

# Your guide to Functional Skills

# Your Guide to Functional Skills

Welcome to our Functional Skills Brochure. This is your guide to what Functional Skills are and how you can best prepare for offering Functional Skills in your centre.

In the following sections you can expect to find:

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## What are Functional Skills?

Functional Skills are *'the core elements of English, mathematics and ICT that provide an individual with the essential knowledge, skills and understanding that enable them to operate confidently, effectively and independently in life and at work.'* 14-19 Education and Skills White Paper

### What this means, is that Functional Skills are:

- practical skills that equip learners with the necessary knowledge and understanding to use and apply English, mathematics and ICT in everyday life. They aim to help learners maximise their potential in all areas, including higher education, at work, at home and in the community.
- a core part of the 14-19 curriculum reform and designed in response to employers' perceptions that many young people and adults are not achieving a firm enough grounding in the basics.
- being offered in English, mathematics and ICT at all levels and will be available to all centres following the successful pilot.

We have been working with QCDA to develop a programme for Functional Skills that best meets learners' needs. During the first two years of the pilot we had more than 120,000 entries, making us one of the leading awarding bodies for Functional Skills and an ideal choice for helping you to implement these new qualifications.



# Key Dates:

The timeframe for current development is:

Onscreen Pilot tests available for adults and part-time learners

November 2009

January 2010

Launch of 4 windows of assessment for Level 1 and 2

FS qualifications accredited for Entry Level, Level 1 and 2

April 2010

Final assessment of pilot qualifications at Level 1 and 2

June 2010

First teaching of live FS qualification

September 2010

## What types of centres are currently piloting Functional Skills?

QCDA has set out some key eligibility criteria for centres joining the pilot programme.

From September 2009 centres who join the pilot have to meet one or more of the following criteria:

- be an existing centre from the first (gateway 1) and second year (gateway 2) of the pilot
- be a centre that is registering learners for the [Diploma](#) from September 2009
- be a centre that may be offering the [Advanced Diploma](#) in September 2010
- be a centre participating in the [Foundation Learning \(FL\)](#) pilot
- be a further education college
- be a training provider that can offer [apprenticeships](#)
- be a centre/provider with contracts offering learning in the custodial sector or probation service
- be a centre/provider of post 19 education.

From September 2010 any centre can offer Functional Skills

# Introducing Functional Skills

Centres can offer Functional Skills as a standalone qualification; this means that learners will need to complete the required units for each subject (at each level) in order to gain a nationally recognised qualification.

Functional Skills is available at levels from Entry 1, 2 and 3 and advances to Levels 1 and 2 across all three subjects; English, mathematics and ICT.

**Our externally assessed Functional Skills offer:** consists of Levels 1 and 2, here learners have the option to take all three subjects. Learners who reach Level 2 will gain a level of functionality that will prepare them with the skills they need for life, learning and work.

General information on our externally assessed offer can be found on the following pages, or by visiting:

English: [www.edexcel.com/fsenglish](http://www.edexcel.com/fsenglish)  
Mathematics: [www.edexcel.com/fsmaths](http://www.edexcel.com/fsmaths)  
ICT: [www.edexcel.com/fsict](http://www.edexcel.com/fsict)

**Our Entry Level Functional Skills offer:** starts at Entry Level 1 and progress to Entry Level 3 in all subjects with assessments available on-demand. These qualifications follow a similar operational model to Edexcel Entry Level Adult Literacy and Numeracy (ALAN) and Entry Level ICT qualifications. Candidates are registered per subject and can then be certificated at the highest level at which they have successfully passed the assessment. There is currently no spiky profile.

There are no deadlines for registration and assessments can be taken whenever candidates are ready. Our new information manual for entry level, as well as sample assessments, specifications and quality assurance documents can be found at [www.edexcel.com/fsentrylevel](http://www.edexcel.com/fsentrylevel). All queries on Entry Level Functional Skills should be directed to [fspilot.recruitment@edexcel.com](mailto:fspilot.recruitment@edexcel.com).

**Our Onscreen Pilot offer:** where we are piloting a new model of assessment for Functional Skills. Designed with flexibility for centres and learners in mind, it offers onscreen assessment and internally assessed papers, facilitating a faster turnaround of results and moving further towards assessment 'on demand'. To be eligible you must be a centre with either adult learners (aged 19+) or a centre with learners who are in part-time education (less than 16 hours per week and aged 16+). Visit [www.edexcel.com/fsonscreen](http://www.edexcel.com/fsonscreen) for sample questions.



# What is Functional English

[www.edexcel.com/fsenglish](http://www.edexcel.com/fsenglish)

Functional English aims to ensure that each individual is confident and capable when using the skills of speaking, listening, reading and writing, and is able to communicate effectively, adapting to a range of audiences and contexts.

