



Maths &
English

Pre-Employment

Functional Skills English
(3748-01)

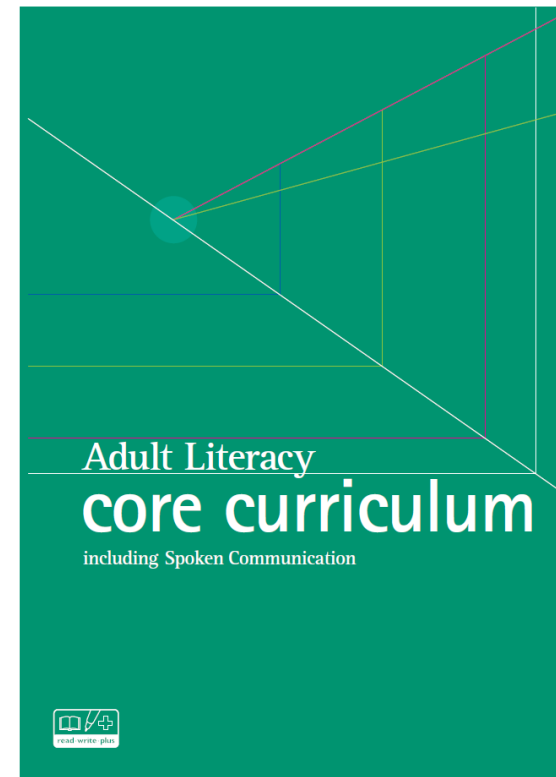
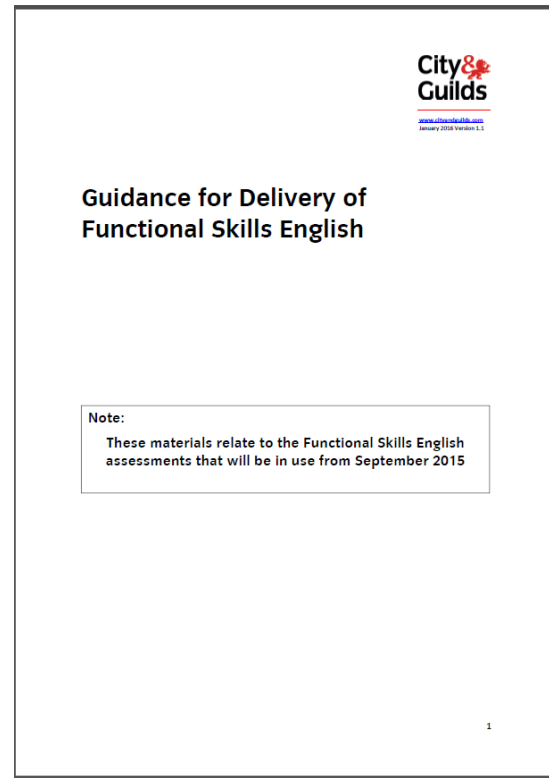


Welcome...

- Your toolkit and where to find it
 - Handbook
 - Specification
 - Delivery guide
 - Sample papers/onscreen samples
 - Chief Examiner's reports
- Focus on Reading and Writing assessments
- Focus on Speaking, Listening & Communication
- Candidate performance feedback



Key Functional Skills documents - English



Reading

- Scenario based
 - Range of topics
- Openness of questions/tasks
 - Amount of guidance and structure given –holistic approach
 - extended responses and explanations expected
- Flexibility within questions/tasks
 - presentation – greater variety in terms of coverage and layout
 - teach the skills rather than ‘teach to the test’.
- Look at **Guidance for Delivery** for
 - detailed explanations of the skill standard and coverage and range
 - expectations of a Level 1 vs 2 Reading paper
 - information on source documents



Use the examiner reports...

Level 1 Reading

- Weaker candidates not entering sufficient responses
- Candidates not identifying responses which are spread throughout the source documents rather than in successive sentences
- Candidates misreading the questions or failing to understand what is being asked
- Lack of preparation.



