

Skills for Work & Life

ESOL and Beyond

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...

- Updates
- ESOL Skills for Life (4692)
- Other Qualifications that can support your ESOL learners
- Q&A



Update - Functional Skills L1 & 2 exams and results release

- We have now migrated all our Functional Skills live exam materials and samples to HTML format.
- This means that we are in a phase of issuing brand new papers which need to undergo awarding.
- We endeavour to issue all results promptly and within 20 working days, in the case of awarding new papers, results can take up to 32 working days.
- We would ask that you do not enquire about results before this period has elapsed.
- Once we have released sufficient papers to complete a bank of live exam materials, we will see the turnaround of results return to the speedy service we saw during last year

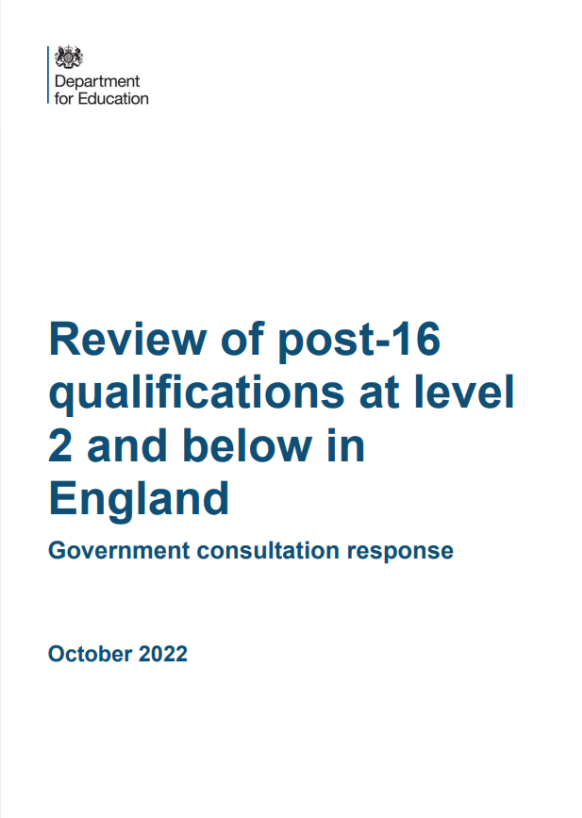


Level 2 and below consultation update

“We proposed to continue funding high-quality ESOL qualifications up to and including level 2. These qualifications are designed specifically for speakers of other languages who live in the UK, with the aim to increase proficiency in the English language.”

Continued funding for all 5 levels of ESOL

ESOL will continue to be mapped against the National Standards for Adult Literacy and Adult ESOL Core Curriculum



[Review of Post 16 Qualifications at L2 and Below Consultation Response](https://publishing.service.gov.uk)
(publishing.service.gov.uk)

Skills for Work & Life Updates

ESOL

Level 1 Hobbies & Interests

- removed from the live exams on 21.10.2023.

It must not be used from 1.11.2023.

If your learners completed this topic at
Level 1 between 21/10 and 31/10/2023 -please get in
touch

at pre-employment@cityandguilds.com.



Skills for Work & Life Updates

Remote supervision of ESOL assessments

Virtual supervision of ESOL assessments is now permitted. This includes Speaking/ Listening and Writing at all levels and Reading at Entry Levels.

Reading at Level 1 And 2 must be invigilated, we do offer a Remote Invigilation service which can be used for these.

Guidance document is available on the 4692-qualification page to support staff.

[ESOL Skills for Life \(4692\) \(cityandguilds.com\)](https://www.cityandguilds.com)



