

Pre-employment webinar

Welcome back

Katherine Reid, Paul Sceeny & Amanda Kelly



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, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Paul Sceeny
Technical Advisor

Providing guidance and support across maths, English, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Amanda Kelly
Industry Manager

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

How we plan to support you in 2022/2023

Technical Advisor support

Providing guidance and support across maths, English, Employability and ESOL qualifications.

- Regional face to face Connect-Share-Networks
- Virtual link ups, offering a chance to Connect-Share-Network online
- New to us, offering online sessions for new staff a chance to go through everything they need to start delivering City & Guilds M&E qualifications

Webinars

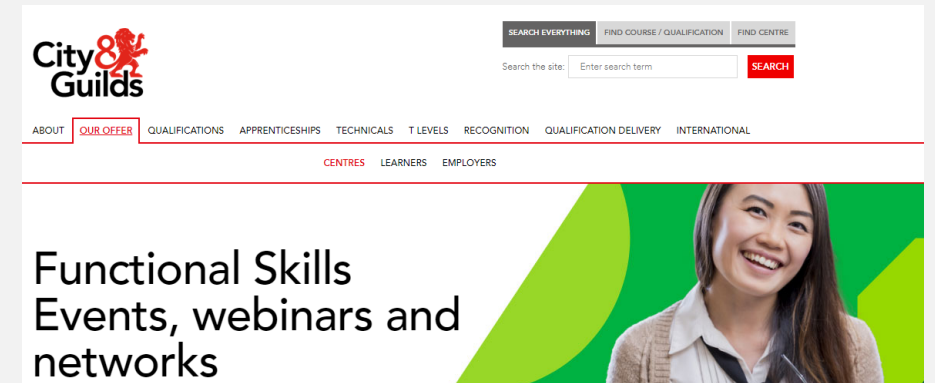
Keeping you up to date and provide further information.

- 8th September 2022 @ 11am - Changes to Entry level Functional Skills.
- 27 September 2022 @3pm – Digital Resources, focus on Initial and diagnostic assessments

Coming soon - Podcasts

Listen to the team and their guests discussing up to date topics

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



The screenshot shows the top section of the City & Guilds website. On the left is the City & Guilds logo. To the right is a search bar with the text 'Search the site: Enter search term' and a red 'SEARCH' button. Below the search bar is a navigation menu with links: ABOUT, OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS, T LEVELS, RECOGNITION, QUALIFICATION DELIVERY, INTERNATIONAL. Below this is a secondary navigation menu with links: CENTRES, LEARNERS, EMPLOYERS. The bottom part of the screenshot shows a banner with a smiling woman and the text 'Functional Skills Events, webinars and networks'.

Upcoming events

Date	Title	How
08/09/22	Changes to Entry Level Functional Skills	Webinar
09/09/22	New to Us	Online Meeting
27/09/22	Digital resources – initial & diagnostic assessments	Webinar
29/09/22	Functional Skills Maths link up	Online Meeting
07/10/22	New to Us	Online Meeting
27/10/22	Functional Skills - Speaking, Listening & Communicating Link up	Online Meeting
27/10/22	Exam administration – a walk through of the FS exam process	Webinar
04/11/22	New to Us	Online Meeting
10/11/22	Functional Skills - Reading & Writing Link up	Online Meeting
14/11/22	Using developmental maths and English qualifications	Webinar
30/11/22	Connect.Share.Network – Wakefield	Face to Face
01/12/22	New to Us	Online Meeting
01/12/22	Digital resources – teaching and learning resources	Webinar
13/12/22	Connect.Share.Network – London	Face to Face

End to Covid restrictions

From 31 August Covid restrictions have come to an end...



Continuing to permit SLC to be carried out remotely



Exam date/time change notifications



Not a Covid adaptation but continuing:

- Employer invigilation
- Workplace examination location

Functional Skills 4748 Mathematics and English Level 1 and 2:

Instructions for conducting examinations

Version 1.4

July 2021



Good News!

We are in the process of moving all our Functional Skills materials to HTML5 which means that Surpass Viewer will not be required.