This will include being able to explain information clearly and succinctly in speech and writing, expressing a point of view reasonably and persuasively, and using English to communicate effectively. In a practical context this means that in life and work each individual should be able to:

- read and understand information and instructions, and then use this understanding to act appropriately. This could apply to working out which train to catch to reach a specific destination, to organising a series of tasks in the workplace.
- analyse how ideas and information are presented, and be able to evaluate their usefulness, for example solving a problem.
- make an oral presentation or report and contribute to discussions
- use speech to work collaboratively in teams to agree actions and conclusions.

For each component; reading, writing, and speaking and listening, realistic contexts have been designed so that learners develop the functionality they need.

## Functional English is available at:

**Levels 1 and 2** – our externally assessed Functional Skills offer for learners at KS4, in FE, undertaking an Apprenticeship, in adult education or work based learning.

**Entry Level 1-3** – available to all centres who are eligible to join the pilot.

**Onscreen pilot** – tailored towards adult learners or learners in part-time education.

With a choice of levels you can choose which level best meets your learners' needs. We also provide a range of downloadable resources that you can use in your centre at [www.edexcel.com/fsenglish](http://www.edexcel.com/fsenglish)



*Functional English is essential to young people's lives...the students are learning things that will be of real value to them in the future, beyond their academic life.*

Amos Wardell, Head of English, Djanogly Academy in Nottingham





## How is Functional English Assessed?

The following table summarises the assessment criteria. Learners must pass each component at their chosen level in order to achieve an award in Functional English. In 2010, we will be offering centres four windows of assessment in January, March, May and November. We are working towards offering further assessment windows for Levels 1 and 2 in the near future.

	Level 1 and 2	Entry Level 1-3	Onscreen Pilot
<b>Test paper</b>	Reading and Writing - separate test papers Speaking and Listening - practical assessment	Separate assessments in Reading, Writing and Speaking & Listening	Reading – one onscreen test Writing – one assessment consisting of two tasks Speaking and Listening - practical assessment
<b>Length of test</b>	Level 1 Reading - 35 mins Level 1 Writing - 35 mins Level 2 Reading - 45 mins Level 2 Writing - 45 mins Speaking and Listening - no time constraint	Approx 45 minutes	Level 1 Reading - 60 mins Level 1 Writing - 120 mins* Level 2 Reading - 75 mins Level 2 Writing - 180 mins*
<b>Style of question</b>	Reading and Writing - consist of long and short answer and multiple-choice Speaking and Listening – spoken test	Reading – Multiple-choice and short answer questions Writing - open-ended questions Speaking & Listening – spoken test	Reading – Short responses Writing – open-ended questions Speaking and Listening – spoken test
<b>Computer based testing</b>	Reading - currently being trialled	No	Yes
<b>Assessment</b>	Reading and Writing - externally assessed Speaking and Listening – internally assessed	On-Demand Internally assessed (centre marked) and externally verified	Reading – computer marked Writing, Speaking and Listening – centre marked and externally verified
<b>Portfolio</b>	No portfolio work required	No portfolio work required	No portfolio work required
<b>Additional information</b>	Dictionaries allowed Each component can be banked individually before claiming final certification	On demand assessments, taken when candidates are ready. If a candidate does not pass their assessment, they will be able to re-sit a different paper following a gap of at least two weeks.	Aimed at adult learners (aged 19+) in any type of centre, and learners aged 16 or older who are in part-time education (less than 16 hours per week).

\* Tests are taken under controlled conditions and may be broken up in to more than one session

# What is Functional Mathematics?

[www.edexcel.com/fsmaths](http://www.edexcel.com/fsmaths)

Functional Mathematics aims to ensure that each individual has a sufficient understanding of a range of mathematical concepts and is able to know how and when to use them.

In a practical context, this means learners will develop the confidence and capability to:

- solve problems
- process calculations
- interpret and explaining situations

All within the following contexts: work and education, community, citizenship and environment, media and communication, and family, home and social issue.



## Functional Mathematics is available at:

**Levels 1 and 2** – our externally assessed Functional Skills offer for learners at KS4, in FE, undertaking an Apprenticeship, in adult education or work based learning.

**Entry Level 1-3** – available to all centres who are eligible to join the pilot.

**Onscreen pilot** – tailored towards adult learners or learner in part-time education.

With a choice of levels you can choose which level best meets your learners' needs. We also provide a range of downloadable resources that you can use in your centre at [www.edexcel.com/fsmaths](http://www.edexcel.com/fsmaths)

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*Functional Maths is more engaging to learners because it revolves around relevance to real life and it encourages them to think independently and take charge of their own learning... Giving them that degree of responsibility is what I see as true functional mathematics.*

Debbie Barakat, Mathematics teacher, Excelsior Academy, Newcastle

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# How is Functional Mathematics Assessed?



