Essential Skills Wales Suite of Qualifications

Entry 1 – Level 3

Starter Pack

wjec
cbac

Overview of ESW Suite

- WJEC's Essential Skills Wales Suite of Qualifications is designed to assess the range of skills that learners need for successful learning, employment and life.

- They provide a single ladder of progression, spanning six levels and comprising qualifications in:

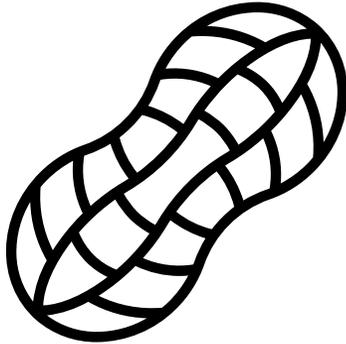Application of Number   Communication   Digital Literacy   Employability

- The Essential Skills qualifications are intended for use in a range of settings. They focus on the practical application of these skills, especially learners' capacity to transfer their knowledge and understanding between contexts and purposes.

In a nutshell ...

- Application of Number, Communication, Digital Literacy and Employability are each stand-alone qualifications .

- The ESW suite of qualifications and, in most cases the assessment requirements, are common across all Essential Skills Wales awarding bodies.

- The only exceptions to this are the Entry Level ESW in Application of Number and Communication qualifications, which are assessed through Controlled-Assessment only.

- All aspects of assessment are assessed on a Pass/Fail basis.

Qualification Structure

- For all qualification levels (Entry 1- Level 3), the **Total Qualification Time** (TQT) is as follows:

Qualification Level (all qualifications)	TQT
Entry 1, 2 &3	60
Level 1	60
Level 2	70
Level 3	80

- With the exception of the Entry Level Essential Skills Wales in Application of Number and Communication qualifications, all Essential Skills qualifications feature a **two-part** summative assessment comprising:

  - controlled task
  - confirmatory element (test or structured discussion).

