Pre-employment webinar

Bite-sized maths and English

Katherine Reid & Amanda Kelly

City& Guilds

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

Introductions

Katherine Reid

Lead 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

Welcome to this session…

We'll be focusing on

- Mathematics/English Skills (**3847**)
- Principles of Mathematics/English (**3844**)

Including information about

- qualification structures
- assessment arrangements
- funding rules/possibilities.

Units for developing maths and English skills

Easy to **contextualise** learning and assessment

Designed to **complement** Functional Skills and GCSE (but **not** to compete!)

Help **build** learners' confidence

Allows **deeper dive** into specific areas of curriculum

A flexible, focused and personalised framework for developing and recognising numeracy and literacy capabilities.

Mathematics Skills and 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.

English Skills and Mathematics Skills

Mathematics and English Skills (3847)

	Mathematics Skills	English Skills
Available at	Entry 1, Entry 2, Entry 3, Level 1, Level 2	
Assessment	Internally assessed – portfolio based	

Structure	• **55** single-unit **Award qualifications** (3847-21) (TQT 10-20 hours, depending on unit size)
	
	• **'themed' Award qualifications** at each level (3847-23) (TQT 40-70 hours, depending on level)
	  ▪ Number
	  ▪ Measure, shape and space
	  ▪ Handling data
	
	• **Certificate qualification** covers full range of skills at each level (3847-22) (TQT 130-150 hours, depending on level)
		• **45** single-unit **Award qualifications** (3847-01) (TQT each 20 hours)
		
		• **'themed' Award qualifications** at each level (3847-03 (TQT each 60 hours)
		  ▪ Reading
		  ▪ Writing
		  ▪ Speaking and listening
		
		• **Certificate qualification** covering full range of skills at each level (3847-02) (TQT each 180 hours)

Mathematics Skills – full range of units

Table of units - Maths skills (3847)

Flexible, bite-sized framework qualifications that meet individual learning needs

	Mathematics skills: Number					Mathematics skills: Measure, shape and space					Mathematics skills: Handling data			
Entry 1	Whole numbers to 10 (20 GLH)	Addition (20 GLH)	Subtraction (20 GLH)			Money (10 GLH)	Time (10 GLH)	Size, length, width and height (10 GLH)	Weight and capacity (8 GLH)	Common shapes and positional vocabulary (10 GLH)	Extract and sort data (13 GLH)	Represent information (20 GLH)		
Entry 2	Whole numbers to 100 (19 GLH)	Addition (10 GLH)	Subtraction (10 GLH)	Fractions (10 GLH)	Multiplication (10 GLH)	Money (10 GLH)	Time (10 GLH)	Length (10 GLH)	Weight, capacity and temperature (10 GLH)	Shapes and positional vocabulary (10 GLH)	Extract and sort data (20 GLH)	Collect and represent information (16 GLH)		
Entry 3	Addition and subtraction (20 GLH)	Fractions (10 GLH)	Multiplication (10 GLH)	Division (9 GLH)	Decimals (9 GLH)	Money (10 GLH)	Time (10 GLH)	Length, weight, capacity and shapes (18 GLH)			Extract and use data (19 GLH)	Represent information (16 GLH)		
Level 1	Positive and negative numbers (19 GLH)	Fractions ratio and proportion (18 GLH)	Decimals (10 GLH)	Percentages (10 GLH)		Money, time and temperature (10 GLH)	Length, weight and capacity (10 GLH)	Calculating shape and space (17 GLH)			Extract and interpret data (9 GLH)	Collect, organise and represent data (6 GLH)	Mean and range (10 GLH)	Probability (10 GLH)
Level 2	Number and formulae (10 GLH)	Fractions, ratio and proportion (18 GLH)	Decimals (10 GLH)	Percentages (14 GLH)		Money, time and temperature (10 GLH)	Length, weight and capacity (10 GLH)	Shape and space (16 GLH)			Extract and interpret data (7 GLH)	Collect and use data (9 GLH)	Statistics (9 GLH)	Probability (10 GLH)

THEMED AWARD

CERTIFICATE

English Skills – full range of units

![City & Guilds logo]

Table of units - English skills (3847)

Flexible, bite-sized framework qualifications that meet individual learning needs

	English skills: Reading			English skills: Speaking and Listening			English skills: Writing		
Entry 1	Reading words, and symbols (20 GLH)	Using reading skills (20 GLH)	Reading for meaning (20 GLH)	Speaking and listening to provide information (20 GLH)	Speaking and listening to obtain information (20 GLH)	Speaking and listening to take part in a conversation (20 GLH)	Using grammar and punctuation in writing (20 GLH)	Writing letters of the alphabet and spelling words (20 GLH)	Using structure in writing (20 GLH)
Entry 2	Reading and understanding the meaning of words (20 GLH)	Using reading skills (20 GLH)	Reading for meaning (20 GLH)	Speaking and listening to provide information (20 GLH)	Speaking and listening to obtain information (20 GLH)	Speaking and listening in a conversation (20 GLH)	Using grammar and punctuation in writing (20 GLH)	Using spelling methods in writing (20 GLH)	Using structure to write simple text (20 GLH)
Entry 3	Using different reading strategies for words and phrases (20 GLH)	Using reading strategies (20 GLH)	Reading for meaning (20 GLH)	Speaking and listening to provide information (20 GLH)	Speaking and listening to obtain information (20 GLH)	Speaking and listening to take part in a discussion (20 GLH)	Using grammar, punctuation and spelling in writing (20 GLH)	Using planning and organisation in writing (20 GLH)	Writing to communicate (20 GLH)
Level 1	Using reading to extend vocabulary (20 GLH)	Using reading strategies (20 GLH)	Reading for meaning (20 GLH)	Presenting information by speaking and listening (20 GLH)	Speaking and listening to obtain information (20 GLH)	Speaking and listening to take part in a discussion (20 GLH)	Using grammar, punctuation and spelling in writing (20 GLH)	Planning and organising writing (20 GLH)	Using structure and content in writing (20 GLH)
Level 2	Using reading to develop vocabulary (20 GLH)	Using reading strategies (20 GLH)	Reading for meaning (20 GLH)	Presenting information by speaking and listening (20 GLH)	Obtaining information by speaking and listening (20 GLH)	Speaking and listening to take part in a discussion (20 GLH)	Using grammar, punctuation and spelling in writing (20 GLH)	Planning and organising writing (20 GLH)	Writing for clear communication (20 GLH)

