

# ESOL e-newsletter

Spring/Summer 2017

Dear colleagues,

Welcome to the latest edition of our newsletter. We have included general, academic and operational updates.

If you have any queries or concerns, please [get in touch](#).

All good wishes,

**The UK ESOL team**

---

## OPERATIONAL NEWS UPDATE

### Staff contacts

#### UK ESOL SfL Operations team:

- **Alex Stone**: Team Leader
- **Rebecca Hughes**: Examinations Coordinator

### Fees 2016-2017

These [exam fees](#) apply to all UK ESOL exams taken up to and including 31 August 2017.

### Exam forecast 2016-2017

We'd like to thank you for updating Trinity with your planned exam dates for 2016-17. If you have any changes or additions to those dates please do let us know.

### Administrative training and support - webinars

Trinity is pleased to announce the following live webinar training dates in 2017.

We invite you to join us on these dates from the comfort of your own office for administrative and operational support and assistance. The webinar will include a demonstration of how to use the Trinity exam portal to book, enrol, timetable and print exam materials.

There will also be the opportunity for you to ask questions throughout.

Date	Time (duration)	Topic
2017		
Thursday 8 June	11.00am (30 minutes)	Reading and writing
Tuesday 13 June	11.00am (30 minutes)	Speaking and listening
Tuesday 11 July	11.00am (30 minutes)	Speaking and listening
Thursday 13 July	11.00am (30 minutes)	Reading and writing

## Online guidance for administrators

For information on how to arrange your exam sessions please see the following guides:

- [How to arrange a speaking and listening exam](#)
- [How to arrange a reading and/or writing exam](#)

Trinity exam portal guidance is available as always from your coordinator and also now at <http://www.trinitycollege.com/portalhelp/>

In addition, the following short video guides will show you how to use the Trinity exam portal to book exams, enrol candidates, create exam timetables and print important exam materials. These videos can be found here:

- [www.youtube.com/SfL Speaking and Listening](http://www.youtube.com/SfL_Speaking_and_Listening)
- [www.youtube.com/SfL Reading and Writing](http://www.youtube.com/SfL_Reading_and_Writing)

More information about preparing for your Skills for Life exam can be found in our [Best Practice Guidebook](#).

## Candidate enrolment and All Modes certificates

When re-enrolling returning candidates, please remember that each subsequent enrolment must be correctly linked to the candidate's existing record and candidate ID. For a candidate to achieve the Skills for Life Certificate, each module exam enrolment must be made under their single candidate ID. Instructions explaining how to ensure candidate enrolments are completed correctly can be found in the section above.

## Reading and writing exams

During the 2017 calendar year you have 10 opportunities to take a reading exam and 10 opportunities to take a writing exam.

*Please note that if on the same day you book the same module and level exam at two separate start times this will count as only one of your ten opportunities.*

*For example, if an Entry 1 Reading exam is booked for a 10am start and also a 1pm start on the same day, only one of the ten available Entry 1 Reading papers will have been used, leaving a further nine for the remainder of the calendar year.*

## Receiving your exam papers

Trinity will send your exam papers to you by courier. You will receive the exam papers 3 working days before the exam date.

You MUST ensure that the papers are kept securely until the morning of the exam.

You MUST ensure all staff involved in the Reading and Writing exams fully understand the instructions to Supervisors and Invigilators.

Please check the following carefully:

- The Order number displayed on the purple security envelope - this order number corresponds directly with the list of candidates enrolled to take the exam
- Quantity of papers – this should include one spare paper
- Level of papers – this should match those that have been entered for the exam

It is important to ensure that the correct exam papers are given to your students, failure to do this will result in the delayed issue of results.

## Returning your exam papers

Exam papers must be returned to Trinity immediately after end of the exam session in the secure return envelope provided. Please ensure that all of the following items are enclosed:

- All exam papers (including completed papers, papers for absent candidates and spare papers)
- Attendance report
- Supervisors report
- Seating plan
- Purple security bags

Trinity carries out regular inspections of Written paper exam sessions.