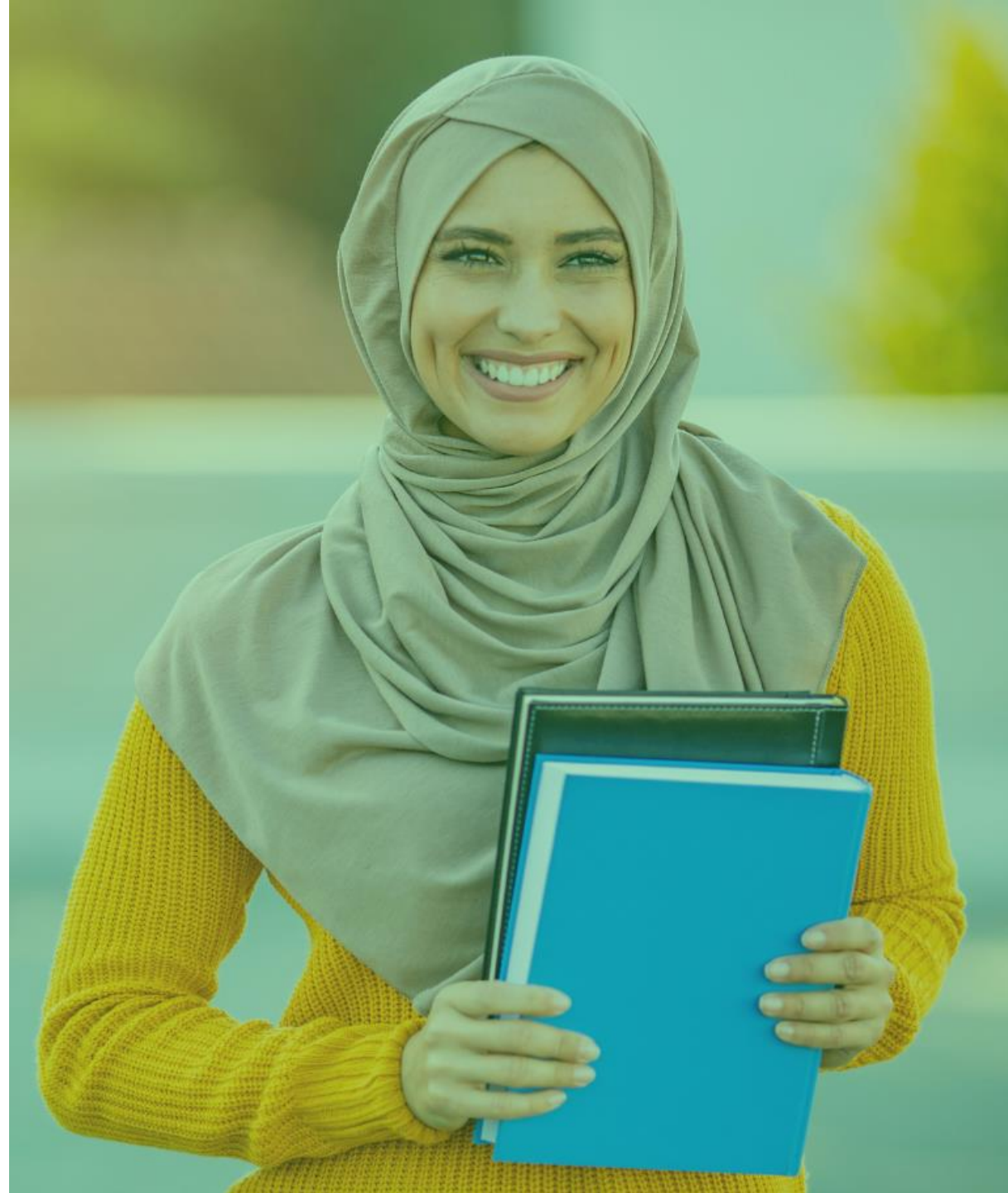
Skills for Work & Life Updates

Certification

- If learners are registered for the single mode awards (4692-01) then from now onwards, 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)

Qualification end date extension

- All ESOL qualifications end dates have been extended now.



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

1 . Are you currently using our ESOL qualifications?

- Yes
- No
- Thinking about using them

2. If you are currently using our ESOL qualifications, are you using the individual awards or the full certificate qualifications?

- Reading as a qualification
- Writing as a qualification
- Speaking and Listening as a qualification
- All 3 components as a qualification (full cert)
- Not applicable

ESOL overview

Finding key information

Administrative arrangements

How assessments operate

Quality assurance



Award-sized (single-mode) qualifications (4692-01)

Qualification title	TQT	GLH	QN
Entry level Award in ESOL Skills for Life (Reading) (Entry 1)	90	76	601/4186/4
Entry Level Award in ESOL Skills for Life (Writing) (Entry 1)	90	76	601/4187/6
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)	110	85	601/4188/8
Entry Level Award in ESOL Skills for Life (Reading) (Entry 2)	90	76	601/4189/X
Entry Level Award in ESOL Skills for Life (Writing) (Entry 2)	90	76	601/4190/6
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)	110	85	601/4191/8
Entry Level Award in ESOL Skills for Life (Reading) (Entry 3)	90	55	601/4192/X
Entry Level Award in ESOL Skills for Life (Writing) (Entry 3)	110	86	601/4193/1
Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	120	73	601/4194/3
Level 1 Award in ESOL Skills for Life (Reading)	110	66	601/4195/5
Level 1 Award in ESOL Skills for Life (Writing)	110	82	601/4196/7
Level 1 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4197/9
Level 2 Award in ESOL Skills for Life (Reading)	110	66	601/4198/0
Level 2 Award in ESOL Skills for Life (Writing)	110	82	601/4199/2
Level 2 Award in ESOL Skills for Life (Speaking and Listening)	120	73	601/4200/5

