Our complete Maths and English offer

Helping you and your learners succeed

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Our offer

Why maths, English and digital skills matter

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.

That's why maths and English aren't 'optional extras' – they're a fundamental part of any balanced learning programme, including apprenticeships and traineeships, and are certainly not something that only matters when it comes to passing exams.

Nevertheless, we recognise the pressures that many providers face that can affect success in maths and English; limited hours and budgets, learners reluctant to engage and/ or feeling they've already 'failed' in these subjects, staff capacity, facilities, reliable forms of initial/ diagnostic assessment, and more. All of these factors can limit a learner's ability to develop the right skills in maths and English.

Whilst we won't claim there are easy answers to all of these challenges, we can promise to continuously support tutors and learners in every way possible to enable better experiences and better outcomes in attaining vital maths and English skills.

Our approach

Our approach is centred on five different themes, all of which are designed to help you and your learners succeed, regardless of your experience with maths and English:

From staff development and CPD events to digital learning materials, we provide end-to-end support.

To ensure that you are kept up to date with our English and maths products and qualifications, visit our email updates page

You can select specific qualifications or areas of interest so that we can make sure that you receive relevant email updates.

1 Industry experience and maths & English expertise

For more than 40 years we have supported both learners and those involved in teaching and assessing skills in maths, English & ICT. Our wide range of qualifications and teaching and learning support resources are all designed to help enhance learners' employability and improve the quality of teaching and learning.

2 The flexibility of our offer

All of our externally marked assessments are available to take any day, any time with the option of being completed either on paper or on-screen. We also have a competitive turnaround on our Functional Skills assessments to ensure you get your learners' results as quickly as possible, and we publish our results release data on a quarterly basis.

3 The City & Guilds brand

You can trust in our experience and expertise because for 140 years City & Guilds has enabled people and organisations in over 80 countries to develop their skills for personal and economic growth.

4 Assessment rigour

Our brand acts as a quality assurance mark that is testament to the rigour of our development processes; how we award and set pass marks, how we standardise our examiners; and how we monitor them over time for quality.

5 Support services

We have a range of solutions designed to help colleges, employers and all other providers to increase the effectiveness of their delivery and keep up to date with changes in the sector. From staff development and CPD events to digital learning materials, we provide end-to-end support.

Summary of our maths and English qualifications in England

City & Guilds has a comprehensive maths and English offer that supports individuals to progress through their learning and work journey.

Level	16-18	19+	Traineeships	Apprenticeships	Professions - CPD
Entry Level 1-3	• Functional Skills English and Maths (4748) Functional Skills ICT (3748) • English and Maths Skills (3847) • Principles of Maths and English (3844) • ESOL Skills for Life (4692)				
Level 1	• Functional Skills English and Maths (4748) Functional Skills ICT (3748) • English and Maths Skills (3847) • Principles of Maths and English (3844) • ESOL Skills for Life (4692)			• Functional Skills English and Maths (4748) • Functional Skills ICT (3748)	
Level 2	• Functional Skills English and Maths (4748) Functional Skills ICT (3748) • English and Maths Skills (3847) • Principles of Maths and English (3844) • ESOL Skills for Life (4692)			• Functional Skills English and Maths (4748)	
Level 3					• English for Literacy and Mathematics for Numeracy Teaching (6255)

Summary of support tools

	Entry level 1	Entry level 2	Entry level 3	Level 1	Level 2
Walled Garden Free online administration services	√	√	√	√	√
cityandguilds.com Guidance and support	√	√	√	√	√
e-Functional Skills Online teaching and learning resources for maths, English and ICT			√	√	√
Network & Support Events	√	√	√	√	√
E-volve Analytics Analyse assessment performance				√	√
Bespoke Consultancy	√	√	√	√	√
SmartScreen	√	√	√	√	√

Maths and English

Our 16–18 maths and English qualification offer

City & Guilds has a comprehensive offer to support the development of maths, English and applied digital skills throughout the 16–18 phase.

This includes highly recognised qualifications such as Functional Skills, as well as an extensive framework of developmental qualifications. We also offer a range of flexible digital learning resources and support tools.

Maths and English are vital for almost any career path and therefore critical to all learners. All post-16 learners are expected to continue developing these skills as a key part of any learning they undertake, with the aim to make as much progress as they possibly can in both skills.

Most types of 16–18 programmes have specific maths and English study or achievement expectations. For example, full-time (540+ hours) study programmes require learners to work towards a qualification if they have yet to achieve GCSE grade 4 or higher in these subjects.

