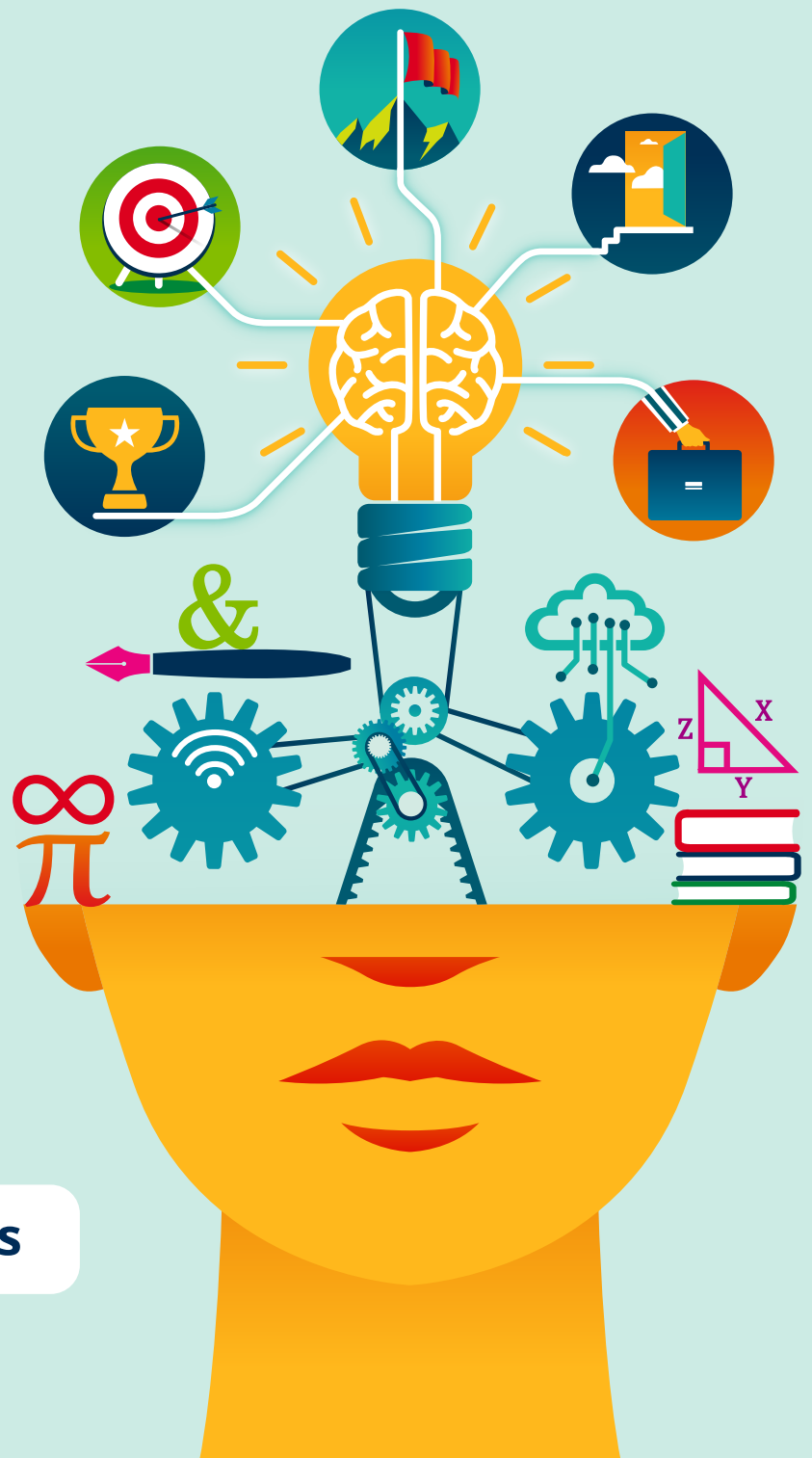


# Functional Skills

Your quick  
welcome guide  
to getting started



[quals.pearson.com/fs](https://quals.pearson.com/fs)

# Welcome



Welcome to this quick start guide designed to help you get ready to deliver Pearson Functional Skills. Whether you are new to delivering Functional Skills or switching to Pearson from another provider, we want to help you get started delivering your course as quickly and seamlessly as possible.

