

Functional Skills - 6 Step Guide



Step 1

Work out which learners are eligible/in scope

Candidates who would have taken assessment/exam from **20 March-31 July** (disrupted by Covid-19).
3748 and 4748, all skills and levels, component level.



Step 2

Familiarise tutors with guidance and accompanying documents

- Functional Skills standards (Legacy)
- Functional Skills Subject Criteria (Reformed)
 - L1/L2 pass descriptors.



Step 3

Gather and review valid evidence for each candidate, for each component

Reading, Writing, SLC, mathematics, ICT, to support professional judgement – mainly tutors and heads of department.



Step 4

Determine centre assessment grades

Entry – by component
L1/L2 - by component



Step 5

Conduct centre standardisation activities
(Where required)



Step 6

Sign off
Department sign off
(Tutor(s) and/or Heads of Department)

Sense check
Centre declaration and Head of Centre sign off