THEMED AWARD

CERTIFICATE

Building the skills

Select unit(s) you intend to deliver

- Each unit has learning outcomes and **assessment criteria** which need to be met
(normally on at least two occasions).

- **Assessment Pack** sets out these requirements in full, along with further guidance and examples.

Each unit can either be recognised as a qualification in its own right, or combined into larger qualifications

- **Themed Awards**
  - Mathematics – **Number** (3-6 units)
  - Mathematics – **Measure, Shape and Space** (3-5 units)
  - Mathematics – **Handling Data** (2-4 units)
  - English – **Reading** (3 units)
  - English – **Speaking and Listening** (3 units)
  - English – **Writing** (3 units)

- **Certificates**
  - **Mathematics** – across the whole standard (10-12 units)
  - **English** – across the whole standard (9 units).

- **Qualification handbook** sets out rules of combination, and other administrative/delivery requirements**.**

Other key documents

Logbook

- Used to **record, track and locate evidence**.

- **Each unit must be signed-off** by candidate and assessor, once requirements have been met.

- **Can be done electronically**, using an e-portfolio system.

Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).

- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit, eg:

**Rw/E1.1** Possess a limited, meaningful sight vocabulary of words, signs and symbols
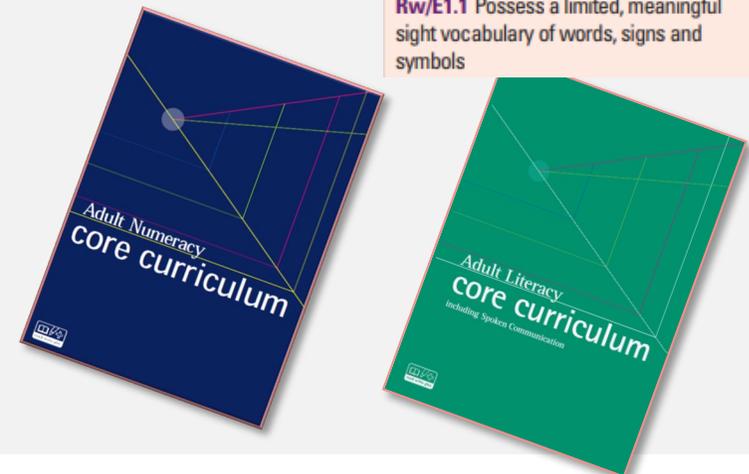
Core Curriculum

As a result of the level 2 and below consultation the government are looking at reviewing the Core Curriculum.

When FS was reformed, we saw a movement in the content. FS is based on the Subject Content. To support you we created mapping documents.

Insert mapping document- see the differences- show where they fit against FS

[Functional Skills qualifications and training courses | City & Guilds (cityandguilds.com)](cityandguilds.com)

Adult Numeracy
core curriculum

Adult Literacy
core curriculum
Including Spoken Communication
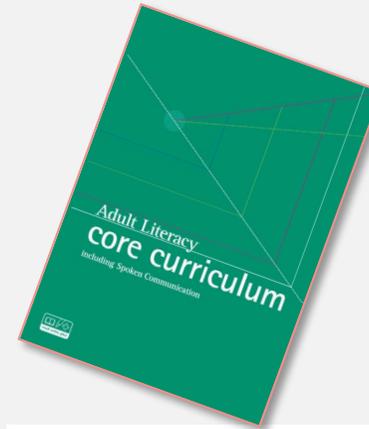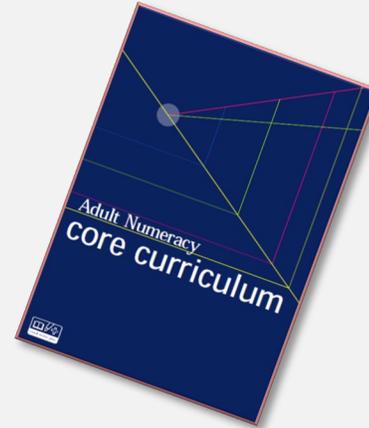
Supporting your transition to the 2019 reformed Functional Skills qualifications

- Mathematics

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Supporting your implementation of the 2019 reformed Functional Skills qualifications
Subject content mapping – English
Version 3.0
January 2020

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#CGMathsEnglish

Portfolio building, some tips…

- A key factor that centres need to be mindful of, where the evidence is generated remotely or not in a traditional classroom environment, is one of authenticity. Evidence may meet more than one purpose/unit.

- Candidate and assessor **both** need to sign-off unit once complete, it doesn't necessarily have to be a physical signature.

- The Assessor must be comfortable that they know what the learner is capable of and be able to sign off the evidence, confident that it is representative of the learner's abilities or knowledge.

- Centres need to have robust internal quality assurance processes in place to satisfy their IQA. Clear referencing will enable IQA and EQA to be able to carry out quality checks.

Think holistically

Clear referencing is essential

Authentication and sign-off

Workpacks – extra help and ideas for portfolio building

Not mandatory, but…

- Provides structure and 'ready-made' activities for generating evidence.

