

Principles of Mathematics and English (3844) &

Mathematics Skills and English Skills (3847)

Frequently asked questions

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1 Background

1.1 What is the purpose of the City & Guilds Framework Mathematics and English qualifications?

These new qualifications are designed to help learners build their confidence and support progression towards other qualifications such as Functional Skills or GCSE. They are on the Qualifications and Credit Framework and, are based on the National Standards for Adult Numeracy and Literacy. They are designed to be used as part of a programme of learning based on the Adult Numeracy and Adult Literacy Core Curricula.

The Mathematics qualifications cover the skills of Number, Handling Data and Measure, Shape and Space, as identified in the National Standards for Adult Numeracy.

The English qualifications cover the skills of Reading, Writing, Speaking and Listening, as identified in the National Standards for Adult Literacy.

Two main suites of qualifications are available - one involving a series of small portfolio-assessed units focusing on particular skills, the other covering the principles of using mathematics and English assessed through an onscreen test.

The Mathematics and English skills qualifications are available at Entry 1 to Level 2 and the Principles of Mathematics and English are available at Level 1-2 with Entry 3 currently in development.

1.2 Who did City & Guilds develop these qualifications with?

The qualifications have been developed in consultation with a range of centres and employers.

1.3 Which age group are these qualifications most appropriate for?

They are intended for learners over the age of 16.

1.4 How can these qualifications be used?

The qualifications are designed to support mathematics and English learning in a range of contexts. They are specially intended to support learners in England if they have yet to achieve A*-C GCSE or Functional Skills at Level 2, as well as those wishing to develop these skills for work and life.

1.5 Are these qualifications a replacement for any particular qualification?

These qualifications build on the Adult Numeracy and Literacy Skills for Life qualifications, and can support progress to a range of destinations.

They are not a replacement for Functional Skills or GCSEs, but can support progression towards these and other qualifications.

1.6 Can these qualifications be taken outside of England?

These qualifications have been developed for young people and adults in England specifically in mind. They are not currently approved for use in other parts of the UK, although City & Guilds offers the [Essential Skills for Work and Life qualifications \(3846\)](#) in Wales that are in many respects similar to Mathematics and English Skills.

1.7 What are the entry requirements?

There are no formal requirements. Learners should undertake an initial/diagnostic assessment of their numeracy/literacy skills in order to identify their skills gaps and most appropriate units and qualifications for them to work towards.

2 Structure and delivery

2.1 What qualifications are available?

Mathematics Skills and English Skills (3847)

The Mathematics and English skills qualifications suite comprises 140 qualifications in total within the suite. Each unit is a qualification in its own right, although units can also be combined into larger qualifications. Learners are able to access any unit from within the suite, across all five levels.

The following qualifications are available:

For Mathematics Skills:

- 55 single-unit Awards each covering a specific area of the Adult Numeracy standards
- 15 'themed' Awards covering the broader skill areas of Number, Measure, Shape & Space, and Handling Data.
- 5 Certificates covering the full range of skills – one at each level.

For English Skills:

- 45 single-unit Awards each covering a specific area of the Adult Literacy standards
- 15 'themed' Awards covering the broader skill areas of Reading, Writing, Speaking & Listening
- 5 Certificates covering the full range of skills – one at each level.

Full details of the unit content and qualifications structures can be downloaded from our [Mathematics Skills and English Skills \(3847\)](#) qualifications webpage.

Principles of Mathematics and English Skills (3844)

The Principles of Mathematics and English are, on screen summative tests intended to be taken following a period of learning.

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

Full details of the unit content and qualifications structures can be downloaded from our [Principles of Mathematics and English \(3844\)](#) qualifications webpage.

2.2 How can these qualifications support learner progression?

Both the Mathematics/English Skills and the 'Principles of' qualifications are designed to support learners towards the ultimate destination of a full size qualification at Level 2.

The units within Mathematics/English Skills can be used as part of a focused a personalised learning programme; the Principles of tests can be used to demonstrate a solid grasp of the standards and the ability to operate under pressure.

2.3 What is the relationship between these qualifications and Functional Skills?

These qualifications are distinct from Functional Skills although can support learners in the development of their technical and problem solving skills. The assessment of Functional Skills is entirely separate.

2.4 Are these qualifications funded?

All of these qualifications are suitable for learners over the age of 16. The Skills Funding Agency (SFA) has confirmed that these qualifications are eligible for adult funding (19+) in England. The Department for Education (DfE) has approved these qualifications under Section 96, enabling them to be used within 16-18 provision.

For full details on the funding arrangements for post-19 learners in England, please refer to the [Skills Funding Agency website](#). Details of the funding rates for specific qualifications can be found using the [Learning Aim Reference Application \(LARA\)](#).

2.5 What qualifications are needed to teach these qualifications?

There are no formal qualification requirements to teach any of these qualifications, although it is crucial that any centre staff involved in the teaching, assessment and/or internal quality assurance of these qualifications are familiar with the qualification requirements and confident in their own numeracy and literacy skills.

The qualifications are designed to be used with the Adult Numeracy and Adult Literacy Core Curricula, and staff should be familiar with these documents.

City & Guilds offers a range of qualifications to support the teaching of Mathematics and English, and we would encourage staff to work towards these qualifications if they are not already a Subject Specialist.

For further information please visit the following webpages:

- [English for Literacy and Language Teaching \(6255\)](#)
- [Education and Training \(6502\)](#)

3 Assessment

3.1 How are these qualifications assessed?

Mathematics Skills and English Skills (3847)

The Mathematics Skills and English Skills qualifications are internally assessed by portfolio. Evidence can be drawn from any activity, theme or context relevant to the learner. The range of units is ideal for learners requiring small-steps or incremental learning to build their confidence, or where learning needs to focus on specific identified skills gap.

