

# Public Document Pack



## TRAFFORD COUNCIL

### AGENDA PAPERS FOR LICENSING COMMITTEE MEETING

Date: Thursday, 22 August 2013

Time: 6.00 pm

Place: Committee Rooms 2 & 3 Trafford Town Hall, Talbot Road, Stretford,  
Manchester, M32 0TH

AGENDA	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
2. MINUTES		1 - 2
To receive and if so determined, to approve as a correct record the minutes of the Licensing Committee meeting held on 22 <sup>nd</sup> May 2013.		
3. APPLICANTS FOR PRIVATE HIRE & HACKNEY CARRIAGE DRIVER LICENCES - LANGUAGE AND NUMERACY ASSESSMENTS		3 - 24
To consider a report of the Head of Public Protection.		

TRAILER

**THERESA GRANT**

Chief Executive

#### Membership of the Committee

Councillors C. Candish (Chairman), B. Sharp (Vice-Chairman), D. Bunting, M. Freeman, P. Gratrix, D. Jarman, P. Lally, E.H. Malik, P. Myers, Mrs. J. Reilly, B. Rigby, J. Smith, E.W. Stennett, N. Taylor and Mrs. J. Wilkinson

#### Further Information

## Licensing Committee - Thursday, 22 August 2013

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For help, advice and information about this meeting please contact:

Ruth Worsley, Democratic Services Officer

Tel: 0161 912 2798

Email: [ruth.worsley@trafford.gov.uk](mailto:ruth.worsley@trafford.gov.uk)

This agenda was issued on **Tuesday, 13 August 2013** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

## LICENSING COMMITTEE

22 MAY 2013

### PRESENT

Councillor C. Candish (in the Chair).

Councillors B. Sharp (Vice-Chairman), D. Bunting, B. Rigby, N. Taylor, M. Freeman, P. Gratrix, D. Jarman, P. Myers, J. Smith, Mrs. J. Wilkinson, E.W. Stennett, P. Lally and Mrs. J. Reilly

### In attendance

N. Owen - Democratic Services Officer

### APOLOGIES

An apology for absence was received from Councillor E.H. Malik

#### 1. MINUTES

RESOLVED: That the Minutes of the meeting held on 23<sup>rd</sup> May, 2012, be approved as a correct record and signed by the Chairman.

#### 2. MEMBERSHIP

RESOLVED: That the Membership of the Licensing Committee, including Chairman, Vice-Chairman and Opposition Spokesperson for the Municipal Year 2013/14 be noted.

#### 3. TERMS OF REFERENCE

RESOLVED: That the Terms of Reference for the Licensing Committee be noted.

#### 4. APPOINTMENT OF PUBLIC PROTECTION SUB-COMMITTEE AND DELEGATION OF OFFICERS

RESOLVED –

- (1) That the Membership of the Public Protection Sub-Committee shall comprise 9 Members (5:3:1) with up to 5 substitute Members being allowed (3:2:0). The substitute Members for the Public Protection Sub-Committee can only be nominated from the membership of the Licensing Committee.
- (2) That the Terms of Reference for the Public Protection Sub-Committee be approved.

**5. APPOINTMENT OF LICENSING SUB-COMMITTEE AND DELEGATION TO OFFICERS**

RESOLVED –

- (1) That the Licensing Sub-Committee be appointed and Chaired in accordance with the protocol set out in the report.
- (2) That the Terms of Reference for the Licensing Sub-Committee be approved.

**6. APPOINTMENTS AND TERMS OF REFERENCE FOR SAFETY AT SPORTS GROUNDS SUB-COMMITTEE**

RESOLVED-

- (1) That the Membership of the Safety at Sports Grounds Sub-Committee, as recommended by Council at its Annual Meeting held on 22<sup>nd</sup> May 2013, be confirmed as Councillors Higgins (Chairman), Lally (Vice-Chairman) and Quayle.
- (2) That the Terms of Reference for the Safety at Sports Grounds Sub-Committee be approved.