The following table summarises the assessment criteria for Functional Mathematics.

	Level 1 and 2	Entry Level 1-3	Onscreen Pilot
<b>Test paper</b>	Single test paper at each level	Single test paper at each level	One onscreen test
<b>Length of test</b>	1 hour 15 mins	Approx. 45 minutes	Level 1 - 75 minutes Level 2 - 75 minutes
<b>Style of question</b>	Open response	One test - short answer	Short responses
<b>Computer based testing</b>	Currently being trialled	No	Yes
<b>Assessment</b>	Externally assessed	On-Demand - centre marked and externally verified	Computer marked
<b>Portfolio</b>	No portfolio work required	No portfolio work required	No portfolio work required
<b>Additional information</b>	Calculators allowed	On demand assessments, taken when candidates are ready. If a candidate does not pass their assessment, they will be able to re-sit a different paper following a gap of at least two weeks.	Aimed at adult learners (aged 19+) in any type of centre, and learners aged 16 or older who are in part-time education (less than 16 hours per week).

In 2010, we will be offering centres four windows of assessment in January, March, May and November. We are working towards offering further assessment windows for Levels 1 and 2 in the near future.

# What is Functional ICT?

[www.edexcel.com/fsict](http://www.edexcel.com/fsict)

Functional ICT aims to ensure that every individual is confident and capable when using ICT systems and tools. In both life and work, each individual will be able to apply ICT safely to enhance their learning and quality of work. Our Functional ICT qualification helps develop the transferable skills that learners need to be able to pick up and use in a variety of situations.

In a practical context, this means that learners will be able to demonstrate their competence in three skills areas:

- using ICT systems including spreadsheet, database and word programmes
- finding and selecting information and using relevant programmes as above to achieve this
- developing, presenting and communicating information, for example presenting information as a poster or a series of presentation handouts.

## Functional ICT is available at:

**Levels 1 and 2** – our externally assessed Functional Skills offer for learners at KS4, in FE, undertaking an Apprenticeship, in adult education or work based learning.

**Entry Level 1-3** – available to all centres who are eligible to join the pilot.

With a choice of levels you can choose which level best meets your learners' needs. Our popular and downloadable resources will also give you all the support you need [www.edexcel.com/fsict](http://www.edexcel.com/fsict)

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*Our students have found taking part in the Functional Skills pilot an enjoyable experience. The shorter tasks lend themselves well to the teaching environment, with learners often seeing the lessons less as work and more as an enjoyable task to perform. Importantly it enables them to gain a qualification before moving on to college..*

Rachel Schofield, New Summerseat House

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## How is Functional ICT Assessed?

The following table summarises the assessment criteria for Functional ICT.

	Level 1 and 2: Unit 1	Level 1 and 2: Unit 2	Entry Level 1-3
<b>Test paper</b>	Single computer based test	Whitness statement	A computer-based test and a witness statement
<b>Length of test</b>	2 hours (including printing time)	No time constraint	Aprox 45 minutes
<b>Style of question</b>	Three practical tasks to be completed using standard office software	Confirmation of candidate performance to be completed	Task - Onscreen short task Centre Authentication Document - Witness statement
<b>Computer based testing</b>	Yes	Not applicable	Yes
<b>Assessment</b>	Externally assessed	Internally assessed	On-Demand Centre marked and externally verified
<b>Portfolio</b>	No portfolio work required	No portfolio work required	No portfolio work required
<b>Additional information</b>	5 day window	5 day window	On demand assessments, taken when candidates are ready. If a candidate does not pass their assessment, they will be able to re-sit a different paper following a gap of at least two weeks.



### Assessment Windows

In 2010, we will be offering centres four windows of assessment in January, March, May and November. We are working towards offering further assessment windows for Levels 1 and 2 in the near future.

# Functional Skills and ... GCSEs

Functional skills qualifications will be available alongside the new GCSEs in English, mathematics and ICT. Whilst Functional Skills will no longer be a hurdle to attainment at GCSE level, functional elements have been embedded into our new GCSE specifications.

We've been using the extensive experience we've gained through the pilot and our Development Programme to ensure that each specification will deliver the coverage and range for both Level 1 and Level 2.

The break down per subject is as follows:

## English:

Our GCSE specifications in English provide the coverage of the FS English standards

- Teachers can deliver the teaching and learning for FS as part of the GCSE course
- Unit 1 English and English Language covers the teaching and learning requirements for FS Reading and Writing
- Unit 3 English and English Language covers the teaching and learning requirements for FS Speaking and Listening

## Our offer from 2010 for English GCSE

- GCSE English \*
- GCSE English Language\*
- GCSE English Literature
- GCSE English Studies

We are the only awarding body that offers this 4th GCSE and it can be taken as a standalone, alongside GCSE English or as a third GCSE alongside English Language and English Literature.