However, programmes should always be tailored to a learner's individual needs and any qualification they work towards should reflect their starting point. This might include qualifications they have achieved previously, as well as evidence from an initial and diagnostic assessment process.

The Government has published a list of qualifications that count towards its maths and English 'condition of funding' requirement within 16–18 programmes. As well as GCSEs, this list includes a number of City & Guilds qualifications that can support and measure learners' progress. These are sometimes described as stepping-stones.

Where learners are following an apprenticeship, they will normally be required to achieve specific qualifications in maths and English if they have not already done so, although even where they have completed the minimum expectation, they should always be encouraged to make further progress.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills English Entry 1–3 (4748-01) Level 1 and 2 (4748-02)	Fundamental applied skills in English communication i.e. Reading, Writing, Speaking and Listening.	Approved for English (unless learner has GCSE grade 3 and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked. Speaking, listening and communication – all levels internally assessed, IQA, EQA.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills Mathematics Entry Level 1–3 (4748-03) Level 1 and 2 (4748-04)	Fundamental applied skills in mathematics and number.	Approved for mathematics (unless learner has GCSE grade 3 and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills ICT (3748-03)	Fundamental applied skills in information and communication technology.	N/A	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked.

Approved by the Department for Education (DfE) under Section 96 for 16–18 delivery.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	ESOL Skills for Life (4692)	Applied language skills for living and working in the UK; includes discrete Awards in Reading, Writing and Speaking & Listening, as well as a combined Certificate.	Approved for English (unless learner has GCSE grade 3 and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 Speaking & Listening and Writing on demand, internally assessed, IQA, EQA. L1/L2 Reading on demand, multiple choice test, paper-delivered or on-screen. Externally set and marked.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	Entry level qualifications (of 45+ guided learning hours) approved as stepping-stones for English (unless learner has GCSE grade 3 and is on a full- time study programme – although even here could potentially be taken as a precursor to GCSE). Other qualifications within this suite not listed as counting towards the condition of funding may still be used in conjunction with a qualification that is listed.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	Entry level qualifications (of 45+ guided learning hours) approved as stepping-stones for Mathematics (unless learner has GCSE grade 3 and is on a full-time study programme – although even here could potentially be taken as a precursor to GCSE). Other qualifications within this suite not listed as counting towards the condition of funding may still be used in conjunction with a qualification that is listed.	Portfolio assessed. Work packs available to support portfolio building.

Approved by the Department for Education (DfE) under Section 96 for 16–18 delivery.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy; assessed through one-off on-screen test.	Does not currently count towards the condition of funding for English, although may still be used in conjunction with a qualification that is listed.	On demand, on-screen, summative test. Externally set and marked. Instant results.
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy; assessed through one-off on-screen test.	Does not currently count towards the condition of funding for mathematics, although may still be used in conjunction with a qualification that is listed.	On demand, on-screen, summative test. Externally set and marked. Instant results. Two part test –calculator/non- calculator.

Visit the gov.uk website for more information about the DfE's condition of funding for maths and English.

For more information on each qualification please visit our website cityandguilds.com.

Approved by the Department for Education (DfE) under Section 96 for 16–18 delivery.

Our 19+ maths and English qualification offer

City & Guilds has a comprehensive offer to support the development of maths, English and applied digital skills throughout life. This includes highly recognised qualifications such as Functional Skills, as well as an extensive framework of developmental qualifications. We also offer a range of flexible digital learning resources and support tools.

Maths and English are vital for almost any career path, and critical to all learners' life chances. The Government fully funds most types of maths and English provision up to Level 2 where learners have not previously gained GCSE grade 4 or higher in these subjects.

Where learners are following an apprenticeship, they will normally be required to achieve specific qualifications in maths and English if they have not already done so, although even where they have completed the minimum expectation, they should always be encouraged to make further progress.