**7. ANNUAL MATCH VISITS OF THE SAFETY AT SPORTS GROUNDS SUB-COMMITTEE**

RESOLVED: That the Annual Match Visits to Altrincham Football Club on 29<sup>th</sup> January, 2013 and to Manchester United Football Club on 2<sup>nd</sup> March, 2013 be noted.

The meeting commenced at 7.35 pm and finished at 7.45 pm

## TRAFFORD COUNCIL

**Report to:** Licensing Committee  
**Date:** 22<sup>nd</sup> August 2013  
**Report for:** Decision  
**Report of:** Head of Public Protection

### Report Title

**APPLICANTS FOR PRIVATE HIRE & HACKNEY CARRIAGE DRIVER LICENCES  
- LANGUAGE AND NUMERACY ASSESSMENTS**

### Summary

**To invite the Licensing Committee to approve the introduction of a language and numeracy assessment as part of the application procedure for determining whether an applicant should be granted a private hire or hackney carriage driver's licence.**

### Recommendation(s)

That all new applicants for a private hire or hackney carriage driver's licence must meet the Council's required minimum standard in English and numeracy. The minimum standard for English and numeracy is Entry Level 2.

That all new applicants must undergo an English and numeracy assessment prior to applying for a private hire or hackney carriage driver's licence regardless of their first language, ethnic background or qualifications.

That existing private hire and hackney carriage drivers will not be required to undergo an English and numeracy assessment unless:

- their current licence expires for whatever reason, in which case their further application would be treated as a new application and the applicant would be subject to this requirement; or
- the Public Protection Sub-Committee considers it appropriate that an existing driver should undergo an English or numeracy assessment following receipt of complaints against the individual which relate to, or call into question their literacy or numeracy skills.

That the assessments be carried out by qualified ESOL (English for Speakers of Other Languages) teachers from Bolton College.

That the cost of the assessment is £35 which may be, from time to time, amended by the Head of Public Protection

That these requirements come into effect on the 23<sup>rd</sup> August 2013.

Contact person for access to background papers and further information:

Name: Joanne Boyle – Licensing Team Leader

Extension: 4129

Background Papers:

Bolton College English and Maths Assessments – Proposal Document  
Equality Impact Assessment

Relationship to Policy Framework/Corporate Priorities	<i>None</i>
Financial	<i>None – the cost of the assessments will be met by the applicant</i>
Legal Implications:	<i>The test will ensure that an applicant has the necessary literacy and numeracy to be a fit and proper person to hold a driver's licence.</i>
Equality/Diversity Implications	<i>No one particular group will be adversely affected by the introduction of this assessment as it will be applied to all applicants irrespective of their ethnic background, qualifications or if English is their first language. Those for whom English is not their first language or who have not already reached a basic level of literacy and numeracy may find the test more demanding but all applicants will only be required to reach a level of literacy and numeracy necessary to carry out their job. A copy of the Equality Impact Assessment is attached at Appendix A.</i>
Sustainability Implications	<i>None</i>
Staffing/E-Government/Asset Management Implications	<i>There will be additional administration involved in taking the assessment fee, booking the assessment room and supervising the group whilst the assessor conducts individual spoken tests.</i>
Risk Management Implications	<i>None</i>
Public Health Implications	<i>None</i>
Health and Safety Implications	<i>None</i>

## **1. BACKGROUND**

- 1.1 The Committee will be aware that all drivers of private hire and hackney carriage vehicles must hold the relevant licences issued by the Council under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.
- 1.2 In determining whether or not to grant a licence the Council must determine whether an applicant is a 'fit and proper' person to hold one and it has a wide discretion in making that judgement.
- 1.3 An important part of the process is to ensure that all applicants for a licence to drive a private hire or hackney carriage vehicle have appropriate skills to undertake such work and have sufficient knowledge about the local area, customer care and the law relating to driving a licensed vehicle.
- 1.4 Members, the public and representatives of the private hire and hackney carriage trades have all expressed concerns over the last few years about the poor language and numeracy skills displayed by some licensed drivers in Trafford.
- 1.5 Therefore, it is proposed that 'appropriate skills' should, in this context, also include an agreed standard of English and numeracy.

