

Essential Skills Qualifications

Learner Guidance during COVID-19

Due to the Coronavirus (COVID-19) outbreak, and the temporary suspension of all face to face delivery at ACT, the Essential Skills team will now support all learners remotely, through our digital platforms, via email and over the phone.

The team are committed to continuing skills support for all learners and we will continue to guide you through your learning journey in the best way possible during this difficult time. Please continue to book onto our skills sessions via your Assessor, the Essential Skills Tutor delivering the session will then get in touch with you. If you see your Essential Skills Tutor on a 1-2-1 basis, they will already be in contact with you to arrange remote sessions.

If you are a key worker, and unable to commit to sessions/support at the moment, then we are happy to rearrange these for you. We understand that your work commitments must take priority.

City and Guilds, with support from Qualifications Wales, have provided contingency plans to ensure anyone undertaking an Essential Skills qualification are not disadvantaged because of this current situation and we want to reassure you that we are working to these guidelines. Further guidance available [here](#).

How can I achieve my Essential Skills during COVID-19?

If you have already achieved either your Controlled Task for Application of Number, Communication or Digital Literacy qualification, prior to 20th March 2020, then we can claim your full qualification. You do not need to take any action.

If you have been developing your skills with your Assessor or Essential Skills Tutor and were planning to undertake either your Application of Number, Communication or Digital Literacy assessments prior to 31st July 2020, then we may be able to claim your full qualification with the work you have completed so far. Your Assessor/Essential Skills Tutor will be looking at this and will discuss with you.

If you have been developing your skills with your Assessor or Essential Skills Tutor but won't be ready to undertake either your Application of Number, Communication or Digital Literacy assessments until after 1st August 2020, then we will continue to support and develop your skills until you are ready. Between August and 30th November 2020, you will only need to undertake one assessment, providing you have completed all the required underpinning knowledge preparation, when our ACT Centres re open. Your Essential Skills Tutor will arrange this with you:

- To achieve your Application of Number or Communications qualification, you will only be required to undertake and pass the Confirmatory Test (not the Controlled Task)
- For your Digital Literacy qualification you will only be required to undertake and pass the Controlled Task (not the Structured Discussion)

For further information, contact your Essential Skills Tutor or Assessor.