This transition will need to be done carefully and we expect to share the new look assessments late February/early March.

Onscreen Functional Skills exams – e-volve platform

Access Arrangements

Functional Skills English Reading

Reading within Functional Skills English qualifications is defined as the independent understanding of written language in specific contexts.
"Text" is defined as materials that include the use of words that are written, printed, on-screen or presented using Braille.

A computer reader may be used in the Reading component, providing it's the candidate's normal way of reading. A computer reader is an acceptable arrangement, since it still allows the candidate to independently meet the requirements of the reading standards.

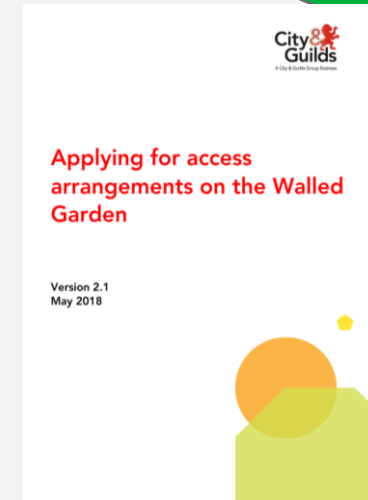
A (human) reader cannot be used to demonstrate the requirements of the reading standards as this does not meet the requirement for independence. As a last resort, an exemption from the Reading component can be requested for a disabled candidate who cannot use assistive technology.

Access Arrangement	Yes/No	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates.
Reader	No	
Computer reader	Yes	
Sign Language Interpreter	No	
Scribe	Yes	
Speech recognition technology	Yes	
Word processor	Yes	
Practical Assistant	Yes	
Modified question papers (including Braille)	Yes	
Electronic spell and grammar checkers	No	

Qualification handbook sets out range of appropriate/possible access arrangements for each assessment component.



Access Arrangements and Special Considerations provides information of when and how applications need to be made.



Providing step-by-step guide to applying for access arrangements via Walled Garden

Notification of Candidate Results

In August we started to make the Notification of Candidate Results (NCR) slips available electronically through the e-Certificates portal alongside the digital certificates for Functional Skills and other qualifications. The NCRs are available to view and download from the portal.

Centres can continue to receive the paper copies or choose to opt out of receiving paper NCRs or other paperwork relating to certification by updating their print preferences in Walled Garden.



Find out more about e-Certificates here:
[e-Certificates | City & Guilds](https://www.cityandguilds.com)
[\(\[cityandguilds.com\]\(https://www.cityandguilds.com\)\)](https://www.cityandguilds.com)

New or updated documents

Document type	What's changed?	Where to find?
Brand new set of Entry level sample and live Functional Skills assessments	Topics refreshed; updates to marking criteria and pass marks	Functional Skills (4748) qualification documents page (Assessment materials)
Entry level assessment tracker	A template spreadsheet for logging and tracking all live Entry level assessment attempts.	Functional Skills (4748) qualification documents page (Centre documents)
Maths Chief Examiners' reports for Level 1-2	More recent reports added	Functional Skills (4748) qualification documents page (Centre documents , then Chief Examiners Reports)