Use the examiner reports...

Level 2 Reading – look out for these criteria

- 2.2.3(b) Comment on how meaning is conveyed through language and layout
 - Reading the question carefully to detect whether it is layout or language that are being asked about
 - Awareness of a range of language techniques – a greater emphasis is put on this at Level 2
 - Is the candidate being asked for an example or an explanation why the technique is effective?
- 2.2.4 Detect point of view, implicit mean and/or bias
 - This is an area of difficulty for weaker candidates, it is important that they are exposed to biased writing in their preparation for the assessment
- 2.2.5 Analyse texts in relation to audience needs and consider suitable responses
 - Candidates can be asked to identify information that appears in two documents or they may need to compare and/or contrast information from two sources
 - When asked to compare or contrast examiners are looking for explicit comparison or contrasting using discourse markers



Writing

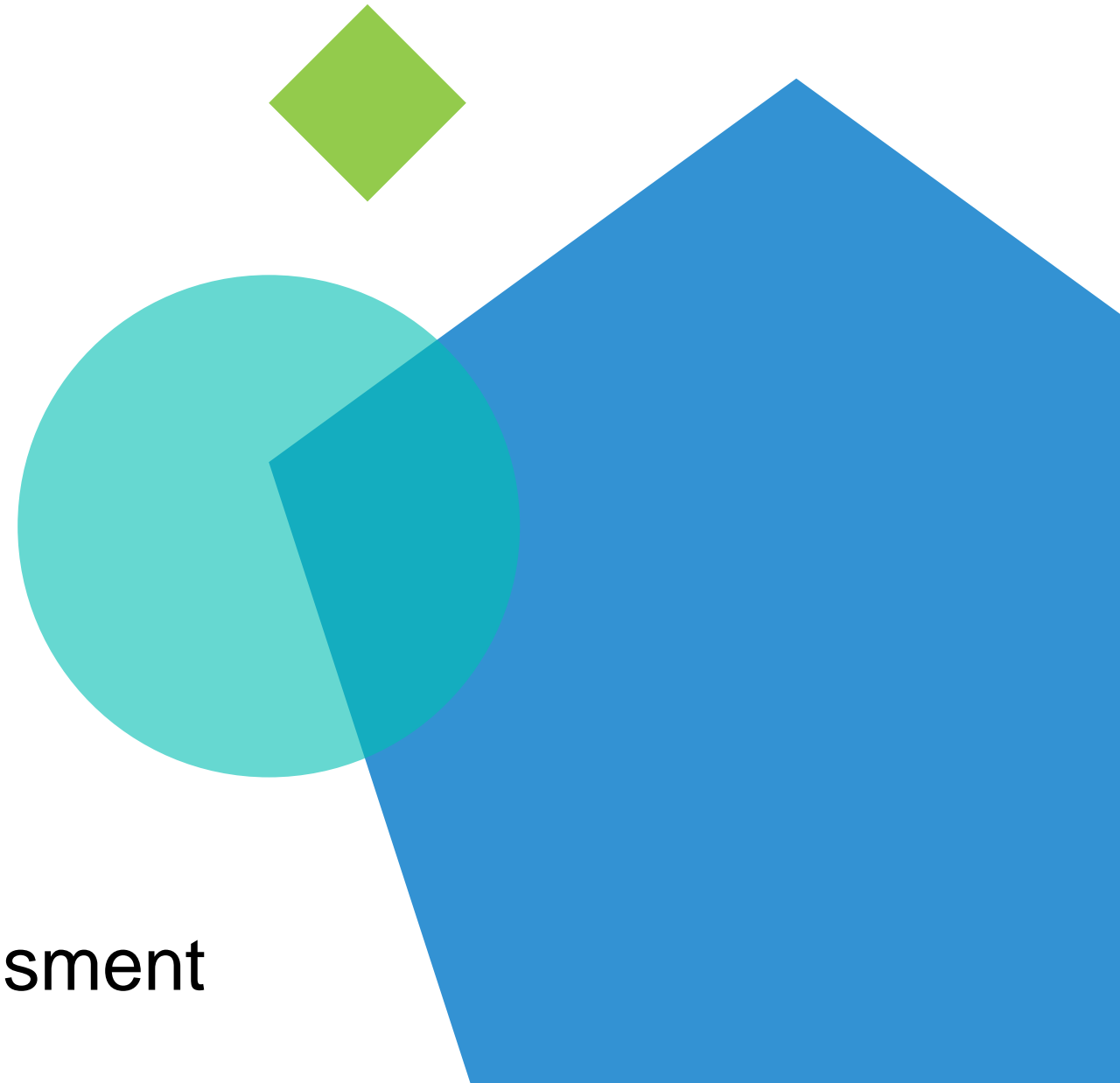
- Use of grammar/spell checkers
 - made clear on front page of each paper (as well as handbook)
 - emphasis on candidates using normal ways of working
- Realistic scenarios
 - stimulus material included to provide more context
- Increased openness of questions/tasks
 - Amount of guidance and structure given – encouraging more holistic approach more open activities, enabling candidates to provide extended and developed responses.
- Look at **Guidance for Delivery** for
 - detailed explanations of the skill standard and coverage and range
 - expectations of a Level 1 vs 2 Writing paper.