- Each qualification requires the successful completion of **both** parts of the summative assessment at the **same** level; no partial or 'unit' certification is available.
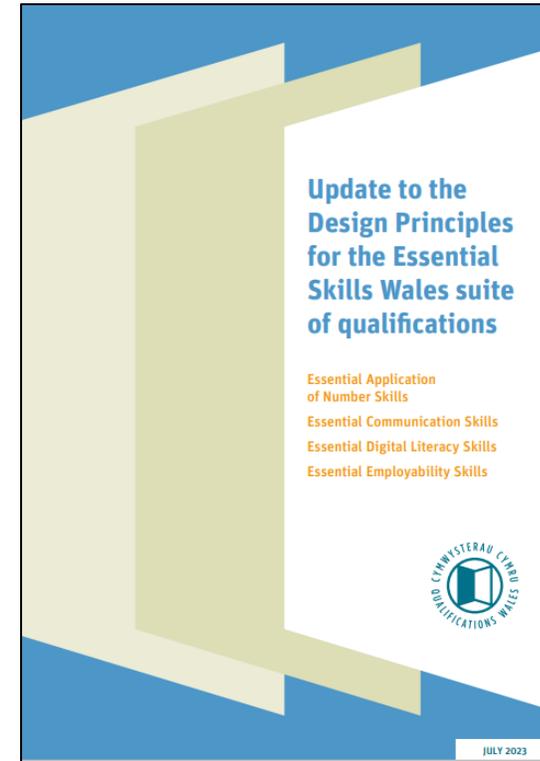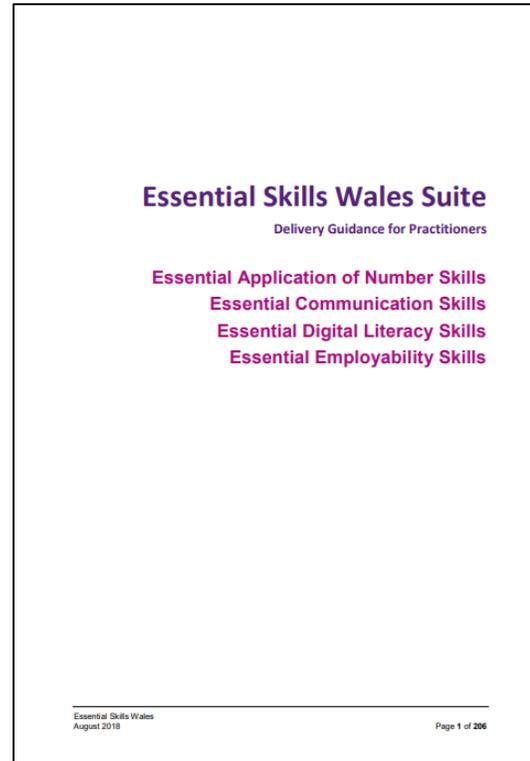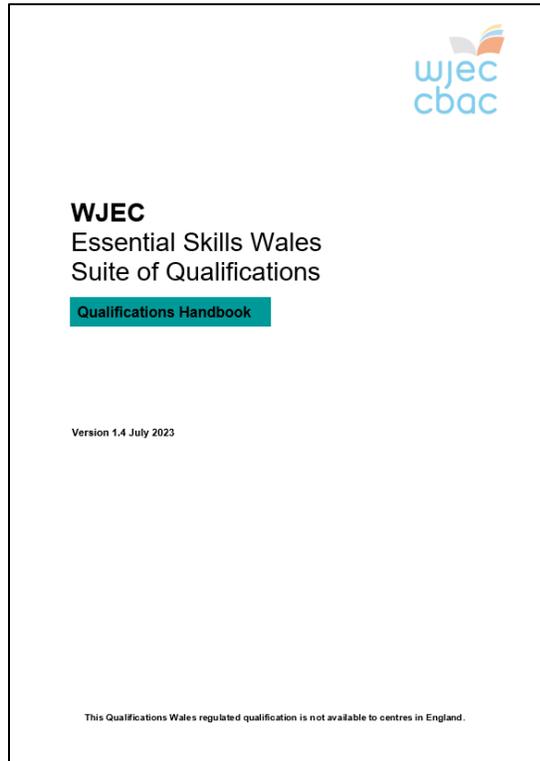
Detailed information about the subject content, along with the range of skills and knowledge that are expected to be taught and learned at each level is set out in the ESW Suite of Qualifications handbook.

