

27 Functional Skills

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27 Functional Skills

I Introduction

This guide will assist you with your Functional Skills Entry Level 1, 2 and 3 registrations as well as Level 1 and 2 entries. If you require specific Edexcel Online guidance on submitting registrations or entries, please visit our website www.edexcel.com.

I.1 Our offer to you – Levels 1 and 2 and Entry level paper based and onscreen

In the 2011-2012 academic year we will offer you eight assessment windows for English and Mathematics, and six assessment windows for ICT for levels 1 and 2. You will have the flexibility to timetable the assessments at any time within the 5-day windows. We are also offering Onscreen Ondemand Functional Skills for Level 1 and 2 English and Mathematics.

We are also offering Ondemand Entry levels 1, 2 and 3. You can make registrations once you have approval for the qualification.

Please refer to part 2 of this section of the Information Manual for Entry level Functional Skills. For Level 1 and 2 Functional Skills please refer to part 3 of this section of the Information Manual. For onscreen tests please refer to the Edexcel Onscreen Ondemand Functional Skills Administrative Support Guide.

2 Entry Level Functional Skills

2.1 Approval

Existing Edexcel centres can apply for approval through Edexcel Online, by choosing sector 'transferable skills' under the BTEC Approval menu.

2.2 Registration

As this is an on demand qualification there are no registration deadlines. However centres are required to register students within 1 month of student enrolment. No registration late fees apply to this qualification.

You can make registrations through Edexcel Online, www.edexcelonline.com, or EDI. Edexcel Online allows you to make registrations within a few minutes and receive confirmation of registration numbers immediately.

We have two EDI formats to support Entry level registrations: EDIFACT and JCQ. If you require information on EDI please go to www.edexcel.com/edi.

Basedata is available from the BTEC tab on Edexcel Online once approval has been given. Registration of a subject gives you access to all 3 entry levels.

2.3 Deletion of registrations

Learner registrations will not normally be deleted, or fees refunded, once registrations have been accepted by Edexcel. A new learner cannot replace an individual who has been registered but has subsequently left the programme.

We are aware that there may be learners who drop out from academic year programmes over the Christmas period. Therefore, we will accept all requests for the deletion of learners registered from September 2011, provided an email is sent to serviceoperations@edexcel.com before 31 January 2012, and the learners have not completed any units. You must give the learner name and registration number in the email. This provision does not apply to any other learner intake.

2.4 Internal and Standards Verification

Please refer to the Quality Assurance handbook at www.edexcel.com for Internal and Standards Verification guidelines.

2.5 Invoices

We will issue invoices and credit notes once registrations have been processed. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online – www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount.

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject or programme and any candidates to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

2.6 Reporting learner achievement

You can report the achievement in internally assessed elements for each learner and make an award claim either through Edexcel Online or EDIFACT EDI.

Results can be reported via EDI or Edexcel Online for every learner who has achieved the internally assessed elements of the programme and also where he/she has withdrawn from the programme. If he/she has already been deleted you do not need to report them. Centre claims will be processed once they have a successful SV Report.

2.7 Dates for results reporting

For learners completing programmes at the end of the academic year, if results reach Edexcel by 05 July, awards will be issued by 15 August, unless there is an external verification certificate block or a query over the result.

Note: Results should be submitted immediately at the end of each summer term, as the results submitted to Edexcel are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable Edexcel to process the results by the end of July, you may find your outcomes are incorrect in these tables.

You can report results via Edexcel Online or EDIFACT EDI.

For further details please refer to the Edexcel website www.edexcel.com.

2.8 Certification

Once results have been reported, and awarded, we will release certificates for learners. You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from the date of receipt.

3 Level 1 and 2 Functional Skills (paper based)

3.1 Subject details

The qualifications are graded 'Pass' or 'Fail' however, only 'Pass' grades will appear on certificates.

Mathematics and ICT subjects each require one entry at a particular level. If a student fails Mathematics, or ICT, they may re-sit in the next available examination series.

English is made up of three separate units – each will require an entry: Reading, Writing and Speaking, Listening and Communication. You will need to make entries for each unit and the award (cash-in) code. If a learner fails a unit, an entry to re-sit the unit, as well as an entry for the award code, can be made in the next available examination series.

Transfer of credit is no longer possible for Functional Skills. Units from the pilot qualification cannot be used for awards in the new specifications.

