

# E-FUNCTIONAL SKILLS

## FAQS

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### Q1) What is e-Functional Skills?

e-Functional Skills is a complete online Functional Skills teaching and learning experience designed to help a centre guide learners, whether apprentices, work-based learners or independent learners, from initial assessment to exam readiness. The resource addresses Maths, English and ICT Functional Skills.

### Q2) What features does e-Functional Skills include?

e-Functional Skills includes a wealth of features designed to aid Functional Skills teaching and learning, including:

- High accurate Initial Assessment and Diagnostic testing
- Automatically generated independent learning plans
- Dynamic e-learning, including over 400 tutorials
- Formative tests, practice assessments and exam guidance
- Lesson builder tools
- In-depth reporting and analytic tools
- Tutor/learner messaging service

### Q3) How do the initial assessment tests work?

**For Maths and English** a new learner will see in their 'To Do List' two initial assessment tests one for Maths and one for English at Level 1. Learners will work through this test online. The test is computer marked and the result instantly shown to the learner. The result of this initial assessment will dictate what happens next. If a learner scores highly on this test their next steps will be another initial assessment test at Level 2. If a learner scores low on this test their next steps will be an Entry Level 3 initial assessment. A mid-range score on the Level 1 test indicates a learner is currently working at that level so no further initial assessment testing is required. After the final initial assessment test the system will calculate your overall skills level.

**For ICT** upon selecting a content area learners will be asked a simple screening question to establish their current exposure to a curriculum area. If a learner has experience with a subject area they are routed to a self-completion Initial Assessment. Learners are then routed to the correct diagnostic test based on their responses.

### Q4) What happens after a learner has taken the initial assessment test?

The learners will be assigned a series of diagnostic tests for each topic area at the level they are working at, which will provide a more detailed breakdown of their skills profile. These diagnostic tests will then result in a learner being given a more detailed picture of their skills within a topic area.

Dependent on the results a learner will either be signposted to resources to help them fill their skills gaps or if they have a good understanding of a particular topic they will receive "next steps" which signpost them to a diagnostic test in another topic area.

**Q5) How does a learner access their Individual Learning Plan (ILP) resources they need to fill their skills gaps?**

Follow the next steps links from your diagnostic reports, this will take you to exactly the learning resources you need to plug your skills gaps. Once you have completed your Initial Assessment and Diagnostic tests you can access the specific course materials that you need to study. To find these follow the instructions below:

1. On your student home screen click 'View my reports'
2. Select your course from the 'Title' drop down menu
3. Then select 'Diagnostic' from the 'Select a level' drop down menu – you do not need to select any further options.
4. You will then see a summary of your diagnostic results
5. From here look for any subject areas that have an amber or red indicator and click 'Review'. You do not need to access any with a green indicator. Tip – do them in the order they are presented on screen so you don't miss anything
6. The 'Review' button will show you your diagnostic results in that topic area. Click the 'Next Steps' button at the bottom of this screen.
7. This will take you to a screen that has the course materials you need to study. Click the top resource (in this case Data handling).
8. Here are your course materials for data handling – work through these in order. Each interactive lesson has a PDF version below it for you to print if you want to.

At the end of each section there will be interactive tests to practice what you have learned and determine if you are ready to move on.

**Q6) Can a learner still access learning resources outside of their ILP?**

Yes even though a topic area may not have shown as a weakness for you through your diagnostic testing you may want to revise some topics not listed in you ILP. This can easily be done as all teaching and learning resources are made available to all learners to dip in and out of as required.

**Q7) If a learner has been assigned multiple learning resources, what is the best order to work through them in?**

First look at the introduction. Then move onto the explanation and worked examples. Next, have a go at the tasks. Finally, take the Test your knowledge test(s).

**Q8) A learner has worked through all of the learning resources for all of the topics where they have skills gaps and they've scored well on the 'test your knowledge' tests, what now?**

The next steps are now to try some of the exam scenarios, which are bite size questions from real Functional Skills exam papers.

**Q9) A learner has worked through the exam scenarios and as their tutor I think they're ready to move on, what is the final step for them?**

To access the Functional Skills practice papers to get some further exam practice so that a learner can further build their confidence and familiarity with the assessment environment.

**Q10) What browsers will e-Functional Skills run in?**

On a PC, e-Functional Skills will run in Internet Explorer 9, Safari 6 and above, Firefox 26 and above, and Google Chrome 32 and above. e-Functional Skills will not work properly in Internet Explorer 8. Please do not use this browser.

On a Mac, e-Functional Skills will run in Safari 6 and above, Chrome 32 and above, and Firefox 26 and above. Your browser will also need to have JavaScript enabled and the latest version of the Adobe Flash plugin, which is available free from Adobe. e-Functional Skills will also run, subject to some constraints for certain resource types, on iPads in Safari.

