City & Guilds | Maths & English

Pre-Employment

Welcome to Functional Skills with City & Guilds
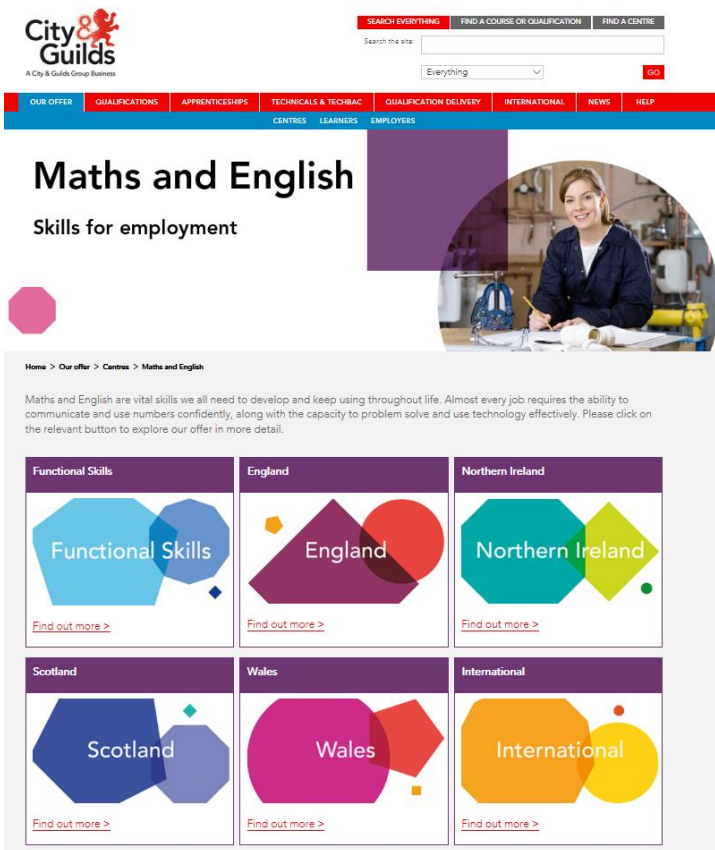
Terminology

Our principal web resources	Description
	SmartScreen is our teaching and learning platform. Search for smartscreen.co.uk or link through any webpage.
	Walled Garden is our secure administration portal – for registrations, entries, results, purchases, etc.
	cityandguilds.com is our public website – qualification specifications, handbooks, assessment materials and other guidance.
	Sign up at cityandguilds.com/updates to receive regular email alerts and updates. Be sure to select **Maths and English** (and relevant sub-categories) when asked for your preferences.

Where to find what you need…

[cityandguilds.com/**mathsandenglish**](cityandguilds.com/mathsandenglish)