ESW ROADMAP

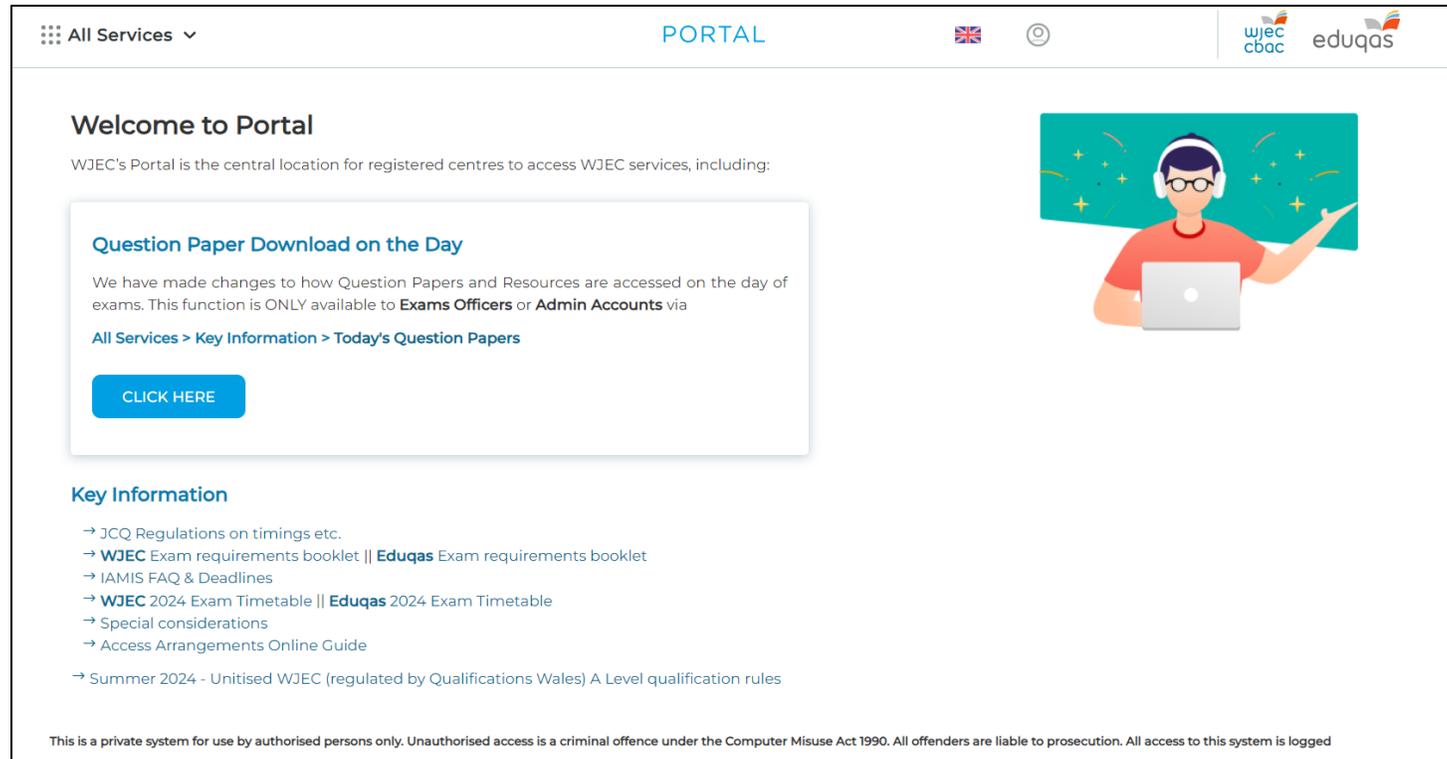**New centres only**

Centre applies to be a WJEC Centre → Centre added to CAM → QUALIFICATION APPROVAL FORM completed with supporting information → Review of QUALIFICATION APPROVAL FORM and supporting documents (SO) → New Centre Visit Completed (SO)

Once the assessor and IQA are satisfied that the skills have been developed, learners may complete the Controlled Task. ← IQA to arrange regular standardisation activities. ← Centre completes teaching, learning and development of skills linked with ESW qualification. ← External verifier(s) allocated to centre (SO/SSO) ← Centre approved to offer ESW

The assessor will assess the Controlled Task and IQA will organize internal sampling of assessment decisions. → Centre registers candidates on WJEC Connect system. → WJEC validates registrations via BOOKING FORM (SSO) → External Quality Assurance undertaken (EQAs) F2F/Remote Activity → EQA Report completed, and outcomes confirmed (EQAs)

Certification claim for candidates who have achieved ← Results of externally assessed component imported ← Candidates sit on screen confirmatory tests ← EAONS/ECOMMS Online tests assigned ← WJEC agrees content of EQA Report

Certification request awarded → Centre prints e-certificates → WJEC prints Certificates and sends to centre

Red = WJEC Activity

Blue = Centre Activity

Key Documents on the ESW Website

WJEC
cbac

WJEC
Essential Skills Wales
Suite of Qualifications

Qualifications Handbook

Version 1.4 July 2023

This Qualifications Wales regulated qualification is not available to centres in England.