Certificate-size (multi-mode) qualifications (4692-02)

Qualification title	TQT	GLH	QN
Entry Level Certificate in ESOL Skills for Life (Entry 1)	290	237	601/4075/6
Entry Level Certificate in ESOL Skills for Life (Entry 2)	290	237	601/4077/X
Entry Level Certificate in ESOL Skills for Life (Entry 3)	320	214	601/4078/1
Level 1 Certificate in ESOL Skills for Life	340	221	601/4079/3
Level 2 Certificate in ESOL Skills for Life	340	221	601/4076/8

Each Certificate comprises:
Reading, Writing and Speaking & Listening

Top up to a full Certificate qualification where candidates achieve all three individual modes (4692-92)

Each unit must be at or above level of qualification, for example:
L2 Reading + E3 Writing + L1 S&L = Entry 3

We also **recognise** individual units achieved with **other awarding organisations**

Overview



Reading

Entry Level

- Assessed by assignment
- Internally marked by centre
- Choice of assignments available to download on demand

Levels 1 and 2

- Assessed by multiple choice test
- Online and paper tests
- Externally set and marked by City & Guilds



Writing

All levels

- Assessed by assignment
- Internally marked by centre
- Choice of assignments available to download on demand



Speaking
&
Listening

All levels

- Assessed by assignment
- Internally marked by centre
- Choice of assignments available to download on demand

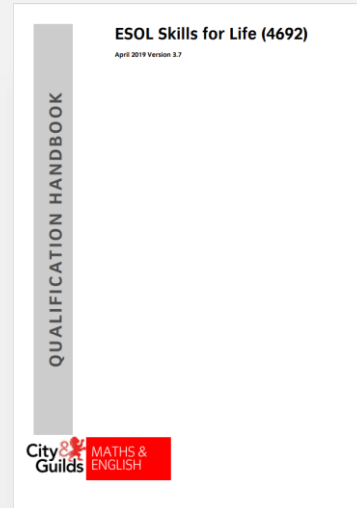
Assessment model

	Reading to obtain information	Writing to convey information	Speaking and listening to obtain and convey information
Entry 1	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 45 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 40 mins to complete.
Entry 2	Assignment, consisting of four tasks Internally assessed – when ready (up to) 1 hour 15 mins to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1 hour 15 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 45 mins to complete.
Entry 3	Assignment, consisting of three tasks Internally assessed – when ready (up to) 1 hour 30 mins to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 15 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 15 mins to complete.
Level 1	Externally set and marked test, consisting of 40 MC questions based on four source texts Available on-demand – paper or onscreen (latter with instant results) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 45 mins to complete.	Assignment, consisting of three activities (one listening, two speaking) Internally assessed – when ready (up to) 1 hour 15 mins to complete.
Level 2	Externally set and marked test, consisting of 40 MC questions based on four source texts Available on-demand – paper or onscreen (latter with instant results) 1 hour to complete.	Assignment, consisting of three tasks Internally assessed – when ready (up to) 2 hours 45 mins to complete.	Assignment, consisting of four activities (one listening, three speaking) Internally assessed – when ready (up to) 1 hour 50 mins to complete.

Key documents

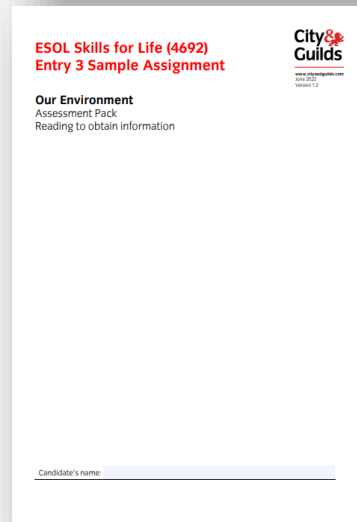
Qualification handbook

Sets out learning outcomes, assessment criteria, and administrative arrangements for delivery.



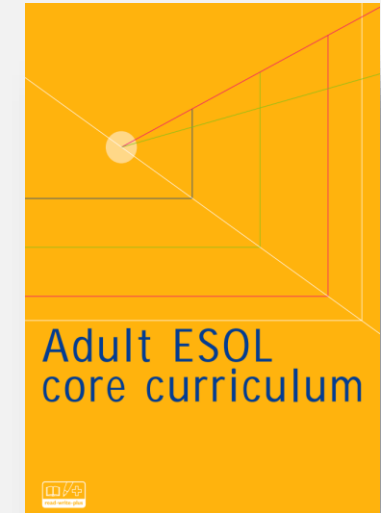
Sample and live assignments

All levels, including online Reading at Level 1 and 2.



