



ESOL Skills
for Life

ESB Level 1 Award in ESOL Skills for Life

(Speaking and Listening)



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Introduction

English Speaking Board (International) Ltd. (ESB International) offers high quality Speech and Language qualifications in the UK and internationally. It aims to promote clear communication at all levels and recognises the potential of all.

ESB Skills for Life qualifications are based on the National Standards for Adult Literacy and aligned to the Adult ESOL Core Curriculum. They are regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and Qualifications in Wales (QiW).

The assessments are marked and administered externally by ESB International. Speaking and Listening assessments take place at the candidates' centre, and are delivered by our team of supportive, experienced assessors. Reading and Writing assessments are completed at the candidate's centre and sent to be marked by ESB. ESB International also provides training to teachers and assessment staff, and its team carry out inspections of assessments and oral exams.



ESB Level 1 Award in ESOL Skills for Life (Speaking and Listening)

This syllabus is designed to assist teachers in preparing learners for the ESB Level 1 Award in ESOL Skills for Life (Speaking and Listening).

It is intended to support both teachers and learners in the classroom and describes how the assessments will be conducted and the range of language to be assessed. Learning outcomes and assessment criteria are included for Speaking and Listening.

Qualification Objective

The ESB Level 1 Award in ESOL Skills for Life (Speaking and Listening) is part of the portfolio of ESB ESOL Skills for Life qualifications from Entry 1 to Level 2 on the Regulated Qualifications Framework (RQF). ESOL Skills for Life learners are diverse and may be members of settled minority communities, refugees or asylum seekers, migrant workers, or partners or spouses of UK residents. ESB ESOL Skills for Life examinations are designed to assess real-life English language skills for work, further learning and everyday life, encourage progression into further and higher education and employment, support learners' integration into the community and equip learners with the confidence to use English language skills in the real world. They are suitable for learners from the age of 16 upwards and are available in England, Wales and Northern Ireland.

At Level 1, adults can listen and respond to spoken language including information and narratives, follow explanations and instructions of varying length, adapting response to speaker, medium and context, speak to communicate information, ideas and opinions adapting speech and content to take account of the listener and medium, and engage in discussion with one or more people in familiar and unfamiliar situations, making clear and relevant contributions that respond to what others say and produce a shared understanding about different topics (National Standards for Adult Literacy).

Prior knowledge, Skills and Understanding

There are no prior learning or formal qualification requirements for ESB ESOL Skills for Life qualifications. Learners can be entered for the Speaking and Listening, Reading or Writing Awards appropriate for their ability and needs. Candidates must have the skills, knowledge and understanding to meet securely the learning outcomes at Entry 3 and the potential to meet the specified learning outcomes for Level 1 by the assessment date. Learners who have achieved the three Awards at the same level are awarded a Skills for Life Certificate at that level.

Reasonable Adjustments

Assessment should be a fair test of learners' skills and knowledge; for some learners the usual format of assessment may not be suitable or accessible. Learners with specific needs can apply for reasonable adjustments to be made to the examination. In order to make an application for a reasonable adjustment, centres should email customer@esbuk.org as soon as they book an examination. For further information about our policy in relation to access arrangements, please visit: <https://esbuk.org/web/app/uploads/2019/12/ESB-POL-10-Reasonable-Adjustments-and-Special-Considerations-Policy-v4.pdf>.

Qualification Profile

ESB LEVEL 1 AWARD IN ESOL SKILLS FOR LIFE (SPEAKING AND LISTENING)	
<i>Assessment method</i>	<i>Assessment by external examiners</i>
<i>Grading</i>	<i>Pass / Unsuccessful</i>
<i>Accreditation start date</i>	<i>1st February 2015</i>
<i>Credit value</i>	<i>13</i>
<i>Guided learning hours (GLH)</i>	<i>120</i>
<i>Total Qualification Time (TQT)</i>	<i>130</i>
<i>Qualification number</i>	<i>601/5465/2</i>
<i>Age range</i>	<i>14-16,16-19,19 +</i>
<i>An English Speaking Board ESOL candidate may be anyone who speaks English as an acquired language, for example:</i>	<ul style="list-style-type: none"> • <i>A learner enrolled at an F.E college or Local Authority centre</i> • <i>A learner enrolled at university</i> • <i>A learner attending a private training organisation</i> • <i>A Job Centre Plus learner</i> • <i>A learner on a workplace learning course</i> • <i>A young learner on a discrete ESOL course</i>

Candidates' educational and employment backgrounds are often highly diverse. English Speaking Board assessments are designed to reflect this diversity. Candidates' real life circumstances are taken into account when assessments are designed and topics include such themes as employability.