## **2. PROPOSAL**

### **Assessment**

- 2.1 It is proposed that all new applicants will be required to meet a required standard in English and numeracy before they may apply for a private hire or hackney carriage driver's licence in Trafford.
- 2.2 All applicants will be required to have completed an assessment, regardless of their first language, ethnic background or qualifications.
- 2.3 The assessments will be carried out by teachers from Bolton College and the cost of the assessment will be met by the applicant. The cost of individual assessments will be £35 which will be paid by the applicant to Trafford Council who will then be invoiced by Bolton College.
- 2.4 Applicants will be assessed on four skills:
  - Numeracy
  - Literacy
  - Spoken English
  - English Comprehension

- 2.5 All assessments will be carried out by experienced qualified English for Speakers of Other Languages (ESOL) teachers; and support will be available for applicants with, for example: learning difficulties or dyslexia.
- 2.6 Where applicants fail to meet the minimum standard, they will be provided with information, advice and guidance on English and Maths courses available in the Greater Manchester area. The advice they receive will be based on their individual needs.

### **Minimum Standard**

- 2.7 In every day interactions drivers may only need minimal skills. For instance, they may only need to be able to understand the passenger's request to go to a particular location; to ask questions to clarify that location if necessary; to read in-car computer screens; and to fill out forms which, in most cases, can be filled out with the assistance of other drivers. However, at the opposite extreme, they may need to use appropriate language to calm down aggressive or drunken passengers; to understand what might be said in a great variety of accents; and to know whether a group of passengers are merely excited or threatening.
- 2.8 The Committee must determine what it considers the appropriate minimum standard of English and numeracy necessary to meet the general public's expectations. The Committee needs to set a level that reflects the language and numeracy needs of drivers to carry out their role.
- 2.9 The ESOL system has several levels each requiring greater skill:
- Entry Level 1
  - Entry Level 2
  - Entry Level 3
  - Level 1
  - Level 2
- 2.10 Attached at Appendix B is a detailed explanation of each ESOL level. The Home Office currently requires applicants for citizenship to meet Entry Level 3 in English. Bolton Council, which also undertakes language and numeracy assessments, require applicants for hackney carriage and private hire driver licences to meet Entry Level 2 in both English and numeracy.
- 2.11 Peter Griffiths from Bolton College, who will supervise the assessments, has expressed the view that if the minimum requirement is set at Entry Level 2 he would expect 5-10% of applicants to fail. If it was set at Entry Level 3 he would expect around 20-30% of applicants to fail. His general view is that Entry Level 3 would help improve the overall level of customer service. Entry Level 2 would be sufficient to cover health and safety concerns but the level of service might still be compromised.

- 2.12 It is recommended that in Trafford the minimum standard for both English and numeracy should be in line with Bolton Council's requirement which is Entry Level 2.

### **3. CONSULTATION**

- 3.1 During June 2013 private hire operators and hackney carriage representatives were consulted on the proposal. The GMB and the Taxi Drivers and Owners Association both confirmed in writing their support for the introduction of an English assessment – see the attached Equality Impact Assessment at Appendix A. Private Hire Operators did not respond to the consultation.

### **4. LEGAL ISSUES**

- 4.1 Under Section 149 of the Equality Act 2010 a public authority must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment, and victimisation, advance equality of opportunity and foster good relations. Although the new requirement being proposed may have a disproportionate impact on those for whom English is not a first language; or for some disabled people for example those with dyslexia, it is clearly sensible that drivers have the necessary literacy and numeracy skills to carry out their role. A large proportion of drivers come from ethnic minorities for whom English is not the first language. Ensuring that they have the requisite skills for the job should help to reduce the potential prejudice they might otherwise face and help foster good relations between people of all communities.
- 4.2 Section 19 of the Act deals with indirect discrimination. It says that a person (A) discriminates against another (B) if A applies to B a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of B's. In this case that protected characteristic is likely to be race. A provision, criterion or practice is discriminatory if, although it is applied generally it puts, or would put, persons with whom B shares the characteristic at a particular disadvantage when compared with persons with whom B does not share it AND A cannot show it to be a proportionate means of achieving a legitimate aim.
- 4.3 Officers consider that the proposed introduction of a basic literacy and numeracy test is a proportionate means of ensuring that drivers have the basic communication and numeracy skills necessary to do their job.
- 4.4 Section 53 of the Act says that a qualifications body (A) must not discriminate against a person (B) in the arrangements A makes for deciding upon whom to confer a relevant qualification, (b) as to the terms on which it is prepared to confer a relevant qualification on B and (c) by not conferring a relevant qualification on B. As all applicants to be drivers will have to undertake the same test there will be no discrimination under this section.

