

# Functional Skills

4748

Reformed Functional Skills  
Entry Level Mathematics

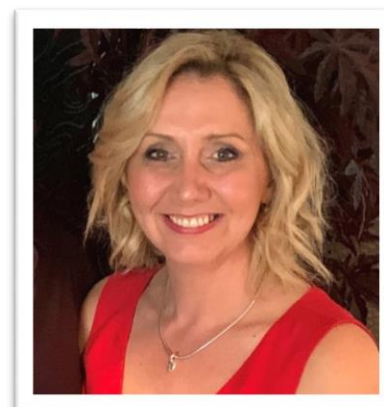
# Meet the team



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# Entry Level Mathematics Subject Content





# Changes

What has  
changed?

What's new?

How has your  
delivery  
changed from  
September?

What and how  
are you doing  
things  
differently?



### **Entry Level 1 - using numbers and the number system – whole numbers**

1. Read, write, order and compare numbers up to 20
2. Use whole numbers to count up to 20 items including zero
3. Add numbers which total up to 20, and subtract numbers from numbers up to 20
4. Recognise and interpret the symbols +, – and = appropriately

### **Entry Level 1 - using common measures, shape and space**

5. Recognise coins and notes and write them in numbers with the correct symbols (£ & p), where these involve numbers up to 20
6. Read 12 hour digital and analogue clocks in hours
7. Know the number of days in a week, months, and seasons in a year. Be able to name and sequence
8. Describe and make comparisons in words between measures of items including size, length, width, height, weight and capacity
9. Identify and recognise common 2-D and 3-D shapes including circle, cube, rectangle (incl. square) and triangle
10. Use everyday positional vocabulary to describe position and direction including left, right, in front, behind, under and above

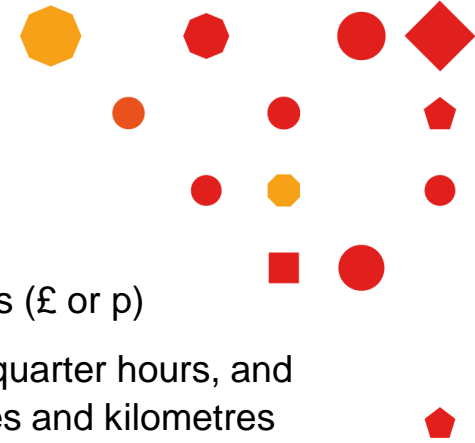
### **Entry Level 1 - handling information and data**

11. Read numerical information from lists
12. Sort and classify objects using a single criterion
13. Read and draw simple charts and diagrams including a tally chart, block diagram/graph



## **Entry Level 2 - using numbers and the number system – whole numbers, fractions and decimals**

1. Count reliably up to 100 items
2. Read, write, order and compare numbers up to 200
3. Recognise and sequence odd and even numbers up to 100
4. Recognise and interpret the symbols +, −, ×, ÷ and = appropriately
5. Add and subtract two-digit numbers
6. Multiply whole numbers in the range 0x0 to 12x12 (times tables)
7. Know the number of hours in a day and weeks in a year. Be able to name and sequence
8. Divide two-digit whole numbers by single-digit whole numbers and express remainders
9. Approximate by rounding to the nearest 10, and use this rounded answer to check results
10. Recognise simple fractions (halves, quarters and tenths) of whole numbers and shapes
11. Read, write and use decimals to one decimal place



## **Entry Level 2 - using common measures, shape and space**

- 12. Calculate money with pence up to one pound and in whole pounds of multiple items and write with the correct symbols (£ or p)
- 13. Read and record time in common date formats, and read time displayed on analogue clocks in hours, half hours and quarter hours, and understand hours from a 24-hour digital clock
- 14. Use metric measures of length including millimetres, centimetres, metres and kilometres
- 15. Use measures of weight including grams and kilograms
- 16. Use measures of capacity including millilitres and litres
- 17. Read and compare positive temperatures
- 18. Read and use simple scales to the nearest labelled division
- 19. Recognise and name 2-D and 3-D shapes including pentagons, hexagons, cylinders, cuboids, pyramids and spheres
- 20. Describe the properties of common 2-D and 3-D shapes including numbers of sides, corners, edges, faces, angles and base
- 21. Use appropriate positional vocabulary to describe position and direction including between, inside, outside, middle, below, on top, forwards and backwards

