

City & Guilds







Maths &  
English

Pre-Employment

Welcome to Functional  
Skills with City & Guilds



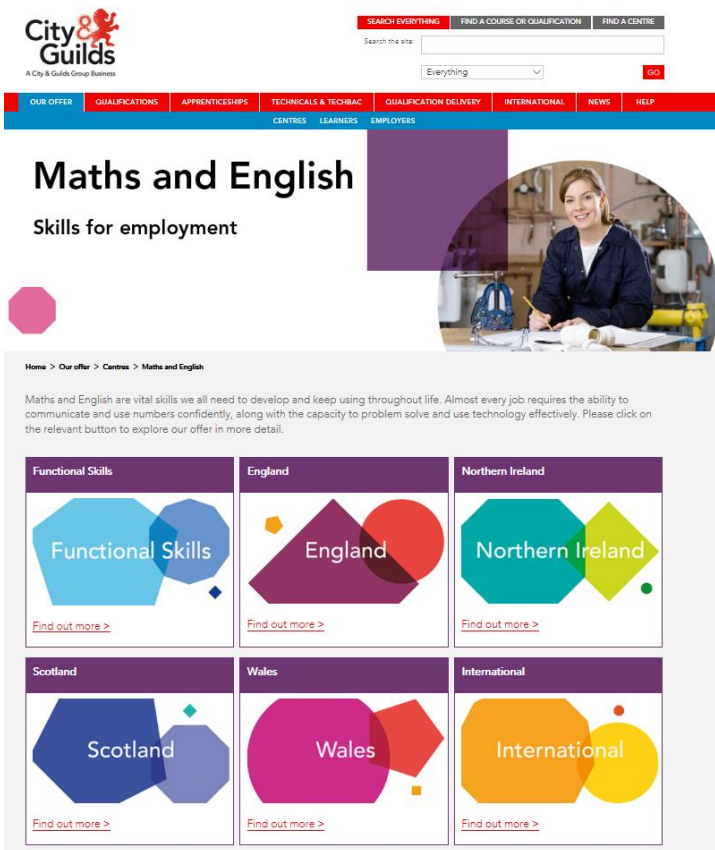
# Terminology

Our principal web resources	Description
 <span data-bbox="341 632 606 675">SmartScreen</span>	<p><b>SmartScreen</b> is our teaching and learning platform. Search for <a href="https://smartscreen.co.uk">smartscreen.co.uk</a> or link through any webpage.</p>
	<p><b>Walled Garden</b> is our secure administration portal – for registrations, entries, results, purchases, etc.</p>
 <small data-bbox="129 939 295 952">A City &amp; Guilds Group Business</small>	<p><b>cityandguilds.com</b> is our public website – qualification specifications, handbooks, assessment materials and other guidance.</p>
	<p>Sign up at <a href="https://cityandguilds.com/updates">cityandguilds.com/updates</a> to receive regular email alerts and updates. Be sure to select <b>Maths and English</b> (and relevant sub-categories) when asked for your preferences.</p>

# Where to find what you need...



# [cityandguilds.com/mathsandenglish](http://cityandguilds.com/mathsandenglish)



The screenshot shows the City & Guilds website interface. At the top left is the City & Guilds logo. A search bar is located at the top center with the text 'SEARCH EVERYTHING', 'FIND A COURSE OR QUALIFICATION', and 'FIND A CENTRE'. Below the search bar is a navigation menu with categories: OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS & TECHNICIANS, QUALIFICATION DELIVERY, INTERNATIONAL, NEWS, HELP, CENTRES, LEARNERS, EMPLOYERS. The main heading is 'Maths and English' with the sub-heading 'Skills for employment'. Below this is a circular image of a woman working at a desk. A breadcrumb trail reads 'Home > Our offer > Centres > Maths and English'. A paragraph of text states: 'Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively. Please click on the relevant button to explore our offer in more detail.' Below this text is a grid of six buttons, each with a 'Find out more >' link:

- Functional Skills
- England
- Northern Ireland
- Scotland
- Wales
- International

- starting point for browsing our entire maths and English offer
- short-cut link to Functional Skills information
  - as well as one to all qualifications/resources available in England
- separate links to information about what's available elsewhere.

# Functional Skills overview page

We have been offering qualifications in maths, English and ICT skills for over 40 years, supporting adults and young people to succeed in all aspects of life. Functional Skills (3748) is our most popular maths & English qualification with a particular focus on developing workplace skills, while it also underpins our **Apprenticeship** and **Techbac** programmes too.

