

FREE Functional Skills events this autumn term!

Join us this **autumn term** as we begin a series of **face-to-face** and **online events** for our Functional Skills qualifications. We have three events designed to meet centres' needs. Please pick an event which matches your current Functional Skills offer.

1. New to the Edexcel Functional Skills Pilot:

These one-day courses are for **subject specialists involved in delivering Edexcel Functional Skills qualifications for the first time in 2009/10**. The day will be divided into two sections and focus on:

In the morning:

- updating you on the Functional Skills pilot to date
- providing you with useful pointers on how Functional Skills can be delivered across the curriculum.

In the afternoon:

- providing a comprehensive update from our senior examining team on how candidates performed in the summer 2009 tests
- techniques for improving candidates' performance and maximising achievement.

These are **FREE** full day events with the chance to attend subject specific groups in the afternoon.

2. Overview events for centres not currently offering Functional Skills

If you're not currently offering Functional Skills but would like to find out more, these free half-day events are for you. Join us to hear:

- an overview of what Functional Skills means for you and your students
- how we can help support you through training and resources
- how you can start preparing for the live qualification in 2010.

These events are ideal for Heads of Department, Deputy Heads, Key Skills Managers and Training Providers interested in Functional Skills.

3. Onscreen seminars for existing Functional Skills pilot centres

These onscreen seminars have been designed for **subject specialists and exams officers who have been delivering our Functional Skills qualifications during the first two years of the pilot**.

These short sessions, delivered to you via your own computer, will give an update on the summer 2009 assessments along with what is new for 2009/10. During each session you will have the opportunity to submit questions to our subject specialists, which we will answer in real time.

Please see page 3 for details on how to register.

For a list of dates and locations please see the booking form overleaf.

Booking Form

To secure your place on one of our FREE events for Functional Skills, please complete the form below, indicating your choice of event:

Full Name: _____ Position: _____

Centre name: _____

Centre number: _____

Address: _____

Telephone: _____ Fax: _____

Email: (please print clearly) _____

Signed: _____

1. New to the Edexcel Functional Skills Pilot

Please insert the subject code below for the seminar you are interested in attending.

Date	Location	Mathematics	English	ICT	Entry
6 October	London	9FE/B04/01	9FE/B04/02	9FE/B04/03	N/A
8 October	Birmingham	9FE/B05/01	9FE/B05/02	9FE/B05/03	9FE/B05/04
13 October	Manchester	9FE/B06/01	9FE/B06/02	9FE/B06/03	9FE/B06/04
15 October	Leeds	9FE/B07/01	9FE/B07/02	9FE/B07/03	9FE/B07/04
20 October	Bristol	9FE/B08/01	9FE/B08/02	9FE/B08/03	9FE/B08/04
22 October	London	9FE/B09/01	9FE/B09/02	9FE/B09/03	9FE/B09/04

I will be attending (please insert event code): _____

2. Overview events for centres not currently offering Functional Skills

Please insert the subject code below for the seminar you are interested in attending.

Date	Location	Event Code AM	Event Code PM
10 November	London	9FE/B03/01	9FE/B03/02
12 November	Birmingham	9FE/B03/03	9FE/B03/04
17 November	Manchester	9FE/B03/05	9FE/B03/06
19 November	Newcastle	9FE/B03/07	9FE/B03/08
24 November	Bristol	9FE/B03/09	9FE/B03/10
26 November	London	9FE/B03/11	9FE/B03/12

I will be attending (please insert event code): _____

To reserve your place on either of the events above please complete the form above and either:

1. Fax this form to our regional office on **0121 616 2576**
2. Post to **Edexcel, Birmingham Regional Office, Block B, 2nd Floor, 3 Broadway, Broad Street, Birmingham, B15 1BQ**
3. Or, visit **www.edexcel.com/trainingbookings**, search by events code and register your place.

Cancellation Policy: Edexcel reserves the right to amend or cancel any course and will endeavour to give adequate notice.

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Edexcel may share your details with other companies within the Pearson Group, of which Edexcel is a member. Edexcel undertakes not to divulge your details to any company outside the Pearson Group. Please tick here if you are happy for Edexcel to do this

3. Onscreen seminars for existing Functional Skills pilot centres

In order to confirm your attendance, please either:

1. Visit www.edexcel.com/trainingbookings and book your place by searching for your event by 'event code'
2. Email trainingbookings@edexcel.com with your centre name and number
3. Or call **0844 576 0028**

Information on how to book can also be found on our website:

www.edexcel.com/resources/training/Pages/book-course.aspx

The dates and times available are as follows:

Date	Time	Functional Subject/Audience	Event Code
12/10/2009	15:30-16:30	Exams Officer webinar	9OJR01/01
06/11/2009	16:00-17:00	Exams Officer webinar	9OJR01/02
02/11/2009	15:30-16:30	Functional Maths webinar	9OMR01/01
01/12/2009	16:00-17:00	Functional Maths webinar	9OMR01/02
03/11/2009	15:30-16:30	Functional English webinar	9OER01/01
02/12/2009	16:00-17:00	Functional English webinar	9OER01/02
04/11/2009	15:30-16:30	Functional ICT webinar	9ONR01/01
03/12/2009	16:00-17:00	Functional ICT webinar	9ONR01/02
05/11/2009	15:30-16:30	Functional Entry Level webinar	9OJR02/01
04/12/2009	16:00-17:00	Functional Entry Level webinar	9OJR02/02

Notes:

Registering your attendance early means that we can send you updates and reminders from our Webex site, and makes it much easier for you to join on the day.

For this event we are using an audio broadcast, so you will need to make sure that you have speakers or headphones, and your PC has sound capability.

On the day of the event, we will send you a reminder, and you just need to click on the link to enter the event.

If you have not used Webex before, it may take several minutes for the system to download a plug-in to your PC, so please log in 10 minutes before start time.