## **5. RECOMMENDATIONS**

5.1 The Licensing Committee is invited to approve the following:

5.1.1 That all new applicants for a private hire or hackney carriage driver's licence must meet the Council's required minimum standard in English and numeracy. The minimum standard for English and numeracy is Entry Level 2.

5.1.2 That all new applicants must undergo an English and numeracy assessment prior to applying for a private hire or hackney carriage driver's licence regardless of their first language, ethnic background or qualifications.

5.1.3 That existing private hire and hackney carriage drivers will not be required to undergo an English and numeracy assessment unless:

§ their current licence expires for whatever reason - a further application would be treated as a new application and the applicant would be subject to this requirement; or

§ the Public Protection Sub-Committee considers it appropriate that an existing driver should undergo an English or numeracy assessment following receipt of complaints against the individual which relate to, or call into question their literacy or numeracy skills.

5.1.4 The assessments will be carried out by qualified ESOL teachers from Bolton College.

5.1.5 That the cost of the assessment is £35 which may be, from time to time, amended by the Head of Public Protection.

5.1.6 That all these requirements will come into effect on the 23<sup>rd</sup> August 2013.

## EQUALITY IMPACT ASSESSMENT - TRAFFORD COUNCIL

A. Summary Details		
1	Title of EIA:	Introduction of a Language and Numeracy Assessment for all new Hackney Carriage and Private Hire Driver Applicants
2	Person responsible for the assessment:	Joanne Boyle
3	Contact details:	0161 912 4129
4	Section & Directorate:	Licensing – Environment, Transport and Operations
5	Name and roles of other officers involved in the EIA, if applicable:	N/A
B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input checked="" type="checkbox"/> Function <input type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Change to an existing policy or function <input type="checkbox"/>
3	What is the main purpose of the policy/function?	To improve customer and driver confidence by improving the language and numeracy skills of drivers to a level that reflects the skills needed to carry out their role.
4	Is the policy/function associated with any other policies of the Authority?	No
5	Do any written procedures exist to enable delivery of this policy/function?	No

6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No
7	Who are the main stakeholders of the policy? How are they expected to benefit?	Hackney Carriage and Private Hire Drivers and the general public will benefit from an increased confidence in the skills of licensed drivers.
8	How will the policy/function (or change/improvement), be implemented?	From August 2013 all new driver applicants will be required to undergo a language and numeracy assessment prior to submitting an application. The assessments will be carried out by ESOL teachers from Bolton College and the cost of the assessment will be met by the applicant. Staff will also support, where possible, learners with dyslexia. The assessments will be carried out once a month at Trafford Town Hall.
9	What factors could contribute or detract from achieving these outcomes for service users?	
10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	The Licensing Committee has specific responsibility for agreeing new policies relating to the licensing of hackney carriage and private hire drivers.

### C. Data Collection

1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	The policy will have an impact on all new driver applicants which, based on current application figures, is approximately 20 a month. There is no data available to confirm how many people use hackney carriage or private hire vehicles in Trafford.
2	Please specify monitoring information	All driver applicants complete an application form which includes a

	you have available and attach relevant information*	question on ethnicity. Not all applicants complete this section of the form, however where the information is declared it is recorded on the Licensing database – see attached Annex 1.
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	There is no method available to monitor how many people use hackney carriage or private hire vehicles in Trafford.