## **Entry Level 2 - handling information and data**

- 22. Extract information from lists, tables, diagrams and bar charts
- 23. Make numerical comparisons from bar charts
- 24. Sort and classify objects using two criteria
- 25. Take information from one format and represent the information in another format including use of bar charts



### **Entry Level 3 - using numbers and the number system – whole numbers, fractions and decimals**

1. Count, read, write, order and compare numbers up to 1000
2. Add and subtract using three-digit whole numbers
3. Divide three-digit whole numbers by single and double digit whole numbers and express remainders
4. Multiply two-digit whole numbers by single and double digit whole numbers
5. Approximate by rounding numbers less than 1000 to the nearest 10 or 100 and use this rounded answer to check results
6. Recognise and continue linear sequences of numbers up to 100
7. Read, write and understand thirds, quarters, fifths and tenths including equivalent forms
8. Read, write and use decimals up to two decimal places 9. Recognise and continue sequences that involve decimals





### **Entry Level 3 - using common measures, shape and space**

10. Calculate with money using decimal notation and express money correctly in writing in pounds and pence
11. Round amounts of money to the nearest £1 or 10p
12. Read, measure and record time using am and pm
13. Read time from analogue and 24 hour digital clocks in hours and minutes
14. Use and compare measures of length, capacity, weight and temperature using metric or imperial units to the nearest labelled or unlabelled division
15. Compare metric measures of length including millimetres, centimetres, metres and kilometres
16. Compare measures of weight including grams and kilograms
17. Compare measures of capacity including millilitres and litres
18. Use a suitable instrument to measure mass and length
19. Sort 2-D and 3-D shapes using properties including lines of symmetry, length, right angles, angles including in rectangles and triangles
20. Use appropriate positional vocabulary to describe position and direction including eight compass points and including full/half/quarter turns

### **Entry Level 3 - handling information and data**

21. Extract information from lists, tables, diagrams and charts and create frequency tables
22. Interpret information, to make comparisons and record changes, from different formats including bar charts and simple line graphs
23. Organise and represent information in appropriate ways including tables, diagrams, simple line graphs and bar charts

# Entry Level Mathematics

## Assessor Instructions





# Assessments

A large orange pentagon is centered on the slide, with a red octagon partially visible behind it to the right. The text is centered within the orange pentagon.

What has  
changed in the  
assessment  
process?

# Assessor Instructions

- Assessment summary
- Calculator/non-calculator sections
- Timings
- Administering the assessment
- Supervision
- Storing assessment materials
- Vocabulary needed for the assessments
- Re-sitting the assessments
- Mark schemes



# Mathematics

## Sample papers



# Entry level 1 sample paper

## Group activity

Using the sample paper, identify changes. Then identify activities/teaching ideas that would support the learner with these SCS.



# Entry level 2 sample paper

## Group activity

Using sample questions, create similar questions that you could use with your learner.



# Entry level 3 sample paper

Group activity

Compare sample 1  
and sample 2  
papers, identifying  
how SCS may  
covered differently.



# Resources



# e-Functional Skills

HomeLessonsMessages

Enter a term, or just click Search for advanced e

Learnerv

My latest work

Lessons

Latest lessons

No lessons have been assigned to you.

View all lessons

To do list

Recently-assigned tests

Initial Assessment: Level 1 English  
Functional Skills  
Due in 30 days

Initial Assessment: Level 1 Maths  
Functional Skills  
Due in 30 days

How am I doing?

You have not completed any tests.

View my reports

Level 2 English: Writing for Purpose: Writing a Fo... Version: 1.0.15.13

Look at the following salutations that could be used in a letter or email. Put a tick in the correct column to show whether they are formal or informal.

	Formal	Informal
Hiya Joe	<input type="radio"/>	<input type="radio"/>
Hi there	<input type="radio"/>	<input type="radio"/>
Dear Sir	<input type="radio"/>	<input type="radio"/>
Yours sincerely	<input type="radio"/>	<input type="radio"/>
With regards	<input type="radio"/>	<input type="radio"/>
Bye	<input type="radio"/>	<input type="radio"/>
Thanks	<input type="radio"/>	<input type="radio"/>
Hello from Tel	<input type="radio"/>	<input type="radio"/>

1234Question : 2 of 4

Test Results for Learner

9/1850%

Test Feedback

Your Initial Assessment results suggest that you are currently working at Level 1. You should now take the diagnostic tests for each topic area at Level 1 for a more detailed analysis of your skills profile.

