[](http://www.ntfw.org/)

**NTFW Essential Skills Wales Working Group**

**Minutes 29th January 2025**

Present South: Lisa Harris Talk training (Chair)

Maricel Samson C&G (AMG Chair)

Honor Taylor Qualifications Wales

Trudie Jones Qualification Wales

Amanda Kelly C&G (AMG)

Nicola Murray ALS

Adam Serpell Talk training

Karen Crockett CAVC

Kim Ford Portal Training

Lynsey Cremin ACT

Sera Loveluck-Frank ACT

Hayley Phipps JGR

Richard Powell TSW

Claire West Learning Curve Group

Sam Azzopardi ISA Training

Eloise Crout ITEC

Lisa Fflur Urdd

Jade Jones ISA Training

Steven Pritchard Talk training

Dawn Rice Portal Training

Ceri Griffiths ACT

Apologies South: Catherine Evans JISC

Julie Maughan ACT

Sioned Roberts Urdd

Michelle Watkins Educ8

Samantha Baker Educ8

Diane Block Babcock Training

Beverley Joyce ALS

Michelle Birkin T2

Claire Badham Babcock

Janine Massey ACT

Betsan James TSW

Beverley Cullen ALS

Leah Bennett NPTC

Heidi Gunter ITEC

Melanie Mills ACT

Jenny Brophy Learning Curve

Debra Davies TSW

Anne Morgan T2

Kim Jenkins ALS

Lydia Harris JGR

Adam Maclean TSW

Natalie Evans ACT

Claire Morris Cambrian

Sue Adams ITEC

Kate Mantle ITEC

Daisy Thomas ITEC

Donna Edwards Educ8

Amy Thomas ISA Training

Present North: Moya Seaman GLLM

Natalie Owens-Jones Glyndwr

Jennifer Pitts Cambria

Apologies North: Alun Sibeon Coleg Cambria

Amanda Morgan Cambria

Glenda Roberto GLLM

Julie Evans NW Training

Claire Howells Cambria

Justine Le Comte GLLM

Apologies West: Alison Newby Ceredigion

Melisa Elek Ceredigion

LH opened the meeting and welcomed Maricel Samson (chair of AMG) and Honor Taylor (Qualification Wales) to the group.

LH gave apologies for absence.

LH confirmed the minutes of the previous meeting and went through actions/agenda.

**Notes from last meeting**

1. **WEST**

LH believes that Version 2.0 has now been released but this has not been confirmed by Tribal. SLF stated that the content remains the same, but the physical appearance is different. MS stated that Tribal has sent letters to advise 2.0 content.

MS stated that the FE network is currently looking at an alternative for WEST. NPTC piloted Century Tech which was funded by Welsh Government. The FE network met on 28th January 2025 and received a demonstration from Century on the Initial Assessment tool which has a full diagnostic tool with nuggets (resources). This is a fully developed tool by Century and FE are keen to use this. The FE network will pass this to the Colegau Cymru senior management team to see if they can lobby for funding.

Part of the funding with NPTC was to translate the top level of IT for Welsh but they would need to write a full literacy Welsh tool.

MS believes this is a good tool for learners who have proxies for evidence of developing.

MS is happy to share Century’s details with the network if they would like a demonstration.

ACT/ITEC have been trialling this tool and it looks positive. Feedback received is that assessment is good, but Admin not so good and is not easy to use.

1. **Staff undertaking Essential Skills Wales qualifications**

MS confirmed that following the request for a specific bank of Essential Skills controlled tasks, centre staff wishing to take Essential Skills level 2 and 3 EDLS tasks can be accessed from mid-February and there will be no retake option. For these tests to be accessed, you will need to contact your awarding body to gain access.

A member asked if there was an option for Communication and Application of Number controlled tasks, MS confirmed that she had discussed this with the relevant AO’s but currently this was looking unlikely. MS said that it would be interesting to know numbers of staff and asked members to submit numbers to LH for MS to follow up.

LH asked if these tasks would be available in Welsh, MS will follow up.

1. **Asset Management Group update – Maricel Samson**

Test Performance

MS stated that AMG held a test performance review of Communication and Application of Number covering levels 1-3 in October and they are performing as expected and deemed fit and there are no concerns regarding the cohort of profiles.

