

Maths, English and offender learning

Latest news from City & Guilds – Spring/Summer 2020

Post-reform Functional Skills – same, but different?

- reformed qualifications in place since September 2019
- certification of legacy qualifications due to end in August 2020

The revised qualifications are underpinned by more prescriptive and detailed [Subject Content](#) than their predecessors; there's now a greater focus on underpinning numeracy and literacy skills, **as well as** the ability to apply these within work and life situations.

Whilst many FE colleges have yet to enter more than a handful of their learners for the new Functional Skills exams, most offender learning settings have now switched entirely to the post-reform qualifications, and have had learners undertaking assessments since last autumn.

The externally-marked exams are available **on-demand**: either on-screen (via the e-volve) system or on paper (with 'pre-supply' enabling exams to take place without the usual 14-day lead-in).

To help you quickly make sense of the technical differences between 'reformed' and 'legacy' Functional Skills, we've produced a set of **summary mapping guides**.

See [Finding the documents you need](#) for details.

The **qualification handbook** documents meanwhile set out in full the **scope of study, subject content statements** and **assessment weightings** that apply to each Functional Skills subject area and level. It's important to understand that these were not dreamed up in a darkened room: the subject content emerged from a four-year government consultation (and are common to all awarding organisations' Functional Skills qualifications), whereas the assessment structure and weightings followed a detailed series of discussions between City & Guilds and Ofqual (the qualifications regulator for England).

For more information, visit cityandguilds.com/mathsandenglish and follow the links to our Functional Skills pages.

Use **#CGMathsEnglish** to join the social media conversation about maths and English with City & Guilds.

On the following pages:

- Finding the documents you need
- Don't forget about our 'bite-sized' maths and English qualifications?
- We're here to help.

Finding the documents you need

Navigating our website, accessing the right information

The best place to start is our **Maths and English landing page**:

cityandguilds.com/mathsandenglish. From there you can find links to **Functional Skills**, as well as to each of our other maths and English products and services available in **England**.

Each suite of City & Guilds qualifications has a **4-digit number** – eg **4748** for the post-reform Functional Skills qualifications. You can search for any qualification webpage (using the relevant 4-digit number) in the box (indicated below) that appears in the top-right corner of every page on our website.

Each of our qualification webpages has two tabs at the top, marked 'Information' and 'Documents'. The **Documents** tab is where you will find any downloadable information.

Our [4748 documents webpage](#) is where you can find all of the key documents relating to the reformed Functional Skills qualifications, including

- handbooks
- assessor instructions
- instructions for conducting exams
- guidance for delivery
- sample assessments
- speaking, listening and communicating instructions and paperwork
- **live** Entry level assessments (a password is required to open these).

Resource and admin hub

The [Maths and English Resource Hub](#) should also be on your 'go to' list. As well as an overview of our maths and English teaching and learning resources (available from [SmartScreen](#)), there are slides from recent **Network meetings** and a full back-catalogue of our regular **Maths and English webinars**.

Other maths and English qualifications

Information and documents relating to each of our other maths and English qualifications (eg English/Mathematics Skills, 3847) is organised on the relevant qualification page, in a similar way to Functional Skills.

The screenshot shows the City & Guilds website interface for Functional Skills (4748). At the top right, a search bar is highlighted with an orange circle and an arrow. The page features a navigation menu with tabs for 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS & TECHSAC', 'QUALIFICATION DELIVERY', 'INTERNATIONAL', 'NEWS', 'ABOUT US', and 'HELP'. The 'QUALIFICATIONS' tab is selected. Below the navigation, the page title is 'Functional Skills (4748)'. There are two tabs: 'INFORMATION' and 'DOCUMENTS', with 'DOCUMENTS' being the active tab. The main content area includes a search bar, a list of documents under 'Assessment Materials' and 'Centre Documents', and a sidebar with 'Explore our wider maths & English offer', 'For Learners', and 'Related Qualifications'.

Document Title	Size	Date
Functional Skills 4748 Instructions for Completing Fast Track or QAP Approval Process pdf	588 KB	24 Jul 2019
Functional Skills 4748 Fast Track Approval Form pdf	183 KB	22 Jul 2019
Functional Skills 4748 Fast Track Self Assessment pdf	303 KB	22 Jul 2019
Functional Skills 4748 Assessment Site Log.xlsx	40 KB	01 Aug 2019
Qualification Handbook Entry Level E1-3 English-v0-3.pdf	9 MB	05 Aug 2019
Qualification Handbook Entry Level E1-3 Mathematics-v0-3.pdf	5 MB	05 Aug 2019
Assessor Instructions Functional Skills 4748 English Entry 1-3 v3.pdf	325 KB	06 Aug 2019
Qualification Handbook Level 1 and 2 English v0-3.pdf	9 MB	05 Aug 2019
Assessor Instructions Functional Skills 4748 Mathematics Entry 1-3 v3.pdf	725 KB	06 Aug 2019
Qualification Handbook Level 1 and 2 Mathematics v0-3.pdf	6 MB	05 Aug 2019
Functional Skills 4748 Instructions for conducting examinations July 2019 v0-1.pdf	452 KB	05 Aug 2019

Please note GCSE and GCE maths and English qualifications delivered within offender learning are managed by our partner awarding organisation **WJEC Eduqas**. Any specification documents relating to these qualifications can be accessed directly from Eduqas – eduqas.co.uk.

