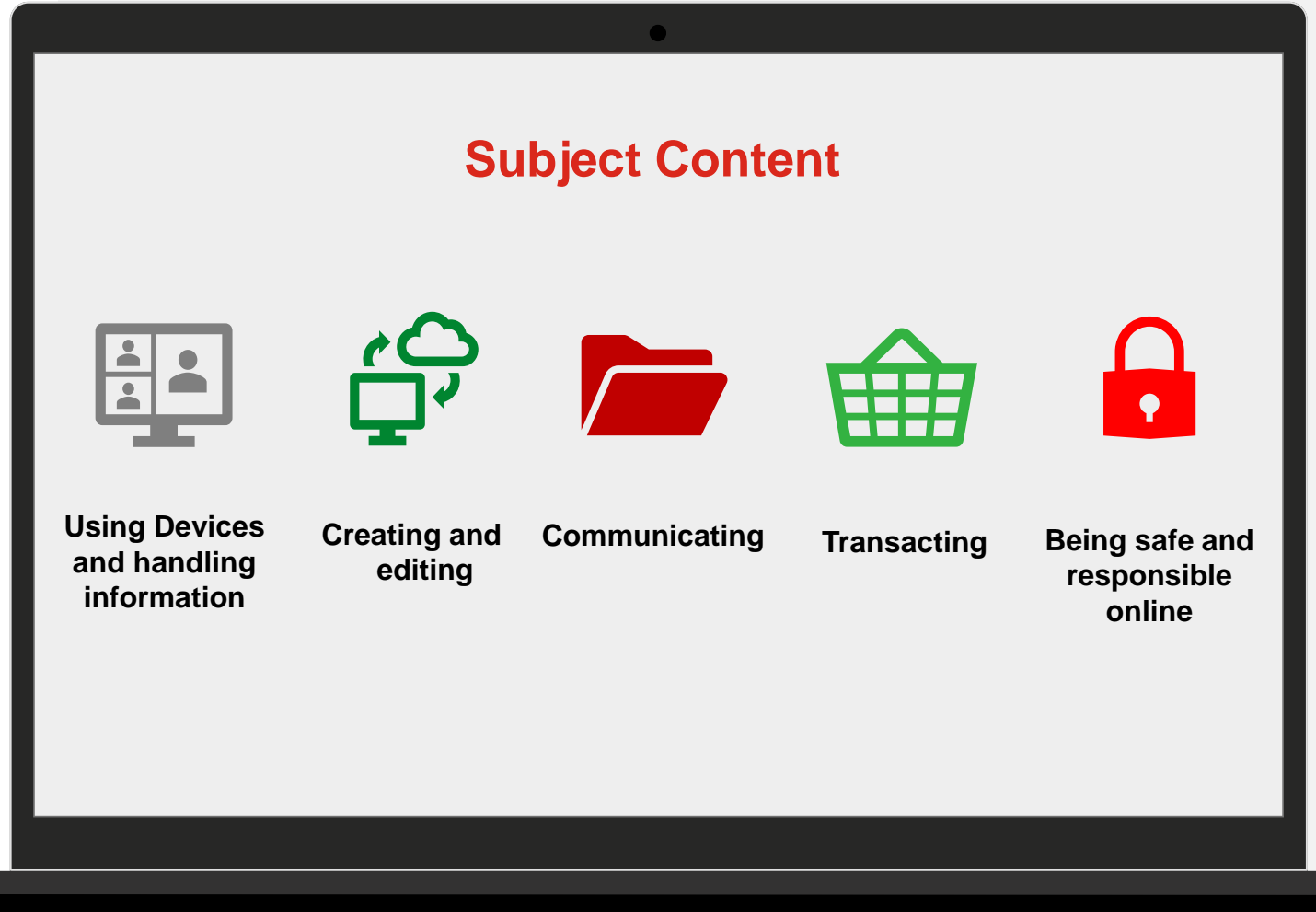
Based on subject content devised by the Department of Education:

[Digital Functional Skills qualifications: subject content \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

These funded qualifications are available at **Entry 3 and Level 1**.

They are assessed through our e-volve platform.

There is no registration fee for this qualification- the e-volve onscreen assessment costs £21.



