



Functional Skills Briefing

9th February 2010



Welcome and Introduction

Carol Snape
Chief Executive Officer



Functional Skills Briefing - Agenda



Introduction to Functional Skills

Functional Skills Update – Nationally and NOCN

Accessing New Live Entry Assessments

Level 1 and 2 Update

Equality, Access and Inclusion Information for Sept 2010

English activities

Marking Writing E3

Sample Assessment Sheet Speaking and Listening E2

Conducting a Reading Assessment E2

ICT Activities

- Marking E3 activity

Maths Activities

- Marking a Graph E3
- Marking questions E3

Any questions?



What are Functional Skills?

A short introduction



Definition of Functional Skills

Functional skills are practical skills in English, information and communication technology (ICT) and mathematics that allow individuals to work confidently, effectively and independently in life.



Functional Skills Structure

- Available at Entry 1, 2, 3 and Level 1 and 2 in English, Mathematics and ICT
- Entry level PLUS L1 and 2 Speaking, Listening and Communication internally marked and externally verified
- Level 1 and 2 Reading, Writing, Mathematics and ICT externally set and marked
- At Entry centres may use NOCN assessments, contextualise them or write their own



How are they assessed?

- No portfolios
- Single summative assessment with short tasks
- Each assessment based around a broad theme
- Supervised conditions at Entry
- Exam conditions L1/2
- Assess mastery
- Entry level 1 very tutor mediated – limited writing
- Mark schemes indicate level of support allowed



Differences between levels

- Complexity of the situation
- Familiarity to the learner
- Independence of the learner in identifying and selecting the skills required and in tackling the situation
- Technical demand of the skills required



Who are Functional Skills for?

- From Sept 2010 – replace Key Skills for all 16-19 year olds
- Integral part of Foundation Learning
- Integral part of Diplomas
- Replace Key Skills in Apprenticeships from Sept 2010
- Adult Skills for Life?
- ESOL?



Functional Skills

Introduction to NOCN's Entry Level Functional Skills Assessments



National Pilot Update

- New versions of Standards now available
- Discussion around need for Code of Practice
- All Entry levels internally assessed
- All L1/2 externally assessed except Speaking and Listening
- Focus on adult achievements of FS tests to inform decision on use of FS to replace SFL qualifications



NOCN Pilot Update

- Still accepting new centres
- Need to increase numbers of learners undertaking tests
- Especially need:
 - Adults (post 19)
 - Learners on Foundation Learning Programmes
 - Entry level provision
- Can only accept schools who are involved in Diplomas or Foundation Learning
- New Entry assessments developed – available on NOCN website. Still available on demand.
- Level 1 and 2 available from January – sample materials on NOCN website



Changes to NOCN Assessments

Detailed feedback through the first two years of the pilot from centres, Ofqual, Functional Skills evaluators and QCDA resulted in significant changes to the assessments at Entry level. New assessments were made available in late October 2009.

General changes:

- Length of assessments reduced in most cases
- ICT and Maths language simplified
- Entry 1 very tutor mediated – one to one assessment – little requirement in Mathematics and ICT for learner to write
- More detail in mark schemes about support available to learners
- Clearly states whether information is needed to award mark, e.g. (£)5 – info in brackets not mandatory



Changes to Assessments

English:

- Speaking and Listening – internal verification of 10% of assessments required
- Clarification of reading assessments – set questions to ask to standardise approach. Although oral, can be written down for learners.
- Additional reading and speaking and listening task



Reading Assessment

Customer Notice	Question	Accepted Responses
<p>The store is closed today. We have had a flood. The store will open tomorrow. Ring 08767 987678 for the nearest store. A sale starts tomorrow. From the manager</p>	What is this?	A store notice A notice A customer notice
	Is the store open today?	No It is closed
	Why is the store closed?	Repair work (is taking place)
	When will it open again?	Tomorrow The next day
	What can you do to find out about another store?	Telephone (08767 987678) Ring a (telephone) number Ring (08767 987678)
	Who is it from?	The (store) manager
	E1 Reading Task (Sample)	Taken from E1 Assessment Pack (Sample)



