

For the attention of the  
Essential Skills (NI) Co-ordinator

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## Qualifications      Essential Skills (NI)

Number                      3800

### This news sheet contains the following information:

- New process for obtaining live Level 1-2 desktop tasks and Entry level tasks  
**\*\*\*IMPORTANT CHANGE – PLEASE NOTE AND ACTION\*\*\***
- New Qualification Accreditation Numbers (QANs) for Essential Skills Communication/Literacy and Application of Number/Numeracy
- Essential Skills as part of a wider 'maths and English' offer

### New process for obtaining live Level 1-2 desktop tasks and Entry level tasks

**\*\*\*IMPORTANT CHANGE\*\*\***

As a result of a recent decision by CCEA to end the centralised printing and distribution arrangements that operated for all Essential Skills awarding organisations, City & Guilds is from this month introducing its own arrangements for supplying the live Level 1-2 desktop tasks (DTTs) and Entry level tasks to centres.

As a first step, we will be making each of the live DTTs and Entry level tasks available as password-protected downloads from our Essential Skills webpage ([www.cityandguilds.com/essentialskillsni](http://www.cityandguilds.com/essentialskillsni)). They will appear on the 'General information' tab under 'Assessment Materials' (alongside the sample tasks and action based activity templates).

Uploading the full catalogue of live tasks may take a few weeks to complete given the number of documents involved, although we will try to prioritise the most popular titles. A password for downloading the live tasks will be added to the 3800-40 and 3800-50 Catalogue pages on the Walled Garden once the first batch of tasks have been uploaded.

We also plan to set up an additional service for any centres especially requiring hard copies of the **candidate question/answer booklets**. This is likely to be limited to the most popular titles, although we will provide further details about these arrangements once they've been set up.

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NEWS



In the meantime please be aware that the CCEA-managed Essential Skills Material Ordering website **is no longer available to City & Guilds centres**, although we understand CCEA will fulfil any existing orders placed before close of business on 28 February 2013.

## New Qualification Accreditation Numbers (QANs) for Essential Skills Communication/Literacy and Application of Number/Numeracy

As a result of recent changes to the regulation of qualifications in Northern Ireland, it has been necessary to introduce new Qualification Accreditation Numbers (QANs) for each of the Essential Skills Communication, Adult Literacy, Application of Number and Adult Numeracy qualifications. This is purely a **technical change**, and does not in any way affect the content, assessment requirements or City & Guilds product codes for these qualifications. They continue to be accessed via 3800-40 and 3800-50.

The change formally took effect from 1 December 2012, and **all** certificates issued on or after 3 December 2012 display the new QANs and 'CCEA Accreditation' logo. To avoid any complicated re-approval or candidate transfer arrangements, we've simply applied the new QANs to **all candidates** – regardless of when registered for 3800-40 or -50, or when their Essential Skills programme began. It may therefore be necessary to ensure the appropriate QAN is recorded when submitting returns to DEL.

The new QANs are displayed on the 3800-40 and 3800-50 Walled Garden Catalogue pages, although for reference they are:

City & Guilds product code	Qualification title	New QAN <small>from 1 December 2012</small>	Old QAN <small>until 30 November 2012</small>
3800-40	Entry Level Certificate In Essential Skills - Adult Literacy	600/7131/X	100/3292/7
	Level 1 Certificate In Essential Skills - Communication	600/7136/9	100/4198/9
	Level 2 Certificate In Essential Skills - Communication	600/7133/3	100/4199/0
3800-50	Entry Level Certificate In Essential Skills - Adult Numeracy	600/7132/1	100/3293/9
	Level 1 Certificate In Essential Skills - Application of Number	600/7134/5	100/4200/3
	Level 2 Certificate In Essential Skills - Application of Number	600/7137/0	100/4201/5

Please note there has been **no change** to the QANs for Essential Skills ICT (3800-60).

The next review date for these qualifications is 31 August 2014, after which there are likely to be changes to the assessment model for Communication and Application of Number.

## Essential Skills as part of a wider ‘maths and English’ offer

You might be aware that City & Guilds has recently launched a series of new maths and English qualifications in England that sit on the Qualifications and Credit Framework. It includes a framework of bite-sized units that can be used to put together a flexible and personalised programme to build learners’ confidence and help them to address specific skills gaps. They’re not a direct replacement for any existing qualification – the policy agenda in England sees them more as a means of supporting learners as they progress towards more established qualifications such as GCSE or Functional Skills.

Please be aware these qualifications are **not** currently approved for use in Northern Ireland, although Essential Skills tutors may nevertheless find units and supporting guidance interesting, since they are all based on the Adult Numeracy/Literacy standards and aligned in each case to the Core Curriculum – see [www.cityandguilds.com/Courses-and-Qualifications/skills-for-work-and-life/english-mathematics-and-ict-skills/3847-english-skills-and-mathematics-skills](http://www.cityandguilds.com/Courses-and-Qualifications/skills-for-work-and-life/english-mathematics-and-ict-skills/3847-english-skills-and-mathematics-skills) for further details.

## And a new support offer...

We are also developing a range of new teaching and learning materials to support numeracy/maths and literacy/English tutors and learners. Unlike the previous Key/Functional Skills materials we have developed for SmartScreen and other platforms, these materials won’t be branded as ‘only’ supporting for a particular qualification or geographical area. The materials will be referenced to the Core Curricula, and suitable for use within almost any setting.

These materials will be introduced this summer, and will include a mixture of free resources (available to all City & Guilds centres) and subscription-based content.