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

Digital Skills at Lower Levels

Personal Progress (3803)

Unit 004 (Developing ICT Skills) 4CR/ 40GLH

Can be funded through e.g., E1 Award in Personal Progress (00/6824/6)

[Personal Progress qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Employability (5546)

Entry 2 Unit 205 (Intro to ICT) 3CR/ 20GLH

Can be funded through Entry 2 Introductory Award in Employability Skills (601/3623/6), which has a minimum of 2 credits from units 201-220.

(901 for certification)

Entry 3 Unit 305 (Intro to ICT) 3CR/ 20GLH

Can be funded through Entry 3 Introductory Award in Employability Skills (601/3625/X) which has a minimum of 2 credits from units 301-349.

(902 for certification)

[Employability Skills qualifications and training courses | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)



Mathematics/ English Skills (3847)

Collection of small (10-20 hour) units, each of which focuses on a **specific area** of the adult numeracy and literacy national standards.

100 units in total (**55** maths, **45** English), covering **Entry 1 to Level 2**

Each unit is a qualification in its own right; can also be combined into larger 'themed' awards and certificates.

Portfolio-assessed – with no externally set assignments or exams.





Principles of Mathematics/ English (3844)

Covers substantive parts of the adult numeracy and literacy standards, with a particular focus on receptive skills, knowledge and understanding.

Assessment through a one-off **on-screen test** – available on-demand with **instant results**.

Enables learners to demonstrate a **solid grasp** of the key principles of maths and English, as well as the **resilience** to operate effectively in a test environment.

Available at **Entry 3** to **Level 2**.

ESOL (4692)

- ❑ **Flexibility:**
 - Awards in Reading, Writing, Speaking & Listening or an overarching certificate
 - Available on demand
 - Recognising spiky profiles
- ❑ Externally set and **Internally marked** (apart from Level 1 and 2 Reading)
- ❑ **Range** of sample and live materials to select from
- ❑ Remote assessment option available across all skills
- ❑ **Reminder:** If learners are registered for the single mode awards (4692-01) then as well as claiming the unit they have completed, centres also need to claim a certification code in order to generate a certificate.
These codes are in the 900 series (i.e. 4692-901)





Employability Skills (5546)

The **Employability Skills** suite of qualifications contains a mixture of 'employability' units and are all assessed by portfolio.

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

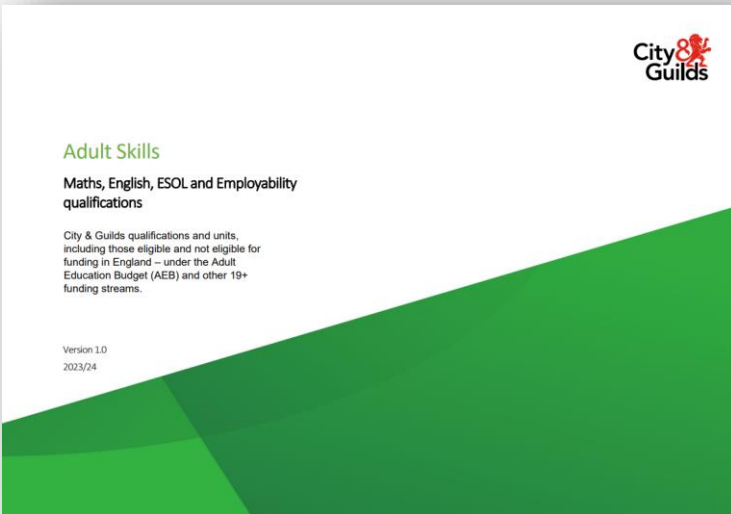
Personal Progress (3803)

Personal Progress is a suite of qualifications at Entry Level 1

- Designed to support learners to become more independent and develop skills in a range of areas including:
 - Communication
 - Reading and Writing
 - Mathematics
 - Independent live
 - Workplace skills
- You select units that suit your learner



Funding rules, within England



There are circumstances where these units and qualifications can attract Adult Education Budget funding.

