

# Supporting your transition to the 2019 reformed Functional Skills qualifications

## Readiness checklist

Version 1.0

September 2018

#FunSkills2019



# About this document

We have put together the following **four-stage checklist** to help you prepare and manage your transition to the reformed Functional Skills qualifications that will be introduced for first teaching from September 2019.

You can use this checklist to help ensure that you have everything in place and are ready to hit the ground running.

## Keeping up to date

You can find all the latest information from City & Guilds about the Functional Skills reform programme on our [Functional Skills updates](#) webpage. Visit [cityandguilds.com/mathsandenglish](http://cityandguilds.com/mathsandenglish) and follow the links.

Please also ensure that you're signed up for:

- regular **email updates** – visit [cityandguilds.com/updates](http://cityandguilds.com/updates) and select **Functional Skills** as one of your preferences
- our **monthly #FunSkills2019 webinars** – you can register via the [Functional Skills updates](#) webpage.

We also have a dedicated email address if you've any specific questions about the reforms: [fsreform@cityandguilds.com](mailto:fsreform@cityandguilds.com).

To join the social media conversation, please use the hashtag **#FunSkills2019**.

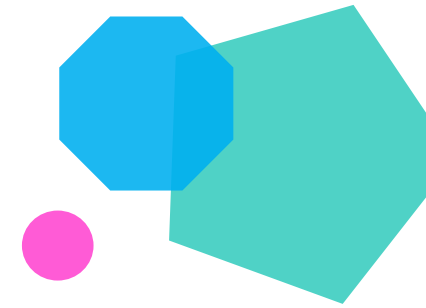
Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2018 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trade mark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

1 Giltspur Street, London EC1A 9DD.

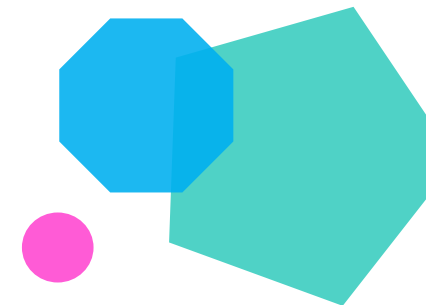
**cityandguilds.com**

# Stage 1: own awareness



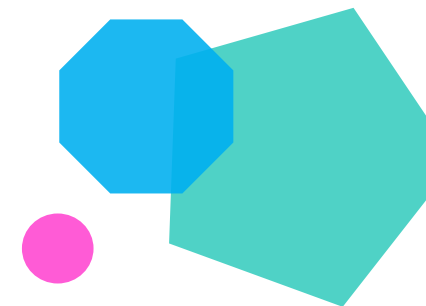
Things to consider	All clear, understood and actioned?	Need more information, or more to do?	Comments
Familiar with revised Subject Content for <b>English</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
Familiar with revised Subject Content for <b>Mathematics</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
Understand revised scope/purpose of Functional Skills at <b>Entry level</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
Understand revised scope/purpose of Functional Skills at <b>Levels 1-2</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
Signed up for City & Guilds' monthly <b>#FunSkills2019</b> webinars.	<input type="checkbox"/>	<input type="checkbox"/>	
Signed up for Functional Skills <b>email updates</b> from City & Guilds.	<input type="checkbox"/>	<input type="checkbox"/>	
Know where to find City & Guilds' Functional Skills updates webpage.	<input type="checkbox"/>	<input type="checkbox"/>	

## Stage 2: it's good to share...



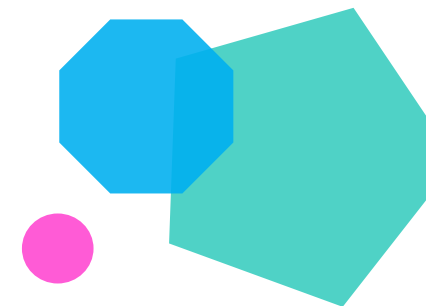
Things to consider	All clear, understood and actioned?	Need more information, or more to do?	Comments
Staff directly involved in the <b>teaching</b> of Functional Skills familiar with changes and likely implications for their practice.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff directly involved in the <b>assessment</b> and internal quality assurance ( <b>IOA</b> ) of Functional Skills familiar with changes and likely implications for their practice.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff involved in the delivery of <b>GCSE</b> English and Mathematics understand the changes to Functional Skills, and how this might affect the relationship between Functional Skills and GCSE.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff involved in the <b>administration</b> of Functional Skills (eg exams staff) aware of changes, and possible implications for their role.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff responsible for the teaching/assessment of <b>other subjects</b> delivered alongside Functional Skills have a good understanding of the reforms and possible implications for their practice.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Senior leaders</b> have a good understanding of the Functional Skills reforms, especially any resourcing and/or programme planning implications.	<input type="checkbox"/>	<input type="checkbox"/>	

