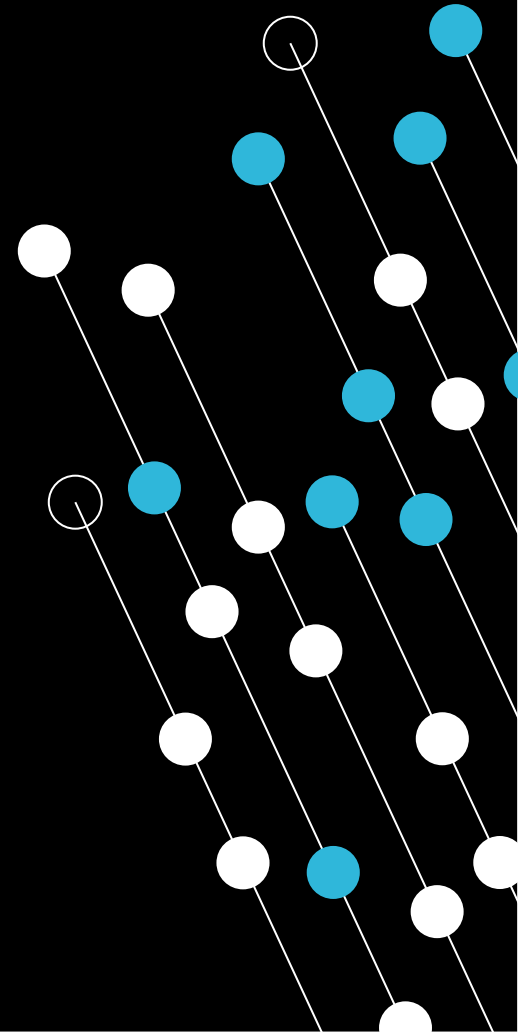


# Functional Skills Overview

A learner's guide



# FUNCTIONAL SKILLS OVERVIEW

## Functional Skills are an integral part of Apprenticeships in England.

### What are Functional Skills?

Functional Skills are the essential skills that all people need to be able to operate confidently and successfully in work and life. Functional Skills provide learning tools that enable apprentices to::

- Apply their knowledge and understanding to everyday life;
- Engage competently and confidently with others;
- Solve problems in both familiar and unfamiliar problems; and
- Develop personally and professionally

### Why are Functional Skills Important to Apprenticeships?

Functional Skills are a key component in all the apprenticeship standards. Achieving a Functional Skills qualification demonstrates that an apprentice has all the skills they need in English and maths to be able to engage with their programme. They help apprentices to develop and secure the broader range of aptitudes, attitudes and behaviours. For all apprenticeships that QA offers, Level 2 Functional Skills qualifications are required for End Point Assessment.

**Key Point:** All Functional Skills qualifications must be completed before the Gateway stage of the apprenticeship.

# What does a Functional Skills Journey with QA look like?

## Are Exams Involved?

Yes. If the learner requires both English and maths, they will need to complete the following exams:

- English • Reading, Writing, Speaking and Listening
- Maths • Calculator • Non-calculator

- QA have specialist Functional Skills tutors available to support learners who require support for Functional Skills. The learner's level will dictate the support they receive. For example, if a learner has significant gaps in their knowledge, they will receive one-to-one support. If a learner is strong in most areas with one or two areas to improve, they will be invited to attend live group sessions. Lastly, where learners are exam ready, they will be encouraged to work independently before completing group exam preparation sessions
- All QA apprentices have an account set up on our partner platform called bksb, where they have ongoing access to resources to work through self-paced and should complete the progress checks on a monthly basis.

# How long will it take to complete Functional Skills?

- Each learner will require support in different areas so some learners will complete in no time at all whereas others will require more support. At QA, we expect learners to complete their Functional Skills within the **first 6 months** of programme
- The qualification is designed to be flexible and fit around your commitments. However, the amount of time you need to put into the learning modules really depends on you as an individual. To be able to answer this question we would need to consider your starting point and your time commitments
- As a minimum requirement you will need to engage with the course/s **once every 4 weeks** although it is advisable to set time aside to work on these skills weekly.
- Your engagement is monitored throughout the course by your Functional Skills Tutor and your Apprenticeship Coach/DLC