

City & Guilds



Maths &
English

Pre-Employment

Functional Skills Mathematics (3748-02)

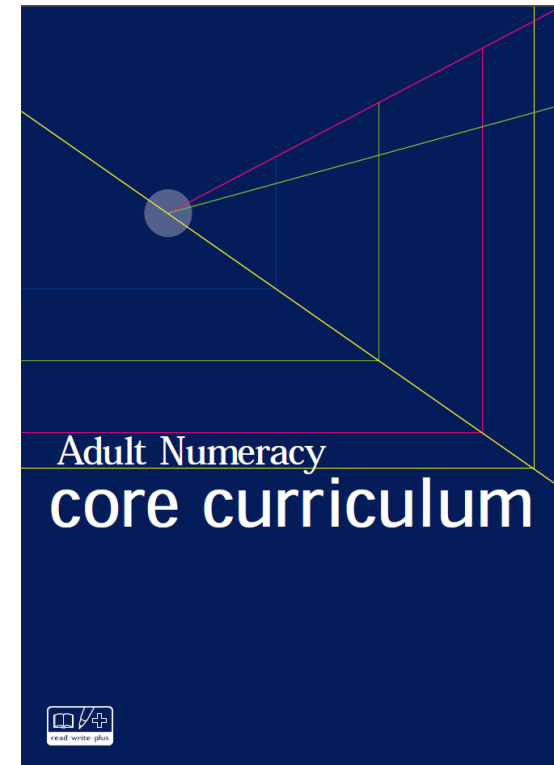
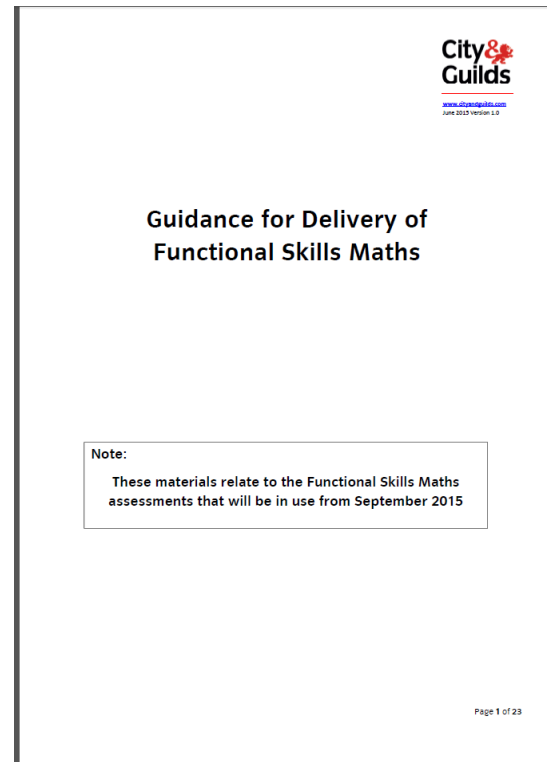
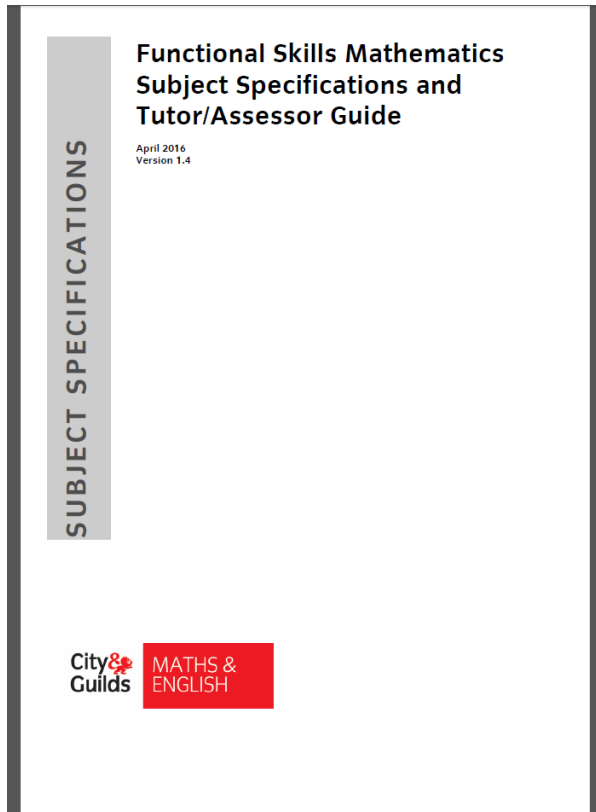


Welcome...

