

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
<b>Subjects</b>	Communication Application of Number ICT	English Maths ICT
	<b>Wider key skills</b> Working with Others Improving own Learning Problem Solving	
<b>Levels</b>	Level 1-4	Entry Level 1-3 Level 1-2
<b>Assessment</b>	<b>Portfolio</b> <ul style="list-style-type: none"> <li>paper-based portfolio built up over course</li> </ul> <b>Multiple-choice test</b> <ul style="list-style-type: none"> <li>onscreen on-demand test (Level 1-2)</li> <li>paper-based test (all levels)</li> </ul>	<b>Exam-based test</b> <ul style="list-style-type: none"> <li>combination of long, short, multiple-choice and open response questions</li> <li>onscreen on-demand test (Maths and English, Level 1-2)</li> <li>paper-based test (all levels)</li> </ul>
	<b>Portfolio</b> <ul style="list-style-type: none"> <li>internally marked</li> </ul> <b>Multiple-choice test</b> <ul style="list-style-type: none"> <li>externally set and marked</li> </ul>	<b>Exam-based test</b> <ul style="list-style-type: none"> <li>externally set and marked, excluding Speaking, Listening and Communication (Level 1-2)</li> <li>externally set, internally marked controlled assessment (Entry Level 1-3)</li> </ul>

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

**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.

## 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 © Goygel-Sokol Dmitry/Shutterstock

### Our published resources

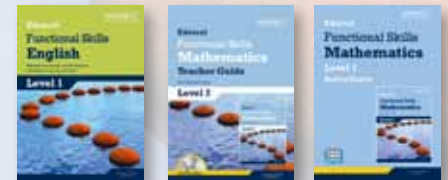
#### Teaching and Learning Disks\*

- 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](http://www.edexcel.com/fs). You can call us on 0844 576 0028 or email us at [functionalskills@edexcel.com](mailto:functionalskills@edexcel.com).

