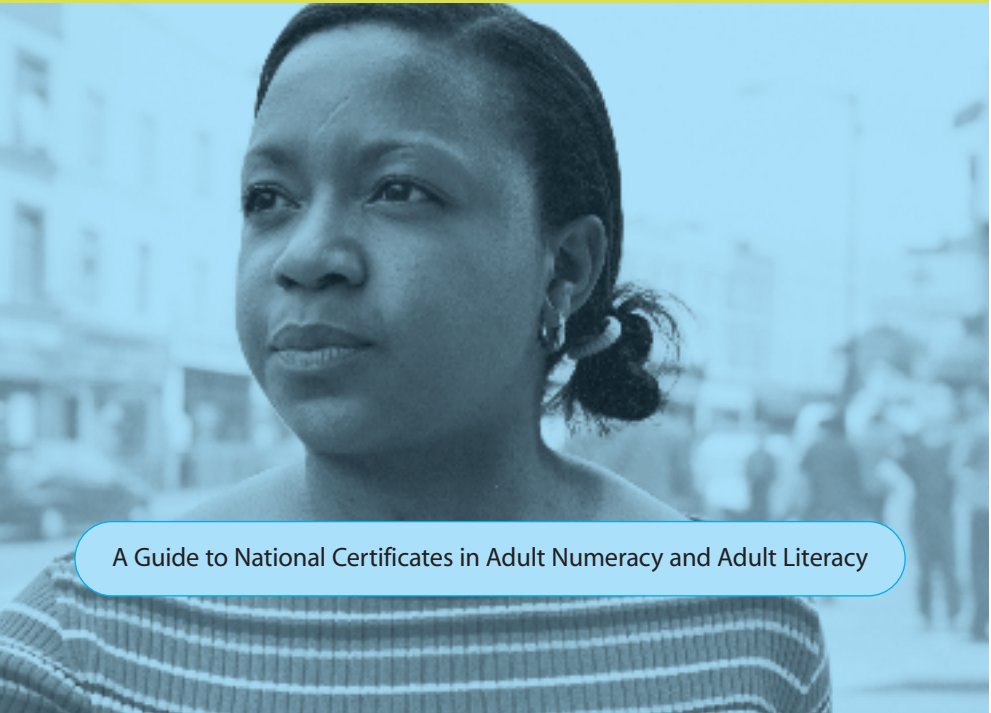
Don't get by get on

Skills for Life

The national strategy for improving adult literacy and numeracy skills.

Would you like a **national qualification** in English or maths to reward your success?



A Guide to National Certificates in Adult Numeracy and Adult Literacy

Did you know . . .

. . . if you are working to improve your skills in reading and writing or numeracy, or if you already have the skills but want to show what you can do, you can now gain a free national qualification in Adult Literacy or Adult Numeracy?

The qualifications you can get are:

- Certificate in Adult Literacy *(Entry Level)*
- Certificate in Adult Numeracy *(Entry Level)*
- Certificate in Adult Literacy *(Level 1)*
- Certificate in Adult Numeracy *(Level 1)*
- Certificate in Adult Literacy *(Level 2)*
- Certificate in Adult Numeracy *(Level 2)*

Getting a qualification will:

- give you more confidence in your own abilities
- show what you have achieved in your learning programme
- help you get onto other courses such as NVQs
- provide evidence of your skills to go on your CV
- show employers what you can do.

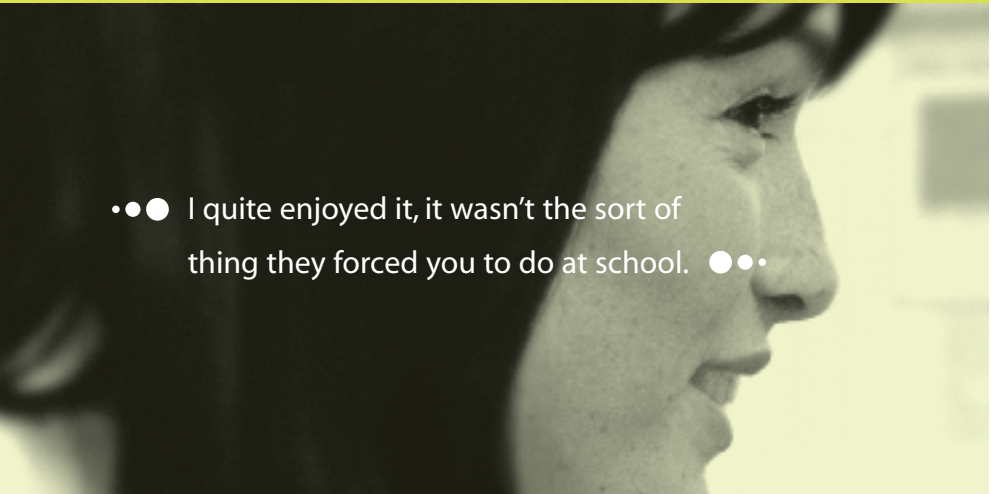
Who can get a qualification?

You can, if you are over 16 and you do not have an up to date maths or English qualification such as a GCSE (or an equivalent or higher qualification). The qualifications are completely **free** to adult learners.

How do I get one?

By taking and passing a short test. There is a test for each Level 1 and Level 2 Certificate that you can take on paper or on a computer. You can take the test in your own learning centre or in a local test centre. Tests are offered on a regular basis so you can take one when you are ready, at a time to suit you.