*\*Your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service*

<b>D. Consultation &amp; Involvement</b>		
1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	In June 2013 officers consulted with the Taxi Owner and Driver's Association and with the GMB who represent the 250 licensed hackney carriage drivers in Trafford. Officers also consulted with all 27 private hire operators. The Council received two responses, both from the Hackney Carriage Driver representatives – see Annex 2 and 3.
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	A 12 month evaluation will be undertaken.
3	**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	Although all private hire operators were consulted none responded formally. This is not unusual, but does not reflect the verbal support officers have received to the introduction of such a policy from both an operator with predominately white drivers and an operator with predominately Asian drivers. Officers will continue to engage the private hire trade by means of the telephone and face-to-face.

*\*\*It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation report*

**E: The Impact – Identify the potential impact of the policy/function on different equality target groups**

*The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether that negative potential impact is high, medium or low*

	<b>Positive</b>	<b>Negative (please specify if High, Medium or Low)</b>	<b>Neutral</b>	<b>Reason</b>
<b>Gender – both men and women, and transgender;</b>	<b>Positive</b>			<p><b>The policy will have a positive impact on all equality groups. By introducing a requirement for appropriate language skills, all drivers (whether English is their first language or not) will have the confidence to calm down aggressive or drunken passengers; to understand what might be said in a great variety of accents; and know whether a group of passengers are merely excited or threatening. If drivers have appropriate literacy and numeracy skills, customers will also have greater confidence in the ability of the driver to discuss destinations and fares without misunderstanding.</b></p>
Pregnant women & women on maternity leave	<b>Positive</b>			
Gender Reassignment	<b>Positive</b>			
Marriage & Civil Partnership	<b>Positive</b>			
<b>Race-</b> include race, nationality & ethnicity (NB: the experiences may be different for different groups)	<b>Positive</b>			
<b>Disability –</b> physical, sensory & mental impairments	<b>Positive</b>			
<b>Age Group -</b> specify eg; older, younger etc)	<b>Positive</b>			
<b>Sexual Orientation –</b> Heterosexual, Lesbian, Gay Men, Bisexual people	<b>Positive</b>			

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<b>Religious/Faith groups</b> (specify)	<b>Positive</b>			
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**As a result of completing the above what is the potential negative impact of your policy?**

**High**

**Medium**

**Low**

**F. Could you minimise or remove any negative potential impact? If yes, explain how.**

Race:	The College will seek to offer help to those who fail the test.
Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership	N/A
Disability:	The College will seek to offer help to those who fail the test.
Age:	N/A
Sexual Orientation:	N/A
Religious/Faith groups:	N/A

Page 1

**Also consider the following:**

1	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?	N/A
2	Could the policy have an adverse impact on relations between different groups?	No. Improvements in language and numeracy skills for drivers should reduce incidents that might otherwise have an adverse impact on such relations.
3	If there is no evidence that the policy <i>promotes</i>	The Policy will promote equal opportunity

equal opportunity, could it be adapted so that it does? If yes, how?	
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**G. EIA Action Plan**

Recommendation	Key activity	When	Officer Responsible	Links to other Plans eg; Sustainable Community Strategy, Corporate Plan, Business Plan,	Progress milestones	Progress
Monitor the pass/fail rate to see if it is affecting any of the equality group adversely	Check assessment reports	Every six months	Joanne Boyle		12 months evaluation shows improvement in language skills of all driver applicants	Consider other skills necessary for the role which may be improved

Please ensure that all actions identified are included in the attached action plan and in your service plan.

Signed  
Lead Officer  
Date

Signed  
Service Head  
Date

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**Hackney Carriage Drivers****Ethnicity**

British	39
Carribbean	less than 10
Chinese	less than 10
Irish	less than 10
No response	152
Other Ethnic	less than 10
Pakistani	15
White	less than 10

<b>Grand Total</b>	<b>224</b>
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**Private Hire Drivers****Ethnicity**

African	less than 10
Bangladeshi	less than 10
British	111
Carribbean	less than 10
Indian	16
Irish	less than 10
No response	409
Other Ethnic	less than 10
Pakistani	189
White	less than 10

<b>Grand Total</b>	<b>756</b>
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**Boyle, Joanne**

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**From:** John <deltalime@yahoo.com>  
**Sent:** 31 May 2013 14:04  
**To:** Boyle, Joanne  
**Subject:** Re: ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS

Well done Joanne

As you know we always wanted this introduced so we're all for it well done.