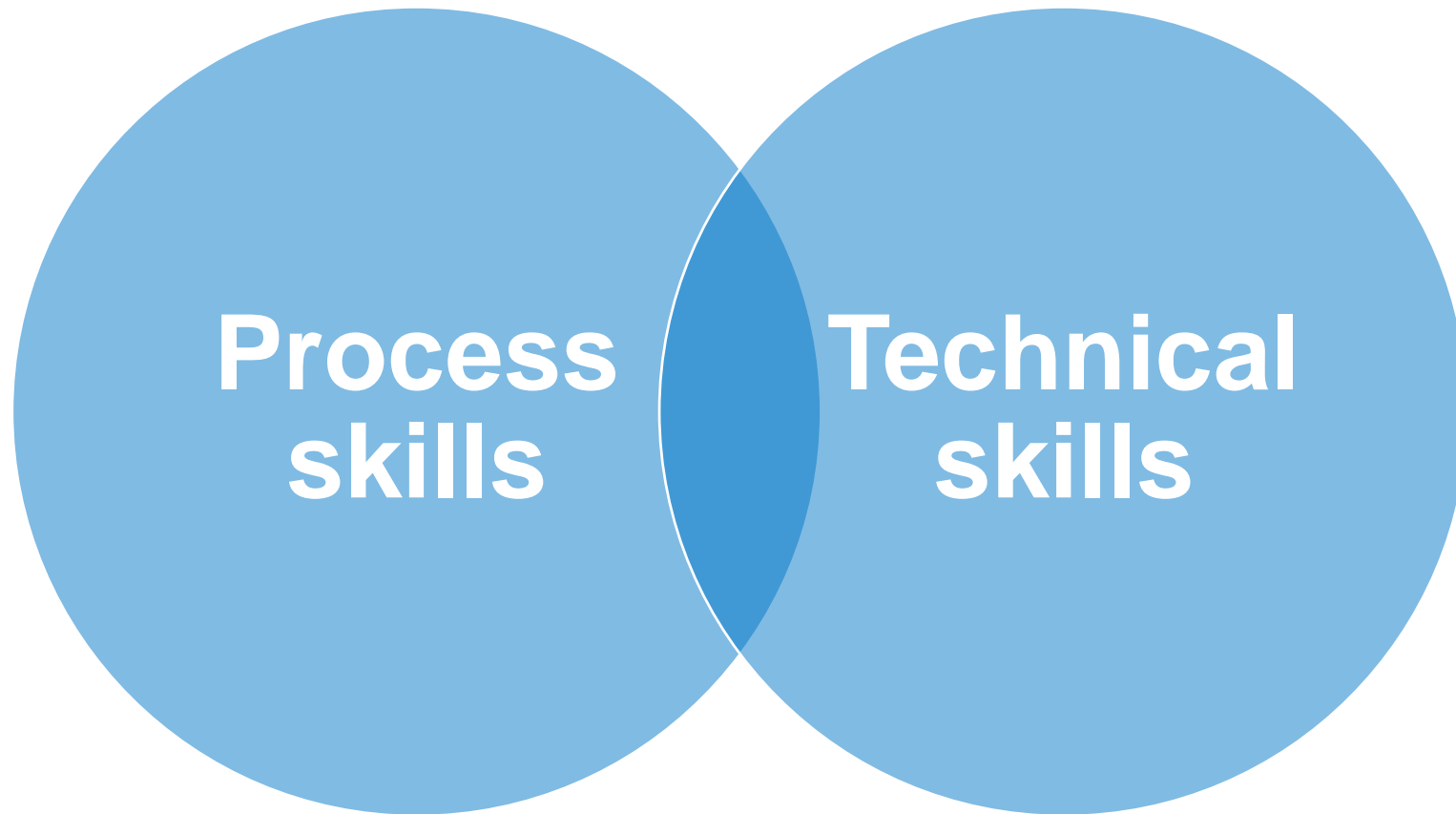
- Your toolkit and where to find it
 - Handbook
 - Specification
 - Delivery guide
 - Sample papers/onscreen samples
 - Chief Examiner's reports
- Focus on Represent, Analyse and Interpret
- Focus on Problem Solving
- Candidate performance feedback



