

Changing your Awarding organisation to ESB

ESOL Skills for Life Roadmap



This document outlines the processes involved in switching from your current Awarding Organisation to **English Speaking Board (International) Ltd.** The information is broken down into various departments that would be affected by such a change and how ESB International will support and guide through each step.

What does your Senior Leadership need to know?



ESOL Skills for Life qualifications are the same size across Awarding Organisations, whether they use external or internal delivery, and are subject to the same funding rules.



What your Curriculum Manager needs to know

To ensure **smooth implementation of ESB ESOL Skills for Life qualifications**, a training session with our Senior Assessor will be arranged to familiarise your tutors with marking criteria and align specifications with current schemes of work. We advise your Exams team on how to book assessments, plan Speaking & Listening timetables and apply Reasonable Adjustments. Ensure to delegate a staff member to manage centre registration, and read and sign the Centre Agreement document.

ESB ESOL Skills for Life qualifications align with the **National Standards for Adult Literacy** and the **Adult ESOL Core Curriculum**, ensuring consistency in knowledge and skills. To prepare learners, review sample papers and speaking and listening videos, pair them for Speaking & Listening assessments, provide ample practice in pairs, and assist Level 1 and Level 2 learners in preparing a presentation.



What your Tutors need to know



What your Exams Team needs to know

To manage ESB assessments, **register your organisation online as an ESB Centre**. You will be invited to attend a webinar to learn about bookings. Book Speaking and Listening assessments at least 28 days in advance (earlier during peak months) and Reading and Writing assessments with 2 days' notice. Upon confirmation, input learners' details and Reasonable Adjustments, access results on the ESB Hub after assessments, and distribute certificates to learners.

Following discussions with the Business Strategy Team and completion of documentation, you will receive a centre registration invoice for a **£215 one-off fee** and an invoice for mandatory training, both covered in initial meetings. If a supplier set-up is required, submit the necessary documentation for prompt processing. **Invoices for bookings are issued the day after the assessment**, with full payment required before certificates are released.



What your Finance Team needs to know



How does it affect your learners?

Learners complete assessments in pairs, so practising speaking and listening together is essential. While they may feel apprehensive about being assessed by an ESB International assessor rather than their teacher, the assessors' friendly and approachable nature will ease their concerns. This interaction also benefits learners by **preparing them for real-life, everyday situations**.



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