Don't forget about our 'bite-sized' maths and English qualifications?

Personalised learning, flexible structure, quick wins

Amidst the focus on Functional Skills, it can be easy to lose sight of the broader learner journey and importance of personal progress in maths and English.

Our 'bite-sized' maths and English qualifications have been available for several years. They're designed to help learners **develop understanding and application** of maths and English, as well as to build their confidence. The flexible structure is **especially suitable for short stay learners**, since some of the single-unit qualifications can be delivered in as little as 10 hours.

These bite-sized Awards and Certificates are intended to **complement, rather than replace**, more 'high-stakes' qualifications such as Functional Skills and GCSE.

Mathematics/English Skills (3847)

	Mathematics	English
Levels	Entry 1, Entry 2, Entry 3, Level 1, Level 2	
Structure	<ul style="list-style-type: none"> 55 single-unit Award qualifications (1-2 credits, depending on unit size) themed Award qualifications at each level (4-7 credits, depending on level) <ul style="list-style-type: none"> Number Measure, shape and space Handling data Certificate covering full range of skills at each level (13-15 credits, depending on level) 	<ul style="list-style-type: none"> 45 single-unit Award qualifications (2 credits) themed Award qualifications at each level (6 credits) <ul style="list-style-type: none"> Reading Writing Speaking and listening Certificate covering full range of skills at each level (18 credits)
Assessment	Internally assessed – portfolio-based e-portfolio tools (eg Learning Assistant) can be used Internal and External Quality Assurance required	
Suitable for	Learners who have specific skills gaps and require a personalised approach to learning and assessment in a context relevant to their needs	

Principles of Mathematics/English (3844)

	Mathematics	English
Levels	Entry 3, Level 1, Level 2	
Structure	<ul style="list-style-type: none"> Externally set, on demand, on screen assessment through the e-volve platform Single unit qualification Certificate -13 credits 	<ul style="list-style-type: none"> Externally set, on demand, on screen assessment through the e-volve platform Single unit qualification Award – 10 credits
Assessment	On demand, externally set, on screen assessment Machine marked with instant results	
Suitable for	Learners who wish to complete a programme of learning leading to a one off, summative assessment which demonstrates resilience and a secure grasp of the principles of mathematics and English	

For more information about both of these qualification suites, please go to cityandguilds.com/mathsandenglish, and select the qualifications available in **England**.

The bite-sized qualifications can...

- help address specific gaps in learners' knowledge and understanding
- build learners' confidence
- bridge gaps between levels.

We're here to help

Unrivalled experience and expertise from City & Guilds

Your maths and English team at City & Guilds has a wealth of experience. Two **Technical Advisors**, Katherine Cooper and Paul Sceeny, spend the bulk of their time working directly with providers delivering City & Guilds qualifications and other products.

They work closely with **Industry Manager** Amanda Kelly, who oversees City & Guilds' entire portfolio of maths and English products and services.



Katherine Cooper, Amanda Kelly and Paul Sceeny – the #FunSkillsThree!

Supporting you through the current crisis

With the COVID-19 outbreak presenting an unprecedented set of challenges for all of us, **we're continuing to work closely with each of the prison education provider organisations**. Whilst we're unable to offer any face-to-face networks or meetings for now, we have adapted the format and content of these to make them available as webinars and online meetings – and will be offering a series of sessions over the next couple of months.

At the time of writing, we were working with Ofqual, the Department for Education (DfE) and other Functional Skills awarding organisations to confirm an alternative set of regulatory and assessment arrangements for Functional Skills during the crisis.

The DfE has indicated it would like to see all 'summer exams' replaced by what's known as a **calculated result** (where teachers/tutors provide information about candidates' likely performance), although the practicalities around this are somewhat more complicated for Functional Skills than for GCE/GCSE, where all learners take their exams at the same time.

Once finalised, details about these arrangements will be provided via our special COVID-19 update pages: cityandguilds.com/covid-19.

Our regular series of maths and English webinars will also be continuing over the coming months. For details please see the [Maths and English Resource Hub](#).

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.

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