City & Guilds | Maths & English

Essential Skills Wales network

Autumn 2017

Welcome…

- Update on Essential Skills qualifications
  - policy update
  - Qualifications Wales Implementation Review
  - availability of assessments
- Essential Skills for Work and Life
  - reminder about this suite of complementary units
- Anything else you'd like to talk about
  - ESOL, teaching/learning, WEST, SkillsZone…

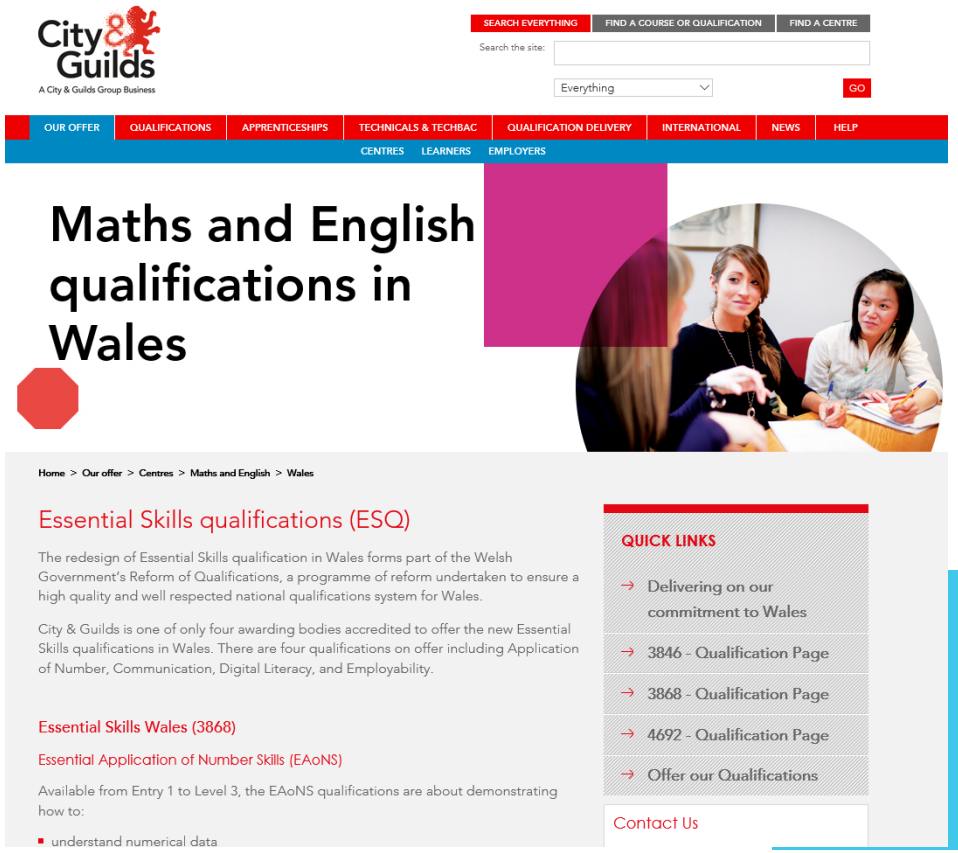
- TodaysMeet.com/CGEssentialSkills

Where to find things…

Our principal web resources	Description
City & Guilds | SmartScreen	**SmartScreen** is our teaching and learning platform. Search for www.smartscreen.co.uk or link through any webpage.
WalledGarden	**Walled Garden** is our secure administration portal – for registrations, entries, results, purchases, etc.
City & Guilds A City & Guilds Group Business	**cityandguilds.com** is our public website – qualification specifications, handbooks, assessment materials and other guidance.
TELL US WHAT INTERESTS YOU	Sign up at www.cityandguilds.com/updates to receive regular email alerts and updates. Be sure to select **Maths and English** and/or **Essential Skills Wales** when asked for your preferences.