Speaking, Listening and Communication

- Level 1
 - 2 tasks
 - 2 x group discussions
 - 1 x informal discussion on a familiar topic
 - 1 x formal discussion on an unfamiliar topic
- Level 2
 - 2 tasks
 - 1 x group discussion (formal on an unfamiliar topic)
 - 1 x presentation (familiar)

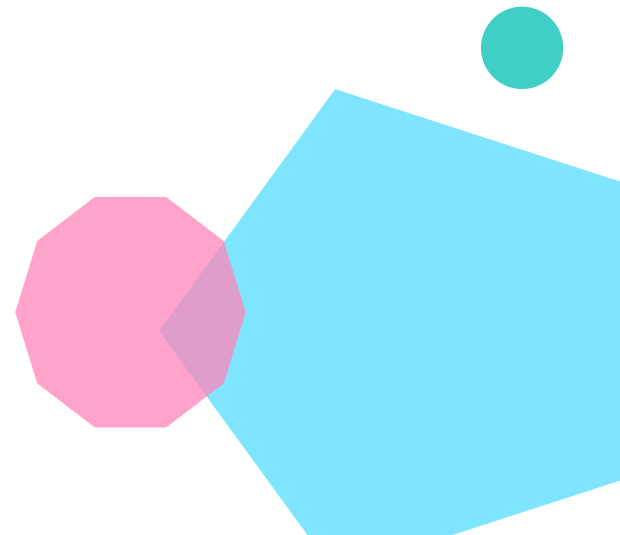




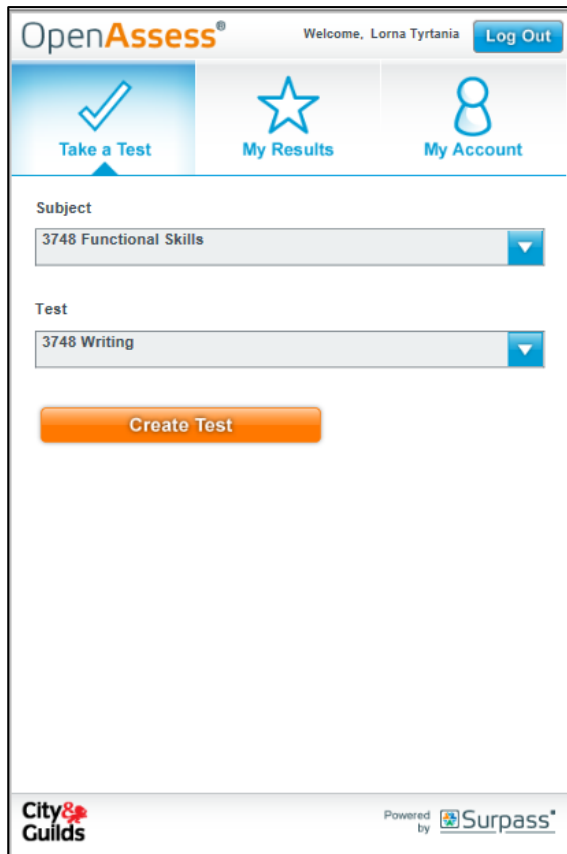
Preparing candidates for assessment

What's available?