One GCSE	GCSE English or GCSE English Studies
Two GCSEs	GCSE English Language and English Literature or GCSE English and English Studies
Three GCSEs	GCSE English Language, English Literature and English Studies

\* English and English Language carry the league table points reported as the key 5 A\*-Cs including English and maths

[www.english10.co.uk](http://www.english10.co.uk)



# Functional Skills and ... GCSEs

## Mathematics:

Functional Mathematics provides learners with practical everyday mathematic skills and hence elements have been embedded into the new specification and examination papers. Functional Skills will be assessed as a stand-alone qualification, but is no longer a hurdle to attainment for the GCSE.

Each specification will therefore deliver the coverage range and process skills for both Level 1 and 2 Functional Skills, so you can ensure that your students have the necessary skills they need for everyday life. These elements will be easy to deliver and co-teachable within your lessons and will be fully supported by resources and training.

Our GCSE specifications in mathematics provide the coverage of the FS mathematics standards.

- GCSE Mathematics will assess the functional elements of mathematics, as required by the Key Stage 4 Programme of Study for Mathematics.
- 20-30% on Higher Tier papers.
- 30-40% on Foundation Tier papers.

Further details on the latest developments for our new GCSE Mathematics can be found at [www.maths10.co.uk](http://www.maths10.co.uk)



*Over the past few years our mathematics department has become the flagship department for our school. I certainly feel that I am at the cutting edge of all changes in mathematical education and am totally supported.*

Pietro Tozzi, Gumley House School



[www.maths10.co.uk](http://www.maths10.co.uk)



# Functional Skills and ... GCSEs

## ICT:

Our GCSE in ICT will assess functional elements of ICT, as required by the Key Stage 4 Programme of Study (POS) for ICT.

Our new GCSE ICT has:

- up-to-date and engaging content that that will interest students
- a simple, flexible structure that is easy to fit into the timetable
- accessible exam papers enabling students to demonstrate what they know
- clear mark schemes that help improve exam techniques and results
- controlled assessment tasks that are fun to do and easy to assess
- a comprehensive support package that makes it easy for teachers to swap to this new GCSE ICT.

## Our offer from 2010 for ICT GCSE

Unit Title and Unit Summary	Single Award	Double Award	
<b>Unit 1 Living in a Digital World</b> Externally assessed 90 minute written paper Exam available Jan/June N.B First exam Jan 2011	40%	20%	Unit 1 and Unit 2 cover the contents of the Key Stage 4 POS for ICT and FS ICT
<b>Unit 2 Using Digital Tools</b> Controlled Assessment 40 hours of work in a controlled environment Moderation available Jan/June N.B. First moderation June 2011	60%	30%	
<b>Unit 3 Exploring Digital Design</b> Externally assessed 90 minute written paper Exam available Jan/June N.B. First exam June 2011		20%	
<b>Unit 4 Creating Digital Products</b> Controlled Assessment 40 hours of work in a controlled environment Moderation available Jan/June N.B First moderation June 2012		30%	

[www.ict10.co.uk](http://www.ict10.co.uk)

We are working hard to ensure that these elements will be easy to deliver and co-teach within your lesson plans, and will be fully supported by resources and training.

# Functional skills and ... the Diploma

Our Diploma programme now consists of over 10 lines of learning, which by 2011 will extend to 17 disciplines. Functional Skills are an essential part of this programme.

To gain a Diploma all learners must pass **all three** Functional Skills assessments in English, mathematics and ICT.

The Functional Skills level required for the Diploma is:

<b>Diploma at Level 1</b>	Functional Skills in English, mathematics and ICT at Level 1
<b>Diploma at Level 2</b>	Functional Skills in English, mathematics and ICT at Level 2
<b>Diploma at Level 3</b>	Functional Skills in English, mathematics and ICT at Level 2

Each Functional Skill is assessed as a standalone qualification. Many centres are providing opportunities for learners to develop and apply these skills within relevant contexts.

We have been working closely with centres during our Functional Skills pilots to develop strategies for teaching Functional Skills within Diplomas. Functional Skills can be embedded within Principal Learning and Generic Learning, or taught discretely.

