

Other support available

Functional Skills regional co-ordinators offer bespoke advice to centres, including on teaching Functional Skills within the Diploma. Get details at <http://excellence.qia.org.uk/159679>

National Strategies regional advisers on Functional Skills offer information and advice to centres focusing on Functional Skills. For contact details and more information contact the National Strategies on 0118 918 2820 or email secondary@nationalstrategies.co.uk

And don't forget, if you're piloting the Functional Skills qualifications with NCFE you'll already be receiving our support, including:

- a named contact at head office in the form of your Centre Support Assistant, so you always know who to contact if you need any help
- an External Moderator available to answer any questions you have about moderation or assessment
- materials to support assessment, including sample papers, guidance on Speaking and Listening and a dedicated Functional Skills area on our website.

If you have any problems or need advice and support, or would like any more information on the Functional Skills qualifications offered by NCFE, just send an email to Rebecca Brenard at rebeccabrenard@ncfe.org.uk, or call on 0191 239 8043.



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A Guide to Ncfe

FUNCTIONAL SKILLS

The Functional Skills qualifications are designed to provide practical skills in English, Mathematics and Information and Communication Technology (ICT), and will be available to all learners aged 14 and above. These qualifications are currently being piloted and will eventually replace Key Skills in Communication, Application of Number and ICT, and Basic Skills in Literacy and Numeracy.

NCFE currently offers Functional Skills in English at Levels 1 and 2, and will be phasing in the other levels and subject areas over the pilot period, with full implementation of all Functional Skills planned for 2010.



Watch your skills grow

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The Functional Skills in English qualifications are designed to give learners the skills they'll need to function in work and life in general, from being able to read timetables and other useful documents, to being able to communicate effectively to a wide audience. If you have any questions or would like more information about NCFE's Functional Skills pilot, please contact Rebecca Brenard on 0191 239 8043, or email prepforlifework@ncfe.org.uk.

Useful resources

There are many sources of information and resources out there for Functional Skills, so we've highlighted just a few that you might find useful when planning delivery of the qualifications, whether you're one of our pilot centres, or just want to get a head start for implementation in 2010. Some websites you might find useful include:

ORGANISATION	WEBSITE	TYPE OF INFORMATION
NCFE	www.ncfe.org.uk	has a wide range of support information and materials, including a dedicated Functional Skills area with sample assessments, guidance and support for centres
Department for Children, Schools and Families (DCSF)	www.dcsf.gov.uk	is the UK government department with responsibility for children's services, families, schools, 14-19 education, Functional Skills and the Respect Taskforce
DCSF 14-19 site	www.dcsf.gov.uk/14-19	has useful information on the 14-19 qualifications reform, including Functional Skills and Diploma updates, and links to subscribe to various newsletters
DCSF online events calendar	www.dcsf.gov.uk/14-19/index.cfm?go=events.supportevent	shows all support, training and events planned for centres delivering or planning to deliver Functional Skills. Also has information on events for Diplomas and national 14-19 education events in general
Department for Innovation, Universities and Skills (DIUS)	www.dius.gov.uk	is the UK government department whose responsibility includes Key Skills and Skills for Life policy
The Basic Skills Agency at NIACE	http://archive.basic-skills.co.uk/resources/	committed to finding, developing and disseminating good practice in literacy, language and numeracy
Functional Skills Support Programme (FSSP)	http://excellence.qia.org.uk/functionalskills	delivered on behalf of the QIA (below) by the LSN (below) consortium. It provides advice, training and information to learners and providers, and is a useful resource for anyone interested in the qualifications
Learning and Skills Council (LSC)	www.lsc.gov.uk	responsible for funding and planning education and training for learners over 16 years old in England
Learning and Skills Network (LSN)	www.lsneducation.org.uk	an independent not-for-profit organisation launched in April 2006
National Institute of Adult Continuing Education (NIACE)	www.niace.org.uk	operates in England and Wales, and is a nongovernmental organisation working for more and different adult learners
Qualifications and Curriculum Authority (QCA)	www.qca.org.uk	a public body, sponsored by DCSF, which maintains and develops the national curriculum and associated assessments, tests and examinations
Office of the Qualifications and Examinations Regulator (Ofqual)	www.ofqual.org.uk	the regulator of qualifications, exams and tests in England
Quality Improvement Agency (QIA).	www.qia.org.uk	part of the Learning and Skills Improvement Service (LSIS), the QIA aims to spark fresh enthusiasm for innovation and excellence in the Further Education and skills sector
The Secondary National Strategy (SNS) for school improvement	www.standards.dfes.gov.uk/secondary/about/	part of the Government's major reform programme for transforming secondary education to enable children and young people to attend and enjoy school, achieve personal and social development and raise educational standards in line with the 'Every Child Matters' agenda