Evidence can be gathered and presented in any auditable format, including e-portfolio tools such as City & Guilds [Learning Assistant](#).

Principles of Mathematics and English Skills (3844)

The Principles of Mathematics and English qualifications assessments are externally set by City & Guilds and available on demand via on screen assessment. They are a range of summative tests intended to follow a programme of learning and they are machine marked with instant results.

3.2 Where can I find sample/practice Principles of Mathematics and English assessments?

Sample onscreen assessments (designed to replicate the onscreen assessment environment) are available on the Principles of Mathematics and English qualification webpage.

3.3 Are there any specific assessment conditions for either qualification suite?

The Mathematics and English Skills qualifications are portfolio assessed. There are no specific assessment conditions although candidates' work must be unaided.

The Principles of qualifications are assessed by onscreen tests and must take place under supervised conditions (similar to the National Tests for Adult Literacy and Numeracy). Please check the qualification documentation for details of the equipment permitted for each test.

Candidates can make rough notes whilst taking the test, although cannot take these away with them afterwards.

3.4 What ICT skills will learners need to complete the Principles of Mathematics and English assessments?

These assessments should be accessible to most candidates with minimal training, though it is strongly recommended that candidates have at least one opportunity to practise using the sample onscreen assessments before attempting a live assessment.

3.5 Can we download the Principles of Mathematics and English tests onto a laptop – eg so it can be taken to the candidate's workplace?

Yes – see [e-evolve familiarisation guidance](#) for further information.

3.6 What feedback do candidates receive and where do I find it?

Candidates taking the Principles of tests will receive feedback via a score report format which is generated via the e-volve system during the marking process.

Candidates working towards the Mathematics and English Skills units should receive feedback on their performance from their assessor.

4 Support

4.1 What qualification documentation is available?

The following documents can be downloaded free of charge from the qualification webpages.

[Mathematics Skills and English Skills \(3847\)](#)

- Qualification handbook – provides detail on qualification structure, rules of combination and administration
- Unit handbook – provides detailed information on each unit
- Assessment pack – provides further detailed guidance on appropriate forms of assessment and evidence requirements for each unit
- Candidate logbook – can be used to organise and track candidates' evidence. These can be downloaded free of charge.

[Principles of Mathematics and English Skills \(3844\)](#)

- Qualification handbook – provides detail on qualification structure, rules of combination and administration

Sample onscreen assessments for Mathematics and English – provided for candidates practice/demonstration purposes only.

The following documents are essential for planning and delivery purposes:

- [Adult Literacy Core Curriculum](#)
- [Adult Numeracy Core Curriculum](#)
- [Literacy Progression Overview](#)
- [Numeracy Progression Overview](#)

4.2 What teaching and learning support materials are available?

We are currently developing a comprehensive range of teaching and learning resources designed to support mathematics and English learning in a wide range of contexts, and with **any** relevant Mathematics and English learning. These resources will include:

- recommended resource repository
- interactive activities
- delivery plans for tutors
- revision quiz card sets
- complimentary or standalone e-learning available on-line or through learner smartphones.
- on-going tutor support through live, managed tutor forum with regular webinars, webcasts, discussion groups and regular material updates

Teaching and learning support materials are currently in development and due for full launch summer 2013, for further details please visit:

[Mathematics and English Teaching and Learning Support Materials](#)

4.3 What other support is available?

City & Guilds offers a range of support:

- [Dedicated Mathematics and English qualification webpage](#)
Containing links to a range of Mathematics and English qualifications and other support that form part of our Mathematics and English offer.
- [Events](#)
A range of training and networking opportunities (face-to-face and online) with peers, to help share and build best practice and keep you up to date.
- Qualification Advisors
Our portfolio advisors can provide network events, centre support and guidance on qualification delivery.

4.4 How can I receive regular update about these qualifications?

- To keep up-to-date with **all** of our mathematics and English qualifications (including these new qualifications); please sign up for our regular [Focus Alerts](#). To ensure you receive these updates, please select Maths and English as one of your preferred interest areas.

5 Getting started

5.1 How can we become an approved centre to deliver these City & Guilds qualifications?

If your organisation is new to City & Guilds, you'll need to [apply to become a centre](#) as well as applying for specific approval to offer these qualifications.

5.2 Where can I find information about centre approval?

Mathematics Skills and English Skills (3847)

The fast track approval forms for Mathematics Skills and English Skills (3847) are available on the [qualification webpage](#).

Fast track approval is available if your centre is already approved for:

Functional Skills Mathematics (3748-02) – all levels

Adult Numeracy (3792-01) – Entry level only (*excluding* Entry 3 test-only route)

For English Skills qualifications, fast track approval is available if your centre is already approved for:

Functional Skills English (3748-01) – all levels

Adult Literacy (3792-02) – Entry level only

ESOL Skills for Life (3692) – all levels

If your centre is not eligible for fast-track approval, a Qualification Approval (QAP) form is required (which can be found on the [City & Guilds website](#)). Requests for approval for qualifications are managed by your [local City & Guilds office](#).

Principles of Mathematics and English Skills (3844)

Fast track approval is available if your centre already has approval for any City & Guilds Mathematics and English qualifications and is already set up to use e-volve.

If your centre is not eligible for fast-track approval, please contact your local office and they will advise you on the approval process.

Requests for approval for qualifications are managed by your [local City & Guilds office](#).