## Our Functional Skills offer

- Full range of maths, English and ICT qualifications from Entry 1 to Level 2
- Flexible assessments with a choice of onscreen and paper delivered assessments available to learners 'when ready'
- Entry Level qualifications** – full suite of externally set and internally marked on-demand Entry Level Functional Skills
- Levels 1 and 2 paper-delivered offer** – externally set and marked paper-delivered assessments. Available on-demand with just two weeks' notice
- Level 1 and 2 onscreen offer** – on-demand onscreen assessments. Available on a date of your choice with just 30-minutes' notice through our online assessment platform, e-volve
- Twenty working day results turnaround. Result notification within 20 working days of upload/receipt of completed assessments
- Functional Skills ICT **in-app testing** allows learners to take ICT assessments using familiar MS Office applications

## Teaching and Learning Support Resources

We have an extensive support package available for Functional Skills including:

- SmartScreen** – range of free and subscription teaching and learning resources including on-demand support materials, expert advice through tutor forums
- e-Functional Skills** – complete end-to-end Functional Skills teaching and learning resource designed to guide learners through their course and better prepare them for their end assessment
- Functional Skills (3748) qualification page** – access to all the qualification support material you need, including FAQs, sample assessments, guidance for delivery and examiner's reports
- Free face-to-face support** – network and briefing events held throughout the year and additional support from local offices, specialist advisors, Business Managers and a wide network of EQAs
- Staff CPD and bespoke maths and English support through our Advance consultancy service
- In depth analysis of your learners' performance with **e-volve centre analytics**

## Discover more about our wider maths & English offer

For more information on the wider qualifications we offer for England, Scotland, Wales, Northern Ireland and International customers visit our **maths & English home page**.

[Offer Functional Skills >](#)

### QUICK LINKS

→ [3748 - Qualification Page](#)

→ [Teacher Support](#)

→ [e-Functional Skills](#)

→ [Functional Skills Updates](#)

→ [Case Studies](#)

→ [Comparison Guide](#)

→ [Why Maths](#)

→ [FAQs](#)

### Contact Us

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

T: [0844 543 0000](tel:08445430000)

Or for more information on offering our qualifications at your organisation visit our [Offer our Qualifications](#) page

## Links to

- Functional Skills qualifications webpage
  - containing specifications and assessment information
- teacher support
  - including **ten-step guide** and series of **videos**
- e-Functional Skills and other digital resources
- case studies, and more...



# All City & Guilds qualifications have a 4 digit reference number Functional Skills is 3748

## Welcome to the 3748 qualifications page

City & Guilds  
A City & Guilds Group Business

SEARCH EVERYTHING FIND A COURSE OR QUALIFICATION FIND A CENTRE

Search the site:  Everything

OUR OFFER QUALIFICATIONS APPRENTICESHIPS TECHNICALS & TECHBAC QUALIFICATION DELIVERY INTERNATIONAL NEWS HELP

PROGRAMME PLANNER QUALIFICATIONS EXPLAINED

Home > Qualifications > Skills for Work and Life > English, Mathematics and ICT Skills > Functional Skills qualifications

### Functional Skills qualifications (3748)

**Information** Documents

*Last Updated: 24 Aug 2017*

Fundamental applied skills in maths, English and ICT – with a particular focus on problem-solving and being able to apply these skills effectively in real situations.

These qualifications are intended for anyone wishing to develop their English, Mathematics or ICT skills. They can be completed alongside City & Guilds' English and Mathematics Skills (3847) and Principles of Using English and Mathematics (3844) qualifications, as well as being used to support learners' progress towards GCSE.

Functional Skills qualifications are available across five levels (Entry 1 to Level 2), and are completed in a wide range of college, community and work-based settings.

**From time to time** we make adjustments to our Functional Skills assessments and services, by signing up for email updates you can receive this information direct to your inbox and more detailed information is available from this webpage: [Functional Skills update page](#)

The revised Level 2 maths onscreen-delivered assessments will be available for use from **31st October 2016**.

Samples of our Onscreen-delivered assessments are stored below under the drop down menu for the appropriate level.

Available to deliver in the following:

- England

**Interested in delivering this qualification?**

Find out more about [how to become an approved City & Guilds centre](#) or fill out our [online customer application form](#).

**EXPLORE OUR WIDER MATHS & ENGLISH OFFER**

Our maths & English qualifications underpin our apprenticeships and technical qualifications. They build learners' confidence with the core skills required for employment, including the capacity to problem solve and use technology effectively. They are also key to triggering conditions of funding.