## Stage 3: operational processes



Things to consider	All clear, understood and actioned?	Need more information, or more to do?	Comments
Implications of Functional Skills reform for <b>initial and diagnostic assessment</b> process (including tools used for this).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Qualification Approval</b> arrangements for reformed Functional Skills qualifications (including obtaining Direct Claims Status).	<input type="checkbox"/>	<input type="checkbox"/>	City & Guilds will outline its approval arrangements for the reformed Functional Skills qualifications nearer the time.
Implications of any changes to <b>assessment duration</b> .	<input type="checkbox"/>	<input type="checkbox"/>	
Implications of <b>non-calculator</b> section of FS Mathematics assessment.	<input type="checkbox"/>	<input type="checkbox"/>	City & Guilds will set out the operational model for the calculator/non-calculator sections of its FS Mathematics assessments once this has been confirmed with Ofqual.
Implications for <b>spell/grammar checkers</b> and <b>dictionaries</b> no longer being permitted within FS English Writing.	<input type="checkbox"/>	<input type="checkbox"/>	
Changes to format of FS English <b>Speaking, Listening and Communication (SLC)</b> assessments.	<input type="checkbox"/>	<input type="checkbox"/>	
Any operational implications for <b>Entry level</b> assessments – eg word lists within FS English.	<input type="checkbox"/>	<input type="checkbox"/>	

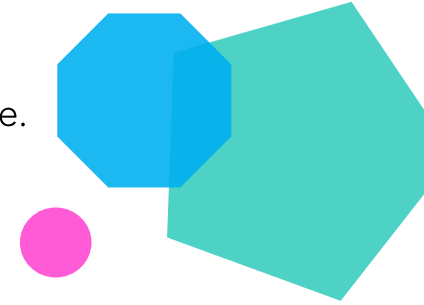
## Stage 4: planning and implementation



Things to consider	All clear, understood and actioned?	Need more information, or more to do?	Comments
Accessing key documents to support the reformed Functional Skills qualifications (once available) from City & Guilds.	<input type="checkbox"/>	<input type="checkbox"/>	City & Guilds intends publish its handbook and other documentation relating to the reformed Functional Skills qualifications in early 2019.
Implications for <b>Apprenticeships</b> , eg programme hours, ensuring qualifications achieved/attempted as necessary prior to Gateway.	<input type="checkbox"/>	<input type="checkbox"/>	
Implications for <b>Study Programmes</b> , eg programme hours, condition of funding rules, meaningful progression.	<input type="checkbox"/>	<input type="checkbox"/>	
Briefings and CPD support in place for staff, to ensure all understand changes and implications for their practice.	<input type="checkbox"/>	<input type="checkbox"/>	
Building on existing good practice – eg experience of embedded/contextualised teaching of maths and English.	<input type="checkbox"/>	<input type="checkbox"/>	
Changes relationship between Functional Skills and GCSE understood – appropriate decisions taken regarding use of each.	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship between Functional Skills and 'bite-sized' maths and English qualifications (eg City & Guilds' Mathematics/English Skills (3847) suite) understood; appropriate decisions taken about their use.	<input type="checkbox"/>	<input type="checkbox"/>	

## Other considerations

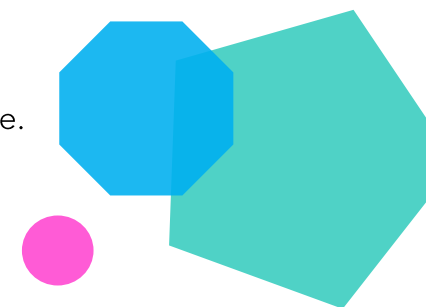
Add here anything specific to your own organisation, or anything else pertinent that isn't mentioned above.



Things to consider	All clear, understood and actioned?	Need more information, or more to do?	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

# #FunSkills2019 monthly webinar dates

To sign up, please visit [cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish) and follow the links to our [Functional Skills updates](#) webpage.



Date	Time
Thursday 23 August 2018	15:30 – 16:30 BST
Tuesday 25 September 2018	15:30 – 16:30 BST
Wednesday 24 October 2018	15:30 – 16:30 BST
Wednesday 28 November 2018	15:30 – 16:30 GMT
Wednesday 9 January 2019	15:30 – 16:30 GMT
Wednesday 6 February 2019	15:30 – 16:30 GMT
Wednesday 6 March 2019	15:30 – 16:30 GMT
Wednesday 3 April 2019	15:30 – 16:30 BST
Wednesday 1 May 2019	15:30 – 16:30 BST
Wednesday 5 June 2019	15:30 – 16:30 BST
Wednesday 3 July 2019	15:30 – 16:30 BST