

These functional skills ICT support materials have been developed by OCR in partnership with Guroo. They are free resources which provide innovative and engaging tasks for you to use with your learners when delivering OCR's Functional Skills qualifications.

The content takes the form of a functional challenge at Entry Level 3, Level 1 and Level 2. Each challenge contains three tasks which are supported by a video introduction, worksheets, solutions to the tasks, and a podcast. There is also a set of notes to support you in using the materials. You are free to use them in whatever way best suits your teaching practice and your learners, and we encourage you to be creative!

These materials represent a sample of the content that Guroo has already produced to support the delivery of functional skills across all three subjects and all levels. The Guroo learning materials are based around a series of real life problem solving tasks and challenges. They can be used to practice the understanding and mastery of functional skills in every important area across a range of familiar and unfamiliar contexts and scenarios.

Disclaimer

Please note that whilst every effort has been made to ensure accuracy of the content, this content is provided only as a resource for general information and teaching purposes, to be used at the direction of deliverers. OCR and Guroo do not endorse the content of the resources and neither OCR nor Guroo shall have any liability whatsoever for any losses, including losses for any misinterpretation or subsequent impact howsoever caused.

Worksheets



Introduction

Name:

Date:

In this challenge, you are helping to organise a football tour for your local team and have been put in charge of managing the information.

You will need to:

- write an email to the player asking for important details.
- create a spreadsheet that stores details of all players who will be involved in the tour.
- adapt the spreadsheet to store details of payments made and still to be made.
- work out costs for the tour in a spreadsheet.

Once you have completed the challenge, compare your answers with those on the 'Solutions' sheet.

Equipment

It would be useful to have the following tools handy:

- a pen or pencil, a highlighter pen and an eraser
- access to appropriate generic ICT packages
- a dictionary

Learning

In this challenge, you will be covering the areas listed below:

Functional Skills Level 1 ICT

- Develop and present – read, send and receive electronic messages.
- Develop and present – check for accuracy and meaning.
- Develop and present – use field names and data types to organise information.
- Find and select – use search techniques to locate and select relevant information.
- Find and select – select information from a variety of sources.
- Use ICT – to plan to plan and organise work.
- Use ICT - select and use software applications to meet needs and solve straightforward problems.

Functional Skills Level 1 Maths

- Solve problems requiring calculation with common measures including money.



Glossary

Email	An electronic message sent from one device to another.
Underspend	The total spent is less than planned or less than the money available or the budget.
Overspend	The total spent is more than the money available or the budget.
CC	Abbreviation of <u>carbon copy</u> . All people listed in the cc box will receive an exact copy of the email.
Attachment	A file that is attached to or linked to an email.
Email address	Unique electronic mailbox.
Risk assessment	Identification of risks and what can be done to make things safer.



Task 1

You are helping to organise a football tour for your local team and need to gather and store important health and safety information before you go. Compose an email using the template on the next page to send to the players and copy to the manager, jberry@hotmail.co.uk

The information required for the trip is:

- full address
- a contact telephone number for their parents or guardian
- their date of birth
- any allergies, medications or food preferences

The players' names and email addresses are:

Andrew Scott	ascott123@yahoo.co.uk
Martin Green	marting@hotmail.com
Alan Hutton	alanhutton@stpats.bhm.sch.uk
John Whitfield	john.whitfield@easymail.com
Paul Hodgson	p.t.hodgson@easymail.com
Dan Mather	danmather2@stpats.bhm.sch.uk
Ray Hughes	rayh56@aol.com
Steve Connell	steveconn@yahoo.co.uk
Tony Bridges	anthony.bridges@msn.com
Ewan MacCloud	ewan@maccloud.co.uk
Chris Furton	cfurton@yahoo.co.uk
Mark MacKay	mark.mackay@stpats.bham.sch.uk
Jonny Matthews	jonathan.matthews@hotmail.co.uk
Kevin Harmon	harmonkevin@aol.com
Chris Dent	chrisdent999@msn.com
Wayne Mannell	wayne.mannell@hotmail.co.uk

Task 1: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer



Task 1: Do it

Check mail

Compose

Send

To:

Cc:

Subject:



Copy message to sent folder

Show all contacts



Task 2

You have received all the information from the players and managed to combine it into a single spreadsheet. You need to format the data and create a new spreadsheet for your risk assessment records.

Here is the data below to add to your spreadsheet.