**FIND OUT MORE**

**WHAT IS NEW?**

Please make sure you are signed up to all our updates and alerts by completing your Email Update preferences via the link at the foot of this page.

The link below will take you to the Functional Skills Update page

**FIND OUT MORE**

**FOR LEARNERS**

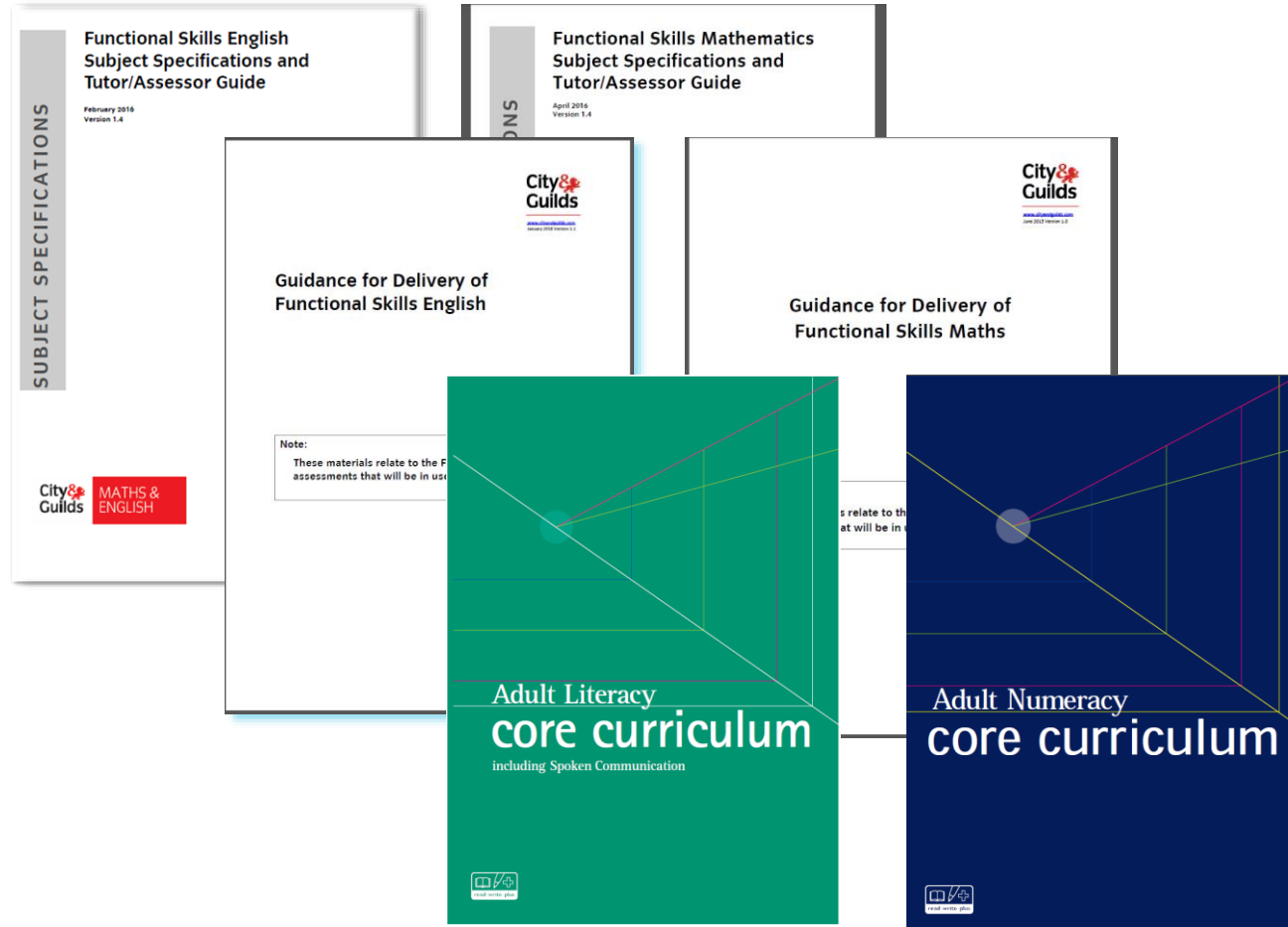
Where can you take this course?

