

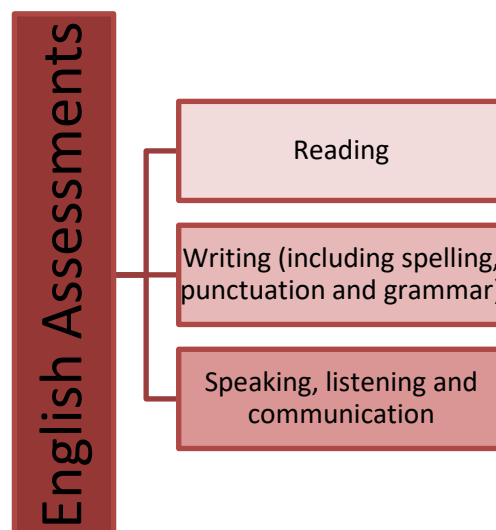


Functional Skills

The key aim of Functional Skills is to help young people develop practical skills in these three subjects. They are a recognised qualification and often cited by employers as essential to have in the workplace.

At Fitzwaryn, some pupils will work towards achieving an entry level Functional Skills qualification in English, Maths, and Information Communication Technology (ICT). Pupils may begin preparing for these in Year 10 although most pupils won't take their tests until Year 11, at the earliest. If a pupil chooses to stay at Fitzwaryn and attend the Student Centre, they may begin working towards a higher-level functional skill in one or more of the subjects. If a pupil is not yet ready to begin working towards their Functional Skills qualification in Year 10 and 11, they will have an opportunity to do so in the Student Centre, if this is something that will be able to achieve.

English



Pupils will need to pass all three components to achieve their English Functional Skills qualification.

Reading

This will involve answering questions on a range of straightforward texts consisting of approximately 50 – 70 words (entry level 1 and 2) or 150 – 200 words (entry level 3). These will be on texts of a similar theme that instruct, describe, explain, and persuade. There is a total of 10 short answer and multiple-choice questions, and the test will last up to 45 minutes.

Writing

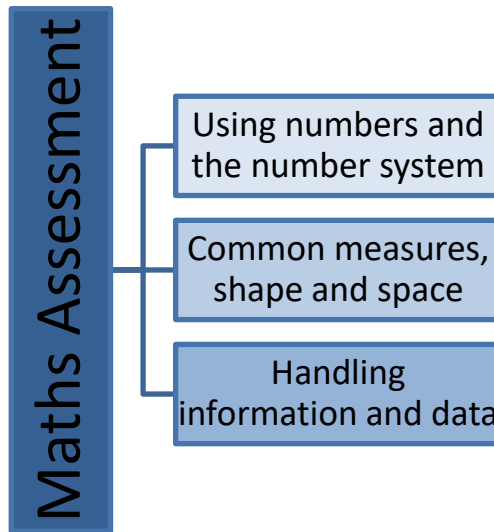
	Entry Level One	Entry Levels Two and Three
Tests consist of:	Spelling test	Spelling test
	Writing for purpose	Writing for purpose
	Writing the letters of the alphabet in capital and lower-case formation	Writing the letters of the alphabet in capital and lower-case formation
		Forming plurals

Punctuation and grammar will be tested throughout all writing tests.

Speaking, Listening and Communication (SLC)

	Entry Level One	Entry Levels Two and Three
Tests consist of:	Following simple instructions	1:1 discussion
	Saying the letters of the alphabet	
	Having a simple discussion on a familiar topic	Group discussion

Maths



There are two tests' pupils need to sit and pass in order to achieve their Maths Functional Skills qualification. Test one is a non-calculator test and test two involves using a non-scientific calculator although not all questions will require one to be used. The calculator test is worth 75% of the total marks. Below are some examples of questions for each entry level.

	Non-Calculator	Calculator
Entry Level 1	<p>Jo plants 8 packets of seeds. She has 7 more to plant. How many will she have planted in total? Show your workings.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p>Zainab uses one tea bag each day. How many tea bags will she need for 2 weeks?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Entry Level 2	<p>Divide 86 by 3 and show the remainder. Show your workings.</p>	<p>Michael and three friends buy a pizza to share. They cut it into equal slices. What fraction of the pizza does each person get?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Entry Level 3

Jadon is dancing in a show.
This is the timetable for the show.

Order of activities	Time taken
Group dances	25 minutes
Break	10 minutes
Solo dances	20 minutes
Award presentation	15 minutes

The show starts at **7.00pm**.
Jadon's dance will be the first **solo** dance.
What time will his dance start?
Show your calculations below.

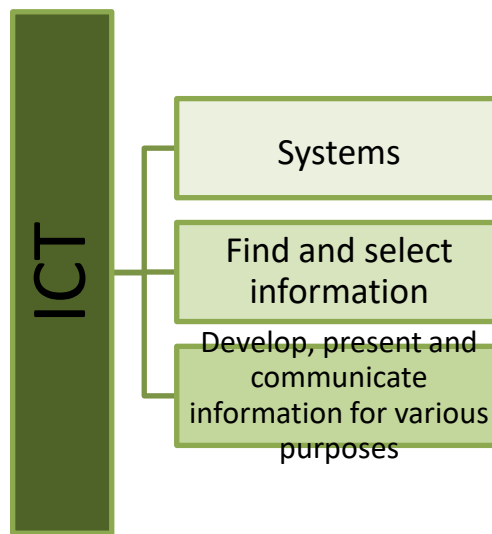
The leisure centre has 5 swimming pools.

Pool	Length
1	7400mm
2	850cm
3	8m
4	750cm
5	8100mm

Hanif wants to swim in the longest pool.

What is the length of the longest pool?

ICT



There is one ICT test, and this is likely to involve using both a computer/laptop and a mobile phone. ICT Functional Skills will be delivered in the Student Centre.

Entry Level 1	<ul style="list-style-type: none"> • Use basic programmes and software • Adjust equipment so you can work comfortably • Use passwords to keep information safe • Use text message, voicemail and on-screen information • Correct simple errors • Open emails
Entry Level 2	<ul style="list-style-type: none"> • Plan and organise work with ICT • Keep safe when working with ICT • Search information • Use simple editing and formatting techniques • Print and view on screen

	<ul style="list-style-type: none"> • Correct simple errors • Read, send, and receive emails
Entry Level 3	<ul style="list-style-type: none"> • Start and shut down ICT systems • Use input and output devices • Change simple software settings • Open and save files • Insert and remove media • Use and change passwords • Enter, edit, and format information, including text, graphics, numbers or other digital content, to achieve the required outcome

Assessment Calendar

Entry level tests are set by an external organisation but are conducted and marked in school. There are no set dates for when the tests should be taken, and parents will be informed of test dates as soon as they have been scheduled by school staff. The scheduling of the tests is very much centred around the pupils, and we will not put a pupil forward for a test if we do not feel that they are ready. Not all pupils will sit all tests in the same year e.g., they may sit Maths in Year 12, English in Year 13 and ICT in Year 14. The below assessment calendar applies to 2022/23 and beyond.

Term 1		
Term 2		
Term 3	Reading	
Term 4	Maths	SLC
Term 5	Writing	ICT
Term 6	Resits	