Name	Date of Birth	Address	Telephone	Notes
Tony Bridges	21/07/1992	1 Green Lane	07967043256	Nut Allergy
Andrew Scott	22 nd August 93	23 Abbott Drive	0779 6804242	
John Whitfield	22/08/1993	56 Windsor Grove	07553 254321	
Steve Connell	01/06/1992	75 Allonby Mews	0192 392 4532	Vegetarian
Chris Furton	23/09/91	25 Hanover Avenue	01837 535323	
Mark MacKay	15-12-92	37 Windsor Grove	07869 496433	
Kevin Harmon	25/04/1991	43 Rydal Road	07673982854	Diabetic
Wayne Mannell	17/02/1993	52 Hyde Terrace	07893853422	
Paul Hodgson	13/08/1992	90 Warkworth Ave	07848 272421	
Martin Green	02/07/1991	76 Furwell Ave	07986 782375	
Ray Hughes	10/07/1992	3 Newmouth Tce	018727 54454	
Alan Hutton	27/11/1992	8 Jubilee Road	01837 472753	Milk intolerant
Ewan MacCloud	18/04/1992	10 The Grove	07839 875832	
Dan Mather	Sept 6 1992	5 Barrack Road	0782 7146262	Vegetarian
Jonny Matthews	03/04/1992	33 Kilhope Tce	0777 726 6234	
Chris Dent	31 st March 92	10 Hyde Tce	0777 856 4434	

Task 2: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 3

The players have to pay a contribution of £15.00 for the tour. So far, some have paid in full, others have paid a small amount and some have paid nothing. The table below shows what each player has paid so far:

Andrew Scott	£ 0.00
Ray Hughes	£ 0.00
Martin Green	£12.00
Alan Hutton	£15.00
John Whitfield	£13.00
Paul Hodgson	£14.00
Dan Mather	£ 3.00
Steve Connell	£12.50
Tony Bridges	£ 2.50
Ewan MacCloud	£15.00
Chris Furton	£10.00
Mark MacKay	£ 5.00
Jonny Matthews	£ 2.50
Kevin Harmon	£ 5.00
Chris Dent	£ 3.00
Wayne Mannell	£ 2.50

On the spreadsheet you have already created, add two columns which show the amount paid and the amount owed. Create a total box for each column with the correct formula to see what you have received and what you are owed.

Task 3: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 3: Do it

Complete the spreadsheet and use it to answer the questions below.

How much is owed by the players?

How much has been paid already?

The total amount to be collected is?

How much has been paid as a percentage?

Task 3: What if?

1. What if a local building company offer to sponsor the tour and give you £100?
How would the costs change?
2. What if the two players who have paid nothing drop out, how does the percentage change?



Task 4

The hostel costs £14 per room per night. Each room sleeps three players and you're staying for two nights. You have also bought some provisions for the weekend and the receipt is below.

Work out whether you have overspent or underspent your budget and by how much.

Metso		
Woodcote Retail Park Walsingham ST3 9FG Vat No: 878 6745 35		
	Qty	Price
Milk Chocolate Cake Bars x5	6	£7.80
Salted Butter, 250g	1	£0.85
Iceberg Lettuce	2	£2.00
Tomatoes x6	2	£2.10
White Burger Buns x6	4	£2.60
Beef Burgers With Onion x8 454g	3	£4.47
Rice Krispies 600g	1	£2.68
Vegetarian Burger 200g	2	£3.18
Vegetarian Sausages 300g	2	£3.76
Pork Sausages x6, 400g	2	£7.77
Pure Orange Juice 4x1L	3	£5.30
Baked Beans 4x415g	2	£6.48
British Medium Cheddar 400g	3	£2.79
Strawberry Jam, 454g	1	£0.38
Free Range Eggs x15	1	£5.00
Unsmoked Back Bacon Twin Pack 600g	2	£8.00
Fresh Milk, Semi Skimmed 2.27L (4pint)	2	£3.06
White Sliced Bread, Medium 800g	2	£3.57
Soya Milk 1L	3	£1.27
	1	
Total		£73.06

Task 4: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 4: Do it

Task 4: What if?

1. What if the local netball team want to join your tour?
2. What if the hostel is full and you have to book into the local travel inn which has rooms sleeping four but costs £29 a night including breakfast?
3. What if a couple of the players drop out at the last minute?