The table below confirms which subjects are available in the examination series to the end of 2012:

Examination Series	Subjects available (Levels 1 and 2)
October 2011	English, Mathematics
November 2011	English, Mathematics, ICT
January 2012	English, Mathematics, ICT
February 2012	English, Mathematics, ICT
March 2012	English, Mathematics, ICT
May 2012	English, Mathematics, ICT
June 2012	English, Mathematics, ICT
July 2012	English, Mathematics

For Mathematics and ICT, centres need to make an entry for the relevant subject code (determined by subject and level) as these are one-unit qualifications.

3.2 Entry deadlines

We have listed our entry deadlines and late fee dates below with an explanation of the late fees that are applied. For each exam series you will see the entry deadline, the late fee date and the high late fee date.

We have also included the date when basedata will be available on our website (www.edexcel.com/basedata). From this date you are also able to use Edexcel Online for that exam series to submit entries. EDIFACT basedata is not available for Level 1 and 2 entries.

If you are having difficulties meeting the entry deadline, for example because your MIS has crashed, please contact us and we will support your entry submission process. If you require information on EDI please go to www.edexcel.com/edi.

Exam series	Basedata issued	Entry deadline	Late fee date	High late fee date
October 2011	02 September 2011	16 September 2011	17 September 2011	07 October 2011
November 2011	02 September 2011	21 October 2011	22 October 2011	11 November 2011
January 2012	14 September 2011	01 December 2011	02 December 2011	06 January 2012
February 2012	14 September 2011	12 January 2012	13 January 2012	03 February 2012
March 2012	12 October 2011	23 February 2012	24 February 2012	16 March 2012
May 2012	18 November 2011	19 April 2012	20 April 2012	11 May 2012
June 2012	18 November 2011	17 May 2012	18 May 2012	15 June 2012
July 2012	18 November 2011	28 June 2012	29 June 2012	20 July 2012

Please submit entries using EDI or Edexcel Online. Edexcel Online is available for use from the basedata issue dates.

3.3 Late fees explained

After the entry deadline late fees will be incurred. From the late fee date, the entry (unit or subject) fee is doubled. The entry fee is trebled after the high late fee date. You will not incur a fee for changing candidate details (such as name amendments) unless a certificate has been issued.

A change of level will be viewed as a new entry – this is because you are withdrawing one entry and adding another. A change of level requested before the entry deadline will incur no late fees. After the entry deadline it will incur the standard late fee. After the high late fee date it will incur the standard high late fee and no refund will be issued.

3.4 Refunds

Any fee will be refunded automatically up to the high late fee date. If you withdraw an entry after this date no refund will be issued without supporting medical evidence.

If a late entry is withdrawn by the high late fee date only the entry fee is refunded.

For information about the fees charged for late entries and withdrawals please refer to the Making Entries section of this Information Manual. Please also refer to the Edexcel price list on the website.

3.5 Invoices

We will issue invoices and credit notes once entries have been processed. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online – www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount.

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject, or programme, and any candidates to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

3.6 Submission of learner achievement for English Speaking, Listening and Communication (E101 and E201) for certification

You can submit marks for controlled assessments by EDI, Edexcel Online or using OPTEMS. The deadlines are listed below. We receive the majority of marks at the deadline. If we have not received your coursework marks we will contact you after the deadline. It is advised to only enter the Speaking, Listening and Communication elements once a learner has been assessed and you have a mark to enter.

Examination Series	Information required	Submit to Edexcel by
October 2011	Marks via EDI or Edexcel Online	21 October 2011
November 2011	Marks via EDI or Edexcel Online	25 November 2011
January 2012	Marks via EDI or Edexcel Online	20 January 2012
February 2012	Marks via EDI or Edexcel Online	17 February 2012
March 2012	Marks via EDI or Edexcel Online	30 March 2012
May 2012	Marks via EDI or Edexcel Online	25 May 2012
June 2012	Marks via EDI or Edexcel Online	29 June 2012
July 2012	Marks via EDI or Edexcel Online	03 August 2012

3.7 Results dates

We have listed the results dates for 2011-2012 below. You will see the date you can access the results via EDI, Edexcel Online and ResultsPlus and also the date you may share results with students.

We will post the grade boundary and examiner reports on our websites on these dates. You will find further information at: www.edexcel.com/results.

We will not provide paper results (statements of results) as certificates will be issued two weeks after the electronic results.

Examination Series	Electronic Results available via EDI and Edexcel Online	Certificate receipt dates
October 2011	21 November 2011	From 5 December 2011
November 2011	23 December 2011	From 17 January 2012
January 2012	17 February 2012	From 05 March 2012
February 2012	16 March 2012	From 02 April 2012
March 2012	04 May 2012	From 21 May 2012
May 2012	22 June 2012	From 09 July 2012
June 2012	27 July 2012	From 13 August 2012
July 2012	31 August 2012	From 17 September 2012

3.8 Certificate retention

You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from the date of receipt.

