

Singapore Employability Skills System

ESS Workplace Literacy & Workplace Numeracy Skills Level Descriptors (L4 – L8)

Scale Score	Level	Listening/Speaking	Reading/Writing	Numeracy	Employability
250	L8 Proficient	Can participate effectively in social and familiar work situations; can understand and participate in practical and social conversations and in technical discussions in own field.	Can handle most reading and writing tasks related to life roles; can read and interpret most non-simplified materials; can interpret routine charts, graphs and labels; fill out medical information forms and job applications.	Can use maths in the workplace, such as interpreting work-related budget, and basic statistical data and graphs.	Can meet work demands with confidence, interact with the public, and follow written instructions in work manuals.
245					
240	L7 High Advanced	Can function independently in survival and social and work situations; can clarify general meaning and communicate on the telephone on familiar topics.	Can read and interpret non-simplified materials on everyday subjects; can interpret routine charts, graphs and labels; fill out medical information forms and job applications; and write an accident or incident report.	Can use maths in business, such as calculating discounts; can create and use tables and graphs.	Understands routine work-related conversations. Can handle work that involves following oral and simple written instructions and interact with the public. Can perform reading and writing tasks, such as most logs, reports, forms, with reasonable accuracy to meet work needs.
235					
230	L6 Advanced	Can satisfy most survival needs and social demands. Has some ability to understand and communicate on the telephone on familiar topics. Can participate in conversations on a variety of topics.	Can read and interpret simplified and some non-simplified materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a payroll stub; and complete a simple order form; fill out medical information forms and job applications. Can write short personal notes and letters and make simple log entries.	Can interpret routine charts and graphs; interpret a payroll stub; complete an order form and do calculations; compute tips; reconcile a bank statement.	Can handle jobs and jobs training situations that involve following oral and simple written instructions and multi-step diagrams and limited public contact. Can read a simple employee handbook.
225					
220					
215	L5 High Intermediate	Can satisfy basic survival needs and limited social demands; can follow oral directions in familiar contexts. Has limited ability to understand on the telephone. Understands learned phrases easily and new phrases containing familiar vocabulary.	Can read and interpret simplified and some authentic material on familiar subjects. Can write messages or notes related to basic needs. Can fill out basic medical forms and job applications.	Can interpret simple charts and graphs; interpret a basic payroll stub; complete a simple order form and do calculations.	Can handle job and/or training that involve following basic oral and written instructions and diagrams if they can be clarified orally.
210					
205	L4 Low Intermediate	Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly with frequent repetition.	Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations.	Can calculate a single simple operation when numbers are given, and make simple change.	Can handle entry-level jobs that involve some simple oral and written communication but in which tasks can also be demonstrated and/or clarified orally.
200					

Singapore Employability Skills System

ESS Workplace Literacy & Workplace Numeracy Skill Levels Descriptors (L1 – L4)

205	L4 Low Intermediate	Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly with frequent repetition.	Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations.	Can calculate a single simple operation when numbers are given, and make simple change.	Can handle entry-level jobs that involve some simple oral and written communication but in which tasks can also be demonstrated and/or clarified orally.
200	L3 High Beginning	Functions with some difficulty in situations related to immediate needs; may have some simple oral communications abilities using basic learned phrases and sentences.	Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs. Can write basic personal information on simplified forms.	Can read numbers associated with size, quantity, and other basic measurement; can add and subtract two-digit numbers; can recognize correct change in transactions; can calculate with time; can perform most single-digit multiplication.	Can handle routine entry-level jobs that involve only the most basic oral or written communication in English and in which all tasks can be demonstrated.
190	L2 Beginning	Functions in a very limited way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often.	Recognises and writes letters and numbers and reads and understand common sight words. Can write own name and address.	Can read and write numbers associated with personal identification; can read three-digit numbers and simple money amounts; can read time; can add and subtract single-digit and some two-digit numbers; has some ability to perform basic multiplication.	Can handle only routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated.
180	L1 Pre-Beginning	Functions minimally, if at all, in English. Communicates only through gestures and a few isolated words.	May not be literate in English.	Has little or no recognition of written numbers; has simple counting skills; has minimal ability to perform simple operations, such as adding and subtracting single-digit numbers.	Can handle very routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated. Employment choices would be extremely limited.
150					