Any maths and English provision should always be tailored to a learner's individual needs and any qualifications they work towards should reflect their starting point. This might include qualifications they have achieved previously, as well as evidence from an initial and diagnostic assessment process.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in English Entry level (4748-01) Level 1–2 (4748-02)	Fundamental applied skills in English communication.	Full funding for learners without GCSE English at grade 4–9 or higher, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked. Speaking, listening and communication –all levels internally assessed, IQA, EQA.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in Mathematics Entry level (4748-03) Level 1–2 (4748-04)	Fundamental applied skills in mathematics and number.	Full funding for learners without GCSE Mathematics at grade 4–9 or higher, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills ICT (3748-03)	Fundamental applied skills in information and communication technology.	Funding available for Entry 1 - Level 1, with fixed funding rate per qualification (NB: different funding rules apply if completed as part of an apprenticeship).	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 – paper-delivered or on-screen delivered, externally set and marked.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	ESOL Skills for Life (4692)	Applied language skills for living and working in the UK. Includes discrete Awards in Reading, Writing and Speaking & Listening, as well as a combined Certificate.	Full funding only for learners receiving (or eligible for) active benefits, with co-funding for other learners. Available to learners without GCSE English at grade 4–9 or higher, with a fixed funding rate for each qualification, although the Skills Funding Agency currently operates a system of 'top ups' where programmes require additional time. Not fundable within apprenticeships.	Entry – paper-based, on demand, externally set, internally assessed, IQA, EQA. L1/L2 Speaking & Listening and Writing on demand, internally assessed, IQA, EQA. L1/L2 Reading on demand, multiple choice test, paper-delivered or on-screen. Externally set and marked.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills. Available in a range of sizes (single-unit Award, themed Award and Certificate).	All themed Awards at Entry 1–3 are approved for funding. A fixed funding rate applies in each case. Learners without GCSE English at grade 4 or higher are eligible for full funding. Not fundable within apprenticeships. Individual units may be fundable in certain instances. Whilst not fundable in their own right, Level 1 and Level 2 qualifications may still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	Portfolio assessed. Work packs available to support portfolio building.
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills. Available in a range of sizes (single-unit Award, themed Award and Certificate).	Some themed Awards at Entry 1–3 are approved for funding. A fixed funding rate applies in each case. Learners without GCSE Mathematics at grade 4 or higher are eligible for full funding. Not fundable within apprenticeships. Individual units may be fundable in certain instances. Whilst not all themed Awards are fundable in their own right, these qualifications may still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	Portfolio assessed. Work packs available to support portfolio building.

Level(s)	Qualification	Purpose	Condition of funding status	Assessment
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy, assessed through a one-off on-screen test.	Only approved for funding at Level 1 with a fixed rate applied. Learners without GCSE English at grade 4 or higher are eligible for full funding. Not fundable within apprenticeships. Whilst not fundable in its own right, the the Entry 3 and Level 2 qualification might still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	On demand, on-screen, summative test. Externally set and marked. Instant results.
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy, assessed through a one-off on-screen test.	Approved for funding at Entry 3 and Level 1. A fixed funding rate applies in each case. Learners without GCSE Mathematics at grade 4 or higher are eligible for full funding. Not fundable within apprenticeships. Whilst not fundable in its own right, the Level 2 qualification might still prove useful in supporting learners' progress and could be completed alongside a fundable qualification.	On demand, on-screen, summative test. Externally set and marked. Instant results. Two part test; calculator/non

Maths and English for speakers of other languages

To help meet the specific needs of learners for whom English is not a first language, City & Guilds offers a full suite of English language qualifications.

Our ESOL Skills for Life qualifications (4692) are flexible in structure and more appealing to a wider range of learners. Crucially, they now count towards the Government's 'condition of funding' within 16–18 provision, as well as being widely used by adult learners in a range of settings.

As part of a wider programme, it is possible to combine our ESOL qualifications with other aspects of our maths, English and applied digital skills offer.

For details of the funding/policy expectations applicable to each of these qualification suites, please see the 16–18 and 19+ tables in the previous sections.

It is also important to keep in mind that the Government's expectation that all learners should ultimately aspire to achieve GCSEs in English and Mathematics applies equally to speakers of other languages.

Single-mode ESOL qualifications

Our ESOL Skills for Life (4692) qualifications now recognise each of the three linguistic modes (Reading, Writing and Speaking & Listening) as full qualifications in their own right. This allows programmes to be tailored more closely to learners' immediate needs, especially where their language capabilities are 'spiky' in profile or where achievement is time critical.

The following may be of particular relevance

- Functional Skills English (4748-01 and 4748-02)
- Functional Skills Mathematics (4748-03 and 4748-04)
- Functional Skills ICT (3748-03)
- English Skills (3847)
- Mathematics Skills (3847)
- Principles of Using Written and Spoken English (3844)
- Principles of Using Mathematical Techniques (3844)

Flexible and personalised maths and English qualifications and learning units

Many learners will benefit from shorter programmes that enable them to develop specific numeracy or literacy skills for aspects of work and life. The English/Mathematics Skills (3847) suite of qualifications was designed particularly with these learners in mind, allowing small units of learning to be recognised and rewarded.