Changes to Assessment

Mathematics:

- Shorter assessment
- Better use of space on the page
- Papers cover all standards but a sample of range statements
- E1 very tutor mediated and practical
- E2 simpler language and still may be read by tutor
- Emphasis on working out – marks can easily be lost if working out not shown
- Calculators allowed, but may restrict marks if asked to show working



Marks for Working Out

Menu	
Tea	50p
Coffee	60p
Buns	40p
Crisps	36p
Toast	20p
Cake	80p

3a. A customer buys two cups of coffee. How much will this cost?
Show your working. (3 marks)

E2 At the Park Café



Mathematics Assessment

Functional Skills Maths Assessment (Entry 1)
Buying a mobile phone
Assessment Task Sheet



August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sample E1 Maths
Assessment



<p>Task 5 Show the learner the calendar page. Tell the learner you will buy the top up on the 7th of the month. Ask the learner to circle the seventh of the month.</p>	Seventh of the month circled		1	
<p>Task 6 Show the learner the calendar page. Tell the learner that you need another top up 3 days after this. Ask the learner to tell you or show you on the calendar what day that will be and to circle the date on the calendar.</p>	Tenth of the month circled. Learner says or points to Monday.		1 1	

Changes to Assessments

ICT:

- E1 – very tutor mediated – may be conducted one to one. Very little reading and writing required.
- Language simplified.
- Introduced use of text messages to give instructions on some papers – may be changed by centre to email message if use of mobiles not allowed.
- More focussed on internet for research – reflects use of ICT by many learners.
- E1 and 2 have two tasks, E3 has three.
- Papers cover all standards but sample of range statements.



ICT Assessment

<p>Open the text message.</p> <p>Tell your tutor two other ways of finding the information.</p> <p>Log on to the computer.</p> <p>Check your spelling.</p> <p>Access the internet.</p> <p>Find the information.</p> <p>Choose a suitable item. Tell your tutor.</p>	<p>1. Open a text message</p> <p>2. Identify two ways of finding the information. Record responses here:</p> <p>3. Access a PC using a given username and password OR respond to question about the use of passwords and PINs. Record question and responses here if used.</p>	<p>Observation – message accessed</p> <p>Accept any two of the following – 1 mark each</p> <ul style="list-style-type: none"> •Poster •Newspaper •Flier •Talking to someone •TV •Radio <p>Or any other valid response</p> <p>Observation – logged onto the computer OR if question used: Responses may include:</p> <ul style="list-style-type: none"> •To keep information secure •Should not let anyone else know what they are •So that I can access my work •To protect information <p>Accept any other valid response.</p>
<p>ICT E1 Sample Assessment and part mark scheme</p>		



Level 1 and 2

- Available from January 2010
- Externally marked except for Speaking and Listening
- Assessments on demand. Centres choose the date and time of assessment, then papers sent in for marking within marking windows



Marking windows

- Papers to be sent to NOCN by following dates:

Arrive at NOCN by	Results released
26 February	26 March
9 April	7 May
4 June	2 July
16 July	13 August
27 August	24 September



How to Join L1 and 2 Pilot

- Contact your regional OCN
- Outline potential numbers and when assessments will take place
- Register learners and book tests at the same time – must give set date and time
- May be visited at time of assessments



Accessing New Entry Assessments



- All assessments available on NOCN website www.nocn.org.uk in Learning Providers section
- Log in required – please return Web Access form to functionalskills@nocn.org.uk
- Only download 48 hours before assessment takes place
- Don't store on computer or multiple photocopies
- CD version available, but only for centres with no internet access – contact NOCN for more info



Next Steps

- April 2010 – all awarding bodies will know whether successful to run full Functional Skills qualifications from Sept 2010
- Revised sample assessments based on new standards available end May 2010
- Fastrack approval for full qualification for existing FS centres May – August 2010
- Training events and product launches for OCNs and new and existing centres based on 2010 specifications and assessments from May to July 2010
- Contact functionalskills@nocn.org.uk for support with assessments or your regional OCN



Assessments





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