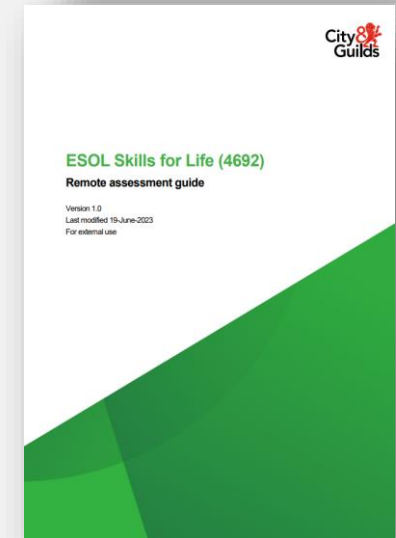
Adult ESOL Core Curriculum

Sets out teaching and learning expectations, as well as the adult literacy national standards on which these qualifications are based.



Remote Assessment Guide

Outlines requirements that need to be met for conducting remote assessments.




Finding key information

[Home](#) > [Our offer](#) > [Centres](#) > Skills for work and life


Skills for Work and Life

We all need to develop and use maths, English, digital and employability skills throughout life. Our programmes in these areas support learners to start and continue to progress in education and work. Explore our offer below.




FUNCTIONAL SKILLS

[Learn More >](#)




ESOL

[Learn More >](#)




EMPLOYABILITY

[Learn More >](#)




ESSENTIAL SKILLS WALES

[Learn More >](#)




ESSENTIAL SKILLS NORTHERN IRELAND

[Learn More >](#)




PROGRESSION QUALIFICATIONS

[Learn More >](#)




RESOURCE HUB

[Learn More >](#)



EVENTS AND NETWORKS


[Learn More >](#)




CUSTOMER UPDATES

[Learn More >](#)

[Skills for work and life | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)



Centre document library



[Home](#) > [Qualification delivery](#) > [Centre development](#) > Centre document library

Centre document library

The centre document library is a resource area designed for our centres and has practical guidance information to help you with every aspect of running our qualifications. The guidance covers everything from initial approval and centre charges, malpractice, to learner exam administration, policies and procedures.

Quality Assurance ^

Quality Assurance Standards

We have produced a single set of City & Guilds / ILM documents setting out a comprehensive model of our quality assurance requirements, from centre approval through to issue of results. This is to:

- maintain consistent standards of delivery and assessment across all centres
- ensure the validity and reliability of assessment outcomes for learners.

The new documents incorporate information from, but replace, the following key City & Guilds documents currently in place:

- City & Guilds Centre Manual (including the General Terms)
- City & Guilds Our Quality Assurance Requirements

The new Quality Assurance Standards suite of documents have now come into effect.


- Centre Contract: General Terms (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Approval Process (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Handbook (PDF)
- City & Guilds / ILM Quality Assurance Standards: Centre Assessment (PDF)

General

- Remote Assessment Centre Guide (PDF)
- Guidance on Internal Quality Assurance of Qualifications (PDF)
- Recording Forms for centres and candidates (PDF)
- Guidance on Internal Quality Assurance of Qualifications forms and documents (DOCX)

RESOURCES AND SUPPORT

- Offer our qualifications
- Study Programmes
- Funding our qualifications
- Walled Garden



CUSTOMER SERVICE FEEDBACK

We are committed to improving your experience by listening to comments and feedback. If you would like to provide feedback please get in touch.

[Send Us An Email >](#)

[Centre document library](#)

How can we all further support development of skills beyond ESOL qualifications?



Wellbeing



Enrichment



Sustainability



Cost of living crisis



Community cohesion



Digital



Employability

Beyond ESOL Skills for Life - supporting language acquisition

- Developmental maths units from Mathematics Skills (3847)
- Functional Skills Mathematics (4748)
- Employability Skills (5546)
- Personal Progress (3803)
- Digital Functional Skills Qualifications (4748)