Also, some of the Entry level Mathematics/English Skills qualifications can be counted directly towards the 16-18 Condition of Funding.

cityandguilds.com/delivering-our-qualifications/funding/maths-english

Digital credentials

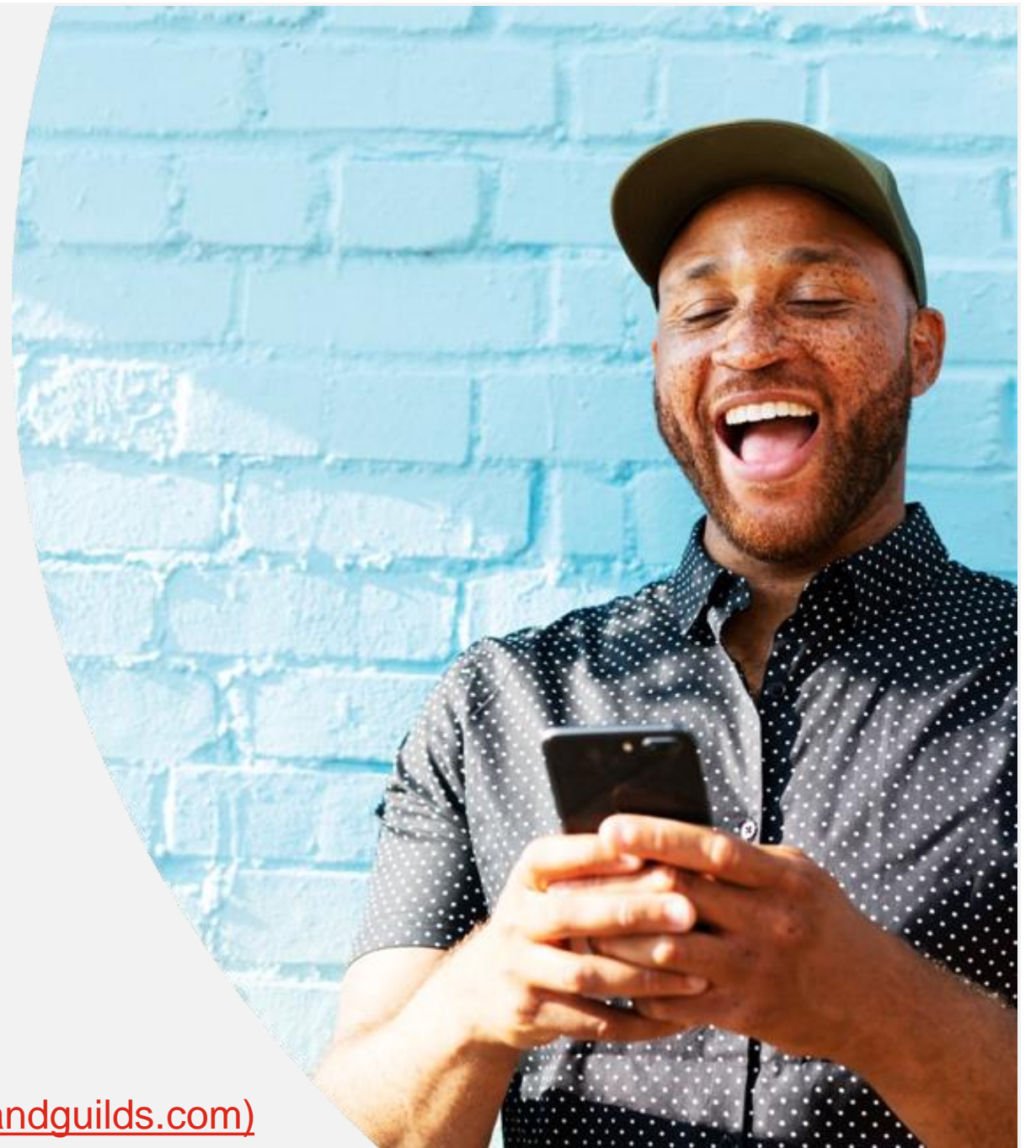


More than a line on a CV, digital credentials provide **verifiable proof of an achievement**.

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



Are you keeping up to date?

Sign up for email updates to stay informed.

If you are already signed up, please refresh your preferences to ensure all communications reach you.