A quick poll



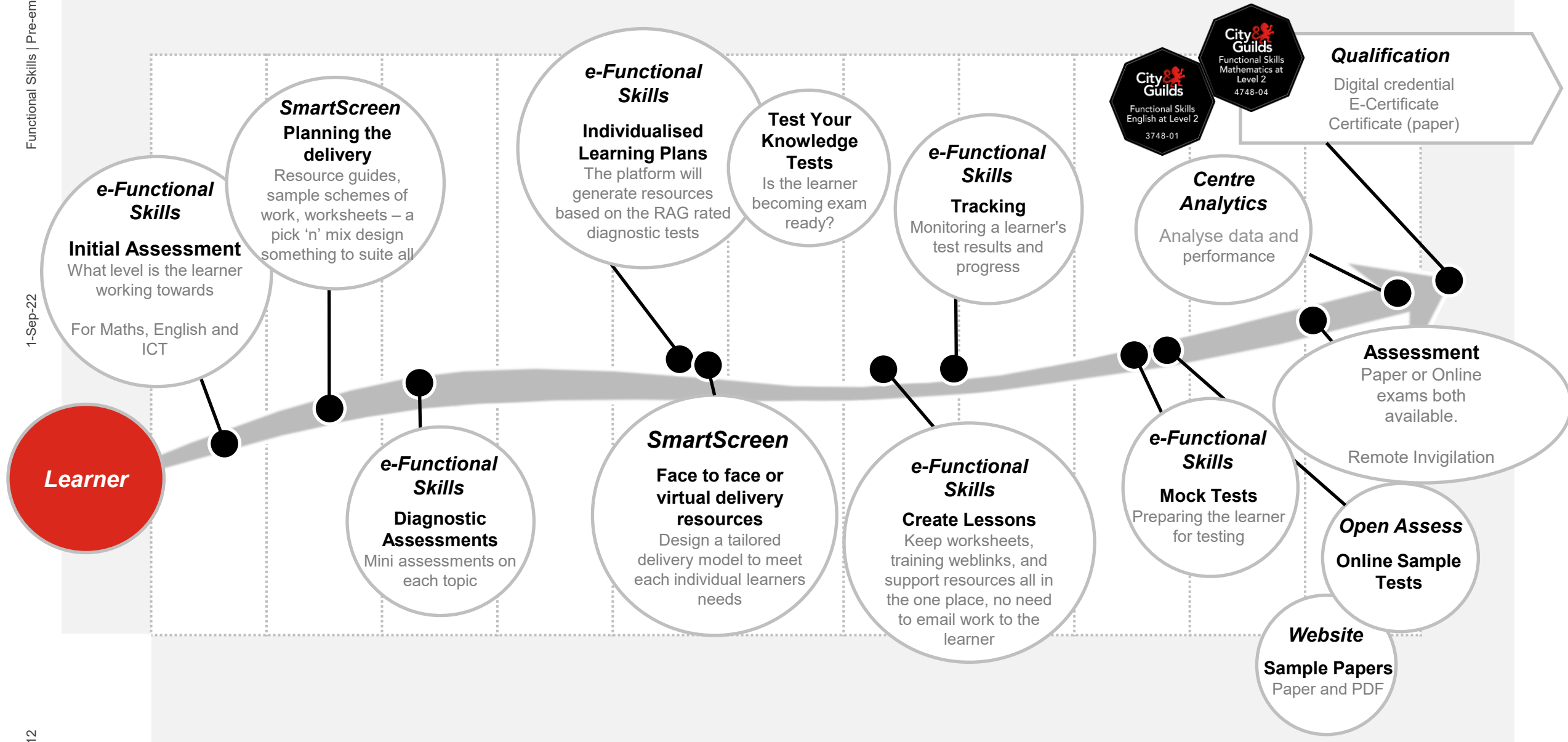
Are you currently using any of our digital resources?

- Maths and English SmartScreen
- e-Functional Skills
- Open Assess
- Centre Analytics
- Not using any of these resources

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar. Alternatively, you can email your responses to:
pre-employment@cityandguilds.com