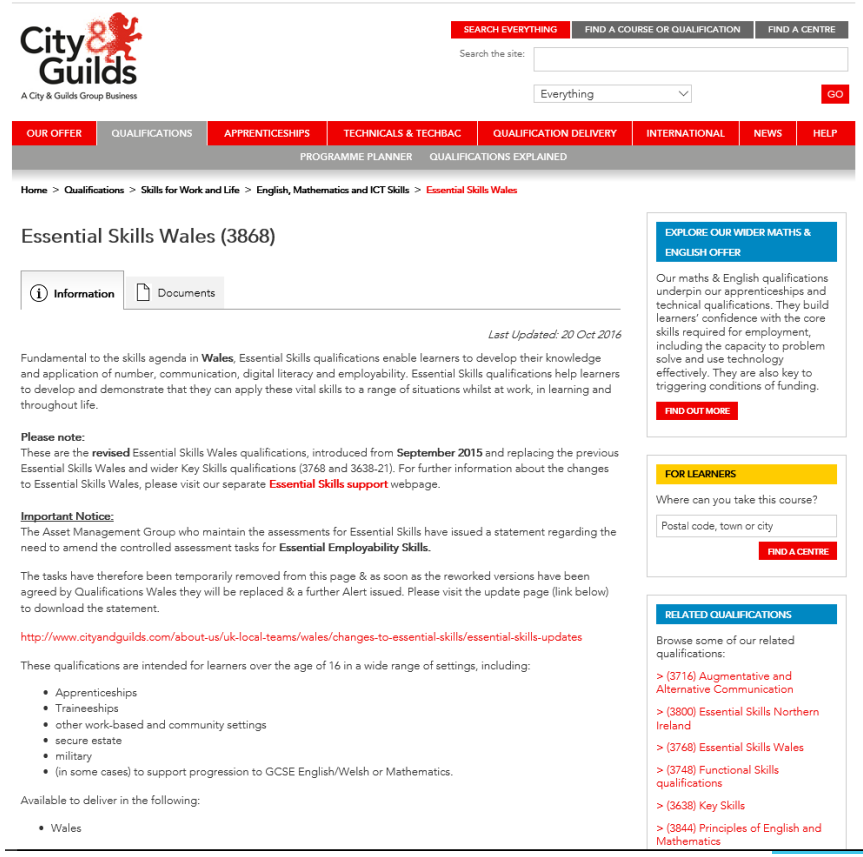
Navigating the cityandguilds.com site…

- go to cityandguilds.com/mathsandenglish, then click on the links to **Wales**
- landing page contains an overview, with links to the Essential Skills qualifications (**3868**) webpage
- also links to our Essential Skills for Work and Life (**3846**) suite.