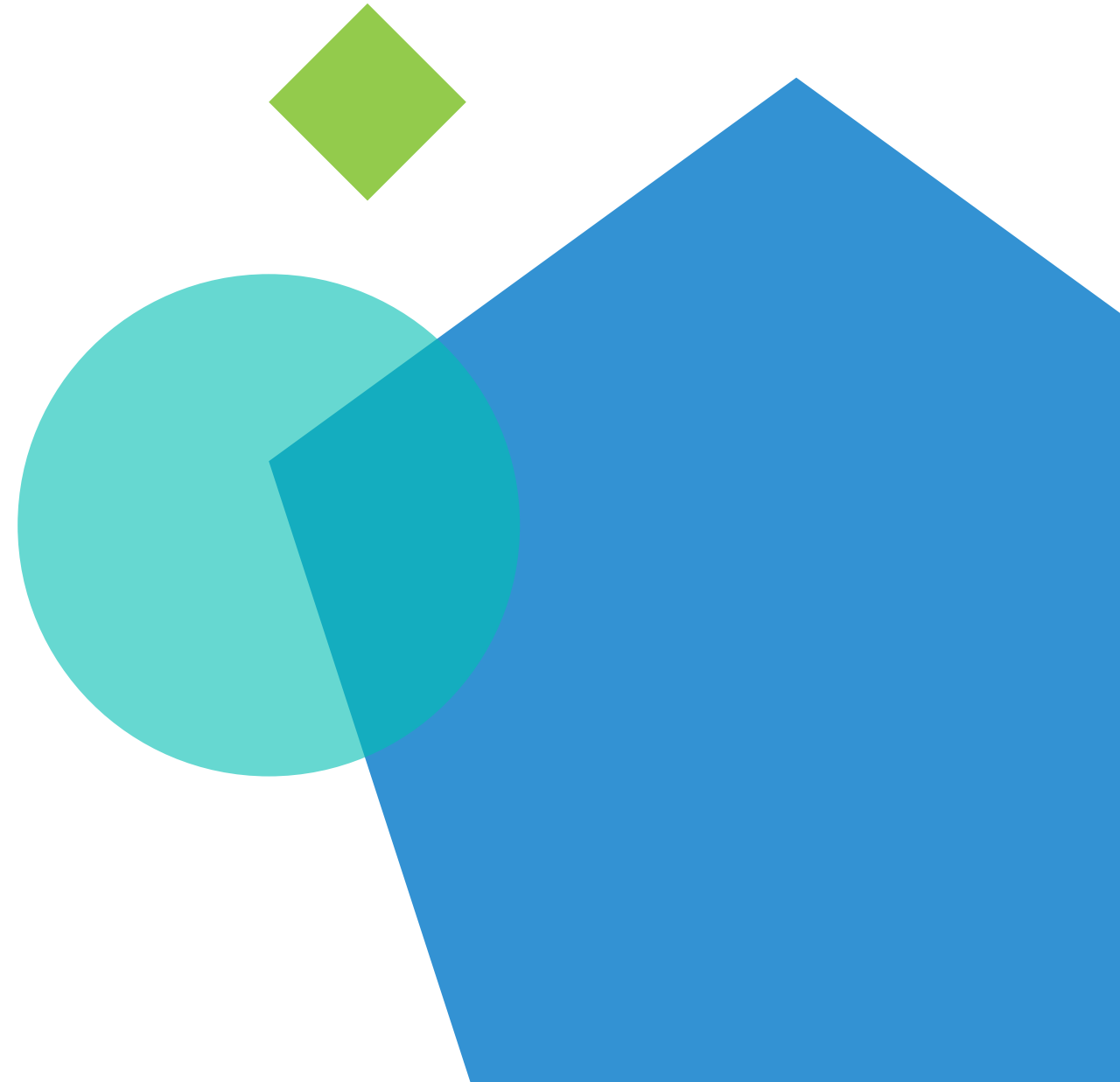
Postal code, town or city

**FIND A CENTRE**

- most visited page on cityandguilds.com site
- contains
  - qualification handbook
  - subject specifications
  - sample assessments
  - live assessments (for Entry level)
  - guidance for delivery
  - worked examples
  - examiner reports
  - Speaking, Listening & Communication forms and guidance
  - Core Curriculum documents
- Look out for **tabs** at top of page
  - marked 'information' and 'documents'

# Important Functional Skills documents





Our Functional Skills offer



# Summary of offer

## Entry level

- externally set, but internally marked by centres
- downloadable assessment materials (password protected) with choice of topics
  - each paper accompanied by mark scheme
- sample assessments available too
- Sample and live assessments both refreshed in 2017
- assessment decisions subject to internal quality assurance (IQA) – overseen by City & Guilds External Quality Assurer (EQA)

## Levels 1 and 2

- externally set and marked by City & Guilds
  - except FS English Speaking, Listening & Communication, which is internally assessed
- two delivery methods - on-screen or paper
- both methods on-demand
  - **paper** requires 14 days' notice, entry made for named candidate
  - **on-screen** requires just 30 minutes' notice booking likewise made for named candidate.