John

Sent from Yahoo! Mail on Android

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**From:** Boyle, Joanne <Joanne.Boyle@trafford.gov.uk>;  
**To:** paulbrent04@hotmail.com <paulbrent04@hotmail.com>; John Connaughton <deltalime@yahoo.com>; Eric Bullock (ttoada@hotmail.com) <ttoada@hotmail.com>; pat gmb (secretary@gmbreachout.org.uk) <secretary@gmbreachout.org.uk>;  
**Subject:** ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS  
**Sent:** Fri, May 31, 2013 9:24:30 AM

Dear All

## **ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS**

We are aware that concern has been expressed by the taxi and private hire trades; as well as the general public, about the lack of language skills of many Trafford licensed drivers.

In order to address these concerns the Council is considering introducing a comprehensive test of all new applicants' reading, writing, numeracy, listening and English comprehension skills.

It is proposed that from September 2013 all new taxi and private hire driver applicants will be required to pass an English and Maths Assessment before they will be allowed to take the Driver Knowledge Test. The assessments will be carried out by qualified ESOL teachers from Bolton College at a cost of £35 per applicant, the cost to be included as part of the application fee.

I attach details of the proposal submitted by Bolton Council and would welcome your views on the introduction of an English language test for all new driver applicants.

**Boyle, Joanne**

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**From:** Eric Bullock <ttoada@hotmail.com>  
**Sent:** 28 June 2013 04:13  
**To:** Boyle, Joanne  
**Subject:** RE: ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS

Joanne

Sorry for the delay in replying to this e-mail. We was consulting our members. I am happy to say that everyone that we have spoken to are in favour of this step. We only wish that it could start before September

Eric Bullock  
TTODA

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**From:** Joanne.Boyle@trafford.gov.uk  
**To:** paulbrent04@hotmail.com; deltalime@yahoo.com; ttoada@hotmail.com; secretary@gmbreachout.org.uk  
**Subject:** ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS  
**Date:** Fri, 31 May 2013 09:24:30 +0000

Dear All

### **ENGLISH LANGUAGE TESTS FOR NEW TAXI AND PRIVATE HIRE DRIVERS**

We are aware that concern has been expressed by the taxi and private hire trades; as well as the general public, about the lack of language skills of many Trafford licensed drivers.

In order to address these concerns the Council is considering introducing a comprehensive test of all new applicants' reading, writing, numeracy, listening and English comprehension skills.

It is proposed that from September 2013 all new taxi and private hire driver applicants will be required to pass an English and Maths Assessment before they will be allowed to take the Driver Knowledge Test. The assessments will be carried out by qualified ESOL teachers from Bolton College at a cost of £35 per applicant, the cost to be included as part of the application fee.

I attach details of the proposal submitted by Bolton Council and would welcome your views on the introduction of an English language test for all new driver applicants.

If you would like to respond to this consultation please let me have your comments by Friday 28<sup>th</sup> June 2013. You can register your comments by emailing; [licensing@trafford.gov.uk](mailto:licensing@trafford.gov.uk) or by writing to: Licensing Section, Trafford Council, Talbot Road, Stretford, M32 0TH

Regards

*Joanne Boyle*

Licensing Team Leader  
Licensing Section  
Trafford Council

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## **English and Numeracy – Guide to Level Descriptors**

### **Pre-Entry Level**

Listening - Unable to comprehend most spoken language including simple narratives, statements, questions and single step instructions.

Speaking – Unable to convey most basic information including basic facts, feelings and opinions, even on familiar topics.

Reading – Unable to read and understand most texts, even if they are basic and on a familiar topic. May have difficulty understanding signs and symbols as well.

Writing – Unable to convey basic information in sentence form. May be able to convey very basic information like name and address but not much more than this.

