



## Certificate in ESOL Skills for Life – Entry Level 3

NEL013

**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:

201	Entry 3 Speaking and listening
202	Entry 3 Writing
203	Entry 3 Reading

### Unit Summary:

#### 201: Speaking and Listening

*At this level, adults can:*

- listen and respond to spoken language, including straightforward information and narratives, and follow straightforward explanations and instructions, both face to face and on the telephone
- speak to communicate information, feelings and opinions on familiar topics, using appropriate formality, both face to face and on the telephone
- engage in discussion with one or more people in a familiar situation, making relevant points and responding to what others say to reach a shared understanding about familiar topics

*An adult will be expected to:*

- listen for and follow the gist of explanations, instructions and narratives in different contexts
- listen for detail in explanations, instructions and narratives in different contexts
- listen for and identify relevant information and new information from discussions, explanations and presentations
- use strategies to clarify and confirm understanding
- listen to and respond appropriately to other points of view
- speak clearly to be heard and understood
- use formal language and register when appropriate
- respond to a range of questions about familiar topics
- express clearly statements of fact and give short explanations, accounts and descriptions
- make requests and ask questions to obtain information in familiar and unfamiliar contexts
- follow and understand the main points of discussions on different topics
- make contributions to discussions that are relevant to the subject
- respect the turn-taking rights of others during discussions

## 202: Writing

*At this level, adults can:*

- write to communicate Information and opinions with some adaptation to the intended audience

*An adult will be expected to*

- plan and draft writing
- organise writing in short paragraphs
- sequence chronological writing
- write in complete sentences
- use correct basic grammar
- use punctuation correctly
- spell correctly common words and relevant keywords for work and special interest
- proof-read and correct writing for grammar and spelling
- produce legible text

## 203: Reading

*At this level, adults can:*

- read and understand short straightforward texts on familiar topics accurately and independently
- read and obtain information from everyday sources

*An adult will be expected to:*

- trace & understand the main events of chronological, continuous descriptive and explanatory texts of more than one paragraph
- recognise the different purposes of texts at this level
- recognise and understand the organisational features and typical language of instructional texts
- identify the main points and ideas, and predict words from context
- understand and use organisational features to locate information
- skim read title, headings and illustrations to decide if material is of interest
- scan texts to locate information obtain specific information through detailed reading
- relate an image to print and use it to obtain meaning
- recognise and understand relevant specialist keywords
- read and understand words and phrases commonly used on forms
- use a dictionary to find the meaning of unfamiliar words
- use first and second place letters to find and sequence words in alphabetical order

## 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 3 (201-203)		
Speaking and Listening	Writing	Reading
201	202	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**

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.