- 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

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

- 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
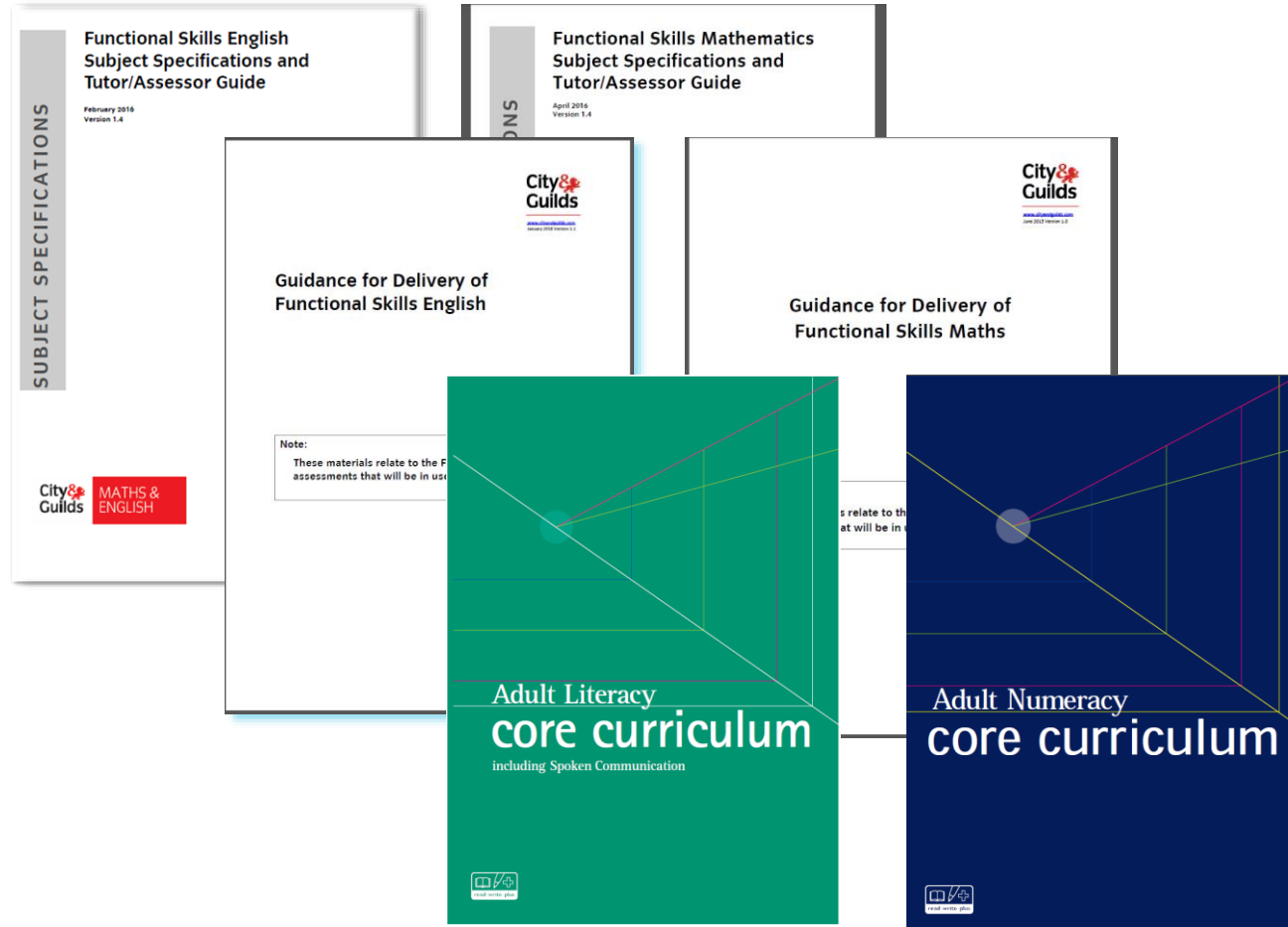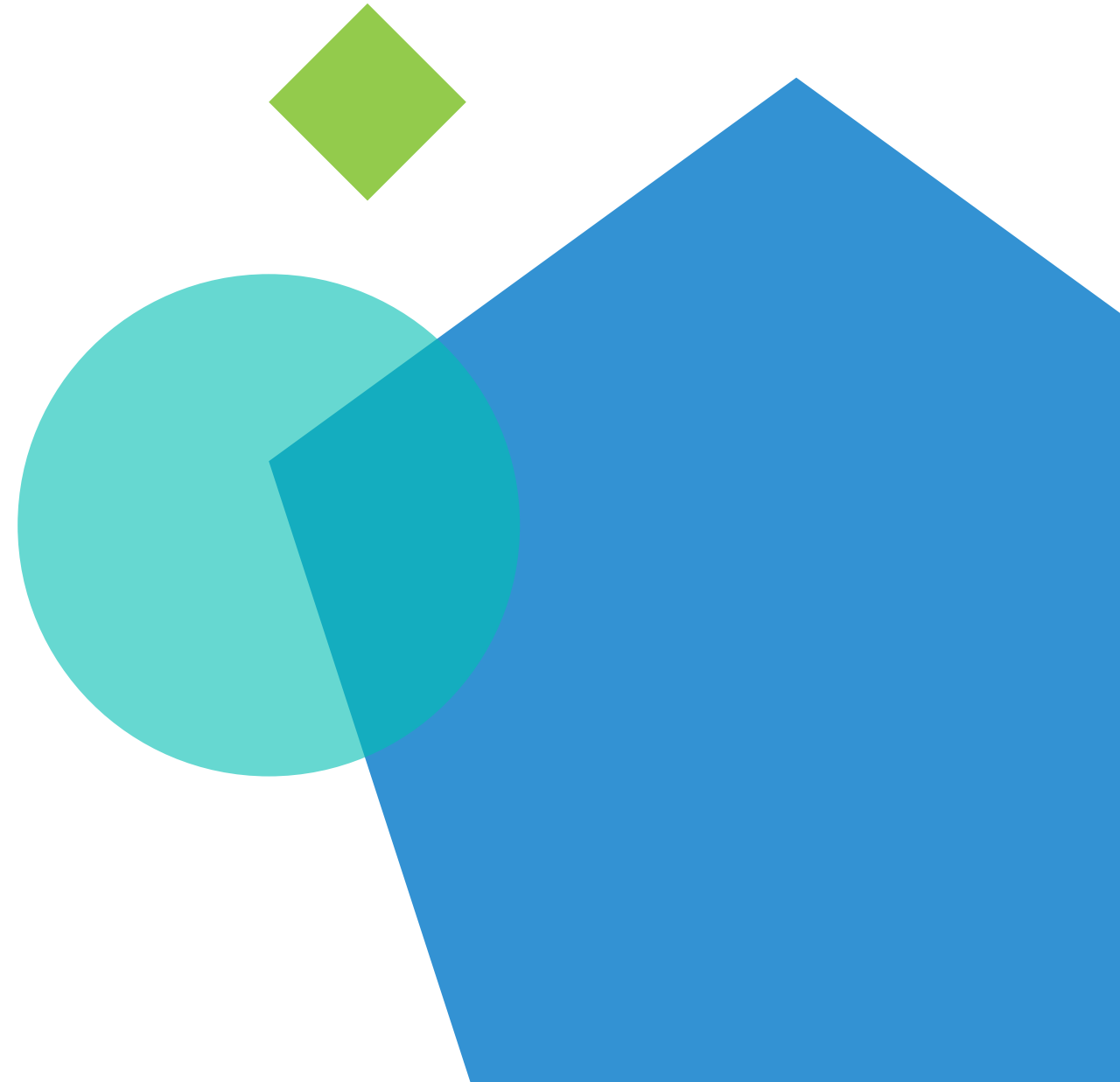
Our Functional Skills offer