3.9 Post-results Services

Please note that Enquiries About Results (EAR) and Access to Scripts (ATS) requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be made after the published closing date.

Parts 3.10, 3.11 and 3.12 give details of Post-results Services available for Functional Skills.

3.10 EAR Service 1: clerical re-check

This service constitutes a check of all clerical procedures which lead to the issue of a result. This service might be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort.

This service includes a check on the following:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds.

Candidates' grades or uniform mark scores (UMS) can go up or down.

We aim to complete an enquiry within 20 days of acknowledging the request.

3.11 EAR Service 2: Post-results review of marking

This service will include:

- the clerical checks(EAR Service 1)
- the review of marking of units/components by a senior examiner
- if requested, a copy of the reviewed script(s) for those components included in ATS. A fee is levied for this additional service.

Candidates' grades or uniform mark scores (UMS) can go up or down.

- Please note that Service 2 is available to individual candidates.
- Results for each candidate will be reported separately.

We aim to complete an enquiry within 30 days of acknowledging the request.

3.12 Access to Scripts (ATS)

Where possible the ATS – Original script service is available for all externally assessed Functional Skills components.

Original scripts/PDFs will not be made available to centres before the deadline for receipt of Enquiries About Results. Centres may, however, request copies of reviewed scripts at the same time as requesting an Enquiry About Results.

3.13 Key dates for Enquiry About Results and Access to Scripts applications

Once scripts have been despatched, or electronic copies of scripts in a PDF format have been made available, they cannot be returned to Edexcel with a request for a refund.

We have listed the key dates and deadlines for 2011-2012 overleaf. You will see the dates you can submit Enquiries about Results (EAR) and Access to Scripts (ATS) applications.

Examination Series	Results Date	Enquiries about Results (EAR) and Access to Scripts (ATS)
October 2011	21 November 2011	<ul style="list-style-type: none"> • 21 November 2011 - EAR and ATS services available • 05 December 2011 – Last date for Edexcel to receive applications for EAR and ATS
November 2011	23 December 2011	<ul style="list-style-type: none"> • 03 January 2012 - EAR and ATS services available • 13 January 2012 – Last date for Edexcel to receive applications for EAR and ATS
January 2012	17 February 2012	<ul style="list-style-type: none"> • 17 February 2012 - EAR and ATS services available • 02 March 2012 – Last date for Edexcel to receive applications for EAR and ATS
February 2012	16 March 2012	<ul style="list-style-type: none"> • 16 March 2012 - EAR and ATS services available • 30 March 2012 – Last date for Edexcel to receive applications for EAR and ATS
March 2012	04 May 2012	<ul style="list-style-type: none"> • 04 May 2012 - EAR and ATS services available • 18 May 2012 – Last date for Edexcel to receive applications for EAR and ATS
May 2012	22 June 2012	<ul style="list-style-type: none"> • 22 June 2012 - EAR and ATS services available • 06 July 2012 – Last date for Edexcel to receive applications for EAR and ATS
June 2012	27 July 2012	<ul style="list-style-type: none"> • 27 July 2012 - EAR and ATS services available • 10 August 2012 – Last date for Edexcel to receive applications for EAR and ATS
July 2012	31 August 2012	<ul style="list-style-type: none"> • 31 August 2012- EAR and ATS services available • 14 September 2012 – Last date for Edexcel to receive applications for EAR and ATS

3.14 Functional English - unit and specification cash-in codes

Unit Code	Unit title
E101	Level 1 Unit 1 - Speaking, Listening & Communication
E102	Level 1 Unit 2 – Reading
E103	Level 1 Unit 3 - Writing
E201	Level 2 Unit 1 - Speaking, Listening & Communication
E202	Level 2 Unit 2 – Reading
E203	Level 2 Unit 3 - Writing

The units candidates must take to be eligible for a cash-in (award) are outlined below. They can be taken in the same exam series or can be banked under the candidate's UCI if taken in a previous exam series. No grades will be issued unless the cash-in is entered. Likewise, no exam material will be sent if the units are not entered.