AMG have reviewed performance on the extended time of Application of Number end tests at levels 2 and 3 introduced in March 2024 and results show no significant impact on tests since this time, it generally demonstrated the same performance as it did prior to the time extension. Less questions were left blank displaying the time is being utilised to complete tasks. There is no significant change to performance.

Welsh uptake of completing end tests is quite low.

Resit Data

MS shared the resit test information as requested in the previous meeting.

**Test performance reviews -**

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Description automatically generated

A screenshot of a computer

Description automatically generated

MS stated that there are tiny numbers taking tests more than six times, most people are passing first or second time and there are very small numbers of people taking the test more than 6 times. MS will send performance data table to LH for distribution.

MS confirmed that test performance reviews are usually 6 months.

AI

MS stated that AI – knowledge of AI - has been added to the EDLS structured discussions which will be available from September 2025 onwards. AMG will provide samples that include knowledge of AI to support this change. The AMG will work with the Digital Diamonds group and JISC to produce resources to support centres. MS stated that learners will be tested on their knowledge of AI and there is no requirement to use AI. The EDLS controlled task guidance will allow still AI-generated images only (this is due to the risk of potential Malware being coded in moving or animated images). The new sample controlled tasks will be released by Easter 2025 including AI introduction and brand new EDLS tasks will be available from September.

AMG will consider extending the permission of using AI-generated images to Communication and EES controlled tasks but will need to look at the assessment criteria and then go through their internal awarding body IT panels and contacts.

Remote Invigilation

MS reminded that there is City & Guilds remote invigilation guidance that shows centres how to disable Windows text and Grammarly – no requirement to uninstall. City & Guilds is still looking into whether Chromebooks, Apple products and iOS devices can be used to support the delivery of onscreen evolve tests.

Centres working collaboratively on end test invigilation

MS is currently having discussions with IT at City & Guilds on the sharing of laptops to other ESW centres and invigilation of end tests. Checklists will need to be used on how to do the checks. MS is liaising with policy to confirm if this is permissible. Candidates will need to log into the borrowed device well before the test starts to retrieve and access the email, access code and evolve test link.

EDLS Structured Discussion

MS confirmed that there is not really a timeframe for resitting a structured discussion but there needs to be sufficient teaching and learning before candidate resits.

City and Guilds Evolve Platform upgrade

LH confirmed that the Evolve Secure Client application upgrade went ahead 11th to 14th January 2025.

The next AMG meeting will be held in mid-March and if there was anything the group would like raised, please forward the queries to LH.

1. **Honor Taylor - Qualification Wales’s Essential Skills qualifications review update**

HT stated that with the ongoing reform of Essential Skills qualifications QW have recruited subject experts, the first meeting took place on 28th January 2025 and their first task has been assigned.

QW will be holding Stakeholder panels, more communication to follow.

QW will attending the NTfW Conference on 6th March 2025 and will be discussing digital literacy content.

HT confirmed that QW have reviewed the suggested Digital Skills for Business and Digital Application and Support qualifications suggested for proxy and are comfortable that they do cover a range of skills. The person responsible at Medr is currently on annual leave and will pick this up when he returns.

HT stated that AMG have drafted some additions to the Design Principles for AI which QW have reviewed and agreed, these have been updated on the website.

1. **Catherine Evans – JISC**

CE sent her apologies but provided LH with an update to share in the meeting.

Jisc are running the Digital Capabilities workshops again this term, they can find workshops on the Jisc Training page - [Training - Jisc](https://www.jisc.ac.uk/training) The courses are free for Wales using code WALESFREE

There are also a series of free AI training courses that they can find on same page.

The next Digital Diamonds workshop will be held online on 9th April, 10:00 - 12:00 where we will be discussing the changes to the design principles in Digital Literacy qualifications.

The Wales XR Community are hosting an in person meeting at Merthyr College on 20th March, this will be an opportunity to share ideas and learn about how organisations in the sector are implementing XR - booking link <https://www.eventsforce.net/jiscevents/frontend/reg/thome.csp?pageID=682545&eventID=2320&traceRedir=2>

The Wales AI community are working on a project around Safe and Ethical use of AI, with CaV and Bridgend college leading the project and partner organisations supporting with input and feedback.  The learning modules should be ready by the end of March which I will share with you.

**AOB**

No AOB

**Date of next meeting: Wednesday, 4th June 2025 at 9.30am**