# Entry level – centre-assessed

- assessments available to administer ‘when ready’
  - candidates must be registered
- live assessment material downloaded from Functional Skills qualifications webpage
  - password required (available from Walled Garden).
- choice of topics
  - must be presented to candidates ‘unseen’.
- materials need to be printed out beforehand
  - must be stored securely until use.
- assessments internally marked, with Internal Quality Assurance and External Quality Assurance
  - Direct Claims Status possible after first positive monitoring
    - no need to wait until external moderating.



# Levels 1 and 2 – externally marked by City & Guilds\*

- candidates must be registered for subject area before any live assessments can be booked
  - no need to specify level when registering, just 'FS English', 'FS Mathematics' and/or 'FS ICT'
- all external assessments available on-demand – but need to be booked
- **two** delivery methods
  - paper (Named on Demand) and on-screen (e-volve)
- 'supervised' conditions – similar principles to JCQ 'ICE', but less prescriptive in some respects
  - assessments must be 'unseen' and any live material held securely at all times
  - qualifications handbook explains parameters more fully
- candidates' work marked by City & Guilds
  - results issued within 20 working days of receipt
- more detailed guidance in qualifications handbook
  - step-by-step guidance on both delivery methods.

\*except **Speaking, Listening and Communication** component of FS English.



# Assessment delivery methods compared

## Named on Demand (paper)

- assessments must be booked for a specified date and time, at least 14 days ahead
- fee charged when booking made
- all candidates included on booking must attempt assessment at same time on same site
  - discrete bookings possible for each cohort
- assessments may take place up to five working days either side of specified date/time
  - as long as all candidates included on booking attend at same time, and all materials returned together
- results available within 20 working days of when scripts received by City & Guilds.

## On-screen (e-volve)

- assessments must be booked for a specified date and time, as little as 30 minutes ahead
- fee only charged when assessment unlocked/used
- each booking for an individual candidate (rather than cohort);
  - no need to accommodate together.
- assessments may be unlocked up to 10 days before or 30 days after specified date/time
  - assessments can be completed with or without internet connection
- results available within 20 working days of when completed assessment uploaded.

# Obtaining performance feedback

Delivery method	Feedback format	How accessed?
Named on Demand (paper)	Performance codes printed on each individual candidate's <b>Notification of Candidate Results</b>	Hard copy sent with confirmation of results.  Glossary of codes in relevant subject specification document.
e-volve (onscreen)	<b>Score Report (for individual)</b>	From SecureAssess via Results Window (after no more than 20 working days).  Based on <b>provisional</b> mark data prior to final quality checks (final confirmed mark/grade issued separately via the Walled Garden).
	<b>e-volve Centre Analytics (aggregated data across whole centre, with facility to compare with 'global' data)</b>	By following links from e-volve login screen – includes data for all tests and exams delivered through the e-volve platform.  Data sourced from SecureAssess – so again based on provisional marks.

# Interpreting the score report (onscreen)

The candidate got all the marks that were available for 2.2.1

62.5% means that the candidate was awarded 5 out of the 8 marks available for reading and summarising succinctly

Unknown Unit	Percentage Correct of All Marks Available
For Internal Use	100.00
Total	100.00
3748-118 Reading Level 2	Percentage Correct of All Marks Available
2.2.1 Select and use different types of texts to obtain and utilise relevant information	100.00
2.2.2 Read and summarise, succinctly, information/ideas from different sources	62.50
2.2.3 Identify the purposes of texts and comment on how meaning is conveyed through language and layout	60.00
2.2.4 Detect point of view, implicit meaning and/or bias	50.00
2.2.5 Analyse texts in relation to audience needs and consider suitable responses where applicable	75.00
Total	67.50
Exam Total	67.50

The paper is out of 40 marks so the candidate got 27 out of 40 – They did not pass this paper

Only half the marks for Detecting point of view or bias were awarded – this suggests 4 out of a possible 8 marks were gained

# Interpreting the performance codes (paper)

## Notification of candidate results

Delivery No: Qual. Order Code : 3748-02  
 Candidate Name: Product Description : Functional Skills Mathematics  
 Date of birth:  
 Enrolment No/ULN:  
 Centre Name:  
 Centre Number:  
 Date of Issue:



