

Functional skills qualifications are due to replace key skills as a **mandatory component** of all Apprenticeship frameworks, from September 2012.

What's changed?

Whilst the teaching and delivery of key skills is similar to functional skills, it is the assessment options that are different with functional skills.

	Key Skills	Functional Skills
Subjects	Communication Application of Number ICT	English Maths ICT
	Wider key skills Working with Others Improving own Learning Problem Solving	
Levels	Level 1-4	Entry Level 1-3 Level 1-2
Assessment	Portfolio • paper-based portfolio built up over course Multiple-choice test • onscreen on-demand test (Level 1-2) • paper-based test (all levels)	Exam-based test • combination of long, short, multiple-choice and open response questions • onscreen on-demand test (Maths and English, Level 1-2) • paper-based test (all levels)
	Portfolio • internally marked Multiple-choice test • externally set and marked	Exam-based test • externally set and marked, excluding Speaking, Listening and Communication (Level 1-2) • externally set, internally marked controlled assessment (Entry Level 1-3)

Please note: final registrations for key skills – **30th September 2012.***

How functional skills can benefit your apprentices

- ✓ practical skills in English, maths and ICT - essential for learning, work and everyday life
- ✓ functional skills were developed by employers, educators and the government to help people succeed in life and work
- ✓ functional skills are not just about knowledge – they're about learning how to apply these skills to solve real-world problems and work situations
- ✓ functional skills focus on problem-solving and decision-making, an approach which makes them accessible and relevant for adults and apprentices

How we can help

We can offer you **market-leading functional skills qualifications**, accompanied by a **complete teaching and learning support package**, including:

- the **full range of functional skills qualifications** – English, maths and ICT, from Entry Level 1 through to Level 2
- a **comprehensive package of free support material** to help you through every step of the teaching and assessment process
- our **published resources** to supplement your teaching and support you with the delivery of functional skills.

*please note that **wider key skills** will still be available in Wales only, to be called **wider essential skills**.

How we can help

Our qualifications

We offer **onscreen, on-demand tests** for functional skills English (Reading and Writing) and maths across Levels 1 and 2. We also offer paper-based assessment opportunities throughout the year.

We have five-day **assessment windows** across Levels 1 and 2, which give you the flexibility to timetable tests on any day of that week. Entry Level assessment is fully on-demand.

Our free support material

We offer the highest quality teaching support and delivery materials, including **practice tests** for onscreen and paper-based assessments, complete **delivery guides, lesson plans, schemes of work, curriculum models, mapping documents**, and much more.

We also provide a wide variety of online and face-to-face **training events** throughout the year and a series of introductory training **podcasts** to help you get to grips with our qualifications and the support resources we have to offer.

Our free **Initial Assessment Tool** can help you to help identify your learners' existing skill levels.

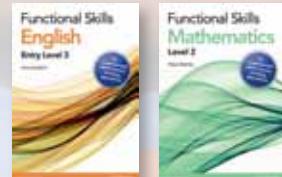


Training image © Gogol-Sokol Dmitry/Shutterstock.

Our published resources

Teaching and Learning Disks*

- Teaching support for tutors, accompanied by printable activities and interactive e-activities for your learners.
- Covers all levels, from Entry Level 1 through to Level 2.
- Scenario-based tasks help learners apply their English and maths problem-solving skills to everyday, familiar situations.
- Dedicated sections on preparing for assessment.



Student Books and Teacher Guides

- Covers English and maths at Levels 1 and 2.
- Student Books** packed full of tasks and activities, assessment practice materials, mock papers and end-of-chapter tests.
- Worked examples with examiner hints and tips, showing English and maths in real-life situations.
- Teacher Guides** including comprehensive schemes of work, teaching notes and practice assessment papers.
- ActiveTeach CD-ROMs** provide a range of resources enriched with BBC Active video clips to show how maths can be applied in the real world.



Sure Skills*

- Online suite of **e-learning courses**, including interactive activities and tests for **literacy and numeracy skills**, mapped to the functional skills standards.
- Covering Entry Level 3 through to Level 2.
- Packed full of contextualised case studies and worksheets.
- Also includes an in-built Learner Management System to track progress.



*Please note that the Functional Skills Teaching and Learning Disks and Sure Skills are suitable for all awarding body qualifications.

What next?

Visit our website for more information on functional skills at www.edexcel.com/fs. You can call us on 0844 576 0028 or email us at functionalskills@edexcel.com.