



Certificate in ESOL Skills for Life – Entry Level 1

NEL011

Duration: Flexible part-time

The **City and Guilds Scheme 3692 Certificate in ESOL Skills for Life** contributes to the Government’s Skills for Life initiative by providing assessment of ESOL which is designed around the standards for adult literacy and the ESOL Core curriculum. It is designed to cover the standards and curriculum with sufficient range, breadth and depth to reflect properly the use of the English language in real world situations, appropriate to the needs of the client groups and the NQF level in question

Course Aims

The qualification has a focus on applying language skills in everyday UK situations, emphasising practical application of skills needed to succeed in everyday life and study in the UK

Course Market

The target users for this qualifications are as follows:

1. Settled communities, including communities from the Asian sub-continent and Hong Kong. Some would-be learners work long and irregular hours and therefore cannot attend classes regularly.
2. Refugees in the categories of:
 - asylum seekers, most of whom are very keen to learn despite the challenges of resettlement and the trauma from their recent experiences
 - settled refugees, many of whom have had professional jobs in the past, though some may have suffered a disrupted education due to war and unrest
3. Migrant workers who work or settle in the UK for most of their lives
4. Partners and spouses of learners from all parts of the world who may have been settled for a number of years and need to participate in the local community but are prevented by family responsibilities or low income from attending EFL courses
5. Full or part-time post-16 learners who have had part of their school education in Britain, but who want to continue studying English language to support their employment or higher education aims.

These varied groups have different language needs arising from their diverse language, educational and professional/employment backgrounds. Some learners may have no previous education or employment, or they might be highly educated professionals or have the ability to speak several languages

Course Structure

The qualification consists of three mandatory units:

001	Entry 1 Speaking and listening
002	Entry 1 Writing
003	Entry 1 Reading

Unit Summary:

001: Speaking and Listening

At this level, adults can:

- listen and respond to spoken language, including simple narratives , statements, questions, and single-step instructions
- speak to communicate basic information, feelings and opinions on familiar topics
- engage in discussion with another person in a familiar situation about familiar topics

An adult will be expected to:

- listen for gist of short explanations
- listen for detail using keywords to extract some specific information
- follow single-step instructions in a familiar context, asking for instructions to be repeated if necessary
- listen & respond to requests or personal information
- speak clearly to be heard and understood in simple exchanges
- make requests using appropriate terms
- ask questions to obtain specific information
- make statements of fact clearly
- speak & listen in simple exchanges & everyday contexts

002: Writing

At this level, adults can:

- write to communicate Information to an intended audience.

An adult will be expected to

- use written words & phrases to record or present info
- construct a simple sentence
- punctuate a simple sentence with a capital letter and a full stop
- use a capital letter for personal pronoun 'I'
- spell correctly some personal key words and familiar words
- write letters of the alphabet using upper & lower case

003: Reading

At this level, adults can:

- read and understand short texts with familiar repeated language patterns on familiar topics
- read and obtain information from common signs and symbols.

An adult will be expected to:

- follow a short narrative on a familiar topic or experience
- recognise the different purposes of texts at this level
- possess a limited, meaningful sight vocabulary of words signs and symbols
- decode simple, regular words
- recognise letters in upper & lower case

Certification/Award

To achieve a certificate at each level a candidate must complete all three mandatory units. Candidates can achieve at different levels but the certificate will be at the lowest level of achievement.

The principles for awarding and reporting on achievement in unitized ESOL qualifications are as follows:

1. the award of a qualification must require completion of all the prescribed units for all the modes in the qualification
2. in qualifications covering more than one mode, candidates will be able to be assessed in and have their achievement recorded at different levels in different modes, if desired
3. in qualifications covering more than one mode the overall qualification will
 - be awarded at the level of the lowest mode
 - indicate on the certificate the level achieved in each mode as well as the overall level
4. qualifications may be awarded at all levels from Entry 1 to Level 2. Units will be at pass or fail only.

Achievement of individual units will be communicated to candidates by a Certificate of Unit Credit, which will clearly indicate that it is for a unit contributing to a qualification, not for a whole qualification. A qualification certificate will only be used for achievement of a whole qualification.

When candidates take the activities in one mode at a higher level than the others and are successful, they will obtain the qualification at the level of the lowest mode. They can then carry forward the unit/s achieved at the higher level until such point as they are ready to be assessed in that level's remaining unit/s. They can then receive the full qualification at the higher level. This caters for the different levels, amongst individual learners, of performance in the three modes.

Candidates must be registered for the level of the award at which they will be seeking certification.

Details of how candidates can build up achievement in different modes at different times to achieve the overall qualification are listed below.

ESOL Skills for Life – Entry Level 1 (001-003)		
Speaking and Listening	Writing	Reading
001	002	003
001	002	103
001	002	203
001	102	003
001	102	103
001	102	203
101	002	003
101	102	003
101	202	003
101	002	103
101	002	203
201	002	003
201	102	003
201	202	003
201	002	103
201	002	203

Duration

Flexible

Assessment

All of the ESOL standards are assessed through a single assignment at each level. The assessment is primarily through integrated assignments which combine modes of language as they are in real life. All assessments also allow for separate assessment and certification by individual mode.

Assignments are built around themes. Each assignment is set in a real or realistic situation, and takes candidates through a series of related and usually sequential activities which together assess the standards at that level, drawing context from the Curriculum. Each assignment is also capable of leading to individual unit certification.

Where a candidate has not correctly completed one of the assignments on the first presentation, the tutor is able to give feedback and further tutoring if required, then offer one of the *remaining* assignments. (A candidate may not submit the same assignment more than once). On satisfactory completion of one assignment, the candidate will have covered 100% of the ESOL standards and all of the evidence necessary for certification

Entry Requirements

For Entry 1, prior English language knowledge or experience is not required.

You will have an initial interview and assessment to establish your level of English in reading, writing, speaking and listening.

Candidates should not be registered with another Awarding Body for a qualification at the same level with the same title.

Progression

The City and Guilds 3692 scheme at Entry Level provides a base for progression onto Levels 1 and 2 of ESOL or of adult literacy, and the key skill in communication.