- Helps illustrate how activities can be framed holistically to meet several criteria/units at once.

- Provides inspiration if you're stuck for ideas – or want a standardised approach.

- Easy to adapt, re-purpose and re-contextualise
  (all of the documents are in **Word**).

- Tracking grids are also available to show where the evidence from the work packs meets the assessment criteria.
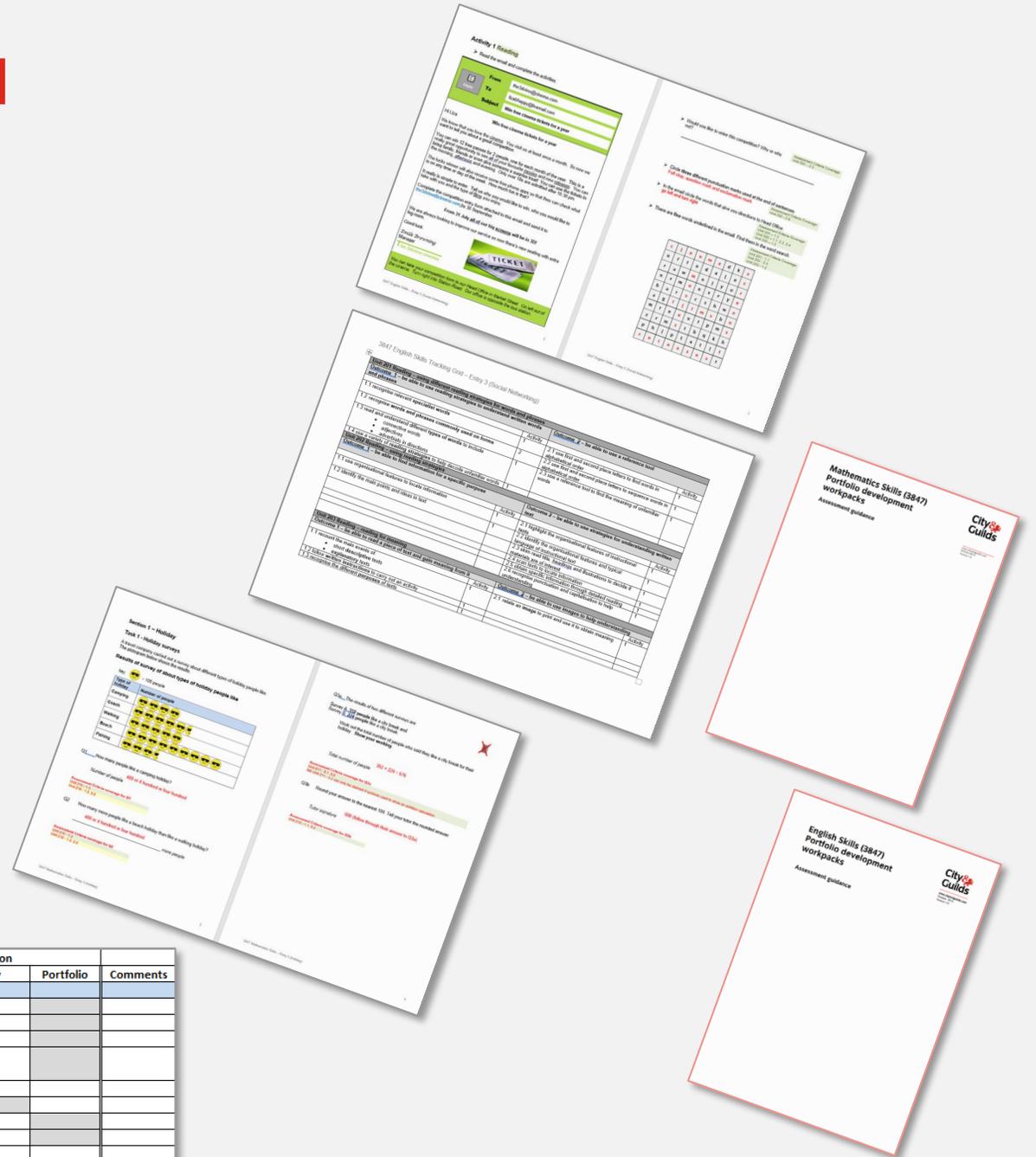
Unit		Evidence location			
AC		Homes	Holiday	Portfolio	Comments
210 Number - Whole numbers to 1000					
1.1	State numbers 0-1000 given in digit form	A7,A8	Q3b		
1.2	Count in tens from any number below 1000	A7	A3a		
1.3	Count in hundreds from any number below 1000	A8	Q1, Q2		
2.1	Read numbers written in numerical form	Q3,Q4,Q5,Q7,Q8, Q13,A1	Q8,A6,A7		
3.1	Match numbers in figures to numbers in words		A7		
4.1	Arrange numbers in order of value	A1			
4.2	Compare numbers	A1	Q11		
5.1	Round numbers to the nearest 10	Q14	Q6		
5.2	Round numbers to the nearest 100		Q3b		

Principles of Mathematics (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**.

What they are how are they useful?

