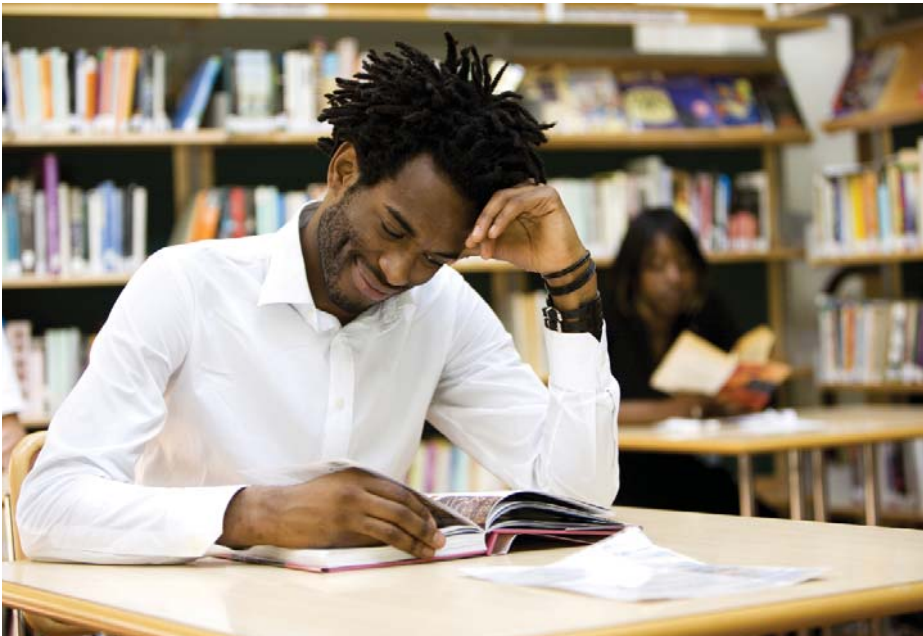




Essential Guide to NCFE Functional Skills

Issue 2, April 2011



NCFE

Online: On demand: Frequent Marking Windows

FUNCTIONAL

Online: On demand: Frequent Marking Windows

SKILLS

Online: On demand: Frequent Marking Windows

STEP BY

Online: On demand: Frequent Marking Windows

STEP SUCCESS

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learners need opportunities to
make choices, think creatively
and act independently

What are Functional Skills?

NCFE Functional Skills – Step by Step Success

Functional Skills qualifications are designed to provide learners with the chance to gain useful, transferable skills in English, Mathematics and Information and Communication Technology to help them function confidently, effectively and independently in their work and life in general.

Functional Skills qualifications have been developed in response to the employability needs set out in the government's 14-19 Education and Skills White Paper.

Functional Skills qualifications are due to replace Key Skills, as a mandatory component of all Apprenticeship frameworks. Currently there is a choice of offering either Key Skills or Functional Skills within an Apprenticeship; this choice was due to end on 31 March 2011.

However, to support the move towards full implementation of Functional Skills, the temporary transition period has been extended until the end of September 2012. Until then, there will be parallel running between Key Skills, Functional Skills and the new GCSEs (with increased functional content).

For further information please refer to the National Apprenticeship Service website at www.apprenticeships.org.uk.

How much do we charge for Functional Skills?

For the most up to date information on fees and pricing for Functional Skills, please visit our website at www.ncfe.org.uk.



Who will benefit from NCFE Functional Skills?

The Functional Skills qualifications will be useful to:

- **learners:** young people and adults will develop important problem solving skills which make sure that they're well prepared for employment, further learning and life in general
- **employers:** this initiative will help to ensure that employees can apply vital functional skills in work situations which will improve effectiveness and productivity
- **higher education:** competency in the key subjects of English, Mathematics and ICT will help students progress to further achievement, and will help them to study independently.

Why deliver NCFE qualifications?

NCFE's Functional Skills qualifications are online, on demand and supported by exceptional customer service – the NCFE way.

