

Functional Skills qualifications - our fees

March 2014

This guide sets out our current fees and charging points for the Functional Skills qualifications. Please also refer to the relevant Catalogue pages on the Walled Garden.

Functional Skills qualifications (3748-01, -02 and -03)

Transaction	Fee	Notes
Registration per functional skill	Free	Candidates must be registered for the relevant group of Functional Skills qualifications before accessing any live assessments. Each registration covers all five levels and is valid for three years.
Results Entry Entry level FS English	£12.00 per qualification	Payable only when claiming Certification/Grading module for Entry 1, 2 or 3 (see relevant pages of our Functional Skills qualifications handbook for details). Results Entry for individual FS English assessment components at Entry level is not charged.
Results Entry Entry level FS Mathematics and FS ICT	£12.50 per qualification	Payable only when submitting successful candidates' results for certification. Note candidates must be registered before accessing any live assessment material.
Results Entry FS English Speaking, Listening and Communication (SLC) Levels 1 and 2	Free	Result must be entered where the candidate has been successful in the SLC component, though is not charged; the Reading and Writing components must also be achieved (either paper-based or on-screen – see below) for certification. To claim qualification certification, the appropriate Certification module must also be submitted (see pages 11-12 of our Functional Skills qualifications handbook for details).
Named on Demand Entry (paper based/delivered assessments): FS Mathematics and FS ICT Levels 1 and 2	£15.00 per entry submitted	Fees are payable for each candidate and are charged when the entry is received. Assessments are on-demand and can be booked for any day/time (once the candidate has been registered), as long as at least 14 days' notice is given. This fee is described as On Demand . NB: the 'Results Notification' and 'Result Notif. Retest' charging points are not used .
Assessment Entry (on-screen – via e-volve) FS Mathematics and FS ICT Levels 1 and 2	£15.00 per assessment accessed	Fees are payable for each on-screen (e-volve) test taken (unlike paper based/delivered, there is no charge for absences), although are not charged until results are processed. Assessments are on-demand and can be scheduled at any time after the candidate has been registered. This fee is described as e-volve Test or e-volve Retest .

Transaction	Fee	Notes
<p>Named on Demand Entry (paper based assessments): FS English Reading and Writing Levels 1 and 2</p>	<p>£7.50 per entry submitted</p>	<p>Note candidates need to complete the Reading and Writing components, as well as the internally-assessed Speaking, Listening and Communication (SLC) component for certification; the SLC component is free of charge, making the total fee £15.00 if candidates are successful in both external components at the first attempt.</p> <p>Fees are payable for each candidate and are charged when the entry is received. Assessments are on-demand and can be booked for any day/time (once the candidate has been registered), as long as at least '14 days' notice is given.</p> <p>This fee is described as On Demand.</p> <p><i>NB: the 'Results Notification' and 'Result Notif. Retest' charging points are not used.</i></p>
<p>Assessment Entry (on-screen – via e-volve) FS English Reading and Writing Levels 1 and 2</p>	<p>£7.50 per assessment accessed</p>	<p>Note candidates need to complete the Reading and Writing components, as well as the internally-assessed Speaking, Listening and Communication (SLC) for certification; the SLC component is free of charge, making the total fee £15.00 if candidates are successful in both external components at the first attempt.</p> <p>Fees are payable for each on-screen (e-volve) test taken (unlike paper-based, there is no charge for absences), although are not charged until results are processed. Assessments are on-demand and can be scheduled at any time after the candidate has been registered.</p> <p>This fee is described as e-volve Test or e-volve Retest.</p>
<p>Teaching and learning materials</p>	<p>Varies</p>	<p>We provide a wide range of digital maths and English teaching and learning resources. Some of this material is available free of charge to all City & Guilds centres, and some of it requires a subscription fee.</p>

Notes

Entry level assessments (and FS English Speaking, Listening and Communication at all levels) are externally set by City & Guilds, and marked internally by the centre. Assessment materials are downloaded from the **Functional Skills qualification webpage**.

The passwords for accessing the live Entry level material can be found on the relevant Walled Garden Catalogue page (ie 3748-01 for FS English, 3748-02 for FS Mathematics, 3748-03 for FS ICT). Candidates must be registered for the qualification **before** attempting any live assessments.

Paper-delivered Level 1-2 external assessments are booked using the **On Demand** function on the Walled Garden. Entries must be for named candidates. Onscreen Level 1-2 external assessments are delivered via the **e-volve** system and scheduled via the Walled Garden.