Certificate in the Principles of Using Mathematical Techniques:

- 13 credit single unit Framework qualifications at Levels 1 and 2

- externally set, on demand, onscreen assessment through the e-volve platform

Award in the Principles of Using Written and Spoken English

- 10 credit single unit Framework qualifications at Levels 1 and 2

- externally set, on demand, on screen assessment through the e-volve platform
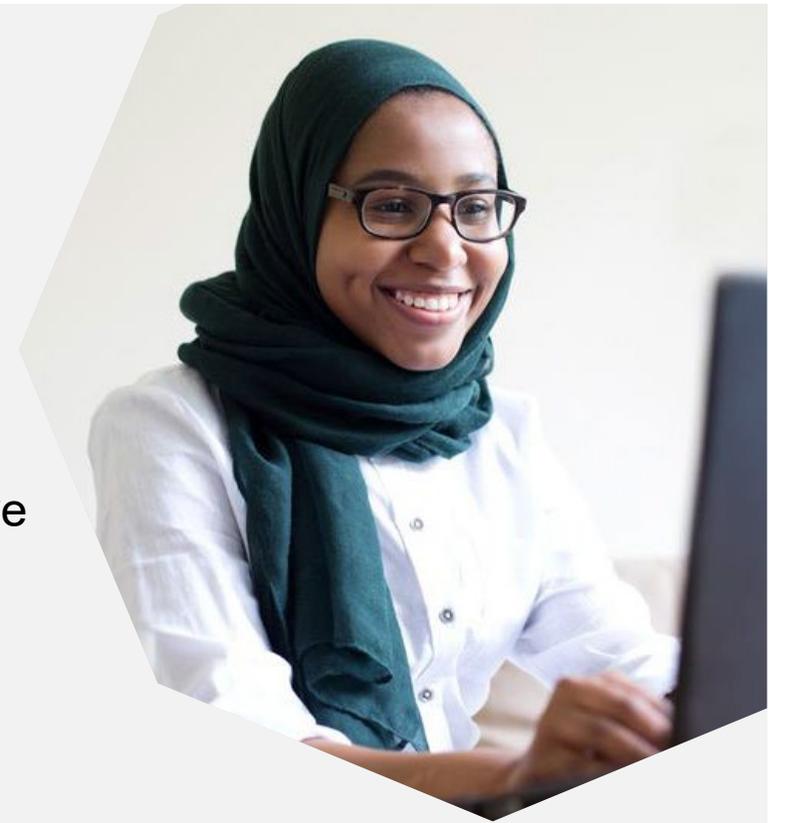
- **Based on the Adult Core Curriculum**

- **Only available on screen through evolve**

- **Test for English and test for maths (separate)**

Principles of Mathematics and English (3844)

|	Certificate in the Principles of Using Mathematical Techniques	Award in the Principles of Using Written and Spoken English
Available at	Entry 3, Level 1, Level 2	
Assessment	Externally set and marked on-screen test Available on-demand with instant results	
Structure	▪ Covers c70% of the standard (with focus on key principles, knowledge and understanding of mathematical techniques) ▪ **Two** test components (non-calculator and calculator-permitted) ▪ TQT 130 hours	▪ Covers c55% of the standard (with focus on listening, reading and understanding SPaG rules) ▪ **Single** test component (includes listening activity) ▪ TQT 100 hours

Key documents

Each qualification is a single-unit – covering substantive part of the adult numeracy/literacy standard

- **Qualification Handbook** sets out
  - learning outcomes and assessment criteria
 - test specifications
    (coverage and mark weightings).

Core Curriculum

- Sets out **teaching and learning expectations** that underpin the adult numeracy/literacy national standards (on which these qualifications are based).

- Relevant Core Curriculum references are displayed within the **Assessment Criteria** for each unit:
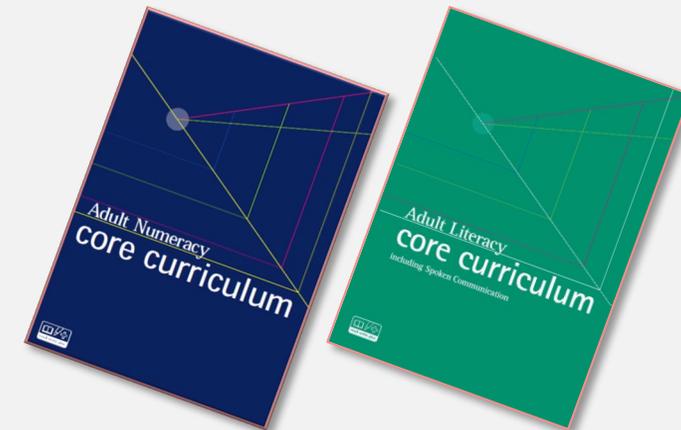
Testing structure

- Two tests for **Mathematics**
  - non-calculator
  - calculator-permitted.

- One test for **English**
  - includes listening, reading comprehension and proof-reading.