Resources to support Functional Skills teaching and learning

1-Sep-22





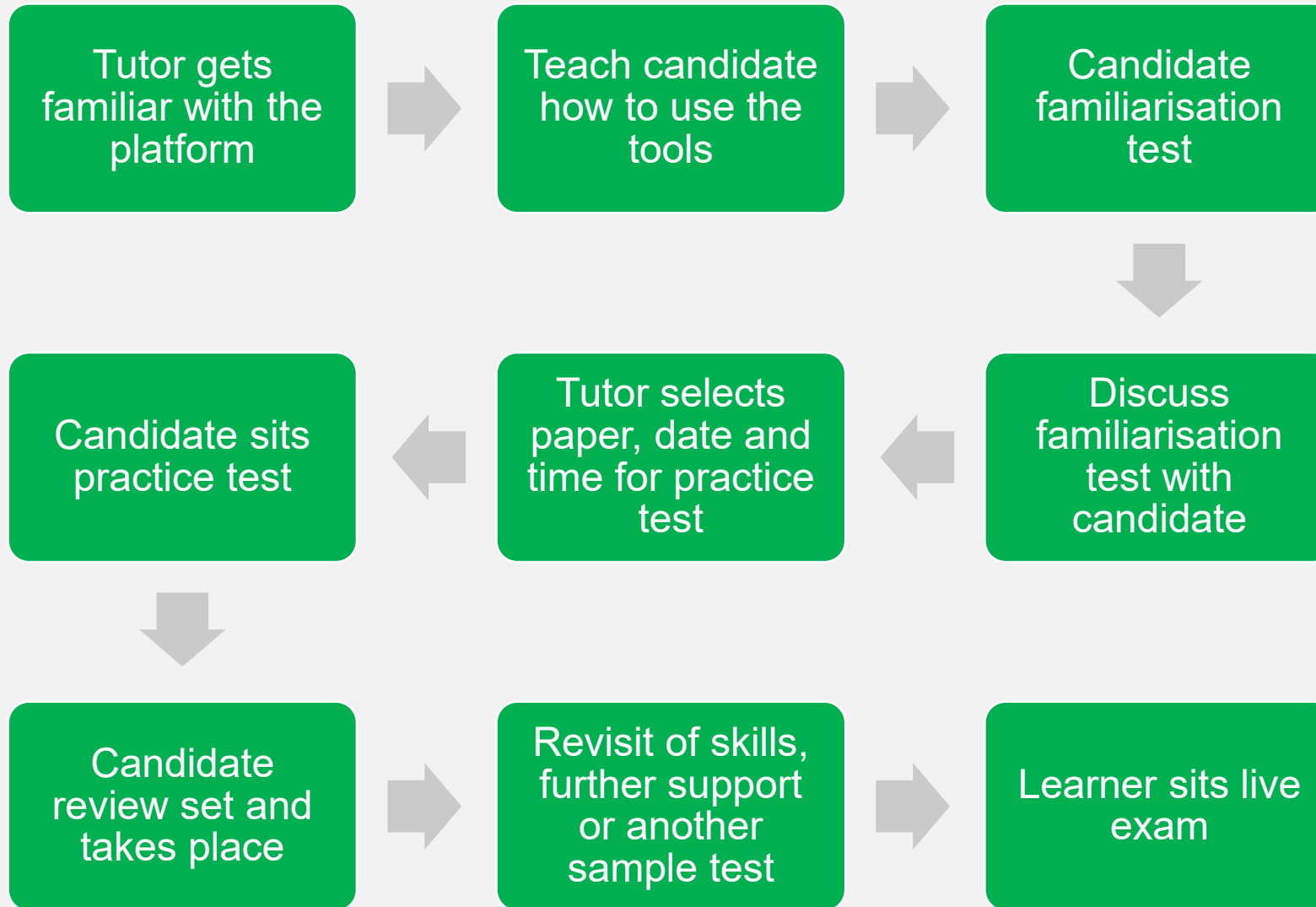
Open Assess

Some new features to Open Assess:

- Following feedback from centres using Open Assess, we have made it possible for you to select which version of the sample paper you schedule for your learner.
- The Open Assess User Guide has been given our new branding with a smart green cover and updated with instructions about how to choose which sample to allocate.
- A new feature is due shortly which will allow tutors to give extra time for learners to complete the practice exams, this will be particularly useful for learners who have extra time as a reasonable adjustment.

[Open Assess - Maths & English | City & Guilds](https://cityandguilds.com)
 [\(cityandguilds.com\)](https://cityandguilds.com)

Using Open Assess



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, RI and evolve issues contact:

centresupport@cityandguilds.com

For maths and English queries contact:

pre-employment@cityandguilds.com

For further platform enquiries please contact:

Digital.Solutions@cityandguilds.com

Good luck Paul

From Basic Skills, through Key Skills to Functional Skills both legacy and reformed, what changes you have seen and worked on in your time at City & Guilds!

We wish you well in your new ventures and thank you for your sterling work. You (and your encyclopedic knowledge) will be missed!



Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.



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