Because of the highly flexible way in which these qualifications are assessed, evidence of meeting the assessment criteria can be drawn from almost any work-related or other context relevant to the learner. The units can also easily be combined together and evidenced through more holistic activities, for example using the 'work packs' we have developed to support these qualifications.

Unit funding

Whilst the 'Themed Awards' are the smallest size of qualification currently eligible for funding under the Adult Skills Budget (for 19+ learners), the Skills Funding Agency has introduced a separate unit offer that allows certain categories of learner and programme type to attract funding for individual units, rather than whole qualifications. Usually, this is where learners would benefit from a very short and focused intervention to help get them into work or enable progress to the next level of learning. Unit funding can be particularly valuable when working with unemployed adults or offenders. Most of the units within the 3847 suite are eligible for unit funding (for a full list please see our maths and English funding and policy guide*).

*If accessing unit funding, it's crucial that the relevant unit number (UN) is quoted when recording the aim for funding purposes, rather than the qualification number (QN). Nevertheless, don't forget each unit is able to be certificated as a qualification in its own right.

Maths and English within traineeships

Traineeships are designed to help prepare 16–24 year-olds for the world of work, so it's vital that they include plenty of opportunity for learners to improve their maths, English and digital skills – along with the other work preparation skills that form part of their programme.

The formal funding/policy expectations for studying maths and English within traineeships are the same as those for 16–18 study programmes (please see the 16–18 section from page 8). Note the condition of funding only applies to traineeships of at least 150 hours (where the requirements reflect those for a part-time study programme), although even where learners are on-programme for less than 150 hours they are still expected to study maths and English if they have not already achieved GCSEs in these subjects at grade 4 or higher.

The flexible and work-orientated nature of most traineeships makes many of our maths and English qualifications particularly suitable – for example, the English/Mathematics Skills suite (3847) enables learners to focus on specific literacy or numeracy skills within a context that is relevant to them. Where they are subject to the condition of funding, a Functional Skills qualification might be a suitable destination – especially if their next step is an apprenticeship.

Our full list of qualifications available to Traineeship learners

- Functional Skills English (4748-01 and 4748-02)
- Functional Skills Mathematics (4748-03 and 4748-04)
- Functional Skills ICT (3748-03)
- ESOL Skills for Life (4692)
- English Skills (3847)
- Mathematics Skills (3847)
- Principles of Using Written and Spoken English (3844)
- Principles of Using Mathematical Techniques (3844)

Maths and English within apprenticeships

Maths and English are fundamental to success in all jobs and career paths, so all apprenticeships need to include opportunities for learners to develop their knowledge, understanding and use of maths and English.

The following qualifications are available to apprenticeship learners

- Functional Skills English (4748-02)
- Functional Skills Mathematics (4748-04)

For many apprentices this will involve having to achieve specific qualifications in these subjects as part of their programme. Being able to operate effectively in a digital environment is also vital to most jobs.

The minimum required to complete most Level 2 apprenticeships are qualifications in maths and English at Level 1 or above (e.g. Functional Skills at Level 1 or 2, or GCSE at grade 2 or higher). It is important to check the relevant standard for the exact requirements as in some cases the requirements may be higher or more tightly defined. Where apprentices already have maths and English qualifications at the minimum level required to complete their apprenticeship, they should be supported to work towards the next level.

All Level 3 apprenticeships require learners to have achieved Level 2 qualifications in mathematics and English by the time they complete their programme. This will usually involve either Functional Skills at Level 2 or GCSE at grade 4 or higher, although again it is important to check as some apprenticeship standards have more tightly prescribed requirements.

Robust, yet accessible assessment services

We want all learners to achieve the best outcomes in maths and English which is why our assessments are designed to be as accessible as possible, while at the same time ensuring the City & Guilds quality standard. They are flexible yet challenging, providing a robust measure of learners' capabilities.

Key advantages of the e-volve system

- Assessments available 24 hours a day and possible to schedule as little as 30 minutes before they are taken.
- Possible to download assessments in advance then complete in a remote location without internet access.
- Reduced administration (compared to paper-based) with no storing or couriering papers.

