

Functional Skills for Vocational Learning

Supporting you every step of the way

Why choose Edexcel?

- ▶ **We are the most experienced**, continuing to be the market leader for ALAN qualifications year after year.
- ▶ **We offer the highest quality support**, from a unique initial assessment tool, through to customised training events, helpful podcasts and more, to help **all types** of centres and learners.
- ▶ **We ran the biggest pilot** over three years which means we supported 1,300 centres with more than 250,000 entries.

New for 2011: Onscreen on-demand assessment

From April 2011, Edexcel will be offering onscreen on-demand tests for functional skills in English (Reading and Writing) and mathematics across Level 1 and 2 qualifications. This is in addition to the fixed paper-based assessment opportunities throughout the year.

- ▶ Our revised specifications are online, including the essential guidance you need to use online assessment.
- ▶ We've also added online Sample Assessment Materials to our functional skills website.

Go online to www.edexcel.com/fsonscreen to see how well this form of assessment will work for you and your learners.

The benefits for you:

- ▶ The onscreen test may be taken at any time of the year by arrangement with Edexcel.
- ▶ Registered learners can be booked onto the onscreen test **any time up until two hours beforehand**.
- ▶ Tests are **easy to administer**.
- ▶ No internet connection is required during testing, **increasing test security**.
- ▶ Installation of software is free.
- ▶ There is **no registration fee**; centres are only charged for learners that completed the test.

The benefits for your learner:

- ▶ Tests are available **on-demand** and can be taken when your learners **are ready**.
- ▶ Results will be available via Edexcel Online **within four weeks** of Edexcel receiving the test file.
- ▶ Candidates can be entered to re-sit on the **same day the results are received**, or as soon as they are ready.
- ▶ Tests can be taken in a **non-traditional exam environment, making the tests more engaging for some learners**.

Find out more: If you have any further queries on onscreen on-demand assessment, or want to register your interest now, send your contact details to functionalskills@edexcel.com

“Where can I get support with planning, delivery and assessment?”

We're here to help with all aspects of planning, delivery and assessment – from support with candidate administration to resources and results.

1 Candidate Administration

Supporting you through every aspect of candidate administration - with notifications and confirmations at every stage - Edexcel Online is designed to make the qualifications processes run more smoothly.

Log on at: www.edexcelonline.com

2 Initial Assessment Tool

Free of charge and exclusive to Pearson, we've developed an onscreen assessment tool for functional skills in English and mathematics to help you determine up front each individual learner's skills capability.

Find out more at: www.edexcel.com/fs

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Resources and support for easier delivery

Edexcel has produced a range of free practical support and resources to support you in delivering functional skills. Go online to www.edexcel.com/fs to find out more.

In addition to this free support Pearson has developed a range of Student Books and Teacher Guides, alongside Teaching and Learning Disks specifically for the vocational market. From lesson plans and schemes of work to practice papers and exemplar material, our support means you will be fully equipped to get off to a flying start.

Find out more at: www.edexcel.com/fs



Our Functional Skills English and mathematics Student Books ensure every student receives the support they need, whilst our Teacher Guides, matched to each Student Book, leads you expertly through these new qualifications.



Our Functional Skills Teaching and Learning Disks are specifically for vocational, adult learners and apprentices. Go online to www.pearsonfe.co.uk/fs to find out more.

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Candidate Assessment

We offer total flexibility in how you assess your learners. In addition to the fixed paper based assessment opportunities throughout the year, from April 2011 we will be offering onscreen on-demand tests for functional skills in English (Reading and Writing) and mathematics across Level 1 and 2 qualifications.

Find out more at:

www.edexcel.com/fs

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ResultsPlus **Booster**

Making sense of your learners' results

Make sense of your learners' assessment results with our free online **ResultsPlus** service. Unique to Edexcel's paper-based assessment, **ResultsPlus** will provide you with automatically generated, simple reports to show you how well your learners have performed - and help you pinpoint where you need to work with them on further development.

Find out more at:

www.edexcel.com/resultsplus



We're here to support you every step of the way as you plan and deliver the new functional skills qualifications. Whatever your questions and needs, we have someone to help you.

“Can I talk to someone about our individual needs?”

You told us that sometimes you need to pick up the phone and get an answer there and then, while at other times you prefer to have an ongoing dialogue with someone who can research the answers to your specific, individual questions. So whatever your needs, just choose the right option for you.