Glossary

Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes. There are 9 levels of achievement within the Regulated Qualifications Framework (RQF).
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	GLH is an estimate of the time allocated to teach, instruct, assess and support learners throughout a unit. Learner-initiated private study, preparation and marking of formative assessment is not taken into account.
Total Qualification Time	Total Qualification Time is comprised of the following two elements: <ul style="list-style-type: none"> (a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and (b) An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor, or other appropriate provider of education or training.
Learning outcomes	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowledge, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place.
Adult ESOL Core Curriculum	This was produced to provide a framework for English language teaching. It defines the skills, knowledge and understanding that non-native speakers need in order to demonstrate achievement of the National Standards.

Qualification Framework

Qualification Option	Credit Values
3 Awards <ul style="list-style-type: none"> • Reading • Writing • Speaking and Listening 	<ul style="list-style-type: none"> • 7 credits • 10 credits • 13 credits
Certificate at each level covering the full range of skills	30 credits (all levels)

1 Credit represents 10 GLH

Candidates may be entered for an award or a certificate.

An award assesses an individual mode. Candidates may take awards at different levels.

A certificate assesses all four modes, Speaking and Listening, Reading and Writing.

For each assessment candidates are awarded a Pass or Unsuccessful grade.

Successful candidates completing a certificate will receive an “ESB Level 1 Certificate in ESOL Skills for Life”

Successful candidates completing an award will receive an “ESB Level 1 Award in ESOL Skills for Life (Single mode)”

Speaking and Listening assessments are conducted on site at approved ESB centres by a team of ESB trained assessors. All assessors are independent of the centres they visit and subject to moderation following Ofqual guidelines. Assessment takes place in pairs; candidate interaction is an integral part of the assessment. Each candidate is assessed according to the unit learning outcomes and assessment criteria. On completion of the assessment, the candidate receives a report form with their grade. Successful candidates receive a certificate giving the syllabus title and level achieved.

Reading and Writing assessments are individual formal examinations completed on site at approved ESB centres and subject to English Speaking Board regulations (see Centre Handbook). Invigilation is undertaken by the centre and monitored by English Speaking Board. Level 1 candidates complete a 60 minute reading exam and a 90 minute writing exam. Papers are marked by ESB markers off site and results and certificates are sent to centres. Each candidate is assessed according to the unit learning outcomes and assessment criteria.

Assessment

1. Assessment Criteria

In order to achieve a pass at this level, candidates are required to achieve all the assessment criteria listed under Learning Outcomes 1 to 4 (pages 11-12). Candidates are given a minimum of two opportunities to meet the criteria throughout the examination (pages 11-12).

2. Format

The examination is completed in pairs with an assessor and consists of four tasks:

- exchanging and presenting personal information
- giving a presentation and taking part in a discussion
- taking part in a role play
- listening to a text and taking part in a discussion

3. Procedure

Task 1. Exchanging personal information

Estimated time: 6 minutes in total

The assessor greets the candidates and instructs them to ask each other personal information questions and to select information to report back to the assessor. The candidates ask each other for personal information, such as information about each other's life, work and future plans. Candidates select information to report back to the assessor. After hearing the information, the assessor asks each candidate additional questions. The assessor brings the task to a close and introduces the second task.

Task 2. Giving a presentation and taking part in a discussion **Estimated time: 10 minutes in total**

The assessor instructs one candidate to give a pre-prepared, structured presentation on a topic of their choice for 3 minutes. Following the talk, the other candidate will ask three relevant questions to demonstrate understanding. The assessor may also ask further questions. The candidates then discuss the presentation for one minute. The process is then repeated for the second candidate. Topics may include narratives, explanations, or descriptions of a process, a person or a place. Visual aids may be included.