Cash-in code	Subject title (as appearing on certificate)	Units required to be eligible
FSE01	Edexcel Functional Skills qualification in English at Level 1	E101, E102 and E103 (L2 units are also valid for an L1 cash-in: E201, E202 and E203)
FSE02	Edexcel Functional Skills qualification in English at Level 2	E201, E202, E203

3.15 Functional Mathematics – entry code

Subject code	Subject title (as appearing on certificate)
FSM01	Edexcel Functional Skills qualification in Mathematics at Level 1
FSM02	Edexcel Functional Skills qualification in Mathematics at Level 2

3.16 Functional Information and Communication Technology – entry codes

Subject code	Subject title (as appearing on certificate)
FST01	Edexcel Functional Skills qualification in Information and Communication Technology at Level 1
FST02	Edexcel Functional Skills qualification in Information and Communication Technology at Level 2

3.17 Timetabling arrangements for 5-day assessment windows

1. Assessment is available within a 5-day window, on the dates shown in the timetable.
2. Edexcel will set one question paper for each tested unit in each 5-day window.
3. Centres can arrange the tests to suit the needs of their learners. The following points must be adhered to:
4. Test sittings must be scheduled to minimise the possibility of learners colluding.
5. It is the responsibility of the centre to inform candidates of the dates and times for their tests.
6. Centres must produce a schedule showing the date and time of each test session to be held in the window. This schedule must be submitted to Edexcel's Compliance and Quality Services Department. Edexcel will make available a pro-forma email for this purpose.
7. Teaching of the subject should be suspended for the duration of the window.
8. Those learners sitting a test in a particular window may only sit the test once.
9. Each question paper must be collected in, accounted for and held securely until the end of the window.
10. For ICT tests learners must only have access to files required for the test.
11. During the ICT tests learners are permitted access to the internet in Section A, but must not access the internet when completing Section B.

3.18 Onscreen Testing

In addition to the fixed assessment opportunities throughout the year, we are now offering onscreen on-demand tests for Functional Skills in English (Reading and Writing) and Mathematics across Level 1 and 2 qualifications.

Results

Test results will be available via Edexcel Online within four weeks of Edexcel receiving the test file. Learners can be entered to re-sit on the same day the initial results are received.

Invoices

Invoices will be generated upon a learner completing an onscreen test, and a result being uploaded to Edexcel. There are no late entry or withdrawal charges for these onscreen tests. In addition, there is no charge for tests not taken.

Certificates

Once a learner has completed and passed all the necessary units to obtain the Functional Skills qualification, our system will automatically issue a certificate. Certificates will normally arrive in centres within 10 working days after results have been issued on Edexcel Online.

For more information about onscreen Functional Skills tests please visit :
<http://www.edexcel.com/quals/func-skills/Pages/default.aspx>

4 Edexcel Levels 1 and 2 Functional Skills Assessment Timetable (October 2011 – July 2012)

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
October 2011	16 September 2011	10 October 2011 – 14 October 2011	FSM01	Mathematics Level 1	1h 30m		21 November 2011
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication		21 October 2011	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication		21 October 2011	
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
November 2011	21 October 2011	14 November 2011 - 18 November 2011	FSM01	Mathematics Level 1	1h 30m	23 December 2011	
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			25 November 2010
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			25 November 2010
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK		TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
January 2012	01 December 2011	09 January 2012 - 13 January 2012	FSM01	Mathematics Level 1	1h 30m	20 January 2012	17 February 2012
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK			TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED
February 2012	12 January 2012	06 February 2012 - 10 February 2012	FSM01	Mathematics Level 1	1h 30m		16 March 2012
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication		17 February 2012	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication		17 February 2012	
E202	Reading	45m					
E203	Writing	45m					

SERIES	ENTRY DEADLINE	TEST WEEK		TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
March 2012	23 February 2012	19 March 2012 - 23 March 2012	FSM01	Mathematics Level 1	1h 30m	30 March 2012	04 May 2012
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK		TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED		
May 2012	19 April 2012	14 May 2012 - 18 May 2012	FSM01	Mathematics Level 1	1h 30m		22 June 2012	
			FSM02	Mathematics Level 2	1h 30m			
			E101	English Level 1 Speaking Listening & Communication		45m		25 May 2012
			E102	Reading				
			E103	Writing				
			E201	English Level 2 Speaking Listening & Communication		45m		25 May 2012
			E202	Reading				
			E203	Writing				

SERIES	ENTRY DEADLINE	TEST WEEK		TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
June 2012	17 May 2012	18 June 2012 - 22 June 2012	FSM01	Mathematics Level 1	1h 30m	29 June 2012	27 July 2012
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK		TEST DURATION	CENTRE MARK SUBMISSION FOR CERTIFICATION	RESULTS ISSUED	
July 2012	28 June 2012	23 July 2012 -27 July 2012	FSM01	Mathematics Level 1	1h 30m	03 August 2012	31 August 2012
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		