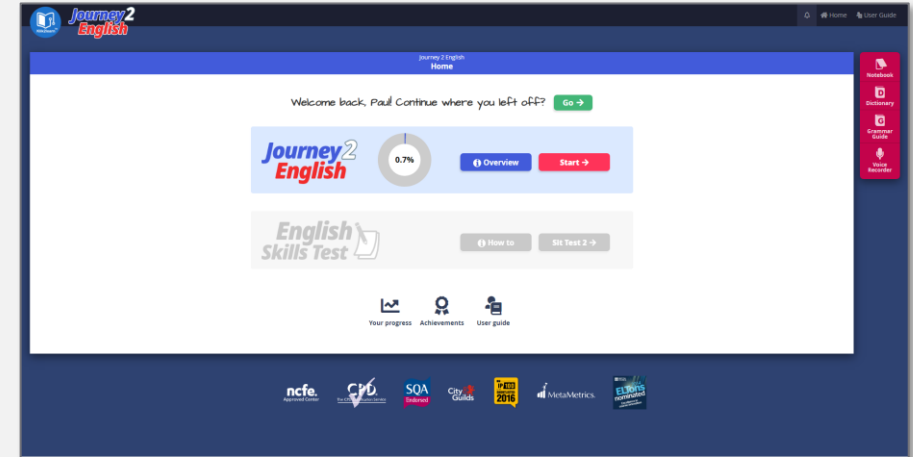


SmartScreen ESOL content – Journey2English

We've partnered with **Klik2Learn** to offer **Journey2English**, a digital course for intermediate learners of English.

Through an engaging self-study model, learners can access 100+ hours of interactive content, designed around a journey through the UK.

More information and video here: [ESOL e-learning - England | Maths & English \(cityandguilds.com\)](https://www.cityandguilds.com/ESOL/e-learning-England-Maths-English)



Journey 2 English - Reading, Modules 1-5						
	Module	1	2	3	4	5
Learning Outcomes						
Unit 01: Reading to obtain information						
1. extract information from simple texts (1.2.1, 1.2.2, 1.2.4).						
Entry Level 1	1.1 follow the plot of a simple written narrative. (RwE1.1a, RwE1.1a-b)	5		7		
	1.2 obtain information from texts (RwE1.1b, RvE1.2a)	1,2,8				
	1.3 identify the genre of simple texts (RwE1.2a)					
2. know letters of the alphabet, key words, signs and symbols (1.2.3, 1.2.6).						
Entry Level 1	2.1 obtain information from signs and symbols (RwE1.2a, RvE1.1a, RvE1.3a)					
	2.2 identify the letters of the alphabet (RwE1.3a)					
	2.3 respond to key words used in everyday contexts (RwE1.1a)	1,2,4	3			
Unit 02: Reading to obtain information						
1. read a range of texts for different purposes (2.2.1, 2.2.2, 2.2.3, 2.2.7, 2.2.8).						
Entry Level 2	1.1 trace the main events of different texts (RwE2.1a, RvE2.1b-d)	1,8	9	4		5
	1.2 obtain information from texts (RwE2.1b, RvE2.2a, RvE2.2a)	1,5,6	3	4		5
	1.3 state the different purposes of texts (RwE2.2a)	9				
	1.4 identify common sources of information (RwE2.3a)					
2. follow instructional text (2.2.4, 2.2.5, 2.2.6).						
Entry Level 2	2.1 use images and captions to obtain information (RwE2.4a)	1,9				5
	2.2 read instructions and directions (RwE2.1a)	All	3	7		
	2.3 respond to key words on forms (RwE2.1a)		3	7		
3. be able to use alphabetical order (2.2.9, 2.2.10).						
Entry Level 2	3.1 use a simple dictionary to find the meaning of a word (RwE2.4a)		18	4		
	3.2 use initial letters to sequence words in alphabetical order (RwE2.5a)					

Digital Functional Skills Qualifications (DFSQ)

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.

Fee on booking £21 both levels.

The screenshot shows the City & Guilds website page for Digital Functional Skills Qualifications. The page features the City & Guilds logo at the top left, a search bar at the top right, and a navigation menu. The main content area includes a breadcrumb trail, a heading for 'Digital Functional Skills Qualifications', and several paragraphs of text providing information about the qualifications, including their availability, assessment methods, and fees. A 'QUICK LINKS' section on the right side of the page lists links to the 4748 qualification page, the Resource Hub, and Functional Skills. A 'Contact Us' section provides an email address and a phone number.

City & Guilds

SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site: Enter search term SEARCH

ABOUT **OUR OFFER** QUALIFICATIONS APPRENTICESHIPS TECHNICALS T LEVELS RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

CENTRES LEARNERS EMPLOYERS GREEN SKILLS

Home > Our offer > Centres > Skills for work and life > Functional Skills > Digital functional skills qualifications

Digital Functional Skills Qualifications

City & Guilds' new Digital Functional Skills Qualifications (DFSQs) are now available

You can watch a recording of our introductory webinar where we shared a first look at our new offer and how we will be supporting you to deliver these new qualifications. You can find the recording on the [Skills for Work and Life Resource Hub](#).

We have created a document which includes [frequently asked questions and the answers](#).

You can also find key documents such as the Qualification Handbook and the Guidance for Delivery under the Documents tab on the [4748 qualification page](#).