We want to make your life easier, that's why we offer you:

- on demand assessment for all Functional Skills. Assessment on demand means learners can sit whenever they're ready and you can pick the date and time that suits you
- great value registration and certification prices – with reduced re-sit prices
- both paper based and online testing for the Level 1 and 2 qualifications, including:
 - timely issue of results – we turn results around in just 3 weeks from the cut off date
 - flexible examination dates – completely on demand assessments meaning learners can sit whenever they're ready and you can pick the date and time that suits you
 - 21 marking windows for the 2010-2011 academic session.
- high-quality support including
 - FREE access to our Functional Skills experts
 - FREE access to our Functional Skills pages on our website
 - FREE sample assessment materials for all levels and subjects
 - FREE templates for use with assessment online/via email on request
 - bespoke training.

learners need opportunities to use their skills
for real purposes and achieve success as
a result of using their skills effectively

NCFE Functional Skills

NCFE now offers Functional Skills qualifications in:

ENTRY LEVEL:

NCFE Functional Skills Qualification in English at Entry Levels 1, 2 and 3
English at Entry Level 1 Qualification Number: 600/1067/8
English at Entry Level 2 Qualification Number: 600/1352/7
English at Entry Level 3 Qualification Number: 600/1510/X

NCFE Functional Skills Qualification in Mathematics at Entry Levels 1, 2 and 3
Mathematics at Entry Level 1 Qualification Number: 600/0793/X
Mathematics at Entry Level 2 Qualification Number: 600/1218/3
Mathematics at Entry Level 3 Qualification Number: 600/1219/5

NCFE Functional Skills Qualification in ICT at Entry Levels 1, 2 and 3
ICT at Entry Level 1 Qualification Number: 600/1780/6
ICT at Entry Level 2 Qualification Number: 600/1353/9
ICT at Entry Level 3 Qualification Number: 600/1148/8

Qualification Aim: These qualifications are suitable for candidates aged 14 and above. They're ideal qualifications for candidates wishing to develop practical, transferable skills in English in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and are fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning.

Type: NQF Level: Entry Levels 1, 2 and 3 GLH: 45
Accreditation/Renewal Date: 31/08/2013



LEVEL 1:

NCFE Functional Skills Qualification in English at Level 1
Qualification Number: 501/1660/5

NCFE Functional Skills Qualification in Mathematics at Level 1
Qualification Number: 501/2325/7

NCFE Functional Skills Qualification in ICT at Level 1
Qualification Number: 600/0030/2

Qualification Aim: These qualifications are suitable for candidates aged 14 and above. They're ideal qualifications for candidates wishing to develop practical, transferable skills in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and are fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning, the Diploma and Apprenticeships.

Type: NQF Level: Level 1 GLH: 45
Accreditation/Renewal Date: 31/08/2013

LEVEL 2:

NCFE Functional Skills Qualification in English at Level 2
Qualification Number: 600/0140/9

NCFE Functional Skills Qualification in Mathematics at Level 2
Qualification Number: 501/2324/5

NCFE Functional Skills Qualification in ICT at Level 2
Qualification Number: 600/0139/2

Qualification Aim: These qualifications are suitable for candidates aged 14 and above. They're ideal qualifications for candidates wishing to develop practical, transferable skills in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and are fundamental to the successful completion of various wider qualifications and frameworks, such as the Diploma and Apprenticeships.

Type: NQF Level: Level 2 GLH: 45
Accreditation/Renewal Date: 31/08/2013

How are Functional Skills assessed?

NCFE Functional Skills Qualifications in English at Entry Level 1, 2 or 3

Candidates are required to undertake 3 summative, task-based controlled assessments at Entry Level 1, 2 or 3 for each of the following components:

- Reading
- Writing
- Speaking, Listening and Communication.

NCFE sets the controls for assessment and provides the assessment tasks (which can be contextualised where appropriate) and mark schemes which must be used to assess candidates.

Candidates will receive an individual result for each of the components. Each component is weighted equally and candidates must achieve all 3 in order to receive their full certificate – partial certificates are not awarded.

NCFE Functional Skills Qualifications in Information and Communication Technology (ICT) at Entry Level 1, 2 or 3

Candidates are required to undertake one summative, task-based controlled assessment in ICT at Entry Level 1, 2 or 3 in order to achieve their qualification. NCFE sets the controls for assessment and provides the assessment tasks and mark schemes which must be used to assess candidates.