Nearly all of our externally marked maths and English assessments are available on demand, with the vast majority of these now taken on-screen using the e-volve platform.

e-volve centre analytics

e-volve centre analytics is our unique service that allows you to analyse data from any tests taken via the e-volve system. The analytics help you to understand the performance of your own learners, as well as being able to compare with a 'global average' across all City & Guilds centres, assessment activity and candidate/cohort performance of on-screen e-volve tests.

In the case of Functional Skills, e-volve centre analytics will particularly help you to spot any patterns in candidate performance. For example, particular areas of the subject criteria that they seem to be struggling with, so delivery can be adjusted accordingly.

Feedback for paper-based Functional Skills exams is also available through the analytics service. This information can be accessed through your e-volve analytics account or if you only use paper-based exams, our Customer Service team can set you up with an account.

Supportive quality assurance model for internal assessments

A sizeable number of our maths and English qualifications are internally assessed, allowing centres maximum flexibility over when and how assessments take place. Any internal assessment decisions are always underpinned by a process of both internal and external quality assurance, with regular visits and monitoring from an allocated External Quality Assurer (EQA).

e-Certificates

e-Certificates is a free service offered by City & Guilds which enables centres to view and download electronic PDF versions of certificates as soon as 24 hours after the results are published on the Walled Garden.

Centres will be able to access verifiable electronic copies of all certificates issued from 1 April 2013 until the present day.

You will still continue to receive printed copies of certificates if required. However, e-Certificates are issued and endorsed by City & Guilds as a valuable digitally verifiable alternative to traditional presentation certificates.

If you are interested in removing the administrative burden of dealing with paper certificates and results lists, you can distribute the e-Certificates to your learners by email or print them on the learner's behalf. Alternatively, if you are interested in providing your learners with free accounts so they can access their own certificates and receive email notification when a new one is ready, then we'd love to hear from you – please let your business manager know, or email: getecertificates@cityandguilds.com

To learn more visit: cityandguilds.com

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Digitial credentials

Digital credentials are data-rich representations of knowledge, skills, or behaviours developed through the learning programme - fully verified by City & Guilds. They provide portable and verifiable information about skills and achievements at the click of a button.

We know learners work tirelessly to achieve success in their Functional Skills qualifications, so it is important that their achievement is instantly recognised.

Learners can display and share thier digitial badges across social networks like LinkedIn, Facebook and Twitter, embed them into their own websites or vlogs and share with friends and colleagues through email.

Each Functional Skills digital credential issued by City & Guilds reflects the qualification gained and the skills needed to achieve it.

Complete support solutions

With an increased emphasis on improving all learners' maths and English, there is growing pressure on teachers and tutors to ensure these skills are developed across the whole curriculum.

We give you access to an unrivalled support package to help ensure you have all the resources you need to deliver the best possible experience and the best possible outcomes for your learners.

City & Guilds combines a long history of dedication to skills development with investment in new technologies to help make the teaching and learning experience as successful as possible.

As part of this commitment, we understand the need to support tutors who are both specialists and non-specialists in numeracy and literacy, so they have the confidence and skills to deliver consistently high quality programmes.

We've always complemented our numeracy and literacy qualifications with a range of professional qualifications for teachers and assessors of these skills. In fact, we were pioneering basic skills practitioner qualifications a full three decades before QTLS or any of the current workforce development initiatives.

The following qualifications could potentially be used to support staff development and upskilling:

Level(s)	Qualification	Purpose	Assessment
Level 3	English for Literacy and Language Teaching (6255-01)	Designed to support non-specialist teachers of English in developing their personal skills, as well as potentially preparing them to work towards a Level 5 subject specialist qualification.	Portfolio of evidence or assignments
Level 3	Mathematics for Numeracy Teaching (6255-02)	Designed to support non-specialist teachers of mathematics in developing their personal skills, as well as potentially preparing them to work towards a Level 5 subject specialist qualification.	Portfolio of evidence or assignments
Level 2 Level 1 Entry 3 Entry 2	Functional Skills qualification in English (3748-01)	Fundamental applied skills in English communication.	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Functional Skills qualification in Mathematics (3748-02)	Fundamental applied skills in mathematics and number.	