**All Diploma centres are now eligible to pilot Functional Skills** - if your students are currently taking or about to start one of lines of learning, contact your Curriculum Development Manager to see how our Functional Skills package can support you. Visit [www.edexcel.com/regionaloffices](http://www.edexcel.com/regionaloffices)

You can find further information on our Diploma offer at [www.edexcel.com/diploma](http://www.edexcel.com/diploma)

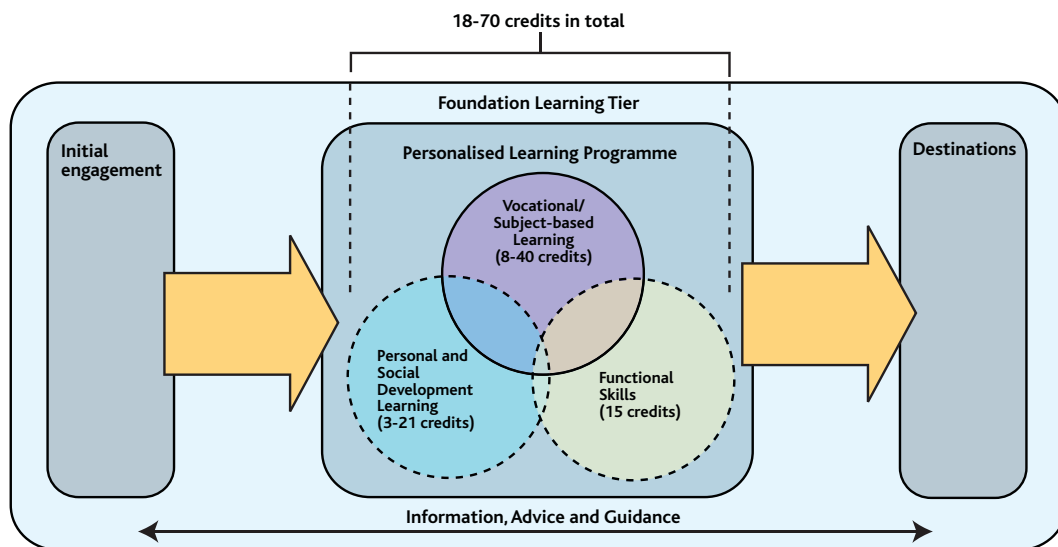


# Functional Skills and ... Foundation Learning

Foundation Learning is the new programme for Entry and Level 1 qualifications. It is an important reform designed to increase learners' participation, achievement and progression through personalised learning programmes. The programme can help learners increase their confidence and move on to other qualifications.

Foundation Learning from Edexcel consists of three components:

- BTEC Vocational Qualifications
- Functional Skills
- Personal and Social Development Skills, including WorkSkills.



The Functional Skills component of Foundation Learning is worth 15 credits. The majority of learners, except in specific circumstances, will therefore take all three Functional Skills qualifications in English, mathematics and ICT, each subject worth five credits each.

Learners can take Functional Skills at the level that best meets their needs.

For example: Grace is 14 years old and has difficulty with learning in a formal setting and sometimes lacks confidence. Foundation Learning provided a framework that would help her to progress onto a Diploma in hospitality and catering. To complete the Functional Skills component, Grace has taken Functional English and Maths at Entry Level 3 and Functional ICT at Entry Level 2. This gave her the required 15 credits and 19.5 SCAAT points that she required to complete this phase of the programme, and progress on to further studies.\*

Further information on the Edexcel's Foundation Learning suite can be found at [www.edexcel.com/flt](http://www.edexcel.com/flt)



# Functional Skills and ... Apprenticeships

Functional Skills will replace Key Skills within all Apprenticeships, this means all young people on the apprenticeship route will take Functional Skills.

Department for Innovation, Universities and Skills (DIUS) and National Apprenticeship Service (NAS) have confirmed that as per Key Skills, Functional Skills assessment will remain at the level below the Apprenticeship programme being undertaken. All Apprenticeship frameworks will require English and mathematics Functional Skills, whilst ICT will be required within some apprenticeships.

Many sectors have now approved the use of Functional Skills qualifications within Apprenticeship frameworks; this is supported by the relevant sector skills council or sector body. This was to ensure that their sectors were represented during the pilot.

Many centres that offer Apprenticeships will develop Functional Skills in both discrete English, mathematics and ICT classes, as well as within the vocational classes. By embedding these skills across an apprentice's programme this will provide opportunities for the development and application of Functional Skills in work-related settings, adding meaning and purpose to their learning. Learners who take the Functional Skills route will not have to submit a portfolio but will have to undertake speaking and listening, reading and writing assessments.

For further information on Apprenticeships visit  
[www.edexcel.com/apprenticeships](http://www.edexcel.com/apprenticeships)

# Achievement

## Achievement and Attainment Tables for Functional Skills

The table below illustrates the performance points awarded by DCSF for Functional Skills during the pilot. The points awarded at each level are in addition to those awarded for any GCSE or Diploma qualifications. Each Functional Skills qualification at levels 1 and 2 is the equivalent of a short course/half a GCSE.