- All questions **'fixed response'**
  - designed for on-screen delivery
  - automated marking
  - results available **immediately**.
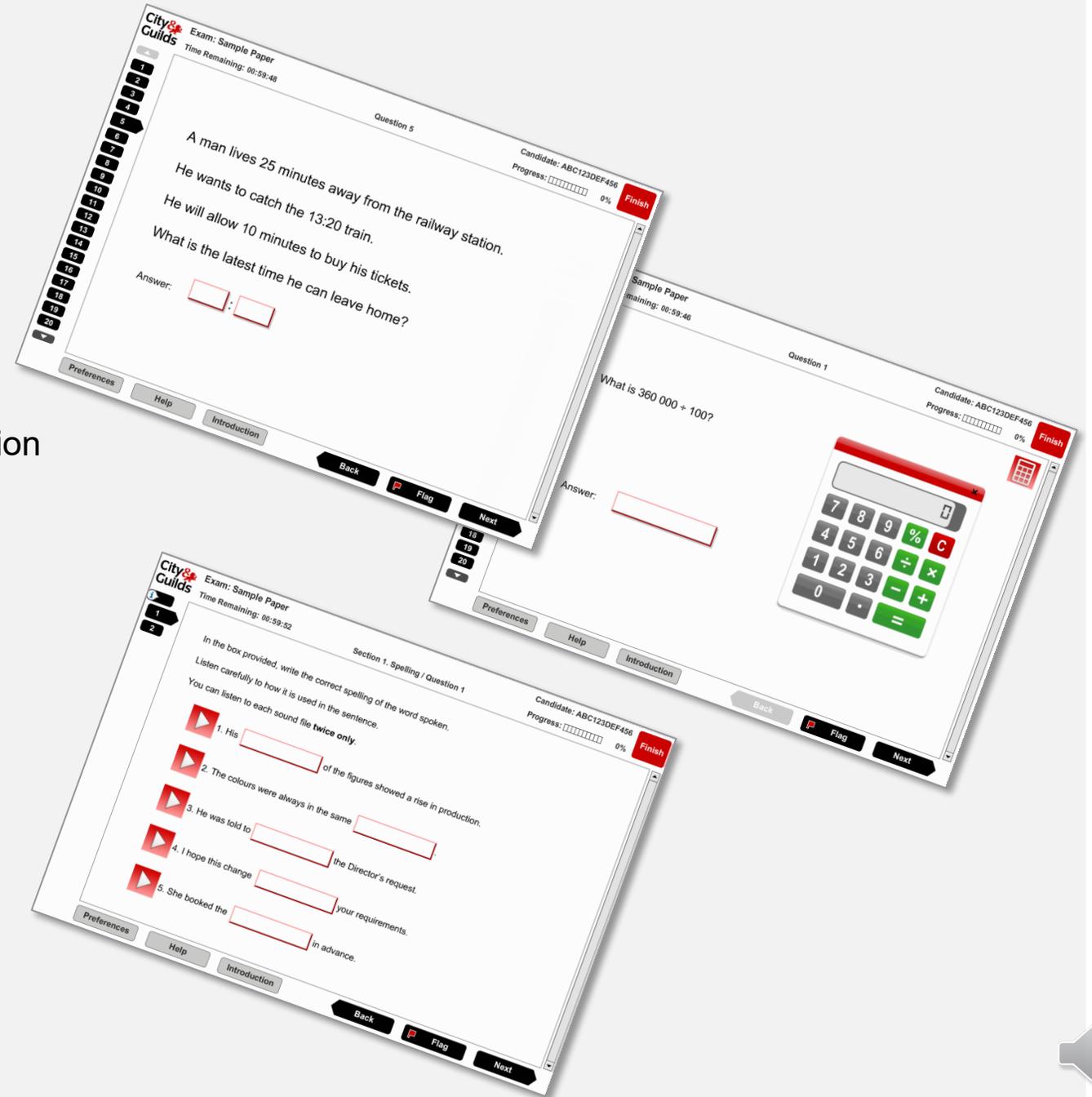
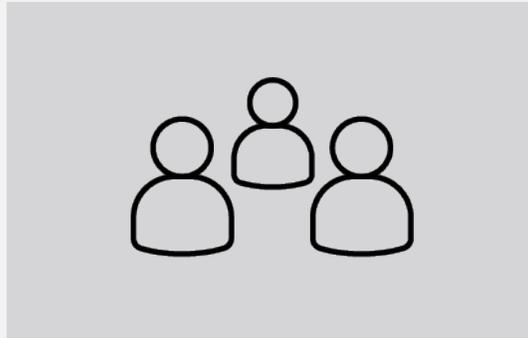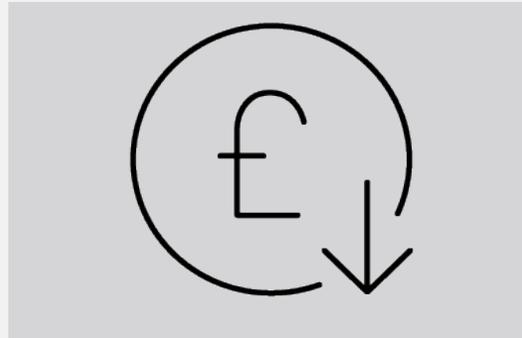# Where these qualifications fit into the bigger picture