Question	Topic	Performance	
1) Mileage		1/1	Review
2) Height		0/1	Review
3) Temperature		1/1	Review
4) Profit		0/1	Review
5) Cubing		1/1	Review
6) New Multiplication		0/1	Review
7) Distance		0/1	Review
8) Interpreting charts		1/1	Review
9) Percentage reduction		1/1	Review
10) Subtraction		0/1	Review

Next steps

City & Guilds e-Functional Skills: Maths

Export as Word documentFilter marksheet

Individual Learning Plan

City & Guilds

Number of tests taken

4

Percent

41%

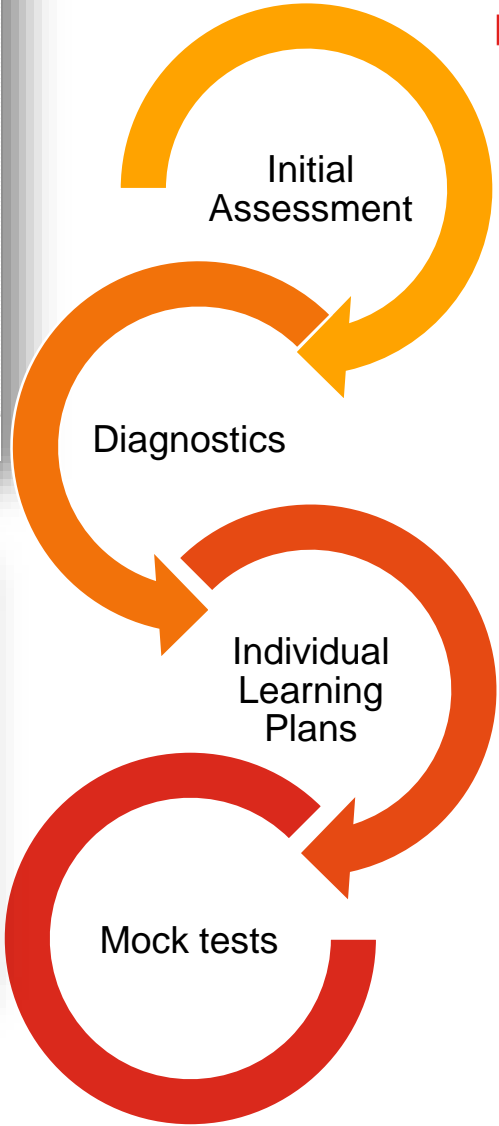
Total score:

Marks gained

Marks dropped

2719

Test name	Times taken	Percent	Score	Review test
Diagnostic: Level 1 Maths: Adding and Subtracting	1	75%	3/4	Review
Diagnostic: Level 1 Maths: Multiplying 1	2	40%	2/5	Review
Initial Assessment: Level 1 Maths	1	72%	13/18	Review
Initial Assessment: Level 2 Maths	4	5%	1/19	Review

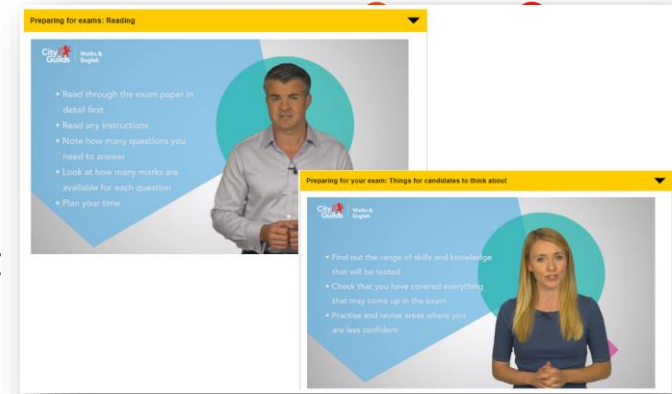


# SmartScreen – Maths and English

- developing skills activities
- 150 maths and English videos
- interactive e-learning
- worksheets
- classroom games and activities
- card sorts/matching
- exam preparation videos
- speaking and listening videos
- and much more....

## Exam preparation

- Things for candidates to think about
- Things for teachers to think about
- Reading the paper.



**INTERACTIVE ACTIVITY 2: Converting money between currencies**  
Question 1 of 5

For this activity, you will be changing money between currencies. You should work by yourself to select the correct answer to the question.

1) The exchange rate between pounds sterling (£) and euros (€) is £1 €1.32. Match the appropriate amount in euros to the amount in pounds.