Level:	Entry 1	Entry 2	Entry 3	Level 1	Level 2
Points:	5	6	7	12.5	23

Note: Currently candidates can gain points for both Functional Skills and GCSE, and Functional Skills and ALAN. However Functional Skills and Key Skills will discount one another.

## Functional Skills and future developments

### Functional Skills will be an important part of BTECs:

The BTEC suite of qualifications provides excellent opportunities for the teaching and learning of Functional Skills in vocational contexts. Research has shown that for many students these vocational contexts are a successful platform for the applied teaching and learning of English, mathematical and ICT skills. We are working towards the integrated delivery of all three Functional Skills across our highly successful BTEC qualifications. For more information visit [www.edexcel.com/BTECs](http://www.edexcel.com/BTECs)

### Functional Skills linked to the WorkSkills Framework:

WorkSkills from Edexcel is a new flexible suite of units that offer learners the opportunity to gain relevant, job-related skills under the BTEC brand, backed by valuable resources to meet the UK skills challenge. This will provide a further exciting and flexible method of ensuring learners gain valuable Functional Skills. Visit our WorkSkills website at [www.edexcel.com/workskills](http://www.edexcel.com/workskills)

### The Report Card prospectus

The current proposals that are being trialled in schools on performance reporting include indicators for Pupil Attainment at Key Stage 4 - minimum and extended indicators from *A School Report Card: Prospectus* (a DCSF publication)

<b>Minimum set of Key stage 4 indicators</b>	
Percentage of pupils achieving functional English and mathematics at Level 2	A measure that reflects the essential skills for success in learning and employment
<b>Extended set of key stage 4 indicators</b>	
Percentage of pupils achieving functional English and mathematics at Level 1	A measure reflecting a school's work with lower attaining pupils in these essential life skills

# Our support

## – free, accessible and tailored to centres' needs

We are dedicated to providing all our centres with the necessary tools, resources and support so that you can help your learners reach their full potential. To do this we offer:

- A **dedicated team** for all your administration and assessment queries and for entry management. Email our Pilots team at [fspilot.recruitment@edexcel.com](mailto:fspilot.recruitment@edexcel.com).
- **Ask The Expert** a free service for specific Functional Skills queries, putting you in direct contact with a Senior Examiner who will help answer all your questions.

Subject	Ask the Expert email address
English	<a href="mailto:functionalskillsenglish@edexcelexperts.co.uk">functionalskillsenglish@edexcelexperts.co.uk</a>
Mathematics	<a href="mailto:functionalskillsmaths@edexcelexperts.co.uk">functionalskillsmaths@edexcelexperts.co.uk</a>
ICT	<a href="mailto:functionalskillsict@edexcelexperts.co.uk">functionalskillsict@edexcelexperts.co.uk</a>
Entry Level	<a href="mailto:entrylevelfunctionalskills@edexcelexperts.co.uk">entrylevelfunctionalskills@edexcelexperts.co.uk</a>

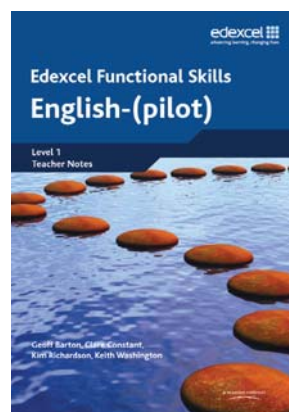
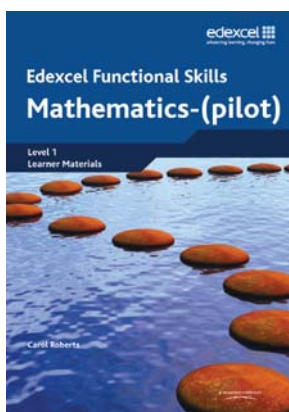
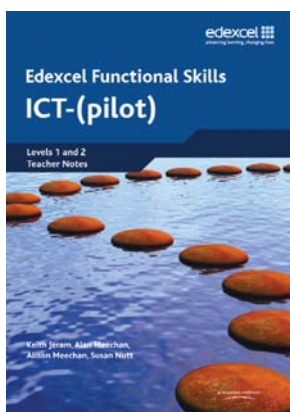
- **Dedicated National Managers and Regional Curriculum Development Managers** who will support your specific centres needs: [www.edexcel.com/regionaloffices](http://www.edexcel.com/regionaloffices)
- [www.edexcel.com/fs](http://www.edexcel.com/fs) - Our website is more accessible than ever and contains a wealth of past papers, resources and podcasts that can help you in delivery and assessment.
- **Edexcel Online** providing you with notifications and confirmations at every stage of candidate administration [www.edexcelonline.com](http://www.edexcelonline.com).
- **Training events, overview sessions and online seminars** for all pilot and non-pilot centres. Throughout the year we provide a series of face-to-face and online training events and exam feedback sessions with a focus on subject specific information. We also regularly attend events held by QCDA. Visit our training page at [www.edexcel.com/fs](http://www.edexcel.com/fs) for details of our current events.
- **Our Functional Skills Development Programme (FSDP)** is the most popular choice for centres not yet eligible to join the pilot, but who want to keep up-to-date with all the latest developments and support. Joining the FSDP is commitment free and ensures you are offered training and news on the latest developments. To join email: [fsdevelopment@edexcel.com](mailto:fsdevelopment@edexcel.com)
- **ResultsPlus** our free online service that can help you make sense of your students' exam results. Simple reports, that are automatically generated, will show you how well Functional Skills is being understood and where improvements can be made.