Pearson Functional Skills is a comprehensive suite of English, Maths and ICT qualifications providing you with a flexible approach to assessment and, designed to help your learners acquire the practical skills they need to live, learn, and work successfully.

We are delighted to welcome you and look forward to working with you.

## Need help or advice before you start?

If you need help at any point you can contact us through our

[Customer Portal](#) 

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# Steps to getting started with Functional Skills



## Step 1: Approval



Depending on your preferred mode of testing, you may already be approved to deliver Functional Skills. If you are unsure, [please contact us to check](#) 🖱️.

If you do need to gain approval, we have a fast online application form which our Customer Services team will direct you to.

## Step 2: Your Functional Skills Team (allocating responsibility for key processes)



The diverse nature of Functional Skills learners and the institutes they choose to learn in, means our customers may have different structures when it comes to roles and responsibilities.

With that in mind, we have provided guidance in terms of the activities that need to take place rather than individual roles. For example, administration tasks, as opposed to Exams Officer responsibilities.

**However you will need a designated Quality Nominee** – please see the [Quality Assurance checklist](#) 🖱️ for more information.

## Step 3: Review assessment guidance and requirements to help you decide which method is best for your learners



One of the most important decisions you will make will be the nature of assessment best suited to your learners. Once you have the relevant approval and access, you can use any of the assessment options available:

- Onscreen testing
- [Paper-based on-demand](#)
- Remote Invigilation

## Step 4: Support for getting you set-up – request a call back



If you are new to Pearson Functional Skills and would like to speak to one of our Account Specialists for extra help getting you started with administration and assessment processes, you can book a call with them using [this form](#) 🖱️.

# Functional Skills processes



To help ensure smooth delivery of your Functional Skills course, there are a few processes you will need to bear in mind as well as a range of helpful links and resources you can access.

We have summarised these below for you as well as included links to checklists you can download and keep as a handy reminder.

## Teaching and learning



You have access to the full range of support available to you and your learners. Our comprehensive support package will save you planning time and also help you to secure the best possible outcomes for your learners.

[Download your Teaching and learning checklist](#)



## Administration



We have created two separate checklists to reflect the different nature of the Entry Level qualifications and the Level 1 and 2 qualifications. These checklists take you step by step through the administration processes, from approval to learner certification.

[Download your Level 1/2 Administration checklist](#)



[Download your Entry Level Administration checklist](#)



## Quality Assurance



You will also find two separate checklists to support Quality Assurance, one for Entry Level one for Level 1 and Level 2. These support you through standardisation and learner sampling requirements, whilst pointing you to further guidance and support.

[Download your Level 1/2 Quality Assurance checklist](#)



[Download your Entry Level Quality Assurance checklist](#)



## Onscreen Testing



This short checklist for Level 1 and 2 explains how to get started with onscreen testing and where to find more information.


[Download your Onscreen Testing checklist](#)



# Support and advice




## Customer Services Account Specialists

Your Account Specialist will be able to help with a range of queries and also direct you to other teams for specialist advice where appropriate. You can contact them using our [Customer Support Portal](#) .




## Curriculum Development Manager

Your Curriculum Development Manager is the best person to speak to if you are considering delivering Pearson Functional Skills and need more information. You can contact your Curriculum Development Manager via our [Customer Support Portal](#) .




## Pearson Quality Advisors

Pearson Quality Advisors and their Quality Nominee hub will help you with all things Quality Assurance related. Visit the [Functional Skills Quality Nominee Hub](#). .




## Subject Advisors

Our subject advisors offer advice and can help you with the teaching of maths, English and ICT qualifications Functional Skills. You can contact your subject advisor via the appropriate [Functional Skills qualification web page](#). .



## New Customers

If you are new to Pearson Functional Skills and would like to speak to one of our Account Specialists for extra help getting you started with administration and assessment processes, you can book a call with them using [this form](#). .