### Candidate ID Policy

Please read [Trinity's Candidate ID Policy](#), which gives clear guidance to centres and candidates about the types of ID required for all UK ESOL Skills for Life exams.

### Unique Learner Numbers (ULN)

A Unique Learner Number (ULN) is a 10-digit reference number that is allocated by the Learning Record Service to all learners in the UK who are over the age of 14 and in education and training. This number stays the same throughout the learner's education and training.

For more information about ULNs visit [here](#).

### Payments

Remember to send remittance to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk) for all language exam payments.

### New VAT number

Trinity's VAT number has changed. The new VAT no is: 228 1298 05

### Enquiries about results

Information on how to make [enquiries about results](#) can be found on the Trinity website.

## ACADEMIC NEWS

### Teaching and learning resources

A fresh batch of Reading and Writing past exam papers has been added to the SfL area of the website at each level from E1 to L2. There are also some hidden practice papers available [here](#).

Earlier this year we added some further annotated written samples to each level specific page [here](#).

Entry level video clips were added to each level specific page [here](#).

**Centre support visits** can be booked throughout the year - please contact [Janet](#), Academic support manager to arrange.

### TRINITY SELTS - LATEST INFORMATION

The Home Office has announced that, as from 1 May 2017, non-EEA nationals will need to pass a Secure English Language Test (SELT) in speaking and listening at level A2 after two-and-a-half years in the UK in order to qualify for further leave to remain on the five-year partner or parent route to settlement.

Trinity's Graded Examinations in Spoken English (GESE) Grade 3 (A2) SELT has been approved by UK Visas and Immigration (UKVI) for this purpose. Trinity's GESE Grade 3 (A2) SELT is a 7-minute speaking and listening test where the candidate has a one-to-one conversation with a Trinity examiner. After the test, candidates will

receive an exam report form with their provisional result (Pass or Fail) and candidates in the UK can usually expect to receive their Trinity SELT certificate within 7 days of taking the exam.

To help prepare for the test we have a wide range of free learning resources and sample papers at [trinitycollege.com/GESEgrade3](http://trinitycollege.com/GESEgrade3). Candidates can view a video to see what the exam is like, download preparation activities and view Trinity's GESE exam information booklet which includes the language requirements that the examiner is looking for, along with example practice materials. Exam report form samples are also available to view at different levels of achievement along with information on understanding GESE results. Organisations in the UK that offer preparation courses for people who want to take a Trinity SELT can be viewed at [trinitycollege.com/SELT](http://trinitycollege.com/SELT)

To find out further information about this Home Office change to the English language requirement for the A2 Further Leave to Remain (visa extension) call our customer service team on **0333 358 3183** from Monday to Friday, 8am-6pm, and Saturday from 9am-4pm.

Transport for London (TfL) announced in 2016 that all new applicants, and existing private hire drivers applying to renew their licence for the first time since the introduction of this requirement, must meet the B1 English language requirement. For full details of this announcement please visit [tfl.gov.uk/ph-language](http://tfl.gov.uk/ph-language)

Trinity's ISE I (B1) Secure English Language Test (SELT) has been approved by TfL for this purpose and tests all four skills: reading, writing, speaking and listening. Trinity has 3 SELT centres in London located in London Croydon, London Hammersmith and London Holborn. The test can be taken in 1 day and certificates are usually received within 15 working days.

To find out more information about Trinity's ISEI (B1) SELT visit [trinitycollege.com/TfL](http://trinitycollege.com/TfL)

## FORTHCOMING EVENTS

### **Come and talk to us at industry conferences**

We will be present as both an exhibitor and sponsor the forthcoming [NATECLA](#) annual conference. The conference takes place between 7th and 8th of July 2017.

Amongst other ELT sector events, you'll also find us at the [Macmillan Trinity EUK Event](#) on 11th June 2017.

[The ELTons](#) on the 14th June 2017. [Regent University Event](#) on the 17th June 2017.

[ETP Live](#) on the 24th June 2017 and [The European Conference on Language Learning](#) on the 30th of June 2017.

For more information about our activities in the UK and Ireland, contact Head of UK Business Development, [Henry Tolley](#), or Business Development Manager, [Andrew Harrison](#).