A practical grounding in English, Maths and ICT
Entry Level, Levels 1 and 2
WHAT ARE FUNCTIONAL SKILLS?

They are practical skills in English, Maths and ICT designed to help individuals gain the most out of work, education and everyday life.

Designed for a modern world

Our flexible, user-friendly Functional Skills qualifications in English, Maths and ICT give learners a practical grounding in how to apply skills to everyday situations, with a strong focus on explanation and problem solving.

Our assessments reflect this approach, using real-life contexts that allow your learners to apply their skills in a variety of situations.

There’s never been a better time to deliver OCR Functional Skills

We’re committed to listening to what teachers want, which is why we’re now offering even greater flexibility in assessment – with paper-based, on-demand testing for Functional Skills. This means we’re providing assessment all year round (excluding Christmas holidays).
CHOOSE OCR FUNCTIONAL SKILLS FOR:

- A truly functional approach to assessment
- Results available in as little as 15 days
- Free training materials
- Extensive free support and resources on our website.

OCR Functional Skills: Part of a carefully planned learning journey

We understand that, with the right support in place, your learners can successfully complete their study and will be better prepared for further education or employment.

For English and maths, our centres can use our free online Level Checker (available via Interchange) to determine the level of a learner’s ability before moving on to pinpointing specific skills gaps. (ICT assessment is currently only available through a paper-based test via Interchange.)

They can then use our free Diagnostic Assessment Tool to look at the gaps in underpinning skills and process skills. The tool produces an individualised profile of the learner that can be used in an Individual Learning Plan (ILP). It also signposts which units from our Cambridge Progression suite should be used to secure the skills a learner needs to progress to Functional Skills – or perhaps GCSE English and/or Maths.

Take a look at these engaging qualifications…

FUNCTIONAL SKILLS ENGLISH

This inspiring qualification encourages learners to develop their English skills and transfer them in ways that are appropriate to their situation.

Functional Skills English aims to:

- Provide accreditation of achievement of a range of English skills in real-life settings so learners can use subject skills in a functional way throughout life
- Provide a flexible assessment structure that can be adapted to meet the needs of individual learners
- Provide a progression route through to higher achievement.

EXAMPLE:

A learner moving to a new flat will be able to contact a bank detailing a new address (either in person, over the telephone or in writing).

ENGLISH ENTRY LEVELS 1-3

The Entry Level assessments are prescribed by us and include extra guidance for your centre and tutors.

Each Entry Level assesses three components:

- Speaking
- Listening and Communication
- Reading and Writing.

Assessments

English Entry Levels 1-3

<table>
<thead>
<tr>
<th>Assessment Structure</th>
<th>Duration of Assessment</th>
<th>Assessment</th>
<th>Use of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCR-set tasks at each Entry Level (with a choice of tasks for reading). New e-claims process for entering learners means no duplicate paperwork to complete and easier amendment of entries.</td>
<td>Entry Level up to 2 hours.</td>
<td>On demand. Centre assessed under controlled assessment conditions and externally moderated by OCR.</td>
<td>Learners will be able to use a dictionary.</td>
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English Level 1 and 2

<table>
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<tr>
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<td>Three separately assessed components. Two tasks set and marked by OCR (Reading and Writing). One centre-set and externally moderated task (Speaking, Listening and Communication). Online entry through EDI or Interchange, with no paper forms to complete.</td>
<td>Up to 2 hours in total (for all three components).</td>
<td>The Speaking, Listening and Communication components are internally assessed by the centre under controlled assessment conditions and externally moderated by OCR. The Reading and Writing component is externally set and externally assessed by OCR.</td>
<td>Learners will be able to use a dictionary.</td>
</tr>
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FUNCTIONAL SKILLS MATHS

We’ve been at the forefront of developing Functional Skills assessments. This experience has given us a unique insight into what functionality means when it comes to assessment design – and this is reflected in this highly practical qualification.

Functional Skills Maths aims to:

- Provide accreditation of achievement of a range of mathematics skills in real-life settings so learners can use subject skills in a functional way throughout life
- Provide a flexible assessment structure at Entry Level that can be adapted to meet the needs of individual learners
- Provide a progression route through to higher achievement
- Focus assessment on the three interrelated process skills identified in the skills standards:
  – Representing
  – Analysing
  – Interpreting.

