

3748-01

City &
Guilts

FUNCTIONAL
SKILLS

A woman with a braid, wearing a black top and a gold necklace, is smiling and holding a brown folder. She is standing in front of a whiteboard in a classroom or office setting.

FUNCTIONAL SKILLS QUALIFICATIONS IN ENGLISH

QUALIFICATION FACTSHEET

FUNCTIONAL SKILLS

QUALIFICATIONS IN ENGLISH

Qualification	Fundable	GLH	QAN	City & Guilds number
Functional Skills Qualification in English at Entry 1	Yes	45	501/1317/3	3748-01
Functional Skills Qualification in English at Entry 2	Yes	45	500/9837/8	3748-01
Functional Skills Qualification in English at Entry 3	Yes	45	500/9838/X	3748-01
Functional Skills Qualification in English at Level 1	Yes	45	500/9319/8	3748-01
Functional Skills Qualification in English at Level 2	Yes	45	500/9318/6	3748-01

Qualification aim	Qualification level and definition	Progression routes
<p>Our Functional Skills qualifications in English enable learners to apply the skills of reading, writing, speaking and listening in both their personal and professional lives.</p> <p>Functional Skills equips learners with the fundamental applied skills needed to succeed in all aspects of life, work and learning.</p>	<p>Each assessment component within the Functional Skills English qualifications is available at all five levels: Entry 1, Entry 2, Entry 3, Level 1 and Level 2.</p> <p>All three components: Reading, Writing and Speaking, Listening and Communication (SLC) must be achieved. However, because they are each assessed separately they can be completed at different times and different levels.</p>	<p>Effective communication and the ability to adapt these skills to a variety of situations is crucial, no matter where or how learners plan to progress after achieving these qualifications.</p> <p>That's why Functional Skills English is included in all Apprenticeship frameworks in England, and why it's a key part of City & Guilds' Work Ready programme.</p>

Product information	Key features	Key benefits
Structure	<p>There are three assessment components:</p> <ul style="list-style-type: none"> – Reading – Writing – Speaking, Listening and Communication (SLC) <p>All three must be achieved, though this can be at different levels (with the full qualification awarded at the lowest level).</p>	<p>The three components are assessed separately, so each can be attempted when the candidate is ready.</p> <p>Each candidate registration covers all five levels, allowing more flexibility and time to ensure learners are working towards an appropriate level for each component. This also supports learner progression.</p>
Assessments	<p>Entry Level: All assessment is centre marked.</p> <p>Level 1 and 2: Reading and Writing is externally set and marked by City & Guilds – available on demand either onscreen or on paper; SLC is centre assessed.</p>	<p>All assessment is on demand and designed to be taken as soon as the learner is ready.</p> <p>Entry level is simply downloaded from our website, with centre assessment and quality assurance – there's a choice of topics and fees are only payable if candidates pass.</p> <p>Levels 1 and 2 Reading and Writing are available both onscreen, using City & Guilds e-volve system, and as paper-delivered as assessment.</p>
Support	<p>Our support offer includes: resource materials like sample assessments, qualification handbook, comprehensive list of FAQs, teaching and learning materials on SmartScreen, online video support portal and face-to-face support.</p>	<p>SmartScreen helps tutors save time planning and supports learners to achieve their Functional Skills qualification. Additional subscription material is also available through SmartScreen Plus. www.smartscreen.co.uk</p> <p>Personal support is available from our specialist Functional Skills Advisors, Quality Consultants and dedicated Business Managers. We also host regular network events where you can meet experts and other centres.</p> <p>Website resources including FAQs, a qualification handbook, sample assessments, assessment materials and examiners' reports. All materials are regularly updated and available whenever you need them.</p>

Reasons to choose City & Guilds	
Fast results turnaround	For all externally-marked assessments, we promise to provide results notification within a maximum of 20 working days of upload/receipt.
Full range of qualifications with flexible assessment	We have the full suite of Functional Skills qualifications in English, Mathematics and ICT, from Entry 1 to Level 2. All assessment is available on demand, with the external components available both onscreen and on paper – improving accessibility for learners.
Employers recognise City & Guilds	Our qualifications are trusted and valued both by experts and employers, which will help you to engage with employers and improve the likelihood of your learners finding employment.

For more information call 0800 334 5618, email: functionalskills@cityandguilds.com or visit www.cityandguilds.com/functionalskills