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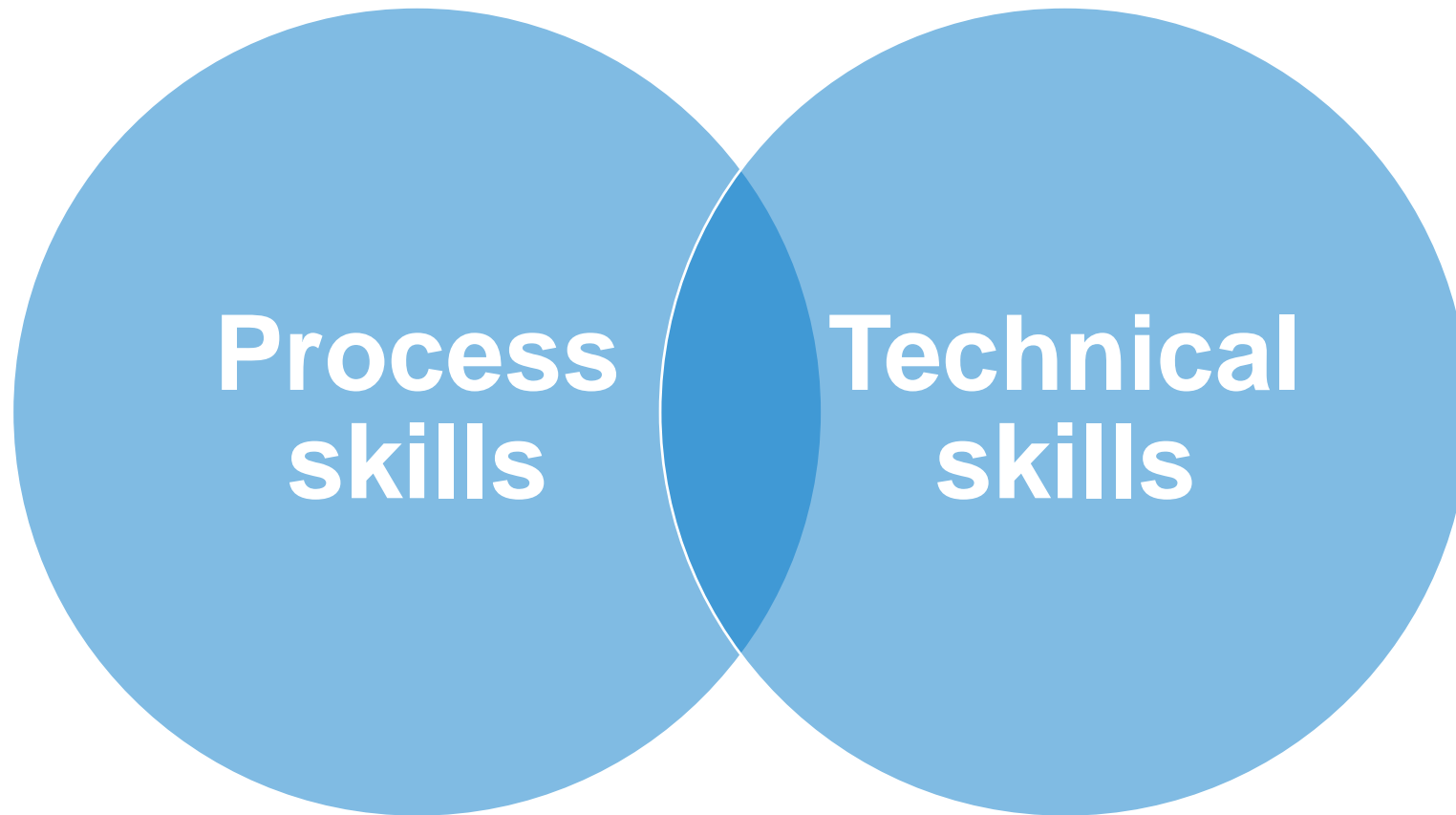
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**This is not a certificate**

Assessment number	Assessment description	Assessment type	Accreditation / Exam date	Performance codes	Result
3748-320	Functional Mathematics Level 2	Written	24.11.2016	HM HQ HS HV	PASS