€132      €158      €290      €502      €594

Choice  
A) £100

Score so far: 0 points out of 0

**3. Decorating**  
This tin contains enough paint to cover 3 square metres. Will it be enough to paint the whole of this wall?

yes  
no

Submit

**3. Decorating**  
That's right. To work out the area of the wall, you need to multiply the length by the height:  
 $2.1\text{m} \times 1.4\text{m} = 2.94\text{m}^2$   
The area of the wall is  $2.94\text{m}^2$ , so you should easily be able to paint the wall with enough paint to cover 3 metres squared.  
Select the X button to go back to the tutorial.

## Speaking and listening support

- What is speaking and listening?
- Familiar discussions
- Using appropriate language techniques
- Discussing unfamiliar subjects
- Using formal language
- Preparing for presentations
- Delivering presentations

**Rate it**  
Score how well you think James expressed his opinion about the need to speak different languages, where 1 is 'not at all well' and 10 is 'extremely well'.

Drag the slider and Submit your score.

Not at all well      5      Extremely well

Submit      Show feedback

**Your reasons**  
Give reasons for your rating. Choose one or more options and select Submit.

☐ He made his point clearly and concisely

☒ He didn't consider the other members of the group

☐ He came across as aggressive

☒ He didn't give an opinion at all

☐ He used an inappropriate tone



# Resource guides – How do they work?

What needs to be taught

SmartScreen resources available

How to use them

Subject content statement	Resources	How to use this resource
3. Add numbers which total up to 20, and subtract numbers from number up to 20	Activity 1: Number cards	Series of number cards to be printed and used in a variety of ways. Type of activity: People maths, Creative Maps to FS content statements E1 1,2,3,4 Use with pairs, small groups or whole class Suggested duration: 5-20 minutes
	Activity 8: Handling data	Learners to create tables and bar charts/block graphs on different subjects Type of activity: Open-ended Maps to FS content statements E1 3, 11, 12, 13 Use with individuals, pairs or small groups: Suggested duration: 30-45 minutes Notes: Squared paper or square sticky notes needed for the creation of bar charts
	Interactive activity 1: Adding and taking away	Use interactively on a screen (PC, tablet), or as a worksheet in class. Suitable also for homework as a worksheet.
	Interactive activity 2: How much shopping?	Use interactively on a screen (PC, tablet), or as a worksheet in class. Suitable also for homework as a worksheet.
	Worksheet 1: Travel times	Use in class or as homework to recognise coins and notes and add numbers.
	Worksheet 2: Food choices	Use in class or as homework to practise recognising, writing and comparing numbers up to 20, completing tables and carrying out calculations.
	Worksheet 4: Short story books	Use in class or as homework to practise sorting and organising numbers and calculating sums.
	Worksheet 5: Party time	Use in class or as homework to practise reading and matching times, carrying out calculations and using a calendar.

Resource guides will also be available to support all other literacy/English and numeracy/maths qualifications offered by City & Guilds



# New refreshed SmartScreen for Maths & English

- SmartScreen users will have access to a wealth of engaging maths and English resources in a range of different formats. These cover Functional Skills and will also cover other maths and English qualifications in time.
- Each skill and level will have a **resource guide** which will be driven by the new Functional Skills **subject content**.
- From initial and diagnostic assessments, teachers/tutors will be able to identify the subject content statements learners need to focus on and use our **resource guides** to help build schemes of work and session plans by selecting the best resources to use and learning how to make best use of them.
- There will also be some **developing skills activities** covering a broader range of subject content statements which will suit topic-led learning approaches.
- Resources will support all staff delivering reformed Functional Skills who need to gain a deeper understanding of the subject content, whatever their levels of confidence or experience.

# Questions answers

# Further support...

## Technical Advisors

Available to support you through the transition to reformed Functional Skills and beyond

## Networks

Support you and encourage sharing of best practice

## Monthly webinar updates

Keep you up to date monthly and provide ongoing support

## Functional Skills Admin and Support Hub

Support with any specific aspects of reformed Functional Skills you need more help with including 'How to...' series of recorded presentations

## CPD

Teaching and learning English and Maths.

## Network event slides

You can download a PDF of the slides used in the network event





# Useful links

- Contacting City & Guilds – for details visit [Contacting City & Guilds](#)
- For updates on the Functional Skills reforms – visit [Functional Skills Updates](#)
- For more detailed qualification information [Reformed Functional Skills \(4748\)](#)
- Our [FAQs](#) also provide useful information and can also be found on the qualification page