Further webinars will be offered starting in September where we will explore the qualification content in more detail and look at our Initial Assessment tool.

Available at Entry Level 3 and Level 1, these qualifications replace the existing Functional Skills ICT qualifications and are the new funded offer in the digital space at Level 1 and below, alongside Essential Digital Skills qualifications.

Digital FS qualifications are designed to:

QUICK LINKS

- [4748 qualification page](#)
- [Resource Hub](#)
- [Functional Skills](#)

Contact Us

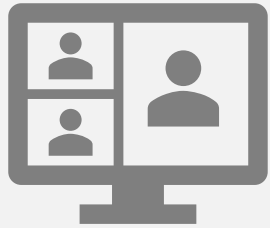
E: directsales@cityandguilds.com

T: 0192 4206 790

Or for more information on delivering our qualifications, visit [our dedicated page](#).

Subject Content

The national standards covers 5 digital skills areas that will need to be covered in teaching and the assessment:



Using Devices and handling information



Creating and editing



Communicating



Transacting



Being safe and responsible online

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

Supporting Learners 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.

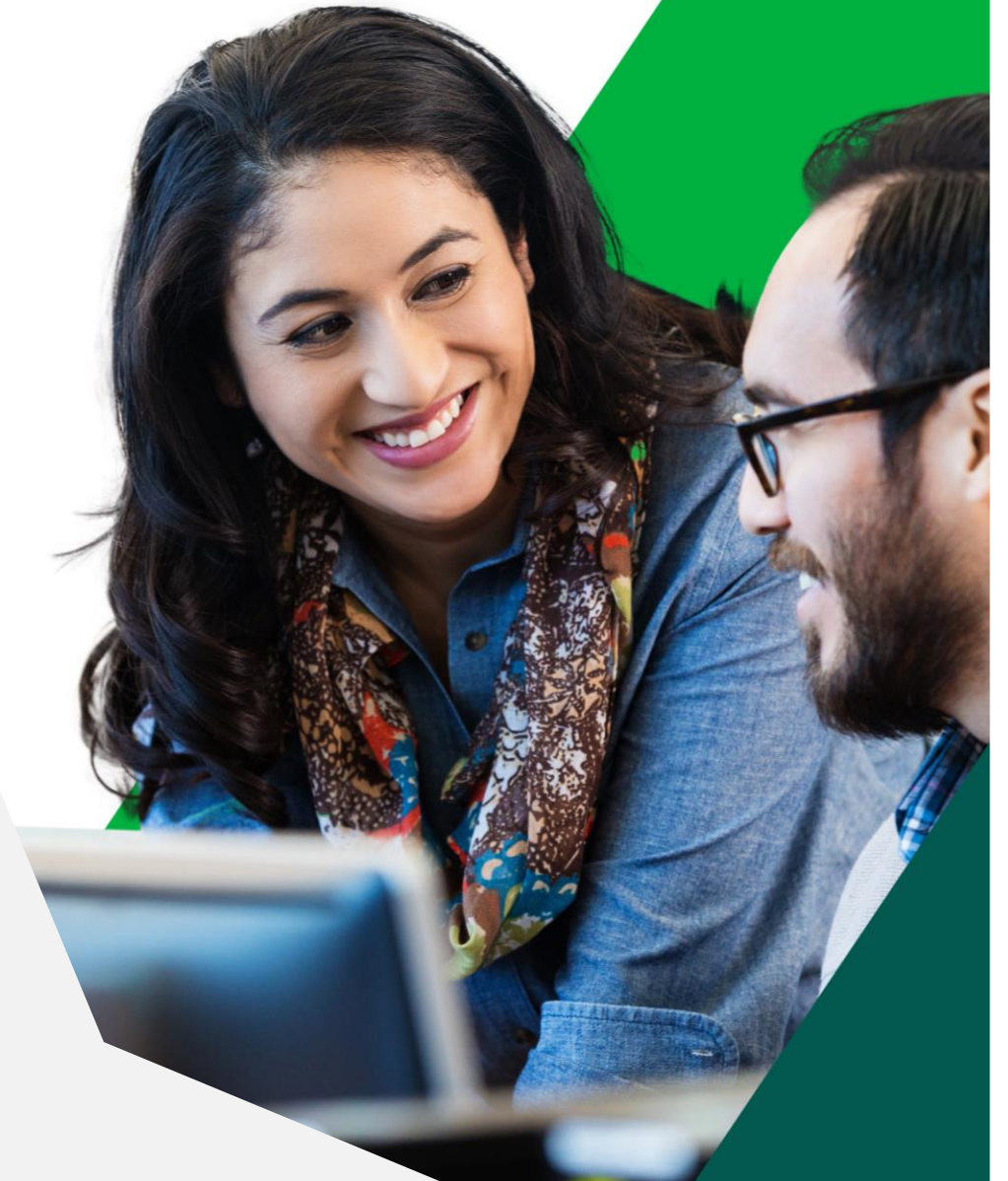
(901 for certification)

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)



SmartScreen content...