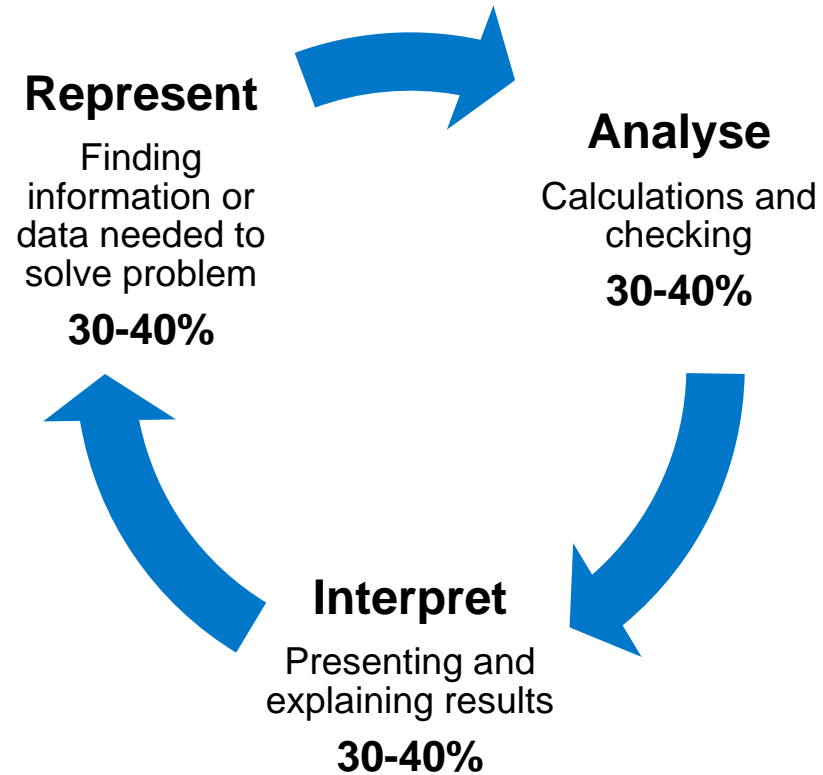
Performance Codes – Key in Appendix 1 of the subject specification document

Remember: Functional Skills qualifications are a blend

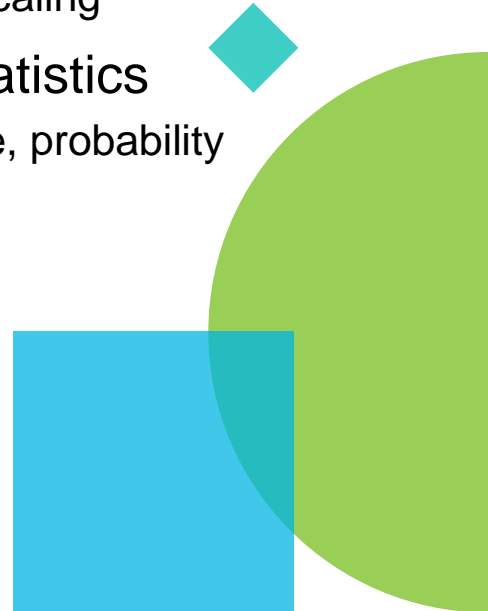




# Maths Processing skills and Technical Skills



- Task 1 – Number
  - typically involve money and/or time
- Task 2 – Shape, space and measures
  - typically involve diagrams and scaling
- Task 3 – Data handling and statistics
  - typically involve averages, range, probability



# Functional Skills – landscape

- All change from September 2019
  - Reformed Functional Skills qualifications will be available for first teaching
  - Based on updated subject content (from DfE) and regulatory framework (from Ofqual)
  - Work is now underway to develop the reformed qualification.



Our teaching and learning  
support and resources



# Teaching and learning support

## ✓ Getting started - Teacher Support pages

- 10-step guide
- Tutor tips video support
- overview of digital resources
- e-volve centre analytics

## ✓ Staff development

## ✓ Regional network events


## ✓ Technical Advisors

## Teacher Support



# Engagement

- Why maths?



## Why Maths?

Home > Our offer > Centres > Maths and English > Functional Skills > Why Maths

### Why Maths?

**Introduction to 'value, belief and effort'**

National Numeracy have identified three attitudes of mind which you need in order to improve your mathematics: value, belief and effort. Rachel Riley, star mathematician, will lead you through the resources on this page to help you see why maths skills are so valuable, showing you the benefits of having the belief that you can improve, and giving you some practical tips on maintaining the effort that will be needed. You will also be able to see how other learners feel towards each of these three attitudes of mind.

**Value**

Maths is much more than just a school subject. In fact, it's an important skill for everyday life, as well as in most jobs. You're probably already using maths all the time, in all sorts of situations in work and everyday life. To improve your maths skills, you need to see its value in your daily life.

[See the value in maths](#)

**Belief**

To make progress in maths, you will need to get over any anxiety, or belief that you are 'not a maths person'. Everyone does maths every day as a part of their daily routine and you must already have a 'maths brain', or you wouldn't be able to do these things. The knowledge and belief that your abilities are not set in stone, that you can improve, will open the door to improvement.