Task 3. Taking part in a role-play**Estimated time: 5 minutes in total**

The assessor outlines a specific situation in which candidates will be required to use communication skills to listen and respond appropriately to each other. Situations may be formal or informal (e.g. giving and receiving advice, making complaints, showing persistence) and will cover a range of everyday situations, including those in work based and training settings. Candidates must agree a plan of action.

Task 4. Listening and discussion**Estimated time: 10 minutes in total****Listening Task 4a**

The assessor introduces the listening task and gives instructions to the candidates which they must follow. The assessor introduces and plays the listening text to both candidates. After the text has been played the assessor asks each candidate a gist question with a yes or no answer. The assessor then gives two detail questions to each candidate and plays the text a second time. After the second playing, the assessor asks each candidate to answer their questions. Texts will be dialogues or monologues in everyday situations including those in work-based or training situations.

Discussion Task 4b

The assessor leads a discussion within the context of the listening task.

Guidance

English Speaking Board ESOL Skills for Life assessments can be incorporated into any scheme of work based on the Adult ESOL Core Curriculum which may be accessed on: excellencegateway.org.uk. When training candidates prior to the examination, teachers should be fully aware of the task requirements of the assessment as outlined in the syllabus.

Learning Outcomes and Assessment Criteria

Core Curriculum Reference	Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Found in tasks:
Lr/L1.6a Lr/L1.2a Lr/L1.2b Lr/L1.2c Lr/L1.2d Lr/L1.2e Lr/L1.6b	1. Be able to obtain information from verbal communication	1.1 Follow the gist of verbal communication on straightforward topics	2,4
		1.2 Obtain relevant detail from verbal communication on a straightforward topic	1,4
		1.3 Follow verbal instructions correctly for a given purpose	1,3
Sc/L1.1a Sc/L1.1b Sc/L1.3a Sc/L1.3d Sd/L1.1b Sd/L1.1c	2. Be able to speak English to communicate	2.1 Use clear pronunciation to convey intended meaning	1,2
		2.2 Use appropriate language in context according to formality	2,3
Sc/L1.1b Sc/L1.1c Sc/L1.2a Sc/L1.2b Sc/L1.3b Sc/L1.3c Sc/L1.3d Sc/L1.3e Sc/L1.4a Sc/L1.4b Lr/L1.3a Lr/L1.4a Sd/L1.1a Sd/L1.3a Sd//L1.4a	3. Be able to convey information	3.1 Present information using an appropriate structure for a given purpose	2,3
		3.2 Provide a verbal account of relevant information for a given audience	2,3
		3.3 Convey relevant details during verbal communication on straightforward topics	2,3

Lr/L1.6c Lr/1.6d Sd/L1.1a Sd/L1.1b Sd/L1.2b Sd/L1.3a Sd/1.4a Lr/1.5a Sd/L1.2a Sd/L1.1c Sd/L1.2c	4. Be able to engage in discussion with others	4.1 Contribute constructively to discussion on straightforward topics	2,4
		4.2 Express views constructively during verbal communication on straightforward topics	2,4
		4.3 Plan action with others for a given task	3,4
		4.4 Obtain relevant information from others	1,2,3

Examples of component skills are available in the Adult ESOL Core Curriculum.

Assessment, Moderation and Quality Assurance

All completed Reading and Writing scripts are marked and moderated by ESB's team of ESOL Skills for Life markers and moderators according to ESB policies.

Our markers are standardised and grade all written papers according to the ESB mark scheme which is linked to the Adult ESOL Core Curriculum.

To ensure additional quality assurance throughout the process, all markers are moderated within each marking session and a proportion of all written scripts are second marked to maintain standardisation levels.

Speaking and Listening assessments are carried out by ESB trained assessors according to our policies. Speaking examinations are marked as they happen, based on the ESB mark scheme linked to the Adult ESOL Core Curriculum.

All ESOL Skills for Life Speaking and Listening assessors are trained and standardised by our Chief Examiner and Senior Examiner. In addition to this, ESB teams conduct live moderations of a proportion of assessors during each examination period.

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