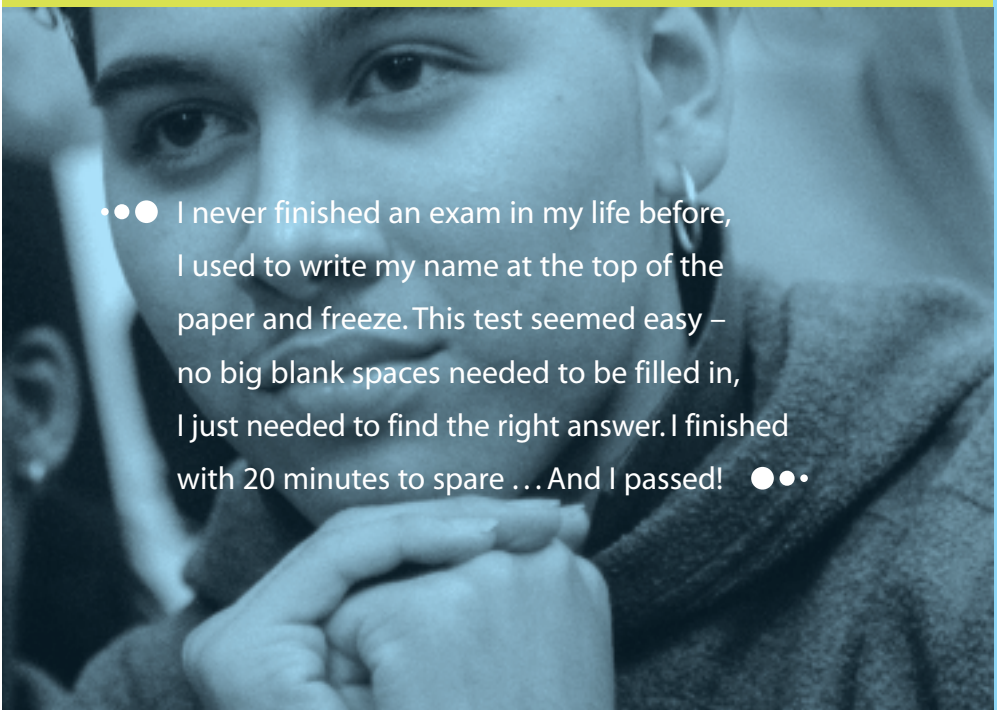
Information on Entry Level qualifications is not covered here. Talk to your teacher to find out more.



What are the National Tests?

Each test contains 40 multiple-choice questions – similar in style to the ones in the driving theory test. Most questions are based on real examples, such as a letter or table of information. You have to read the information and then choose the correct answer from a choice of four possible answers. You make your choice by marking an answer page or mouse-clicking the on-screen answer box. You do not have to write or do any calculations on the answer page but you can do your working out on paper.

You have 1 hour to do a literacy test or 1 hour and 15 minutes to do a numeracy test.



What is tested?

- The literacy questions test your reading and understanding skills as well as some features of writing such as spelling, punctuation and grammar.
- The numeracy questions test your understanding and interpretation of numerical information and your calculating and measuring skills.

All these skills are described in the Adult Literacy and Numeracy Core Curricula.

These tests measure skills at an equivalent level to other national qualifications:

- Level 1 is the same level as Key Skills or NVQ Level 1, GNVQ Foundation or GCSE grade D-G.
- Level 2 is the same level as Key Skills or NVQ Level 2, GNVQ Intermediate or GCSE grade A*-C.

These tests are suitable for you if English is not your first language as long as your reading skills are at least at Level 1. They form the reading component of the Certificates in ESOL Skills for Life at Level 1 and Level 2. Below are example questions for numeracy and literacy:

Q1. Eighty people work in a nursing home. 20% of them work full-time. How many work full-time?
A 10 B 16 C 20 D 14

Q2. Which of the following sentences is not punctuated properly?
A You know, something is definitely working.
B My friends joining the gym class.
C I'm using my new found confidence at work.
D Trainers' meetings are once every six weeks.

How can I prepare for the Test?

- Discuss the test thoroughly with your teacher. Make sure you understand what to expect before, during and after the test and what you will have to do.
- Have a go at a mini-test to see what level to start at. Try it at www.move-on.org.uk
- Check with your teacher that you have done enough learning for the certificate you are taking.
- Work through the guidance materials and practice tests provided. These will show you what the tests are like and help you decide if you are ready. They will also help build your confidence at answering questions. Practice tests and links to brush up material and test centres can be found on www.move-on.org.uk

What will happen on the day?

Because these are national qualifications the tests have to take place under supervised conditions. This means that you must not talk to other people and an invigilator will watch to ensure that your work is all your own. You cannot ask the invigilator to help you with the test but if you have any problems, such as feeling unwell, they will help you.

What if I don't pass? . . .

No problem! You can take the test again. In fact you can take it as many times as you need until you pass. Each time you take a test you will be asked a different set of questions. But you should do some more learning before re-taking it to help you get more questions right next time.

. . . And if I do?

Then you can progress into a new area of learning. Or you can use the qualification to help you with job hunting. Sometimes it helps to talk about this with your teacher before you take the test so you know what you are aiming for!

It was better than doing a test at school. The learning centre was a relaxed environment and there wasn't any pressure on you.

Give it a go – you've got nothing to lose. It's broadened my horizons and given me more self-confidence. I know now that I'm as good as anybody and I can do anything I want. It's for everybody.

Teacher's note *Reading this leaflet, discussing it and sharing responses is covered by Rt/E3.1 of the Adult Literacy Core Curriculum*

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