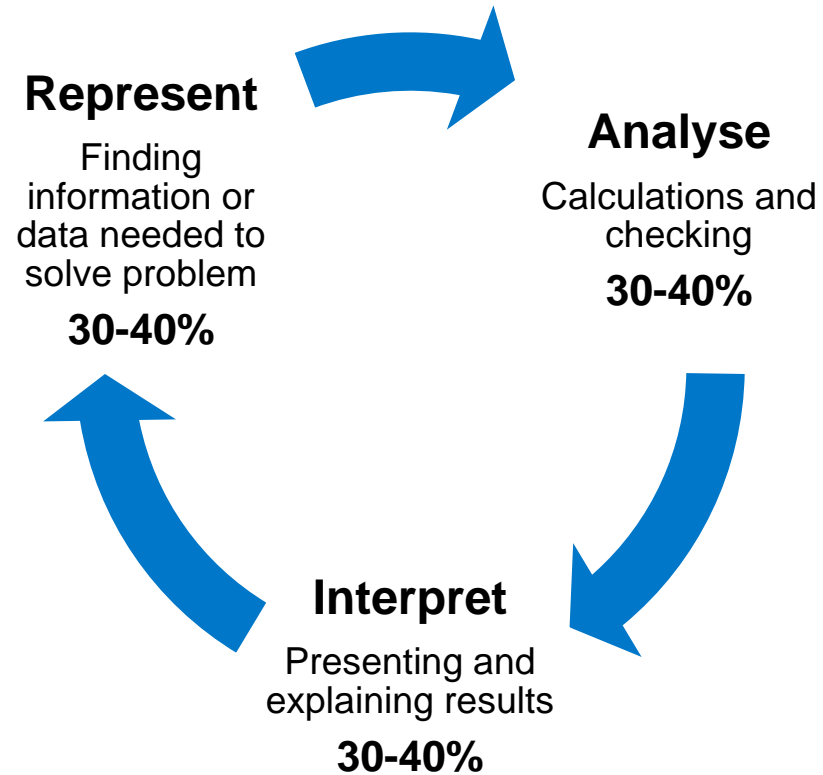
Important Functional Skills documents - Mathematics



Remember: Functional Skills qualifications are a blend

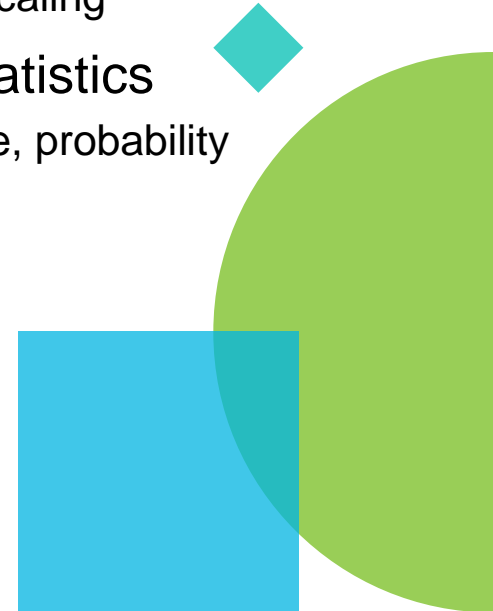


Process skills



Technical Skills

- Task 1 – Number
 - typically involve money and/or time
- Task 2 – Shape, space and measures
 - typically involve diagrams and scaling
- Task 3 – Data handling and statistics
 - typically involve averages, range, probability



Using the Chief Examiner's reports – Common areas for development:

- Level 1
 - Misunderstanding units – particularly linear measurements
 - Using correct money format
 - Understanding what is needed when checking calculations
 - Interpreting timetables and extracting information
- Level 2
 - Not using source materials effectively
 - Misunderstanding units – linear dimensions and time and not including them in answers
 - Showing checks of calculations
 - Review and evaluate



Review and evaluation

You need to think about **how well** you did the task.

Make **three** comments.

Think about:

- any other information that you would have liked
- how sensible your answers were
- how well your methods worked
- anything you found difficult
- things you might do differently if you had to tackle a similar problem.

Comment 1

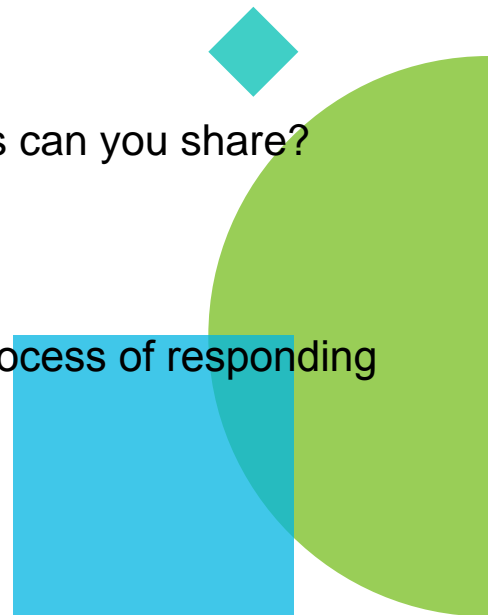
Comment 2

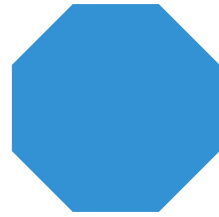
Encourage learners to develop a glossary of phrases and sentences that describe their solution and why they did it that way.