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



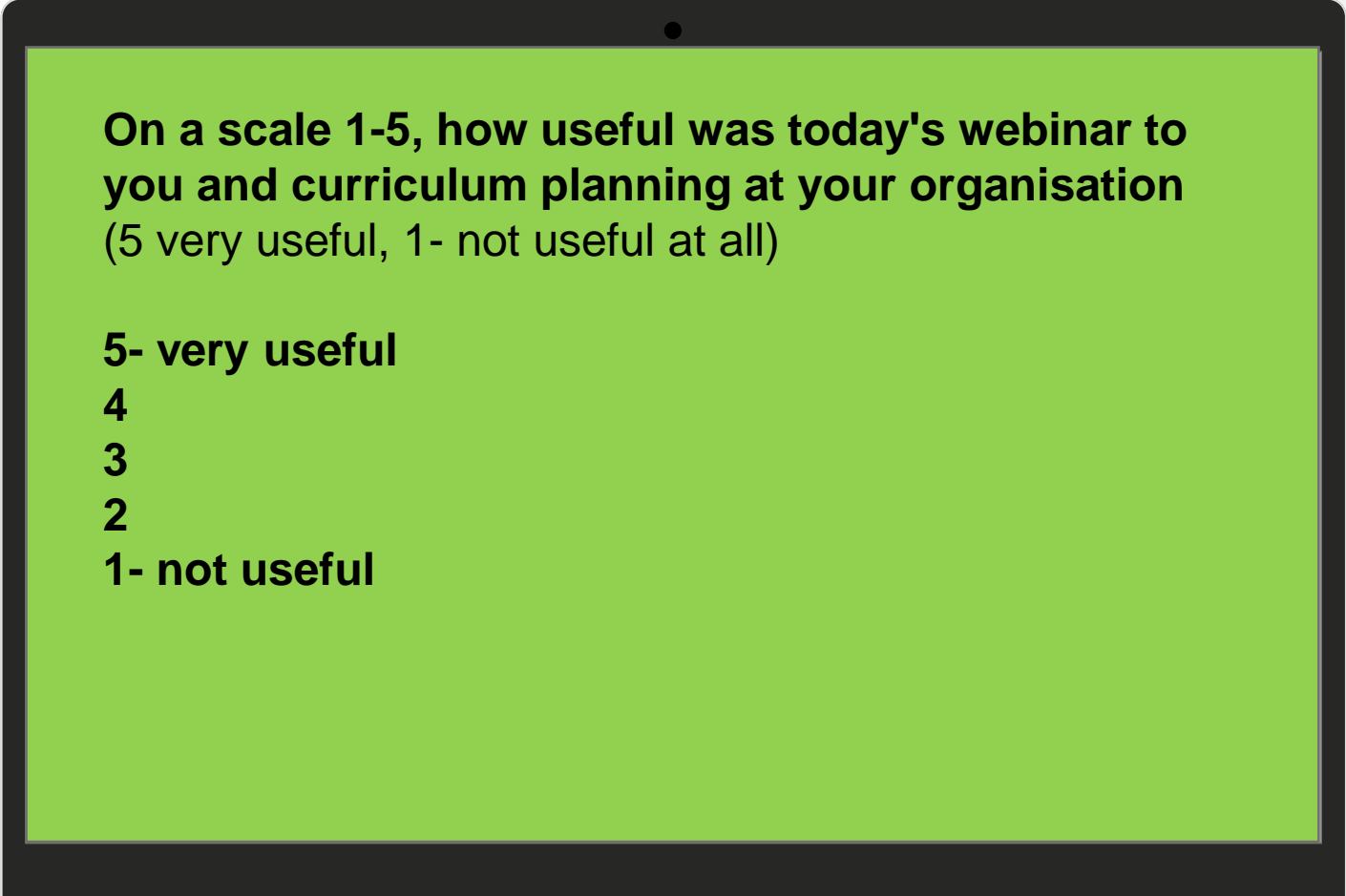
Next steps

Which of these qualifications do you intend to explore further and add to your programmes?

- Functional Skills English /Maths/ Digital
- Maths/ English awards
- ESOL
- Employability and/or Personal progress
- None of the above



Feedback



On a scale 1-5, how useful was today's webinar to you and curriculum planning at your organisation (5 very useful, 1- not useful at all)

5- very useful

4

3

2

1- not useful

Support available

Connect-Share-Networks

Join our Technical Advisors for an interactive 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.

Regular webinars

Will run again at least once a month through the academic year. Each webinar will have a specific focus/topic. Recordings and slides are made available on the Resource Hub.



2023/2024

Events and Webinars - Maths and English | City & Guilds

Functional Skills | ESOL | Bitesized | Employability | Essential Skills

Questions and answers

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

pre-employment@cityandguilds.com





Email contacts

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

centresupport@cityandguilds.com

For FS, ESOL and Employability 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 Digital Resources webinar on Monday 5 February 2024 at 15:30.

[Events and Webinars](#)

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

centresupport@cityandguilds.com
pre-employment@cityandguilds.com

Alternatively, visit our dedicated webpage
cityandguilds.com/mathsandenglish

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