

**Functional Skills Event
26th April 2010**

Questions and Answers – Janet Ravensdale, NOCN Skills for Life Lead Officer

Functional Skills – English

Q. If learners are typing responses to the English Writing assessment can they use a spell check or does this need to be disabled?

A. For writing assessments learners can use a dictionary, therefore the spell check does not need to be disabled and can be used. .

Q. There is an exemption in equality statement – what does this mean for our learner's?

A. In certain circumstances learners may be exempted from one or more components of the English assessment; however the component certificate will not say that the learner has been exempted from any of the assessments. The certificate will still be for the full Qualification if they have achieved all remaining components.

Q. What is the pass mark for English?

A. We cannot currently tell you what the pass mark will be until a certain amount of learners have been awarded – however it is anticipated that it will be around 67%.

Functional Skills – Maths

Q. Can a learner be penalised for incorrect spelling or grammar in a maths assessment?

A. The learner should not be penalised for incorrect spelling or grammar in a maths assessment. However if a Centre felt a learner had not met the criteria in regards to providing titling or labelling for example, they should clearly record this decision and give reasons.

Q. Learners are allowed to use a calculator in the Entry 3 Maths assessment so should they be able to get the answers wrong and still get some marks for the working out?

A. Yes where an answer gives marks for working out they should still get marks for the working out even if the answer is wrong.



Functional Skills – ICT

Q. We use facebook as a method of communicating with learners – can learners send a message by facebook instead of email?

A. Yes. However, because of security issues, it would not be a good idea to send all parts of the assessment using this method.

Q. Would you lose marks for incorrect spelling in ICT?

A. Yes, even though it is not English assessment the spell check should pick up on any spelling mistakes. Although there are very few accuracy marks in the ICT assessment.

Q. You said that the Centre doesn't see the assessment in advance and the learner doesn't get the same assessment again – is this just ICT or does it apply to all subjects?

A. It applies to all subjects at levels 1 and 2.

Q. Are there any rules about invigilation?

A. Yes there are. You can find them at: <https://www.ocner.org.uk/learning-providers/functional-skills>

Q. Is the ICT paper two papers of one hour each or a two hour paper?

A. Currently it is one two hour paper but from September it will vary depending on the level but it will be split in some way.

Q. In September do all of our learners taking Key Stage 4 engagement programmes have to be registered for Functional Skills?

A. No, only Diploma and Foundation Learning learners. However, the government recommendation is that as many learners are taking Functional Skills assessments as possible.

Functional Skills in Foundation Learning

Q. In a FL pathway do learners have to do all three Functional Skills?

A. Yes at the level they have been assessed. Realistically you should be aiming for them to have achieved Entry 3 as a minimum before they progress onto an apprenticeship or a diploma.

Q. Do Functional Skills have to be taught within the programme?

A. Yes. This may be as embedded within the other areas of the FL programme or as discrete sessions of English, Maths and ICT.

Q. Do we have to work within a timeframe for learners achieving Functional Skills in a Foundation Learning pathway?

A. Yes. Learners should achieve their Functional Skills within the timeframe identified for their Foundation Learning pathway.

Q. Most of my clients are with me for no more than 3 months – how can I get them through Functional Skills in this timeframe?

A. It depends on how you are funded, if it is funded as Foundation Learning then they have to achieve in a specific timeframe but if it is being run as stand alone Qualification then it is different but you would need to check with whoever funds you.

Q. Do Functional Skills have SCAAT points?

A. Yes. The SCAAT Performance Points are listed in the table below.

Qualification Title	National Accreditation Number	Level	Age range	SCAAT Performance Points
NOCN Entry Level Award in Functional Skills English (QCF)	500/2676/8	Entry 1	Pre 16, 16-18, 18+	5
NOCN Entry Level Award in Functional Skills English (QCF)	500/2676/8	Entry 2	Pre 16, 16-18, 18+	6
NOCN Entry Level Award in Functional Skills English (QCF)	500/2676/8	Entry 3	Pre 16, 16-18, 18+	7
NOCN Level One Award in Functional Skills English (QCF)	500/7890/2	One	Pre 16, 16-18, 18+	12.5
NOCN Level Two Award in Functional Skills English (QCF)	500/7893/8	Two	Pre 16, 16-18, 18+	23
NOCN Entry Level Award in Functional Skills Maths (QCF)	500/2675/6	Entry 1	Pre 16, 16-18, 18+	5
NOCN Entry Level Award in Functional Skills Maths (QCF)	500/2675/6	Entry 2	Pre 16, 16-18, 18+	6
NOCN Entry Level Award in Functional Skills Maths (QCF)	500/2675/6	Entry 3	Pre 16, 16-18, 18+	7
NOCN Level One Award in Functional Skills Maths (QCF)	500/7891/4	One	Pre 16, 16-18, 18+	12.5
NOCN Level Two Award in Functional Skills Maths (QCF)	500/7895/1	Two	Pre 16, 16-18, 18+	23
NOCN Entry Level Award in Functional Skills ICT (QCF)	500/2677/X	Entry 1	Pre 16, 16-18, 18+	5
NOCN Entry Level Award in Functional Skills ICT (QCF)	500/2677/X	Entry 2	Pre 16, 16-18, 18+	6
NOCN Entry Level Award in Functional Skills ICT (QCF)	500/2677/X	Entry 3	Pre 16, 16-18, 18+	7
NOCN Level One Award in Functional Skills ICT (QCF)	500/7892/6	One	Pre 16, 16-18, 18+	12.5
NOCN Level Two Award in Functional Skills ICT (QCF)	500/7894/X	Two	Pre 16, 16-18, 18+	23