



Functional Skills newsletter archive 24/25



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September 2024

- Take a look at our [schedule](#) for introducing new Functional Skills assessment papers.
 - [Familiarise yourself with the significant changes to JCQ's Instructions for the Conduct of Examinations \(ICE\) for 2024-25.](#)
 - Entry Level maths vocabulary lists for assessors are now available upon booking for all assessments, to help prepare your learners for the vocabulary associated with the contexts within the assessments. [Find out more.](#)
 - All of our live English and maths training events for the autumn term are ready for registrations; [sign up now.](#)
 - Register for our [Digital Functional Skills](#) and [Essential Digital Skills](#) training events and drop-in clinics to answer any queries and support your onboarding.
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October 2024

Surpass test centre network indication of interest

We currently work in partnership with Surpass (our online assessment supplier) to provide a network of test centres to some of our current customers. The test centre network allows learners to sit on-screen Functional Skills assessments in fully invigilated and assessment-ready testing centre facilities, which are in most major cities.

We're considering whether to roll the offer out to all Functional Skills customers, therefore we're keen to understand if this is something of interest to your centre. There would be additional fees associated with an offer like this, ranging from £30-£45 per learner depending on the length of the learner's assessment. If an offer like this would be of interest to you, please complete this [form](#).

November 2024

Functional Skills bookings over the festive break

With the festive period fast approaching, we wanted to let you know the last date learners can sit paper-based bookings before the break, and the first date learners can sit in the new year:

- last assessment date (paper-based) – **19 December 2024**
- first assessment date (paper-based) – **8 January 2025.**

To ensure assessment papers are safely transported and securely stored in line with the [Instructions for conducting Functional Skills assessments \(English and Mathematics\)](#) **please don't send any assessment papers back to us**

Paper-based results release timescales over the festive break

All paper-based assessments will be released in line with the timescales below:

Date paper received by NCFE	Results available in the Portal
16 December 2024	23 December 2024
17 December 2024	24 December 2024
18 December 2024	2 January 2025
19 December 2024	3 January 2025
20 December 2024	6 January 2025

Onscreen and remote invigilation results release timescales over the festive break

All onscreen and remote invigilation assessments will be released in line with the timescales below:

Completed date in Surpass	Results available in the Portal
17 December 2024	24 December 2024
18 December 2024	2 January 2025
19 December 2024	3 January 2025
20 December 2024	6 January 2025
21-23 December 2024	7 January 2025
24 December 2024 – 1 January 2025	8 January 2025

Introduction of new assessments into the live paper bank

To support your planning during the pause to our normal 6 working day turnaround of results, [take a look at our schedule](#) for introducing for new assessments into the live assessment paper bank. You can now view the dates up until the end of the 2024-25 academic year.

December 2024

Functional Skills bookings over the festive break and beyond

With the festive period fast approaching, we wanted to let you know the last date learners can sit paper-based bookings before the break, and the first date learners can sit in the new year:

- last assessment date (paper-based) – **19 December 2024**
- first assessment date (paper-based) – **8 January 2025.**

To ensure assessment papers are safely transported and securely stored in line with the [Instructions for conducting Functional Skills assessments \(English and Mathematics\)](#) **please don't send any assessment papers back to us**

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February 2025

Continuing Professional Development for Functional Skills teachers

Register for our upcoming events:

CPD Maths: using the Chief Examiner reports, Tuesday 25 March 3:30-5pm

This interactive CPD session for Functional Skills maths teachers will explore the lessons that can be learned from the most recent Chief Examiner reports and how to ensure learners don't make the most common errors.

[Register here](#)

CPD English: reading top tips, Thursday 27 March 3:30-5pm

This interactive workshop will support Functional Skills English teachers to explore reading strategies and provide activities that can support in the delivery of reading skills.