**Q11) We use an MIS system to manage our tutor and learner registration data. How does this fit in with e-Functional Skills?**

e-Functional Skills allows Tutor Admins to create users by importing a CSV of data. This feature is available through the 'Manage users' screen.

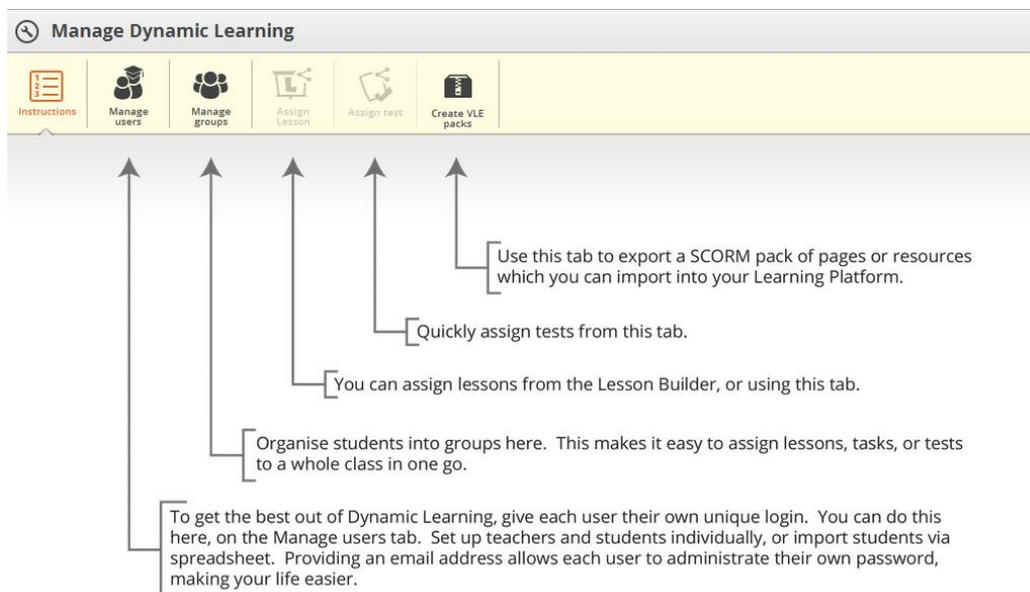
**Q12) What are the different levels of access in e-Functional Skills?**

The e-Functional Skills site offers four main levels of access:

- i) Students have access to a wealth of pages, resources, lessons and assessment.
- ii) Teachers can, in addition, see all the teacher resources on the site, make groups and assign lessons and tests.
- iii) Teacher Admins can do all this, and also create new users and manage access to different titles.
- iv) At the top is the User Manager, who can also delete user data.

### Q13) What management tools exist within e-Functional Skills?

Tutors can manage learners, manage groups, assign lessons and tests and create VLE packs. See below for further information.



### Q14) Can I export learning resources to my VLE?

Yes you can and the SCORM 2004 pack creation has been tested with Kaleidos, Moodle, Frog, Fronter, Its Learning, Studywiz and many others. You should have no problems uploading to any VLE, either for full content packs or lessons.

### Q15) What screen adjustments can be made for learners' who have learning difficulties or visual sensitivity?

The interactive lessons can be made larger by a small amount but there is not feature to increase font size at this time.

### Q16) Are we able to send a message to a group of learners' for example a template or centre closure information?

There are no email facilities within the system but you could send a word document with information on through the lesson builder tool.

### Q17) Can we produce reports to track an individual's progress or group progress?

You can print reports for individuals at any stage in the learner journey – the report will give the results of every test the learner has taken up to the time you generated the report and is dated.

### Q18) How much external content can be uploaded?

The size restriction on each individual item is that it must be no more than 20Mb and we allow up to 50mb per user.

**Q19) What if my learners have completed an Initial Assessment with another tool and I don't want them repeat that stage with the e-Functional Skills product?**

A tutor can manually assign specific diagnostic assessments based upon the results output from a different Initial Assessment tool if they wish to, once the learner completes these an ILP would be created as usual. A tutor should be aware that Initial Assessment tests are sent by default to a learner as soon as a title is assigned to them. To send the assessment manually the tutor must not share the title with the learner.

**Q20) If we were to choose City & Guilds as our e-Functional Skills provider, would staff training be available at a specific location or via webinar?**

A free demo/webinar can be booked with City & Guilds or please refer to the e-Functional Skills Tutorials page: <http://www.hoddereducation.co.uk/Help/Tutorials>, email for help at [functionalskills@hodder.co.uk](mailto:functionalskills@hodder.co.uk), or call 0207 873 6001.

**Q21) How long does an e-Functional Skills licence last for?**

Two years from date of purchase.