

# ENGLISH FUNCTIONAL SKILLS

Functional Skills in English Entry Level 1, 2, 3, Level 1 and level 2

This qualification has three units:

- Writing
- Reading
- Speaking and Listening

This qualification is assessed by 2 externally set exams and a face-to-face speaking and listening assessment by the tutor.

Delivery models:

- Fully remote delivery model - Entry level 1, 2, 3, level 1 and level 2 - N/A
- Blended delivery – Functional Skills Entry level 1,2 and 3 – N/A
- Blended delivery – Functional Skills level 1 and level 2 (20 weeks)

To determine which level can be studied, learners must undertake an initial assessment (25 minutes)

## Blended delivery - Functional Skills Level 1 and 2 (20 weeks)

Following initial assessment the tutor will provide a username and password for the learner to access the ForSkills Learning Platform, where they will complete an online diagnostic assessment. An Individual Skills Plan (ISP) is created and learning materials are allocated via ForSkills. The tutor monitors learner progress via ForSkills and can provide additional materials via email and will provide the learner with a workbook to support learning offline. An Individual Learning Plan will be developed during the first meeting with the learner. Face-to-face support sessions are planned (minimum of 4) following completion of the diagnostic assessment, additional support is given via email/phone. This qualification is assessed by two externally, 1 hour exams and a face-to-face assessment of speaking and listening by the tutor.

## Intense Delivery (classroom based) (45 hours (3hrs x 15 days / 3 weeks)) - Entry level 1,2, 3, level 1 and level 2 Functional Skills in English

Entry level 1,2 and 3 - Following the initial assessment the learner will complete a diagnostic assessment and the tutor will create an ILP with the learner. Delivery will take place over a period of 3 weeks with the learner attending for 3 hours per day. Learners will complete an additional 15 hours of directed study using materials provided by the tutor.

Level 1 and level 2 - Following initial assessment the tutor will provide a username and password for the learner to access the ForSkills Learning Platform, where they will complete an online diagnostic assessment. An Individual Skills Plan (ISP) is created and learning materials are allocated via ForSkills. Delivery will take place over a period of 3 weeks with the learner attending for 3 hours per day. Learners will complete an additional 15 hours of directed study using materials provided by the tutor. This qualification is assessed by two externally, 1 hour exams and a face-to-face speaking and listening assessment by the tutor.

## **Classroom delivery (30 hours (1.5 hrs x 20 weeks)(3 hrs x 10 weeks)) -Entry level 1, 2, 3, level 1 and level 2 Functional Skills in English**

**Entry level 1,2 and 3** - Following the initial assessment the learner will complete a diagnostic assessment and the tutor will create an ILP with the learner. Delivery will take place over a period of 20/10 weeks with the learner attending for 1.5/3 hours per week. Learners will complete an additional 15 hours of directed study using materials provided by the tutor.

**Level 1 and level 2** - Following initial assessment the tutor will provide a username and password for the learner to access the ForSkills Learning Platform, where they will complete an online diagnostic assessment. An Individual Skills Plan is created and learning materials are allocated via ForSkills. Delivery will take place over a period of 20/10 weeks with the learner attending for 1.5/3 hours per week. Learners will complete an additional 15 hours of directed study using materials provided by the tutor. This qualification is assessed by two externally, 1 hour exams and a face-to-face speaking and listening assessment by the tutor.

## **Level 1 Certificate in English**

This qualification has three units:

- Writing
- Reading
- Speaking and Listening (S & L)

The learner is provided with learning materials and an assessment booklet to complete. Units 1 and 2 are completed by the learner and submitted to the tutor to mark. Unit 3 (S & L) is assessed by a face-to-face speaking and listening assessment by the tutor.

### **Blended delivery – Level 1 certificate in English (15 weeks)**

The learner is allocated a tutor who will make contact and complete an ILP following discussion with the learner using the outcome of the Initial Assessment. The learner is provided with learning materials and an assessment booklet to complete units 1 and 2 which are then submitted to the tutor to mark. Unit 3 is assessed via a face-to-face speaking and listening assessment by the tutor. Support is delivered via email/phone and support sessions (minimum of 4).

### **Classroom delivery – Level 1 certificate in English (3hrs x 6 weeks/1.5 hours 12 weeks)**

The tutor will develop an Individual Learning Plan with the learners. The learner is provided with learning materials and an assessment booklet to complete, units 1 and 2 which are submitted to the tutor to mark as the course progresses. Unit 3 is assessed via a face-to-face assessment of speaking and listening by the tutor.

### **Intense delivery – Level 1 certificate in English (2 days)**

The tutor will develop an Individual Learning Plan with the learners. The learner is provided with learning materials and an assessment booklet to complete, units 1 and 2 which are submitted to the tutor to mark as the course progresses. Unit 3 is assessed via a face-to-face speaking and listening assessment by the tutor.