

Levels 1 and 2

# Functional Skills in English, Maths and ICT

## Qualification Specification

### Overview

Functional skills help make sense of daily life, from working out which deal is best value, to writing an application letter or getting the best out of a computer software package. They are about using English, Mathematics and Information Communication Technology (ICT) in everyday situations.

- English demonstrates skills in reading, writing and speaking, listening and communication.
- Information and Communication Technology (ICT) focuses on using ICT systems to find, select, develop, present and communicate information.
- Mathematics involves selecting and processing information, and interpreting and communicating the results.

English Levels 1 and 2:	500/9833/0 and 500/9834/2
Maths Levels 1 and 2:	501/1187/5 and 501/1139/5
ICT Levels 1 and 2:	501/1135/8 and 501/1138/3
Credit:	5
Guided Learning Hours:	45



## Purpose of these qualifications

Functional skills qualifications are applied qualifications in English, Mathematics and Information and Communications Technology (ICT) available in England. Qualifications are available at Level 1 and Level 2. They allow learners to demonstrate that they have achieved practical skills in literacy, numeracy and IT that help them to live and work confidently, effectively and independently.

Functional skills are a key to success. They open doors to learning, to life and to work. They are a platform on which to build employability skills and the gateway to future well-being and prosperity. We all need them – they make a difference to our lives. Without them we are less likely to succeed.

Functional skills are transferable skills that are valued by employers and by Further and Higher Education institutions and provide a base from which individuals can develop other employability skills. They are available as freestanding qualifications and as part of an apprenticeship framework that can be taken by both young people and adults.

### What do these qualifications cover?

- **English at levels 1 and 2** - Speaking, Listening and Communication (SLC), Reading and Writing.
- **ICT at levels 1 and 2** - Identifying ICT requirements, using ICT systems, managing storage, minimising the risk of computer viruses, selecting appropriate information, enter, develop and refine information, using data handling software, using communications software, combine and presenting information and evaluating the use and selection of ICT tools.
- **Maths at level 1 and 2** - recognising a situation has aspects that can be solved using maths, deciding on the methods and tools to use, selecting information to use, using mathematical procedures, examining patterns and relationships, finding and interpreting results and solutions, drawing conclusions, consider the accuracy of the results and conclusions and choosing appropriate language and form of presentation to provide results and solutions.

### Who is these qualifications for?

Individuals who are in one of four qualification routes for 14–19 year olds:

- GCSEs; Apprenticeships; Diplomas; Foundation Learning.

### Who supports these qualifications?

These qualifications

- are regulated by Ofqual
- will be a requirement of Apprenticeship Frameworks
- will be recognised by employers who require employees to have the competences contained within the Functional Skills.

## What could these qualifications lead to?

Functional skills are available as freestanding qualifications and as part of an apprenticeship framework that can be taken by both young people and adults.

Learners who are successful in functional skills could then progress on to an appropriate GCSE or Level 3 qualification.

## Entry requirements

There are no formal entry requirements for these qualifications. Centres should ensure that learners have the potential to achieve the qualification undertaken.

Aids or appliances, which are designed to alleviate disability, may be used during assessment, providing they do not compromise the standard required. There are no age limits for the learner.

## How are these qualifications achieved?

These qualifications are gained when the unit shown in the structure is achieved. They are 'Pass or Fail' qualifications – they are not graded. The learner's certificate will automatically be generated once the unit has been passed.

## What will be assessed?

Functional skills qualifications are made up of components: ICT and Mathematics each have a single component and English three components: reading; writing; and speaking, listening and communication. Each qualification is currently assigned 45 guided learning hours. The functional skills criteria set out the skills that learners must be able to demonstrate in order to pass each subject.

All learning outcomes within these qualifications will be assessed. In order to meet this requirement. It is advised that centres should maintain an assessment and feedback record for each learner. This will detail the evidence evaluated against the learning outcome and the feedback given to the learner. All learner evidence must be available to the EAL External Quality Assurer.

## How will they be assessed?

---

Assessments are task-based and modelled on real life situations. Most tasks are open, meaning there is a variety of ways to solve them. Marks are awarded for method as well as correct answers.

- English Reading, English Writing and Mathematics are externally set and marked, with the option of onscreen or paper-based delivery.
- English Speaking, Listening and Communication is an externally set and internally marked test of spoken English. EAL provides assessment tasks and a support DVD for Assessors.
- ICT is paper-based with tasks carried out using a computer. An initial session with internet access is followed by a longer session with no internet access.

EAL offers regular assessment windows. Exam calendars, sample assessment materials and onscreen practice exams are available at: [www.eal.org.uk](http://www.eal.org.uk)

## Grading Criteria

---

These qualifications are not graded.

However, Learners must achieve a Pass in the component/s of the mandatory unit for the qualification to be awarded. If learners are unsuccessful in any component, then the overall result for the qualification will be 'referred' and a certificate will not be awarded.

Providing learners are successful in the component/s, the learner will be awarded a Pass for their qualification.

## Structure

These qualifications will be obtained by the learner once they have successfully completed the **mandatory unit** listed below for each qualification

### **EAL Functional Skills qualification in English at Level 1 - 5 credits, 45 Guided Learning Hours (GLHs) and 50 hours Total Qualification Time (TQT)**

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSE01	Functional Skills English – Level 1	45	A/601/1916

### **EAL Functional Skills qualification in English at Level 2 - 5 credits, 45 Guided Learning Hours (GLHs) and 54 hours Total Qualification Time (TQT)**

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSE02	Functional Skills English – Level 2	45	D/601/1911

\* Note: To gain the full English qualification at either level 1 or Level 2, learners must have achieved the three component parts that make up the unit in line with the regulatory criteria.

### **EAL Functional Skills qualification in ICT at Level 1 - 5 credits, 45 Guided Learning Hours (GLHs) and 50 hours Total Qualification Time (TQT)**

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSI01	Functional Skills ICT – Level 1	45	L/601/1922

### **EAL Functional Skills qualification in ICT at Level 2 - 5 credits, 45 Guided Learning Hours (GLHs) and 54 hours Total Qualification Time (TQT)**

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSI02	Functional Skills ICT – Level 2	45	K/601/1927

## EAL Functional Skills qualification in Mathematics at Level 1 - 5 credits, 45 Guided Learning Hours (GLHs) and 50 hours Total Qualification Time (TQT)

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSM01	Functional Skills Mathematics – Level 1	45	Y/601/1910

## EAL Functional Skills qualification in Mathematics at Level 2 - 5 credits, 45 Guided Learning Hours (GLHs) and 54 hours Total Qualification Time (TQT)

Mandatory Unit: *The learner is required to complete a single mandatory unit:*

EAL Code	Unit Title	GLH	Ofqual Code
EAL/FSM02	Functional Skills Mathematics – Level 2	45	D/601/1911