[Believe in yourself](#)

**Effort**

Even when you can see the value of maths and believe that you can improve, you are still going to have to put in some effort. Improving your maths may feel hard, but this is because learning does feel hard, not because you can't do it! You'll need to make the effort to put in the time, but also to get started in the first place and then keep going when you hit obstacles. We'll help you find the best ways of doing this.

[Make an effort to improve](#)

**QUICK LINKS**

- [Maths and English](#)
- [Functional Skills](#)
- [e-Toolkit](#)
- [SmartScreen](#)

**Contact Us**

E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

T: 0844 543 0000

Or for more information on offering our qualifications at your organisation visit our [Offer our Qualifications](#) page

# SmartScreen Functional Skills

- Functional Skills
- Functional Skills Plus

English	Maths	ICT	
			Level 2
			Level 1
			Entry 3
			Entry 2
			Entry 1

Same topic can be used across different levels and skills

- range of topics
- tutor notes
- information
- problem solving
- worksheets
- skills check
- schemes of work
- lesson plans
- tracking documents

FS PLUS includes

- projects
- suggested answers



# Maths and English digital support

## eFunctional Skills

Level 1  
Formula (1 of 2)

Resources

- Introduction: Formula: Level 1 - Presentation
- Introduction: Formula: Level 1 - Text version
- Explanation: Formula: Level 1 - Presentation
- Explanation: Formula: Level 1 - Text version
- Worked examples: Formula: Level 1 - Presentation
- Worked examples: Formula: Level 1 - Text version
- Tasks: Formula: Level 1 - Interactive Test

Resources continued...

- Tasks: Formula: Level 1 - Worksheet

Construction resources

- Introduction: Formula: Level 1 Construction - Presentation
- Explanation: Formula: Level 1 Construction - Presentation
- Worked examples: Formula: Level 1 Construction - Presentation
- Tasks: Formula: Level 1 Construction

**ALIGNED TO THE LEARNER JOURNEY**

## Maths & English Toolkit

**INTERACTIVE RESOURCES  
ACCESS ANYTIME ANYWHERE  
ALL YOU NEED IS INTERNET**

City & Guilds SmartScreen

My Subjects > Maths > Entry 3 to Level 2 > Revision videos

QUALIFICATIONS

Maths

Topic:

**MATHS, ENGLISH AND ICT SKILLS  
ENTRY 3 TO LEVEL 2**

L1A2 Area, Perimeter, Volume and Scale

L2 E-learning Bites

E3 E-Learning Bites

E3A1 Length, Weight and Capacity

L1A2 Length, Weight and Capacity

E3A1 Money

Topic: Measure, Shape and Space  
L2 Revision videos

These videos will help you to revise your knowledge of Level 2 measure, shape and space topics.

- Calculating with money
- Converting between currencies
- Working with time

City & Guilds

Entry Level 3 Maths: Numbers and the Number System Version: 1.0.14.23

COMMON MEASURES

**BLENDED LEARNING RESOURCES**

Put the numbers into the right order. Click or tap the number and then the box in which you would like to place it.

679 340 905 459 68 652

Put these numbers in order, from smallest to largest.

Working with time

Kirsten's Group

students	City & Guilds Initial Assessment	City & Guilds Diagnostic
Group average	50% (54/109)	61% (14/23)
Selected students' average	- (-/-)	- (-/-)
<input type="checkbox"/> CHANDLER, Steve	17% (3/18)	- (-/-)
<input type="checkbox"/> JOYCE, Jon	78% (14/18)	- (-/-)
<input type="checkbox"/> STRUTT, Lisbeth	57% (21/37)	50% (2/4)
<input type="checkbox"/> WARD, Gareth	33% (6/18)	- (-/-)
<input type="checkbox"/> WARD, Kirsten	56% (10/18)	63% (12/19)

Working with time

Select the play button to get started.

WORKING WITH TIME

KEY TERMS

convert

- Amir 4.1 hours
- Mark 250 mins
- Alex 4.5 hours
- Gemma 200 mins

2:17

Maths Skills

Number

Shopping in the sales

City & Guilds

# Thank you

For more information about our complete range of products and services to support maths and English, please visit: [cityandguilds.com/mathsandenglish](https://www.cityandguilds.com/mathsandenglish)

You can also follow:

- our Industry Manager **@MathsEnglish\_CG**
- our Technical Advisor: **@PaulSceeny\_CG**