Key points to understand…
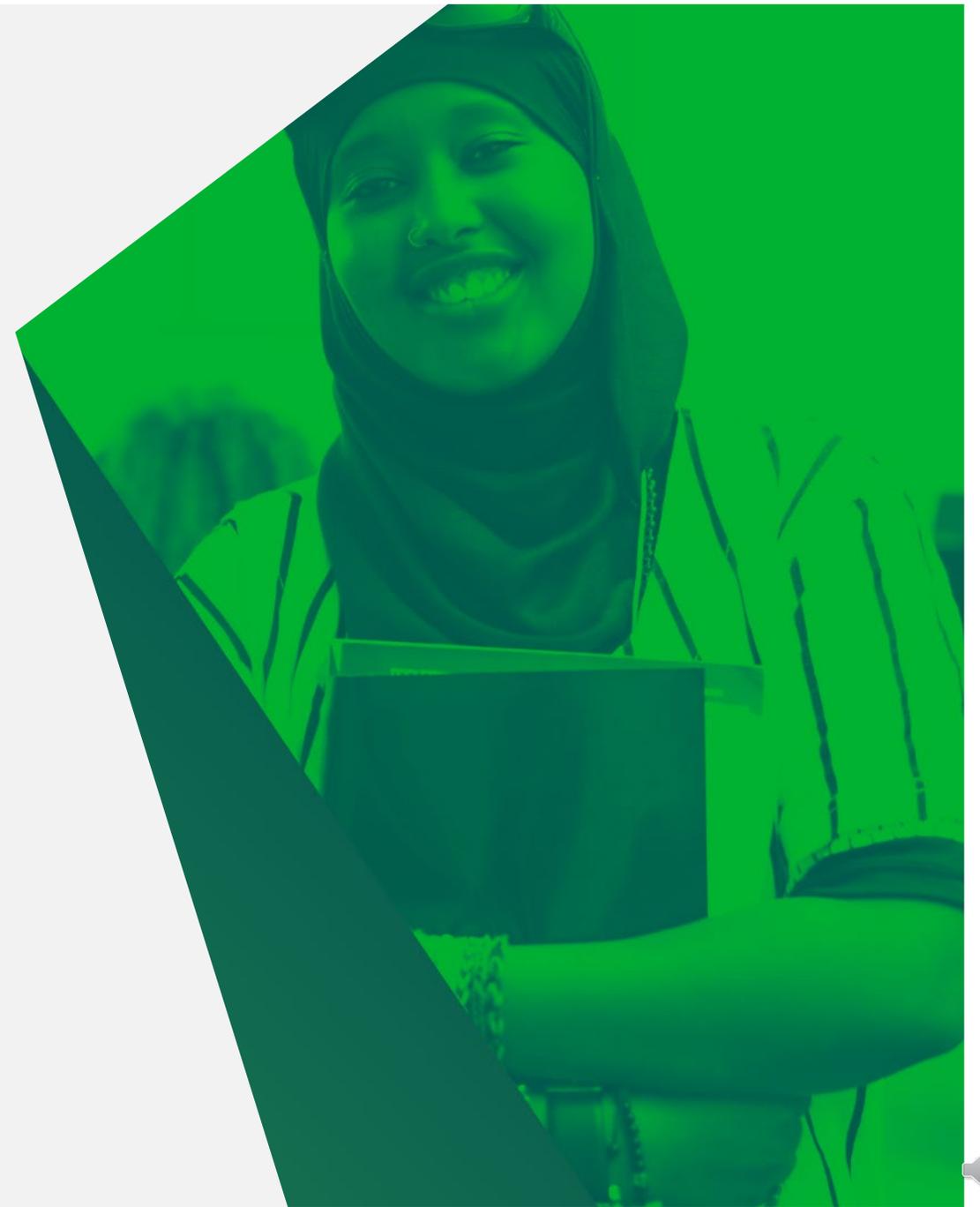
What these qualifications are…

They're not trying to 'compete' with Functional Skills or GCSE, but can be…

…used to support progress towards either/both of these

The portfolio approach is useful for SEND learners, but also for a wide range of other learners to.

Some of these qualification attract funding, in their won right, but can be used as part of larger program.

They're intended to support and recognise learners' achievements…

How these qualifications are being used successfully

ISLINGTON
= **For a more equal future**

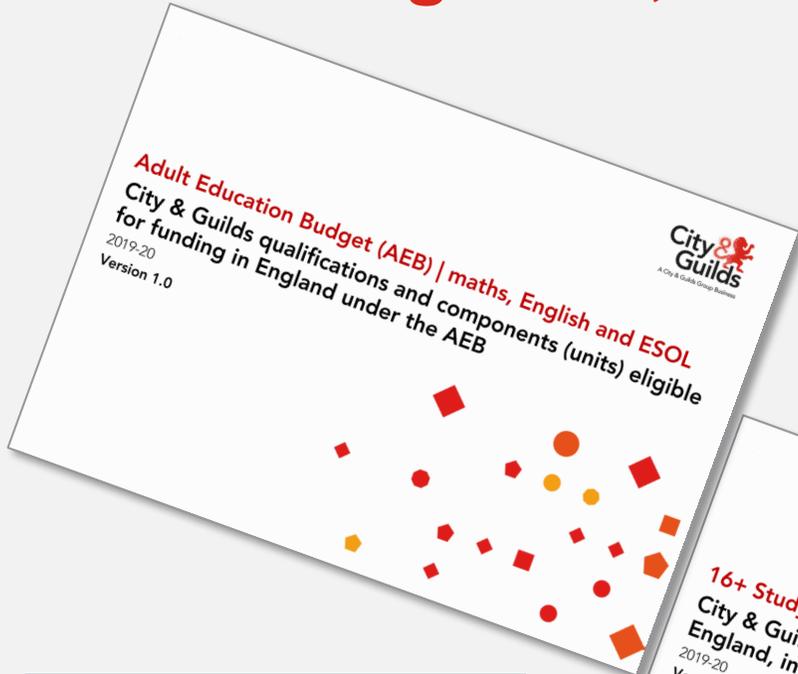**ACL** Adult Community Learning

Principles of English & Maths (3844)

▪At Islington ACL these are predominately used for those learners who struggle with the worded questions of Functional Skills.

▪Our second-language learners often comment that the straightforward questions are a lot easier for them to understand and answer

▪We feel that these qualifications give the learners an alternative opportunity to achieve an Entry Level 3/Level 1/Level 2 qualification if Functional Skills is beyond them

▪Funded at Entry Level 3 and Level 1

English Skills and Mathematics Skills (3847)

▪These are used when we deliver short English & Maths programmes. The units are contextualised and embedded to meet the course aims and objectives e.g., 6 week Sewing Maths course incorporates units on measure, adding and subtracting and fractions

▪Units can be used individually, as Themed Awards or as Certificate-sized qualifications. They are portfolio based which means no end of course exam and the anxieties that often comes with this

▪Can be incorporated as part of the Multiply Project

▪Are funded for Entry Levels and Level 1

Funding rules, within England

Adult Education Budget (AEB) | maths, English and ESOL
City & Guilds qualifications and components (units) eligible
for funding in England under the AEB
2019-20
Version 1.0

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SKILLS FOR LIFE
Eg. Training   Search

Multiply

16+ Study Programmes | maths, English and ESOL
City & Guilds qualifications approved for 16-18 delivery in
England, including their 'condition of funding' status
2019-20
Version 1.0

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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.