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 **Notification of Candidate Results**	Hard copy sent with confirmation of results. Glossary of codes in relevant subject specification document.
e-volve (onscreen)	**Score Report (for individual)**	From SecureAssess via Results Window (after no more than 20 working days). Based on **provisional** mark data prior to final quality checks (final confirmed mark/grade issued separately via the Walled Garden).
	e-volve Centre Analytics (aggregated data across whole centre, with facility to compare with 'global' data)	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)

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

> The candidate got all the marks that were available for 2.2.1

Unknown Unit	Percentage Correct of All Marks	ble
For Internal Use		0.00
Total		0.00
3748-1.. Reading Level 2	Percentage Correct of All Marks	vailable
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**

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

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

Interpreting the performance codes (paper)

Notification of candidate results

Delivery   No:

Candidate Name:

Date of birth:

Enrolment No/ULN:

Centre Name:

Centre Number:

Date of Issue:

Qual. Order Code :   3748-02
Product Description : Functional   Skills   Mathematics

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This is not a certificate

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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
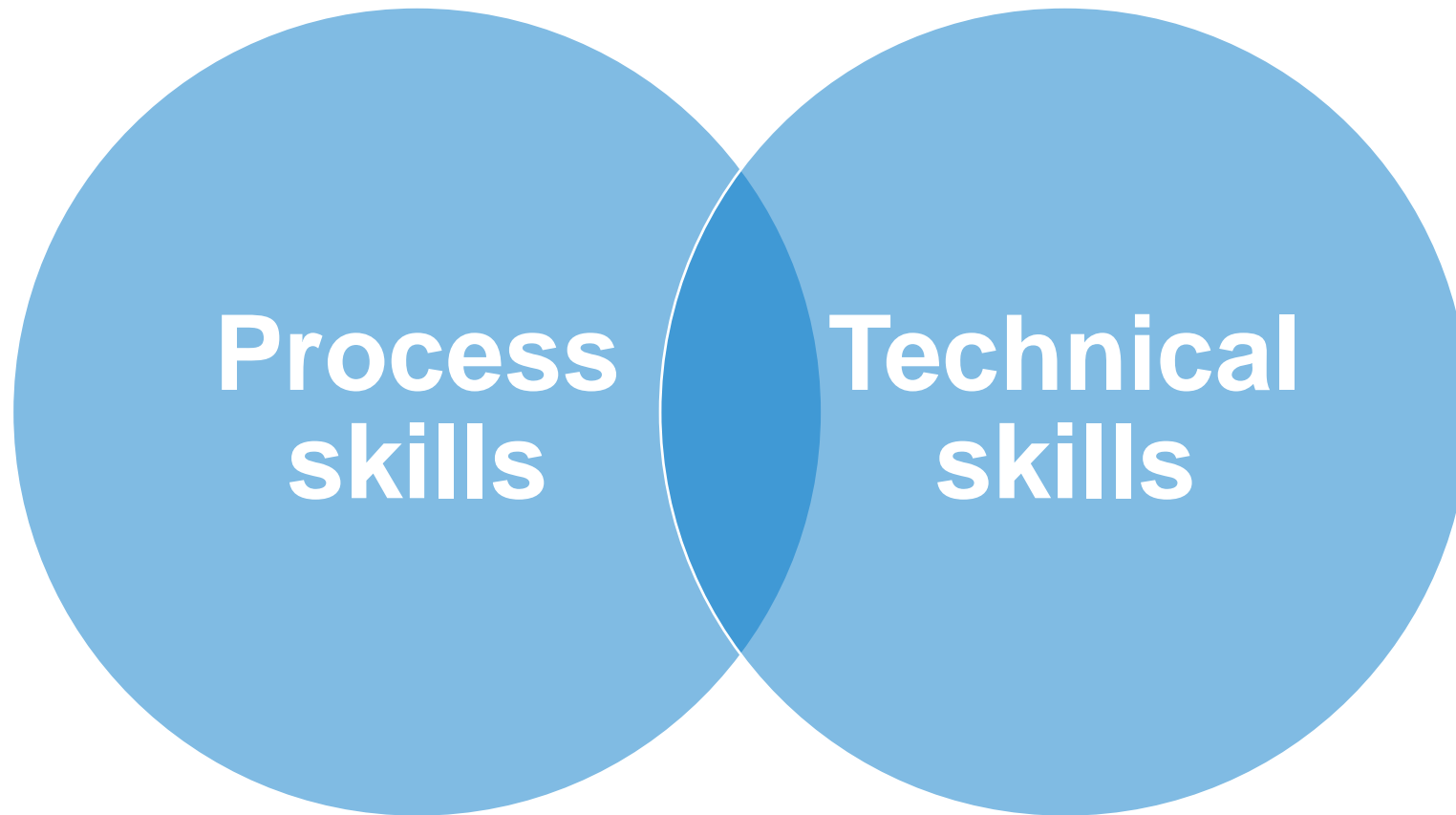
Maths Processing skills   and Technical Skills