Interactive e-learning

Classroom games, activities and worksheets

Over 150 maths and English videos

And much more...



- developing skills activities
- worksheets
- classroom games and activities
- card sorts/matching
- speaking and listening videos
- and much more....

Maths and English Qualifications

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**.

Employability Skills (5546)

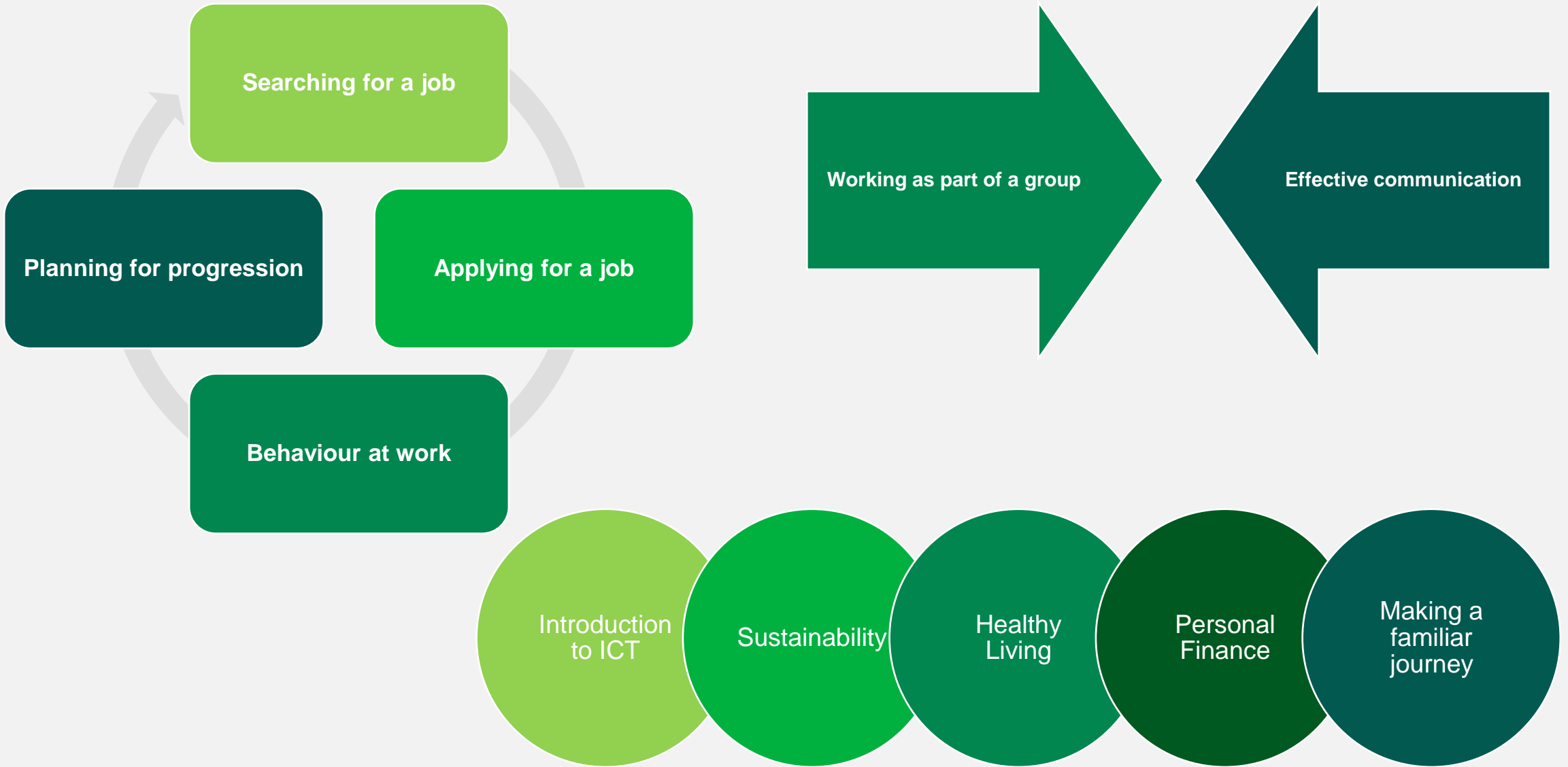
The **Employability Skills** suite of qualifications contains a mixture of 'employability' units and are all assessed by portfolio.