ResultsPlus also gives you vital information on individual and cohort performance and provides whole class analysis will help you with re-sits and future learning. [www.edexcel.com/resultsplus](http://www.edexcel.com/resultsplus)



# Our support – free, accessible and tailored to centres' needs

- **Our e-Newsletter** with over 3,000 subscribers is a popular way for centres to keep up to date with all the latest developments. To subscribe email [fsdevelopment@edexcel.com](mailto:fsdevelopment@edexcel.com) with 'Subscribe' in your subject line.
- **Free Teaching and Learning Materials** for centres on the Edexcel Functional Skills Pilot and Development Programme. These resources help your learners develop the skills they need to succeed in Level 1 and Level 2 Functional English, mathematics and ICT. Resources are available online on the relevant subject specific pages.



## Our resources:

- are written by expert teams, including senior examiners for Functional Skills
- consist of learner materials that focus clearly on each of the Functional Skills standards, so you can be confident your learners have developed all the skills they need
- contain practice tests that ensure your learners are prepared for assessment and can identify their strengths and where they need to improve
- include teacher materials to ensure you are fully supported, with further support for assessment, and unit-by-unit guides to the learner materials including answers and mapping charts.

We would also like to know how you find our published resources, to feedback contact our publishing team at [functionalskills@pearson.com](mailto:functionalskills@pearson.com)



# Case Studies

We are proud to be one of the largest awarding bodies involved in piloting Functional Skills over the last three years. Our experience makes us the ideal choice for helping you to implement the new qualifications.

But don't just take our word for it...

*"The great thing about Functional Mathematics is that it is a way of thinking, rather than a 'subject'. It is easy therefore to incorporate into the existing teaching timetable rather than having to be taught discretely.*

*I see it as more a case of 'training' pupils' skills rather than 'teaching' them. The aim is to equip them to solve real problems from first principles, rather than simply teaching to the test by standing in front of a class and feeding them textbook theory."*

**Debbie Barakat, Excelsior Academy, Newcastle**

*"It has been relatively easy to manage and incorporate Functional English into the current curriculum framework and the English syllabus. Functional Skills gives teachers the opportunity to focus and hone-in on the inherent skills required for life after school, as well as a chance to review and reflect on their teaching methods and take a considered approach to teaching Functional Skills.*

*The resources that Edexcel has provided such as teaching material, past papers and other learning resources, have further benefited this systematic style of teaching and learning."*

**Amos Wardell, Djanogly Academy, Nottingham**

*"Like many other department leaders I have been monitoring the introduction of Functional Skills and have found that my colleagues and students have been unanimous in their preference for using Edexcel. The quality of feedback from the ResultsPlus service, the availability of teaching resources and the exam success of the students has given us confidence."*

**Dan Curran, Norton College, North Yorkshire**

*"Piloting Functional Skills with Edexcel gave me the opportunity to access good written resources. For every topic there is a student handbook and teachers' notes which my team and I are finding very useful. The models of assessment being offered prepare our students."*

**Ghada Nakhla, Solihull Sixth Form College, Solihull**

# How to join the Edexcel Pilot or Development Programme in four easy steps

## Step 1



### Step 1: Find out if your centre is eligible to join the Edexcel Pilot

QCDA has limited the number of centres who can join the Functional Skills pilot. You can check your eligibility on page 3 or visit [www.qcda.gov.uk](http://www.qcda.gov.uk) for a list of criteria. If you are interested in the onscreen pilot please email [fsonscreen@edexcel.com](mailto:fsonscreen@edexcel.com) to see if you are eligible.