[Register here](#)

Apprenticeship assessment changes: what you need to know

Last week, the [Government announced](#) new flexibilities to apprenticeships. This covers:

- Changes to Functional Skills requirements within apprenticeships. Employers will now be able to decide whether adult learners over the age of 19 when they start their apprenticeship course will need to complete a Level 2 English and maths qualification (equivalent to GCSE) in order to pass it. This change will come into effect immediately, and impacts both existing and new adult apprenticeship starts. Where apprentices are eligible and in agreement with their employer, they want to receive training in maths and/or English, then funding at the same rates for Functional Skills qualifications will still apply for providers to deliver these. The latest version of the [apprenticeship funding rules](#) provide full details of how these new flexibilities will work, and a summary of all changes can be found [here](#).
- The minimum duration of an apprenticeship will be reduced to eight months for selected standards, down from the current requirement of 12 months. This will be effective from August 2025. The initial focus will be on green energy, healthcare and film/TV production, but we're still awaiting exact details about which standards are in scope.
- The DfE will allow part of an apprentice's assessment to be conducted by providers, but end-point assessment organisations will remain responsible for quality and compliance across end-point assessment.

The aims of the changes announced are to remove barriers and to increase achievements. We're still awaiting further details on shorter apprenticeships and provider-led assessment, and we'll share further details with you once this information is available.

For more information on Functional Skills English and maths, visit our [delivery support page](#). You can also visit our support pages for [Digital Functional Skills](#) and [Essential Digital Skills](#).

March 2025



Continuing Professional Development for Functional Skills teachers

We have a series of upcoming events that will help to enhance your Functional Skills delivery – read on to find out more and register.

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For more information on Functional Skills English and maths, visit our [delivery support page](#). You can also visit our support pages for [Digital Functional Skills](#) and [Essential Digital Skills](#).

Have your say on our CPD offer

We want to know your thoughts on our current CPD offer for English, maths and digital skills and your suggestions of what we can provide in 2025-26. We always listen to

feedback and strive for continuously improving our offer to support you and your learners.

[Complete our survey](#)

April 2025

Continuing Professional Development for Functional Skills teachers

We have a series of upcoming events that will help to enhance your Functional Skills delivery – read on to find out more and register.

- [Teach, Share, Transform: Maths](#), Tuesday 6 May at 3:30 – 5pm: Join us for an interactive networking session to share ideas and learn from other providers of Functional Skills maths. The focus of this session will be supporting learners with problem solving questions.

Have your say on our CPD offer

We want to know your thoughts on our current CPD offer for English, maths and digital skills and your suggestions of what we can provide in 2025-26. We always listen to feedback and strive for continuously improving our offer to support you and your learners.

[Complete our survey](#) by Wednesday 30 April.

May 2025

Sign up to our upcoming events: we have a number of events taking place in June, see more details below and sign up now.

Date	Time	Title	Description	Link
Thursday 5 June	3:30-5pm	Teach share transform: English	This teach, share, transform best practice network session is for delivery staff of English and will focus on differentiation and tailored learning in practice. Please come prepared to take part in workshop activities and share your own ideas.	Sign up now Free event
Wednesday 18 June	10am-12pm	Functional Foundations: empowering teachers new to	This Functional Foundations event will provide comprehensive support for teachers new to Functional Skills through	Sign up now Admission: £60



Wednesday 18 June	1- 3pm	maths Functional Skills	collaborative activities and sharing of good practice.	Sign up now Admission: £60
		Functional Foundations: empowering teachers new to English Functional Skills	This Functional Foundations event will provide comprehensive support for teachers new to Functional Skills through collaborative activities and sharing of good practice.	
Thursday 19 June	3:30-5pm	CPD digital: transacting	This session is for teachers of Essential Digital Skills and Digital Functional Skills, covering content from the transacting units.	Sign up now Free event

Further support:

- You can find everything related to English and maths Functional Skills from the [Functional Skills delivery support page](#).
- You can visit the [Digital Functional Skills](#) and [Essential Digital Skills](#) webpages for training and events related to those qualifications.
- - To request support in addition to our training and events, please email provider.development@ncfe.org.uk