- ▶ **Support from your dedicated National Manager** - Our team of dedicated National Managers and Curriculum Development Managers are here to support your centre's specific needs. In addition to London, we have two support offices in the UK. The offices below work with Edexcel centres on a range of support and training activities:

Birmingham	Telephone	0844 844 0655
	Fax	0121 616 2576
	Email	birmingham@edexcel.com
Manchester	Telephone	0844 844 0655
	Fax	0161 855 7570
	Email	manchester@edexcel.com

- ▶ **Ask the Expert about your individual needs** - Ask the Expert is a free email service, putting you in direct contact with a Senior Examiner who can help you with all your functional skills questions.
 - **English:** functionalskillsendenglish@edexcel.com
 - **Mathematics:** functionalskillsendmaths@edexcel.com
 - **ICT:** functionalskillsendict@edexcel.com
 - **Entry Level:** entrylevelfunctionalskills@edexcel.com
- ▶ **Talk to the functional skills team** - We've set up a dedicated functional skills email address at **functionalskills@edexcel.com**, which will put you in direct contact with the Functional Skills Team. Alternatively why not give us a ring on **0844 576 0028**.

For all assessment queries, please contact fsassessment@edexcel.com.

“Keep me up to date with the latest developments!”

We know the implementation of functional skills means there's a lot of new information to absorb, so we've tried to cover all the bases for you with information alerts, dedicated websites and implementation events.



- ▶ **Sign up to our functional skills eNewsletter** - With over 3,000 subscribers already, our eNewsletter is a popular way for centres to keep up to date with the latest developments.

- Sign up today:

- Create an email to functionalskills@edexcel.com
- Type '**Subscribe**' in the subject line
- Click on **send**

- ▶ **Visit our functional skills website** - We've made our website more useful than ever, with specifications, assessment material and a wealth of useful advice and information. See for yourself at: www.edexcel.com/fs.



- ▶ **Come and talk to us at our functional skills events**

- **Training events**

Following the successful series of training events we ran over the summer of 2010, Edexcel will continue to run further 'Supporting Functional Skills Delivery' events throughout 2011 for centres preparing to teach functional skills qualifications.

- **Functional Skills podcasts**

We've put together a series of Edexcel Functional Skills podcasts to support you every step of the way as you plan and deliver the new functional skills qualifications, focusing on the subject-specific information you've told us you need.

To find out more visit www.edexcel.com/fstraining.

“Case in point ... live insight”

Helen Cook now delivers Edexcel functional skills qualifications at East Berkshire College. Helen tells us how she has started to implement the new qualifications, and how they will play a vital role in real-life success.

Functional Skills are essential to all our lives

“Functional Skills qualifications (and the accompanying curriculum change in teaching and learning) are a high priority for East Berkshire College. They are at the heart of what we do. Being initiated by employers, we recognise that better functional skills will help raise standards across the curriculum, improve learners’ employment prospects and support their progression to further study.

“We trust that this ‘whole college approach’ will empower individuals to make the most of their life chances and give them the opportunity to function in the modern world. Functional Skills are therefore a key priority in the college strategic planning.”

“The support from Edexcel is very good... all queries are promptly addressed”

How we have begun to implement Functional Skills

“We have a cross college functional skills manager who meets regularly with the heads of teaching and learning (one from each curriculum area) which forms the implementation group for functional skills. The activity from this group is monitored by senior management to ensure that functional skills remain a top curriculum priority.

“We have a clear functional skills procedure which is rigorous and built on this whole college approach. The group implements the functional skills action plan which is closely and regularly monitored by senior management.”

How have we used Edexcel’s teaching and support materials in order to engage college learners

“We have made excellent use of the training and materials on offer from Edexcel. The materials are clearly presented and easily accessible.

“Our experience of the support from Edexcel is very good and colleagues are extremely helpful. All queries are promptly addressed in a friendly and supportive way enabling us to get on with the job of teaching and learning.”

Do you have insights – and questions – to share with your colleagues? Why not sign up to an Edexcel functional skills event in your area at www.edexcel.com/fs

If you have any further queries about anything related to functional skills, don’t forget to visit www.edexcel.com/fs or contact us directly at functionalskills@edexcel.com.



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