- Sample papers
- Mark schemes
- Worked examples
- Chief Examiner's reports
- Onscreen samples
- OpenAssess – coming soon..



OpenAssess – coming soon.....



- OpenAssess is our new on-screen practice test tool for Functional Skills centres and learners
- With OpenAssess Functional Skills learners can do our on-screen Level 1 and Level 2 mathematics and English sample tests as if they were doing a real live test in SecureAssess (e-volve).
- Teachers can then access and mark their learners' answers, giving feedback and assessing their readiness for the real test.
- OpenAssess is an online service with no need for booking, scheduling or candidate key codes.

Obtaining performance feedback

Delivery method	Feedback format	How accessed?
Named on Demand (paper)	Performance codes printed on each individual candidate's Notification of Candidate Results	Hard copy sent with confirmation of results. Glossary of codes in relevant subject specification document.
e-volve (onscreen)	Score Report	From SecureAssess via Results Window (after no more than 20 working days). Based on provisional mark data prior to final quality checks (final confirmed mark/grade issued separately via the Walled Garden).

Interpreting the score report (onscreen)

The candidate got all the marks that were available for 2.2.1

62.5% means that the candidate was awarded 5 out of the 8 marks available for reading and summarising succinctly

Unknown Unit	Percentage Correct of All Marks Available
For Internal Use	100.00
Total	100.00
3748-118 Reading Level 2	Percentage Correct of All Marks Available
2.2.1 Select and use different types of texts to obtain and utilise relevant information	100.00
2.2.2 Read and summarise, succinctly, information/ideas from different sources	62.50
2.2.3 Identify the purposes of texts and comment on how meaning is conveyed through language and layout	60.00
2.2.4 Detect point of view, implicit meaning and/or bias	50.00
2.2.5 Analyse texts in relation to audience needs and consider suitable responses where applicable	75.00
Total	67.50
Exam Total	67.50

The paper is out of 40 marks so the candidate got 27 out of 40 – They did not pass this paper

Only half the marks for Detecting point of view or bias were awarded – this suggests 4 out of a possible 8 marks were gained

Interpreting the performance codes (paper)

Notification of candidate results

Delivery No:

Qual. Order Code : 3748-02

Candidate Name:

Product Description : Functional Skills Mathematics

Date of birth:

Enrolment No/ULN:

Centre Name:

Centre Number:

Date of Issue:

This is not a certificate

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Assessment number	Assessment description	Assessment type	Accreditation / Exam date	Performance codes	Result
3748-320	Functional Mathematics Level 2	Written	24.11.2016	HM HQ HS HV	PASS

Performance Codes – Key in Appendix 1 (Page 48) of the English subject specification document

KEEPING UP TO DATE







Maths and English

Skills for employment



Home > Our offer > Centres > Maths and English








Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively. Please click on the relevant button to explore our offer in more detail.

Functional Skills  Find out more >	England  Find out more >	Northern Ireland  Find out more >
Scotland  Find out more >	Wales  Find out more >	International  Find out more >

Tools and Support

[Walled Garden](#) [SmartScreen](#) [Learning Assistant](#) [Bookshop](#) [e-voice](#) [Events](#) [Email Updates](#)

City & Guilds Group websites

Click here for information about events.

Click here to sign up for email updates

Thank you

One last thing....

The Functional Skills reforms are coming.

Send us your questions about the reforms.

fsreform@cityandguilds.com