JULY 2023

Essential Skills Wales Suite

Delivery Guidance for Practitioners

Essential Application of Number Skills
Essential Communication Skills
Essential Digital Literacy Skills
Essential Employability Skills

Essential Skills Wales
August 2018

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Update to the Design Principles for the Essential Skills Wales suite of qualifications

Essential Application of Number Skills

Essential Communication Skills

Essential Digital Literacy Skills

Essential Employability Skills

JULY 2023

[Essential Skills Wales Qualification Suite (wjec.co.uk)](wjec.co.uk)

Key Documents on WJEC Portal

Registered centres will have access to WJEC's Portal.

Here, centres can access key information and services such as training, guidance and exemplar materials.

[WJEC Secure Website](#)

Key Points to Consider
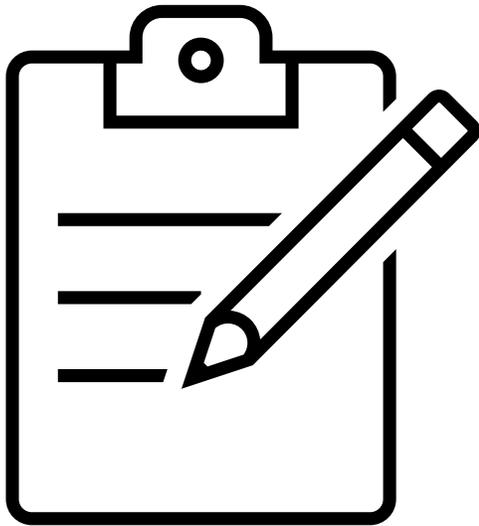
- Centres wishing to offer these qualifications and are not yet approved, should contact our Centre Support Department via centres@wjec.co.uk for an application form and information on centre approval requirements.

- If you are already an approved Centre but wish to offer ESW qualifications, please contact essentialskills@wjec.co.uk for a Qualification Approval Form.

- An initial assessment of each learner should be made before the start of their programme to identify the appropriate type and level of qualification. Please note, all publicly funded ESW providers are expected to make use of the Wales Essential Skills Toolkit (WEST).

- The Controlled Tasks must only be undertaken after the process of teaching, learning, development and practice of skills has been completed.

Key Terminology

Key Term	Definition
WJEC Connect	This is our web-based certification platform that allows centres to submit registrations on a 'roll-on/roll-off' basis. Registrations can be submitted at any time and in any number throughout the calendar year.
WJEC Portal	This is our secure website that is used to share further supporting services and documents to centres that are not on the public website.
Total Qualification Time (TQT)	TQT represents an estimate of the total amount of time that can reasonably be expected to be required for a learner to achieve and demonstrate achievement of the qualification.
Standardisation	Standardisation (sometimes referred to as benchmarking or moderating) is an important part of Internal Quality Assurance process. Standardisation ensures that each assessor consistently makes valid decisions, assessors make the same decision on the same evidence base, and all candidates are assessed fairly.
Internal Quality Assurer	IQAs play a key role in implementing quality assurance within a centre and act as 'guarantors' that standards are being met and maintained. The Internal Quality Assurer, or internal quality assurance team within larger centres, is responsible for ensuring the validity of internal assessments and the reliability of assessors' judgements. Please note that no individual can act as an assessor and Internal Quality Assurer for the same group of candidates.
External Quality Assurer	External quality assurance (sometimes referred to as external verification) is the process by which we confirm that assessment decisions in centres are; made by competent and qualified assessors, the product of reliable and fair assessment practice, recorded accurately and appropriately, and in accordance with the requirements published in the qualification specification. External quality assurance also provides an opportunity for centres to seek support and guidance and for the External Quality Assurer to update centre staff on emerging best practice in assessment and internal quality assurance.
Controlled Task	These measure the subject-specific skills and learners must demonstrate that they can use skills in a holistic manner. They are live summative assessments available via WJEC's Portal.
Structured Discussion	The purpose of the structured discussion is to confirm learners' underpinning knowledge and skills and can be conducted one-to-one or in a small group of up to four. They are internally assessed.
Confirmatory Test	This is a multiple-choice test to confirm learners' underpinning knowledge and skills. They are conducted via our online platform, and externally marked.