They aim to support:

- job-seeking, retaining employment or progression to further learning
- career progression
- attitudes and behaviours
- independent living.



Developing a range of skills



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



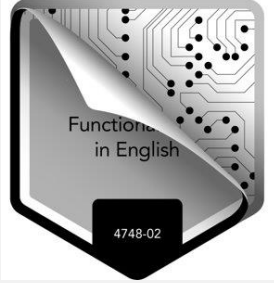
Were
you
aware...

Were you aware that a learner will be allocated a digital credential, once they have passed their ESOL exam?

- Yes
- No, I have not heard of these



Digital credentials

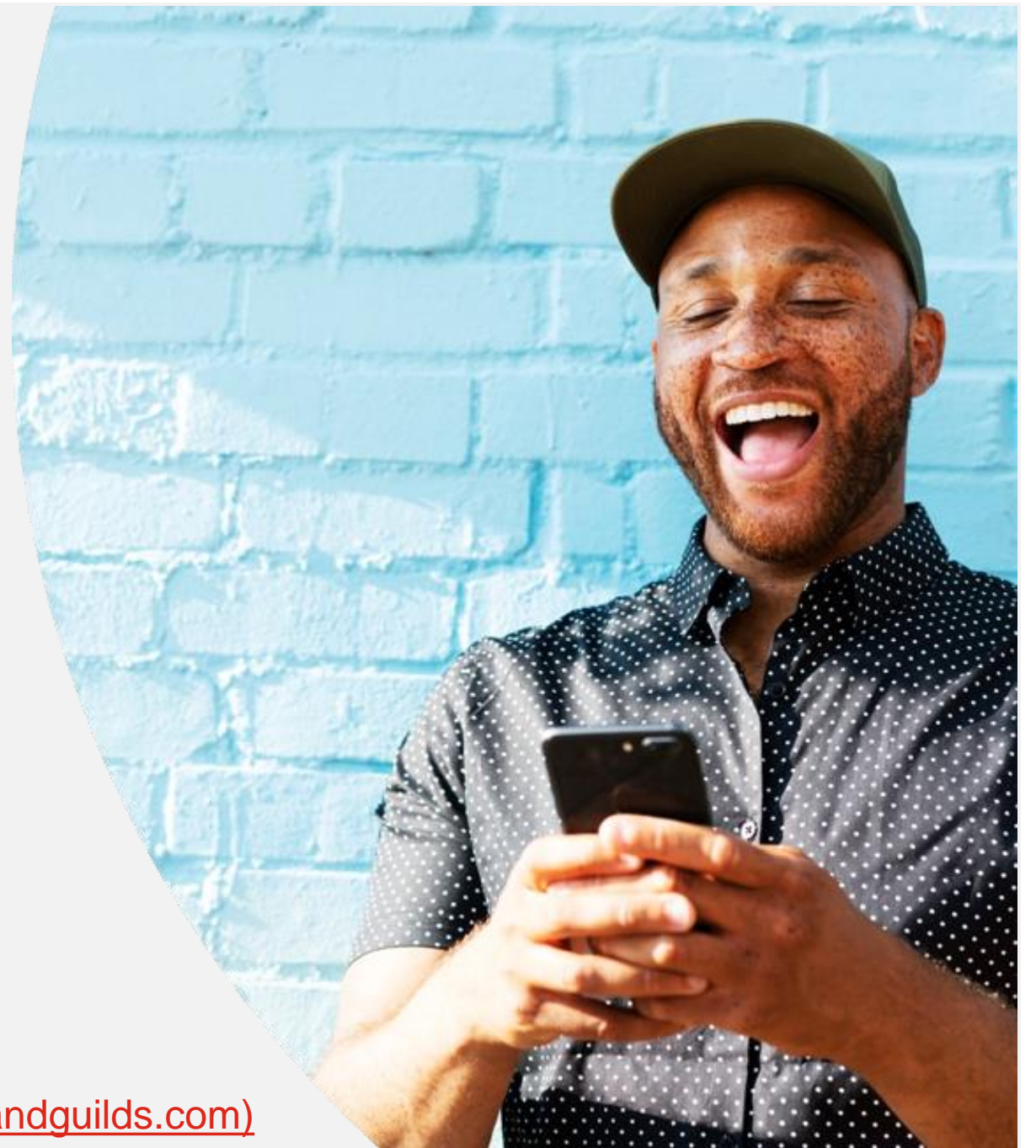


More than a line on a CV, digital credentials provide **verifiable proof of an achievement**.

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)



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 4 December 2023 at 12:30.

[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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