

We offer a variety of Functional Skills qualifications ranging from Entry Level to levels 1 and 2 traditional paper-based or onscreen.

Currently learners will either complete:

- All units at Entry level - E1, E2, or E3 (they can mix entry level units and get a certificate at the level of the lowest unit)
- All units at Level 1
- All units at Level 2
- A mix of level 1 and level 2 units.

However, if your centre has learners that wish to merge their paper-based and onscreen results, your centre will need to complete our **Functional Skills: Merging Paper and Onscreen results form** and email it over to the System and Process Support team (eProcessing@edexcel.com).

If, you have learners that wish to complete a spiky profile where they do a mix of level 1 or 2 units and Entry level units, you will need to email it over to the Service Operations team (serviceoperations@edexcel.com).

Once learners' results have been merged, certificates will automatically be issued.

N.B. Functional Skills pilot units (FE101, FE112, FE103, FE201, FE212, FE203) cannot be merged with paper nor onscreen results.

Below are some of the different scenarios of mixing our Functional Skills qualifications:

Scenario	Speaking & Listening	Reading	Writing	What to do next?	Certification
Learner 1	Paper Level 2	Onscreen Level 2	Paper Level 2	Complete the Functional Skills: Merging Paper and Onscreen results form and email to eProcessing@edexcel.com	Level 2
Learner 2	Paper Level 2	Onscreen Level 2	Paper Level 1	Complete the Functional Skills: Merging Paper and Onscreen results form and email to eProcessing@edexcel.com	Level 1
Learner 3	Entry Level 2	Paper Level 1	Paper Level 1	Email details to serviceoperations@edexcel.com	Entry Level 2
Learner 4	Paper Level 1	Onscreen Level 1	Paper (pilot) Level 1	The deadline to use pilot units has passed, the learner will need to re-sit their writing unit. Once achieved these details should be emailed to eProcessing@edexcel.com	N/A