Locating the key information

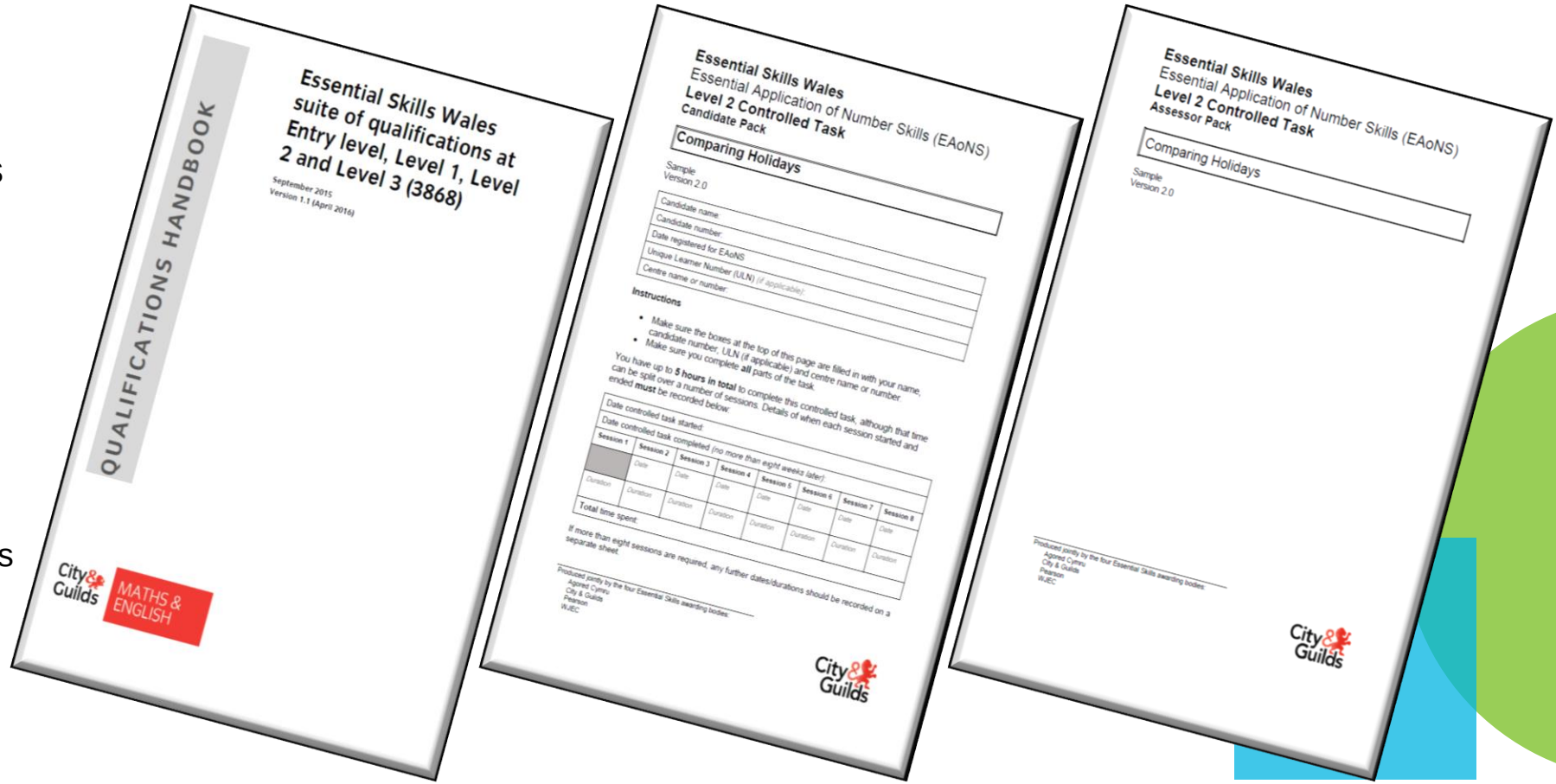
- Go to cityandguilds.com
- Type in qualification number **3868** to find our Essential Skills Wales qualification information and documents webpage.
- Look out for the **Information** and **Documents** tabs at the top of the page.



Key documents: handbook and sample assessments

- Handbook includes
  - assessment model
  - conduct requirements
  - admin guidance
  - FAQs

- Sample assessments
  - controlled tasks
    - candidate papers
    - assessments packs
  - confirmatory tests



Key documents: delivery guidance
(from ColegauCymru/CollegesWales)

- Now consolidated back into one volume
- Supports teaching and learning
  – distinct from qualification documentation issued by awarding bodies

Essential Skills qualifications in context

- Revised ESQs introduced 2015
  - Qualifications Wales recently carried out Implementation Review – report and recommendations due later this autumn
- awarding bodies continuing to work on further controlled tasks
  - further titles added over summer
  - updated samples
- shared bank of controlled tasks and tests
- SASW now recognises a number o ‘proxy’ qualifications accepted in lieu of
  - although October 2016 changes to SASW introduced a number of ‘proxy’ qualifications
- ColegauCymru documents updated – now **one** volume again.

Controlled tasks – joint-AB standardisation Application of Number

- Quality of work produced generally improving
  - candidates especially seem to be reading through task before compiling plan.
- More care needed over planning
  - choice of method not always evident/explained
  - over-reliance on spider diagrams (not always labelled/sequenced clearly).
- Workings must be shown for calculations
  - 'process' marks will be lost if not shown (even if answer correct)
  - manual calculations must be visibly evident
  - rough and crossed-out workings should still be submitted.
- Methods of presentation
  - previous feedback about positive marking of graphs, charts, tables and diagrams seems to have been taken on board
  - Candidates may use software solutions to create graphs, charts, tables and diagrams (although important they are capable/comfortable doing so in terms of their digital skills).
- Assessment and IQA
  - assessors need to include annotations and justifications for their decisions
  - Principle of 'follow through' applies throughout.

