

Functional Skills delivery at a glance



Six stages of delivering Functional Skills

To help you navigate the process of delivering our Functional Skills qualifications in maths and English we have designed a delivery at a glance guide with signposts to our key supporting information, resources and services available at every stage of the journey.

The offer has been designed with all types of programmes and progression in mind, and is suitable for learners at college, those on adult learning programmes, and those who are working towards apprenticeships.

 **Stage 1: Initial and diagnostic assessment**

What is it?	Price	What does it do? (In a nutshell)
Initial assessment	*Fee	Available as a standalone test or as part of our e-Functional Skills solution. See stage 6 below.
Diagnostic assessment	*Fee	Available as part of our e-Functional Skills solution. See stage 6 below.

 **Stage 2: Teaching and learning**

What is it?	Price	What does it do? (In a nutshell)
Qualification handbook	Free	Provides details of the requirements for offering the qualifications and assessment specifications.
DfE Subject content documents	Free	These documents outline the purpose of the qualifications and the content expected to be taught at each level.
Mapping documents	Free	Outlines the differences between legacy and reformed Functional Skills subject content.
Guidance for delivery documents	Free	These documents provide important detail on how the assessments at L1 and L2 are structured and marked.
SmartScreen	*Fee	A large bank of resources that can be used in face to face or blended learning. All mapped to the Functional Skills subject content and supported by example schemes of work.

*Contact centresupport@cityandguilds.com for further information



Stage 3: Exam preparation and practice

What is it?	Price	What does it do? (In a nutshell)
Chief examiner reports	Free	These give an overview of performance of all candidates across a range of Functional Skills papers at L1 and L2. There are separate documents for English and Maths.
Sample papers and mark schemes	Free	Available for all skills and levels, these provide familiarity with the style assessments on paper and e-volve.
Worked examples	Free	Available for speaking, listening and communicating across all levels. These show a range of achievement and how to complete recording paperwork.
Pass marks	Free	Provides information on indicative pass marks for L1 and L2 externally set and marked tests.
Pass rates	Free	Provides information on our pass rates for 2020-21.
Open Assess	Free	A practice test platform which helps learners familiarise themselves with onscreen tests. It also provides an authentic onscreen test experience and feedback on practice test performance.



Stage 4: Conducting assessments and exams

What is it?	Price	What does it do? (In a nutshell)
City & Guilds FS ICE document	Free	Explains the instructions for conducting and invigilating our Functional Skills qualifications.
City & Guilds Entry level assessor guides	Free	Provides guidance for assessors delivering our Entry level assessments.



Stage 5: Exam performance

What is it?	Price	What does it do? (In a nutshell)
Performance codes	Free	Helps tutors understand how to read performance codes from e-volve tests and paper-based tests , and individual and cohort strengths and weaknesses to support further learning.



Stage 6: End to end delivery and exam preparation

What is it?	Price	What does it do? (In a nutshell)
e-Functional Skills	Free	A digital solution that supports City & Guilds Functional Skills qualifications. e-Functional Skills supports and guides learners from initial assessment and diagnostic testing through to exam stage, covering English, Maths and ICT from Entry 3 to Level 2.



Essential links

What	Where
Functional Skills landing page	cityandguilds.com/functionalskills
Open Assess	cityandguilds.com/open-assess
e-Functional Skills	cityandguilds.com/functional-skills-digital-resources
Qualifications Handbook and Subject Specification	Qualification webpage – documents tab, centre documents
Functional Skills Subject Content for Mathematics and English	assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682834/Functional_Skills_Subject_Content_English.pdf assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684807/Functional_Skills_Subject_Content_Mathematics.pdf
Speaking, listening and communication paperwork	Qualification webpage – documents tab – under each level
Learner feedback - performance codes	Qualification webpage – documents tab – Performance Codes document available from the Assessments menu
Learner feedback - score reports	Qualifications Handbook through the e-volve (SecureAssess) platform – speak to your Exams team They may also have access to e-volve analytics for a more detailed breakdown on individual/cohort results
Events and networks	cityandguilds.com/what-we-offer/centres/maths-and-english/events-and-webinars
Digital resources	cityandguilds.com/functional-skills-digital-resources
Digital credentials	cityandguilds.com/digital-credentials/functional-skills
Maths and English support	cityandguilds.com/functional-skills-support



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 like-minded partners to develop the skills that industries demand across the world.

City and Guilds

cityandguilds.com

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