Numeracy- Unable to count to 10 in English and unable to carry out simple calculations in an English language context. Unlikely to understand time in an English language context. Unable to express measurements in an English language context.

### **Entry 1 Level**

Listening - Able to understand basic spoken information. This will include simple narratives, statements, questions and single step instructions.

Speaking – Able to convey basic information on a topic they are familiar with. This will include basic facts, feelings and opinions.

Reading – Able to read and understand simple texts which are on a familiar topic. Able to understand signs and symbols.

Writing – Able to convey basic information in simple sentence form on a familiar topic.

Numeracy- Able to count to 10 and able to carry out simple calculations using those numbers in an English language context. Able to recognise the value of English currency but likely to have difficulty with calculations using that currency. Generally

## **English and Numeracy – Guide to Level Descriptors**

able to understand and express time in an English language context. Able to understand and express basic measurements in an English language context.

### **Entry 2 Level**

Listening - Able to understand a range of spoken information, though may need clarification on occasions. This will include short narratives, explanations and instructions.

Speaking – Able to convey a range of information on topics they are familiar with. This will include an ability to express a range of facts, feelings and opinions.

Reading – Able to read and understand a range of texts which are on a familiar topic.

Writing – Able to convey a range of information on a familiar topic, in the form of sentences.

Numeracy – Able to count to 100 and carry out basic calculations using those numbers in an English language context. Able to carry out calculations using English currency, though may need a calculator. Able to understand time in a variety of English language contexts. Able to express a range of measurements in an English language context.

### **Entry 3 Level**

Listening - Able to understand a range of natural spoken information without much need for clarification. This will include narratives, explanations and instructions, both face to face and on the telephone.

Speaking – Able to convey a range of information on most topics. This will include an ability to express a range of facts, feelings and opinions, using appropriate formality both face to face and on the telephone.

## **English and Numeracy – Guide to Level Descriptors**

Reading – Able to accurately and independently read and understand a range of texts, provided they are not complex or on a very unfamiliar topic.

Writing – Able to convey a range of information on a range of topics, in the form of basic paragraphs. This will include an ability to express clear opinions, requests and instructions.

Numeracy – Able to count to 1000 and carry out calculations using those numbers with a calculator. Able to carry out a range of calculations using English currency without the need for a calculator. Able to carry out a range of calculations using measurements in an English language context.

### **Level 1**

Listening - Able to understand a wide range of natural spoken information very little need for clarification. This will include narratives, explanations and instructions of varying lengths with an ability to adapt response to speaker, medium and content.

Speaking – Able to convey a wide range of information on a wide range of topics including ones which the learner is not familiar with. This will include an ability to express a range of facts, feelings and opinions with an ability to adapt speech and content to take account of the listener's responses. The learner is also able to make clear and relevant contributions in a group discussion.

Reading – Able to accurately and independently read and understand a range of texts of varying lengths on a wide range of topics including topics which the learner is not familiar with.

Writing – Able to convey a range of information on a range of topics in the form of paragraphs. This will include information, ideas and opinions, with an ability to use appropriate length, format and style which is relevant for the intended audience.

Numeracy – Be able to use and make calculations with numbers up to seven digits. Generally at ease when carrying out day to day transactions using English currency. Able to carry out a wide range of calculations using measurements in an English language context.

# **English and Numeracy – Guide to Level Descriptors**

## **Level 2**

Listening - Able to understand more or less all natural spoken information without the need for clarification. This will include extended information and narratives with an ability to follow detailed explanations and multi-step instructions of varying length.

Speaking – Able to detail information on a very wide range of topics. This will include an ability to engage in discussion with one or more people in a variety of different situations, making clear and effective contributions that create outcomes appropriate to purpose and topic.

Reading – Able to accurately and independently read any text, even if it is complex, and of significant length.

Writing – Able to convey a very wide range of information on any topic in a wide range of genres/formats. This will include an ability to express ideas and opinions clearly and effectively, using appropriate length, format and style.

Numeracy – Be able to carry out calculations with numbers of any value. Completely at easy when carrying out a wide range of transactions using English currency. Completely at easy when carrying out a wide range of calculations using measurements in an English language context.