Problem Solving – Thinking about ways to encourage learners to unpick a question...

- How do you teach problem solving
 - Practise, practise, practise – give learners lots of scenarios to practise their skills
- What resources can you share?
 - Do you have colleagues who are also delivering Functional Skills? What resources and problems can you share?
- SmartScreen materials
 - Don't forget the free resources available on Smart Screen to support you learners through the process of responding to questions





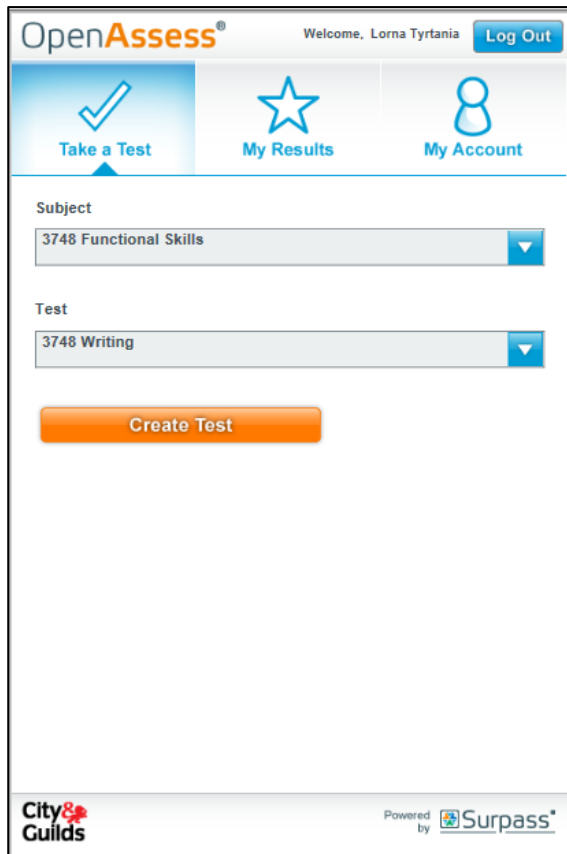
Preparing candidates for assessment

What's available?

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



OpenAssess – coming soon.....



The screenshot shows the OpenAssess web interface. At the top, it says 'OpenAssess®' and 'Welcome, Lorna Tyrntania' with a 'Log Out' button. Below this are three navigation buttons: 'Take a Test' (with a checkmark icon), 'My Results' (with a star icon), and 'My Account' (with a person icon). The main content area has two dropdown menus: 'Subject' with '3748 Functional Skills' selected, and 'Test' with '3748 Writing' selected. Below these is an orange 'Create Test' button. At the bottom left is the 'City & Guilds' logo, and at the bottom right is 'Powered by Surpass®'.

- 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 Planning and Drawing conclusions in Section 1

Section 1 - Number	Percentage Correct of All Marks Available
Q1 Extract information and plan how to solve the task (identify and understand problems and how to solve them)	100.00
Q2 Extract information (including from line graphs with more than one line) and do related calculations (money, time, ratio and proportion, formula) and check (of calculation)	0.00
Q3 Present results (table)	50.00
Q4 Draw conclusions and justify decision	100.00
Q5 Review task (reflection on methods and solution)	0.00
Total	28.00

None of the marks available in Section 1 for extracting information and related calculations OR reviewing the task were awarded

Only half the marks for presenting results were awarded – this suggests 1 out of a possible 2 or 2 out of a possible 4 marks were gained

This task would have been worth 25 marks – the candidate got 28% of them, ie 7/25

Interpreting the performance codes (paper)

Notification of candidate results

Delivery No: 608107791

Qual. Order Code : 3748-02

Candidate Name: Jonathon Craig Wilkinson

Product Description : Functional Skills Mathematics

Date of birth: 10.08.1994

Enrolment No/Uln: OJM3237/6749481905

Centre Name: Wiltshire and Somerset Colleges'

Centre Number: 055878N

Date of Issue: 12.12.2016



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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 of the Maths 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-voive](#) [Events](#) [Email Updates](#)

City & Guilds Group websites

 [City&Guilds Group](#) [The Oxford Group](#)   [NPTC](#) 

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