Level(s)	Qualification	Purpose	Assessment
Level 2 Level 1 Entry 3 Entry 2 Entry 1	English Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific literacy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	
Level 2 Level 1 Entry 3 Entry 2 Entry 1	Mathematics Skills (3847)	A flexible range of unit-based qualifications that can underpin development of specific numeracy skills; available in a range of sizes (single-unit Award, themed Award and Certificate).	
Level 2 Level 1 Entry 3	Principles of Using Written and Spoken English (3844)	Covers key aspects of literacy.	Assessed through one-off on-screen test
Level 2 Level 1 Entry 3	Principles of Using Mathematical Techniques (3844)	Covers key aspects of numeracy.	Assessed through one-off on-screen test

e-Functional Skills

e-Functional Skills provides dynamic content to support all areas of Functional Skills from initial assessment to self-learning and assessment preparation.

All content is mapped to our Functional Skills qualifications, covering Entry 3 and Level 1 and Level 2 in maths, English and ICT. e-Functional Skills has content suitable for all learning styles, supporting independent study, blended learning and traditional classroom environments.

It is fully compatible with mobile and tablet devices – so learners can work in any location at a time that best suits them. e-Functional Skills delivers Functional Skills development, assessment preparation and support tailored specifically to City & Guilds' Functional Skills assessments.

Initial and diagnostic assessment

We offer a dynamic initial assessment tool as a standalone purchase for only £1 per learner. This assessment identifies the learner level so that you can put them onto the right level of maths and/or English.

A diagnostic tool is available to help identify specific skills gaps through bite-sized tests. Results provide you with clear skills profiles for learners/groups and help you plan appropriate, personalised learning programmes.

With e-Functional Skills you can:

Design and deliver fully customised and engaging learning programmes – e-Functional Skills automatically generates bespoke learning plans for individuals, providing links to appropriate interactive resources which allow them to work independently to develop their identified skills needs. The lesson builder tools enable you to create bespoke lesson plans for individuals or cohorts. When used in combination with the content import and export tools, you can include existing teaching resources and also export content onto your own learning platform or interactive whiteboards to support blended classroom learning.

You can encourage learner development and promote self-motivated learning – The interactive multi-media resources are organised by level and skill area. Topics are introduced and explained with worked examples, and knowledge is tested at the end of each topic to check and confirm progress.

Fully prepare learners for their Functional Skills assessments – access extensive guidance to help learners prepare for assessment, with scenarios and samples drawn from City & Guilds' sample papers. In addition you can, find useful guidance to help build learners' confidence and ensure they are assessment ready.

Robust data to monitor learner performance and help prepare for inspection – The inbuilt initial and diagnostic assessment tracking and reporting tools help you to evidence learners' individual progress and achievements throughout the programme.

Smartscreen

SmartScreen is our bespoke online teaching and learning platform. It supports learners, tutors and assessors by providing specific support materials for City & Guilds qualifications.

With over 150 qualifications supported across 20 different industries, SmartScreen gives you access to a large bank of online resources including delivery tools for tutors and assessors and handy learning materials designed to boost engagement.

SmartScreen maths and English

The following content is available for Functional Skills:

- Tutor resources mapped directly to the Functional Skills subject content
- Sample Schemes of Work for each subject and level
- Resource Delivery Guides for each level of Functional Skills maths and English which guide you to the relevant resources for each Subject Content Statement
- e-learning bites and videos
- Maths and English in context
- Assessment preparation
- Speaking and listening support for learners

smartscreen.co.uk

Open Assess

In Open Assess learners can take our Functional Skills on-screen sample tests in a replicated version of the live test environment – allowing learners to become familiar with the on-screen environment they will face, and practise taking a test.

Open Assess stores learners' responses so that teachers can access and mark these – which enables them to provide feedback for the learners and make more informed judgements about their learners' readiness for the real thing.

Sample on-screen assessments for the reformed Functional Skills qualifications (4748) in English and maths are available on Open Assess, together with a familiarisation test for each subject, which supports learners to understand how to use the tools available in the platform when they are answering questions. As new sample materials are released, we will add them to the platform.

Resources and contact information

Our number one goal is to provide you with an unrivalled level of support, ensuring you have the advice, guidance and resources you need to deliver the best possible experience to your learners.

Our maths and English team includes:

Maths and English Advisors – dedicated subject specialists to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment.

Dedicated Account Manager – along with a named contact for all your quality needs.

Contact us now

For general enquiries about maths and English

0192 4930 800

For information on how to become a centre

centresupport@cityandguilds.com

#CGMathsEnglish

For support with SmartScreen and e-Functional Skills Reloaded

digitalsales@cityandguilds.com

+44 (0)20 7294 2400

cityandguilds.com/mathsandenglish

About City & Guilds

For almost 150 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

Contact us

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