## Step 2



### Step 2: Enrolling your Centre

If you are eligible and wish to join our pilot, please:

- complete and return our 'Registration Form' which can be found attached to the inside back cover – or can be downloaded from [www.edexcel.com/fs](http://www.edexcel.com/fs)
- once completed and returned – our dedicated Customer Services Team will send you an email confirmation and letter – including all the information you need to get started on the pilot.

## Step 3



### Step 3: Not yet ready? Join our Development Programme

If your centre is not eligible to join the Functional Skills pilot, or if you are not yet ready to decide which awarding body to go with, you can still keep up-to-date with the latest developments by joining our unique Functional Skills Development Programme.

By joining you receive:

- email updates
- termly e-newsletters with access to case studies, feedback and pilot research and the latest updates
- access to free teaching and learning resources exclusive to Edexcel
- free briefings and subject specific training sessions both face-to-face and online.

To join our growing Development Programme email us at [fsdevelopment@edexcel.com](mailto:fsdevelopment@edexcel.com)

## Step 4



### Step 4: What happens next?

When you join our Functional Skills pilot or our Development Programme you will be put in contact with our dedicated team who will support you throughout the pilot and beyond. Upon registration, you will receive a confirmation email and a letter detailing the resources available and who to contact for assistance. You will also receive a web link providing you with access to our teaching and learning materials.

For further information visit our website at [www.edexcel.com/fs](http://www.edexcel.com/fs).

# Key Contacts and useful websites



For further information on our Functional Skills qualifications, visit for:

Pilot registration forms: [functionalskills@edexcel.com](mailto:functionalskills@edexcel.com)

Mainstream and Entry level Functional Skills queries: [fspilot.recruitment@edexcel.com](mailto:fspilot.recruitment@edexcel.com)

Onscreen pilot queries: [fsonscreen@edexcel.com](mailto:fsonscreen@edexcel.com)

Development Programme and general Functional Skills enquiries:  
[fsdevelopment@edexcel.com](mailto:fsdevelopment@edexcel.com)

For queries relating to entries please telephone: 0844 576 0028

Subject specific queries for teaching Functional Skills contact, Ask the Expert:

English: [functionalskillsenglish@edexcel.com](mailto:functionalskillsenglish@edexcel.com)

Mathematics: [functionalskillsmaths@edexcel.com](mailto:functionalskillsmaths@edexcel.com)

ICT: [functionalskillsict@edexcel.com](mailto:functionalskillsict@edexcel.com)

Entry Level: [entrylevelfunctionalskills@edexcel.com](mailto:entrylevelfunctionalskills@edexcel.com)

For information on the qualifications mentioned in this leaflet visit the related qualification pages below:

- Functional Skills – [www.edexcel.com/fs](http://www.edexcel.com/fs)
- GCSE English 2010 – [www.english10.co.uk](http://www.english10.co.uk)
- GCSE Mathematics 2010 – [www.maths10.co.uk](http://www.maths10.co.uk)
- GCSE ICT 2010 – [www.ict10.co.uk](http://www.ict10.co.uk)
- Diploma – [www.edexcel.com/diploma](http://www.edexcel.com/diploma)
- Foundation Learning – [www.edexcel.com/flt](http://www.edexcel.com/flt)
- Apprenticeships – [www.edexcel.com/apprenticeships](http://www.edexcel.com/apprenticeships)
- Adult Literacy and Numeracy – [www.edexcel.com/ALAN](http://www.edexcel.com/ALAN)

For further information on curriculum changes and Functional Skills developments visit:

QDCA

[www.qcda.gov.uk/14-19](http://www.qcda.gov.uk/14-19)

DCSF

[www.dfes.gov.uk/14-19](http://www.dfes.gov.uk/14-19)

Functional Skills Support Programme (Delivered jointly by National Strategies (NS) and Learning and Skills Improvement Service) [www.fssupport.org](http://www.fssupport.org)

# Functional Skills

## the core skills for life

### Join our Functional Skills pilot

By joining our pilot you will receive:

- Functional Skills electronic newsletters.
- Access to sample teacher and student resources which support the Edexcel pilot.
- Our free 'Ask the Expert' service putting you in direct contact with senior examiners who can answer your specification queries.
- ResultsPlus, a free online results analysis service designed to help you understand more about the exam results achieved by your students.
- Exemplar good practice case studies and curriculum model materials from existing centres.
- Invitations to Functional Skills assessment events.
- Opportunities to provide feedback and comment on developments and assessment.
- Email updates on the latest developments.
- A dedicated Regional Curriculum Manager to assist you with any queries you may have.

Visit our website at [www.edexcel.com/fs](http://www.edexcel.com/fs) to express an interest in our Functional Skills pilot or to join our unique Development Programme.

Further copies of this folder are available from Edexcel publications:

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Fax: 01623 450 481  
Order code: Z022112

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