Controlled tasks – joint-AB standardisation Communication

- Quality of work produced generally improving
  - candidates nevertheless must be adequately prepared before attempting live task.
- Speaking and Listening
  - record sheets **must** be completed (centres cannot change content of forms)
  - marks for support material can only be given if used in presentation (Levels 2-3), not discussion.
- Reading
  - assessors should ensure they justify marks given.
- Writing
  - assessors should annotate texts to identify errors and where marks deducted
  - Recommended assessors also annotate to show if evidence brought in from discussion
  - candidates expected to show evidence of having checked their work.

Controlled tasks – joint-AB standardisation
Digital Literacy

- Digital Collaboration
  - screen shots often used to evidence collaboration (including Padlet and email); witness testimony – even if detailed isn't really sufficient on its own
  - crucial to ensure footprint of digital collaborations does not remain visible online afterwards.
- Digital Information
  - research time outside of task not always approached consistently – also problematic if candidates wanting to bring in findings
  - ABs keen to seek views from centres about how we could make this fairer?
- Digital Productivity
  - good evidence of effective folder structures.
- Digital Creativity
  - some instances of text simply being copied/pasted into presentations – where this happens, candidates should at least acknowledge source
  - better if candidates modify/amend text (although we're not assessing their writing).
- Structured discussion
  - take care to avoid this reverting to a Q&A
  - CollegesWales has provided generic guidance on underlying concepts.

The wider offer…

Learner qualifications – 3868 and 3846

Essential Application of Number Skills (EAoNS) (3868-02)
Available at levels 1-3, with a two-part end-assessment: controlled task and confirmatory test
also includes legacy (from 2010) ESW Application of Number qualifications at Entry level

Essential Communication Skills (ECommS) (3868-01)
Available at levels 1-3, with a two-part end-assessment: controlled task and confirmatory test
also includes legacy (from 2010) ESW Communication qualifications at Entry level

Essential Digital Skills (EDLS) (3868-03)
Available at Entry 1 to Level 3, with a two-part end-assessment: controlled task and structured discussion

Essential Employability Skills (EES) (3868-04)
Available at Entry 3 to Level 3, with a two-part end-assessment: controlled task and structured discussion

Essential Skills for Work and Life (3846)

Wide range of units and qualifications available at Entry 1 to Level 3.

Supports progression to 'full' Essential Skills qualifications, and particularly suitable for flexible patterns of provision.

Practitioner qualifications – 8375

Level 3 Certificate for Essential Skills Practitioners (Literacy) (8375-01)

Level 3 Certificate for Essential Skills Practitioners (Numeracy) (8375-02)

Level 3 Certificate for Essential Skills Practitioners (ESOL) (8375-03)

Level 3 Certificate for Essential Skills Practitioners (Digital Literacy) (8375-04)

Essential Skills for Work and Life (3846)

Levels	Entry 1, Entry 2, Entry 3, Level 1, Level 2, Level 3

Structure	▪ **Flexible and personalised structure**
	  ▪ each qualification can include a **mixture** of number, communication and ICT units, depending on learner need
	
	▪ **Range of qualification sizes**
	  ▪ Award (min 6 credits) - all levels
	  ▪ Certificate (min 16 credits) – all levels
	  ▪ Extended Certificate (min 24 credits) – Entry 1-3 only
	  ▪ Diploma (min 37 credits) – Entry 1-3 only

Assessment	Internally assessed – portfolio-based e-portfolio tools (eg Learning Assistant) can be used Internal and External Quality Assurance required
Suitable for	Learners who have specific identified skills gaps and require a personalised approach to learning and assessment in a context relevant to their needs

Thank you

For more information about our complete range of products and services to support literacy, numeracy and the other essential skills, please visit: www.cityandguilds.com/mathsandenglish

You can also follow:

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