NCFE Functional Skills Qualifications in Mathematics at Entry Level 1, 2 or 3

Candidates are required to undertake one summative, task-based controlled assessment in Mathematics at Entry Level 1, 2 or 3 in order to achieve their qualification. NCFE sets the controls for assessment and provides the assessment tasks and mark schemes which must be used to assess candidates.

NCFE Functional Skills Qualifications in English at Levels 1 and 2

Candidates are required to undertake 3 summative, task-based assessments at Level 1 or 2 to achieve the following components:

- Reading – external assessment (1 hour)
- Writing – external assessment (1 hour)
- Speaking, Listening and Communication – summative, controlled assessment (1 hour).

Evidence created during the summative, controlled assessment will be internally assessed and moderated, and externally moderated by NCFE.

The external assessments are written and marked by NCFE. Candidates can take their external assessments paper-based or online. Candidates will receive an individual result for each of the components. Each component is weighted equally and candidates must achieve all 3 in order to receive their full certificate – partial certificates are not awarded.

NCFE Functional Skills Qualifications in Information and Communication Technology (ICT) at Levels 1 and 2

Candidates are required to undertake an externally set task-based assessment at Level 1 or 2. The Level 1 assessment has a duration of 2 hours, and the Level 2 assessment has a proposed duration of 2.5 hours (to be confirmed upon accreditation).

The external assessment is written and marked by NCFE. Candidates can take their external assessment paper-based or online. Certificates will be issued automatically for candidates who are successful in the external assessment.

NCFE Functional Skills Qualifications in Mathematics at Levels 1 and 2

Candidates are required to undertake an externally set task-based assessment at Level 1 or 2, which has a duration of 2 hours. The external assessment is written and marked by NCFE. Candidates can take their external assessment paper-based or online. Certificates will be issued automatically for candidates who are successful in the external assessment.

Customer Service - the NCFE way

Our approach to customer service makes us different - easy to do business with, flexible and responsive. We're different because we offer:

Exceptional customer service

- we're passionate about delivering exceptional customer service
- unlike other Awarding Organisations, you'll be given a named point of contact and their direct phone line to assist with any queries you may have
- we don't do call centres or call waiting.

Competitive and clear pricing structure

- we're committed to providing you with an easy to understand fees and pricing structure, with no hidden costs
- not only are our registration fees low, but our commitment to customer service makes us incredibly good to work with.

Clear, easy to read qualification information

- NCFE Qualification Specifications are written in plain English and are available to download from our website, www.ncfe.org.uk
- we'll provide you with an easy to use package of supporting materials
- we don't use pompous educational jargon!

Knowledgeable and supportive External Moderators

- to maintain high standards, we ensure our External Moderators attend annual training and standardisation events each academic year
- we'll arrange for your External Moderator to visit you and sample your learners' portfolios, provide support and answer any questions on moderation or controlled assessment
- their aim is to help you, not to place barriers in your way
- we also offer bespoke training.

Getting started with NCFE couldn't be easier

Already run NCFE qualifications?

- Complete the application to offer additional products form and send to your Centre Support Assistant.
- You'll be automatically approved to start running the qualifications you've requested. It's as easy as that.

Not already approved by NCFE? Not a problem!

- Complete the application to become an approved centre form.
- If you're currently approved by another recognised Awarding Organisation we probably won't even need to carry out an approval visit.
- Once we receive your application form you're good to go. You can access both application forms at www.ncfe.org.uk.
- When you're approved for one Functional Skills qualification, you're automatically approved for the rest of the suite.

Bringing Functional Skills to life!



Nescot delivered NCFE Functional Skills to all learners at Entry Level and delivered to select groups at Levels 1 and 2. Learners sat all three subjects and engaged thoroughly with the programme. Entry level results were better than hoped for and most learners have progressed within the college to other or higher level courses.

Working with NCFE was an excellent experience. NCFE supported the centre throughout the pilot process and the EV was outstanding.

Danny Blaszczyk, Head of Skills, NESCOL.





Our Business Development team is available to all of our centres as well as any centres who are interested in working with us, and can offer you advice on NCFE qualifications and services; simply call us on 0191 239 8000.* Contact details are also available at www.ncfe.org.uk/localcontact or you can email us at info@ncfe.org.uk.

*to continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.

www.ncfe.org.uk

Where Service Matters *ncfe*