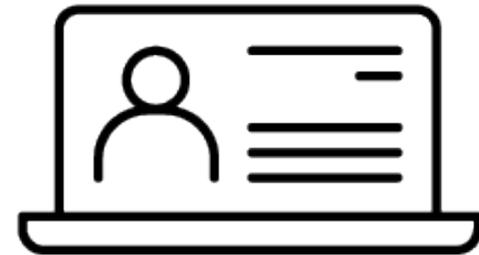**cityandguilds.com/delivering-our-qualifications/funding/maths-english**

Learning resources

SmartScreen

maths and English content

SmartScreen content…

Interactive e-learning

Classroom games, activities and worksheets

Assessment preparation guidance

Over **150** maths and English videos

And **much** more…
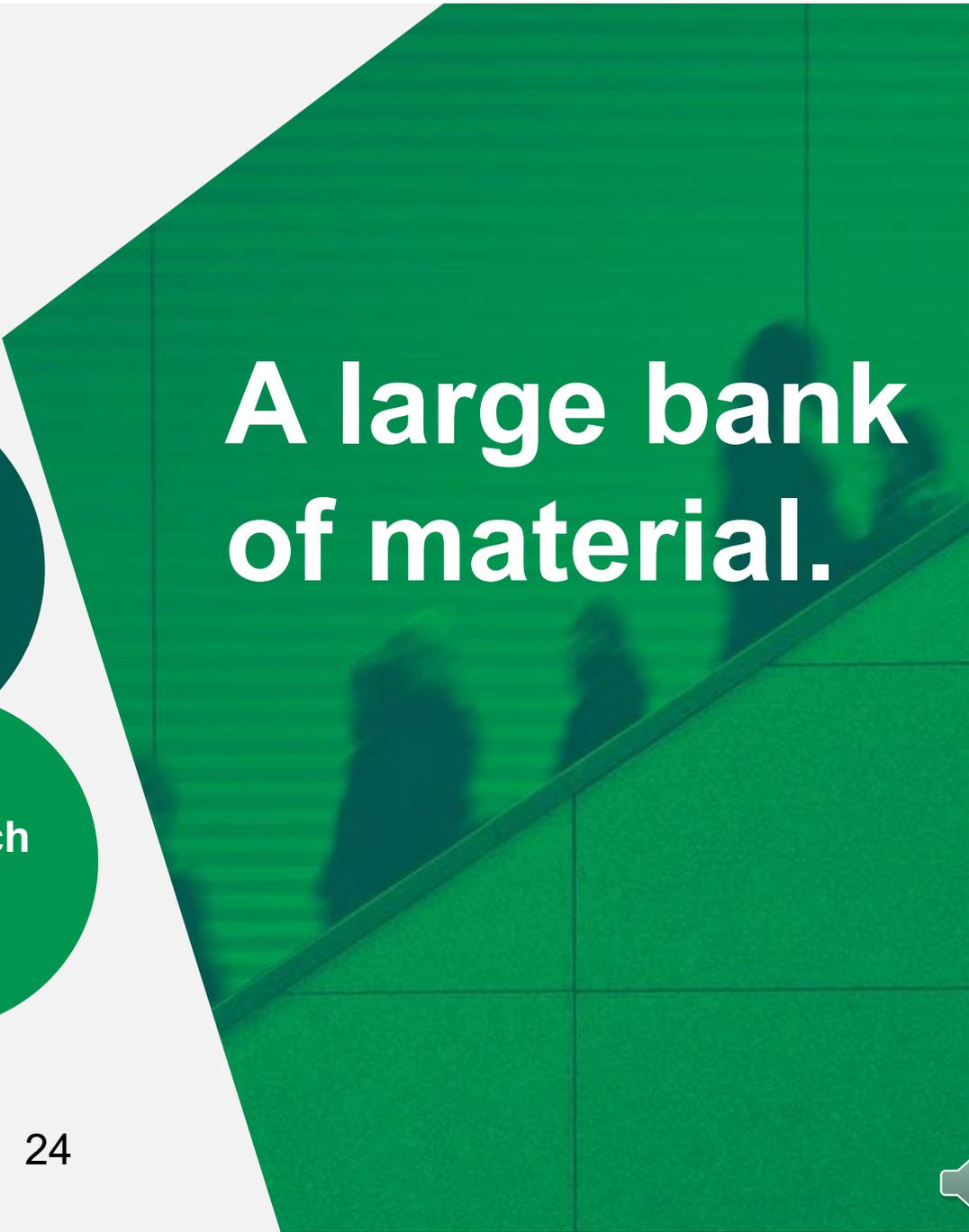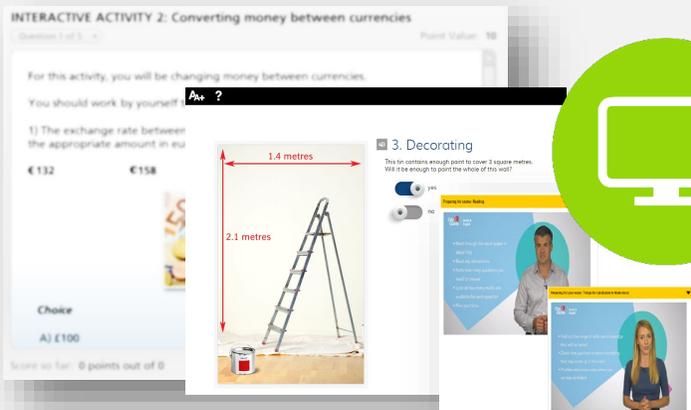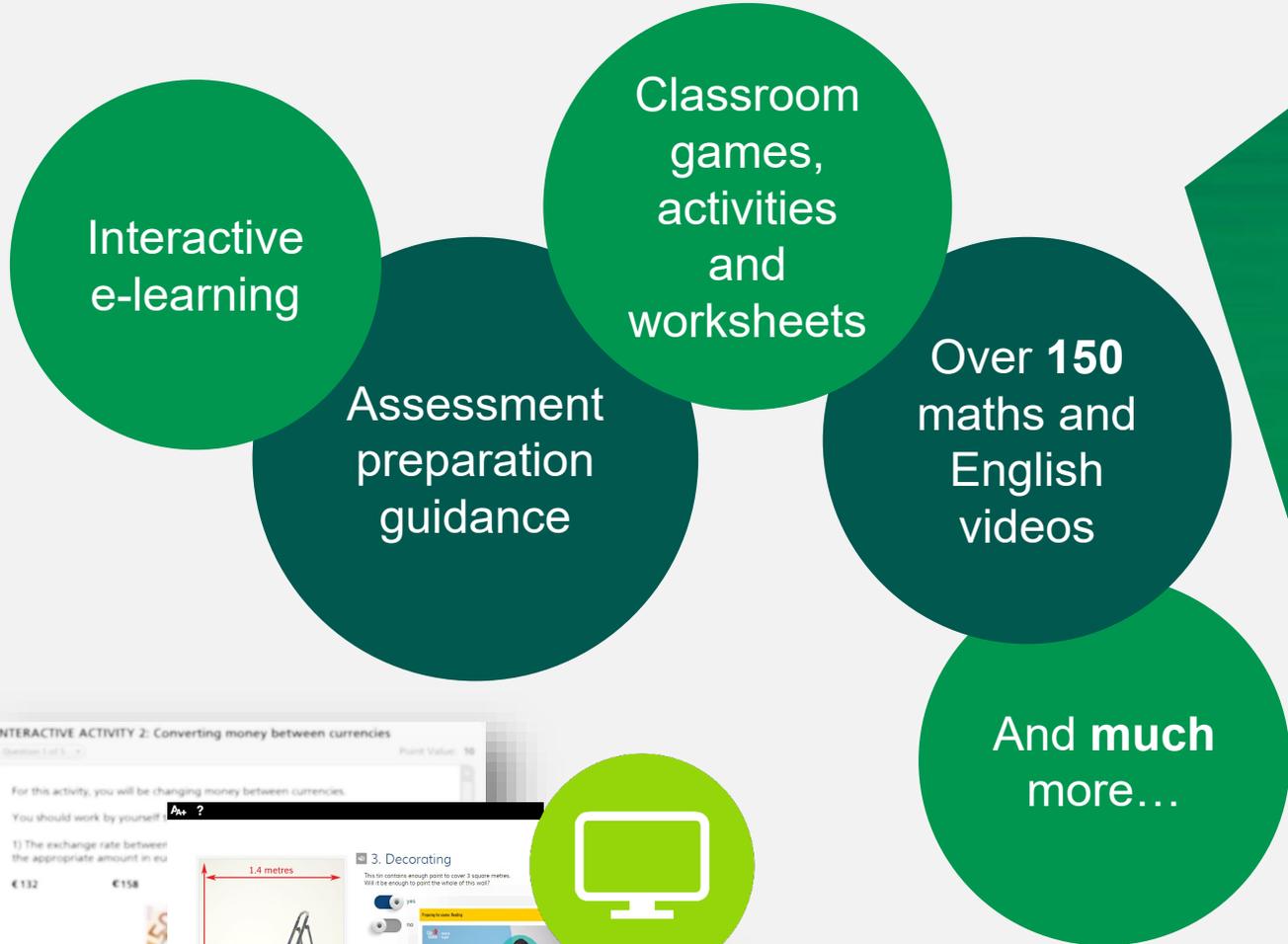
A large bank of material.