EXAMPLE:
A person planning to buy a new mobile phone will be able to judge the different tariffs, offers and phone choices to get the best deal possible for themselves.

Assessments

Maths Entry Levels 1-3

<table>
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</tr>
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<tbody>
<tr>
<td>OCR-set tasks (with the option to contextualise to suit individual learners). New e-claims process for entering learners means no duplicate paperwork to complete and easier amendment of entries.</td>
<td>Entry Level up to 1 hour 30 minutes.</td>
<td>On demand. Centre assessed under controlled assessment conditions and externally moderated by OCR.</td>
<td>Learners will be able to use a calculator.</td>
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Maths Level 1 and 2

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</thead>
<tbody>
<tr>
<td>Three tasks set and marked by OCR at each Level. Online entry through EDI or Interchange, with no paper forms to complete.</td>
<td>1 hour 30 minutes.</td>
<td>Completed under examination conditions.</td>
<td>Learners will be able to use a calculator.</td>
</tr>
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FUNCTIONAL SKILLS ICT

This motivating qualification is suitable for both young people and mature learners who wish to be recognised for their achievement of a wide range of practical ICT skills for use in everyday life.

Functional Skills ICT aims to:
- Provide accreditation of achievement of a range of ICT skills in real-life settings so that learners can use subject skills in a functional way throughout life
- Provide a flexible assessment structure that can be adapted to meet the needs of individual learners
- Provide a progression route through to higher achievement.

EXAMPLE:
A self-employed boiler engineer will be able to set up a database of customers with names, addresses and contact details so that a mailing list can be created to remind clients when their service is due.

Assessments

ICT Entry Levels 1-3

<table>
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<tbody>
<tr>
<td>OCR-set tasks at each Entry Level (with the option to contextualise to suit individual learners). New e-claims process for entering learners means no duplicate paperwork to complete and easier amendment of entries.</td>
<td>Entry Level 1 up to 1 hour. Entry Level 2 up to 1 hour 30 minutes. Entry Level 3 up to 2 hours.</td>
<td>On-demand. Centre-assessed under controlled assessment conditions and externally moderated by OCR.</td>
<td>Learners are required to use the internet and email software.</td>
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ICT Level 1 and 2

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<td>Three tasks set and marked by OCR at each Level. Online entry through EDI or Interchange, with no paper forms to complete.</td>
<td>2 hours at each level.</td>
<td>Physical tasks using a computer and completion of short answer questions under examination conditions. Data files will be pre-released to allow centres to practice and prepare learners.</td>
<td>Learners are required to use the internet and email software.</td>
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RESOURCES MENU

Below is a selection of the resources that will be available soon for our Functional Skills qualifications.

PROGRESS TRACKER
An Excel-based tracking document to help tutors monitor their learners’ progress throughout the qualification both individually and as a cohort.

DELIVERY GUIDES
Each Delivery Guide contains a range of lesson ideas with associated activities that tutors can use with their learners. The guide is structured by learning outcome so that tutors can see how each activity helps them cover the specification.

RESOURCES LINKS
An e-resource that provides tutors with links to a range of teaching and learning websites and materials, including videos, data sets and other online content to support tutors with the delivery of their subject.

PRESENTATIONS
Short PowerPoint presentations introducing each strand to your learners. Each will look at the skills and knowledge that the learners will gain from the unit and give context (such as real-life examples or questions) to introduce the learners to the strand’s content.

ENTRY SKILLS GUIDES
Like Skills Guides, but focusing on the areas that are more appropriate for Entry Level learners – for example, What’s Different? Talk About, Find Out.

SKILLS GUIDES
Skills Guides are not specific to a particular qualification, but cover topics that could support a range of qualifications – for example, communication, legislation, research skills and managing projects.

ENGLISH AND MATHS MAPPING
Shows how units from Cambridge Progression, Functional Skills and GCSEs can link.

We provide a full range of resources to support delivery of Functional Skills, including:

• Activity banks  • Exemplar materials  • Past papers
• Examiner reports  • Centre reports

You’ll find our Centre Handbooks and sample assessment materials at www.ocr.org.uk/fs

The admin guide is available at www.ocr.org.uk/admin-guides
Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

Telephone: 02476 851509
Email: vocational.qualifications@ocr.org.uk