Represent

Finding information or data needed to solve problem

30-40%

Analyse

Calculations and checking

30-40%

Interpret

Presenting and explaining results

30-40%
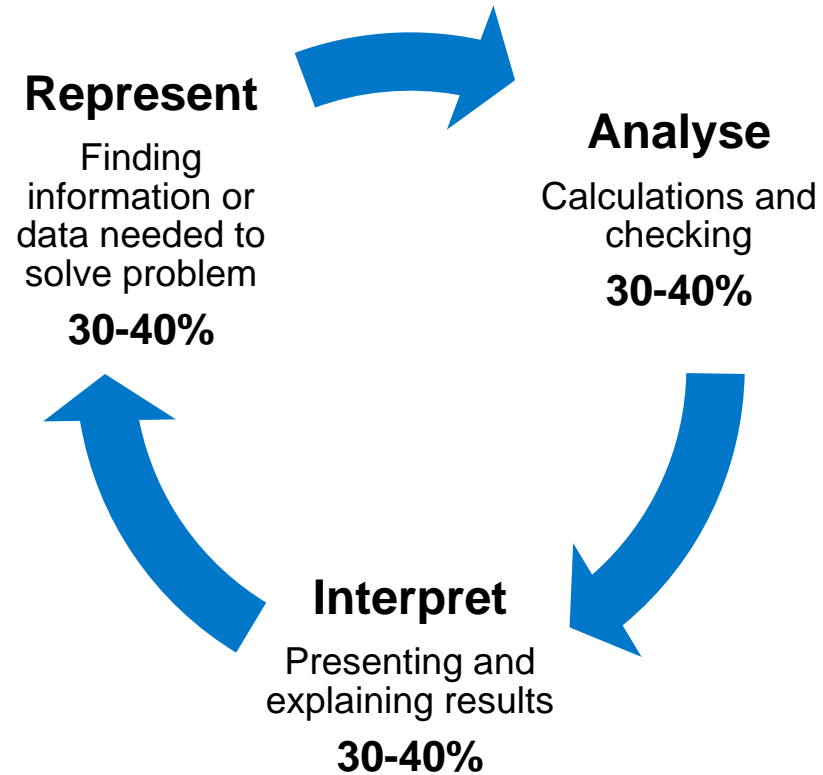
- Task 1 – Number
  - typically involve money and/or time
- Task 2 – Shape, space and measures
  - typically involve diagrams and scaling
- Task 3 – Data handling and statistics
  - typically involve averages, range, probability
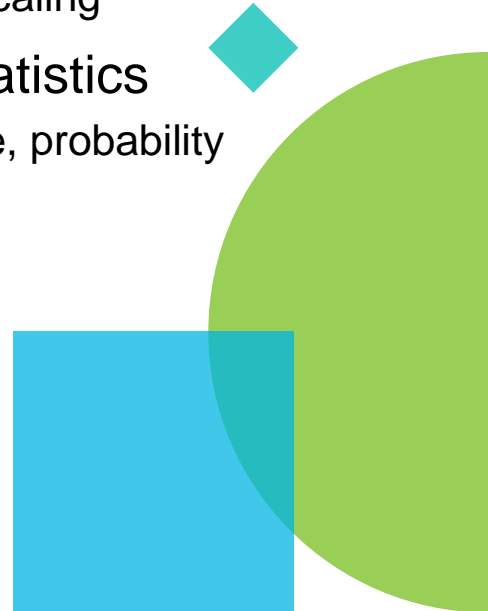
Functional Skills – landscape

- 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

Teacher 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**

Engagement

- [Why maths?](#)

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

INTERACTIVE RESOURCES
ACCESS ANYTIME ANYWHERE
ALL YOU NEED IS INTERNET

ALIGNED TO THE LEARNER JOURNEY

Maths & English Toolkit

BLENDED LEARNING RESOURCES

Thank you

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

You can also follow:

- our Industry Manager **@MathsEnglish_CG**
- our Technical Advisor: **@PaulSceeny_CG**