Navigating the resources

Qual-specific resource guides

See list of resources relevant to each of the unit outcomes and criteria

Reading

Unit number and learning outcome	Assessment criteria	Suggested resources	How to use this resource
Unit 201: Using different reading strategies for words and phrases 1. Be able to use reading strategies to understand written words and phrases:	1.1 recognise relevant specialist words (Rw/E3.1)	Video 6: The reading process	A video to watch in class to show learners how to approach reading as a three–stage process: before, during and after. Very useful when teaching the skill of checking your work.
		Interactive activity 12: Different meanings in different contexts	Use in class as a fun activity to practise understanding vocabulary in different types of text. Learners will match words to their slang equivalent, with their acronym or informal version. As an extension, higher-level learners can suggest further slang/acronyms/informal versions of common vocabulary.
	1.2 recognise words and phrases commonly used on forms (Rw/E3.2)	Activity 11: Understanding words and instructions on forms	Use in class to develop skills in recognising and reading words designated at level. Learners can build on the skills needed to complete common forms such as a membership application form.
	1.3 read and understand different types of words to include •connective words •adverbials •directions (Rs/E3.2)	Interactive activity 9: Types of words	An activity to use on screen or as a worksheet. Use in class to help learners recognise nouns, verbs, adverbs, adjectives and linking words in an everyday social context. This can also develop learners' knowledge of the different types of words in the English language that will help them with their reading.

QUALIFICATIONS

Maths and English

E

Guides English resource guides

SOW Schemes of work for Functional Skills

Bank English resource bank

- The SmartScreen resources are, in themselves, 'qualification-agnostic'.
- The **resource guides** show how they can be related to particular qualifications.

E English

Guides English resource guides

SOW Schemes of work for Function

Bank English resource bank

Access resources from the bank

Email contacts

For general queries including, RI and evolve issues contact:

centresupport@cityandguilds.com

For maths and English queries contact:

pre-employment@cityandguilds.com

Thank you!

Join us for for our next webinar on 8 December at 10am.

Register here

City & Guilds

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

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pre-employment@cityandguilds.com

Alternatively, visit our dedicated webpage

cityandguilds.com/mathsandenglish

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