For vocational learners, adults and apprentices

Entry 3, Level 1 and Level 2

Functional Skills in English and Mathematics

Resource Guide



Functional Skills Teaching and Learning Disks

Practical resources to support your post-16 learners

Heinemann provides all the support, ideas and practical activities you need to deliver the new Functional Skills gualifications, with comprehensive resources written specifically for vocational learners, adults and apprentices.

Our new Functional Skills Teaching and Learning Disks help you to:

- ensure that learners are able to apply and transfer existing English and maths skills in a functional way
- ensure that learners are able to make the change from Key Skills/Skills for Life gualifications to the Functional Skills gualifications
- develop new teaching tools and delivery methods for the application of skills.

A perfect complement to Sure Skills!



Our new Functional Skills resources can be used

alongside Sure Skills, our suite of fully interactive e-courses which help learners to develop their literacy and numeracy skills at the level and rate that suits them.

We are updating Sure Skills to ensure that it is fully mapped to the new Functional Skills qualifications.

See page 18 for further details.

Three steps to easy evaluation of our new **Functional Skills materials:**

- Step 1: Take a look at the advanced sample material* in this pack and see how well it will work for you and your candidates.
- Step 2: Visit www.pearsonfe.co.uk/fs to view and download additional sample material.
- Step 3: If you still want to know more, then why not set up a visit from one of our sales consultants? See page 18 for more details.

Course structure

Functional Skills English Teaching and Learning Disks





Entry 3 978 0 435048 63 1 £300.00* (+VAT) June 2011

978 0 435048 64 8 £300.00* (+VAT) June 2011

Functional Skills Mathematics Teaching and Learning Disks





Entry 3 978 0 435048 66 2 £300.00* (+VAT) May 2011

Literacy Entry Levels 1 and 2

Literacy Entry Level 3

Literacy Level 1

Literacy Level 2

Also, for the complete solution: Q Sure Skills



June 2011

Sure Skills is available for the following levels:

- Numeracy Entry Levels 1 and 2
- Numeracy Entry Level 3
- Numeracy Level 1
- Numeracy Level 2

See page 18 for further information about Sure Skills as well as details of how to contact your local Sales Consultant.



Level 1



Level 2 978 0 435048 65 5 £300.00* (+VAT) Mav 2011



978 0 435048 67 9 £300.00* (+VAT)



Level 2 978 0 435048 68 6 £300.00* (+VAT) June 2011

C Sure Skills





Entry 3, Level 1 and Level 2 **Functional Skills in English** and Mathematics

These resources give practical support and activities to help learners develop the English and maths skills they need for study, work and everyday life. The resources are provided on disk for easy delivery and adaptation.

Help develop learners' problem-solving skills

- Task-based activities give you total support and can be used with all post-16 learners, whether they are following an Apprenticeship, NVQ, vocational course or taking Functional Skills as a standalone qualification.
- Teaching notes support you in embedding a practical process to develop learners' English and maths problem-solving skills and apply them to everyday scenarios.

Offer a flexible solution

- Cover all the Functional Skills standards, with guidance on:
 - helping learners to apply problem-solving skills
 - assessing learners' underpinning English and maths
 - working with groups and individual learners
 - preparing for assessment.
- Can be used with Sure Skills: a key resource to secure learners' underpinning English and maths skills.

Provide interactive learning

- E-activities are integrated into the core resources and add depth and breadth to learning.
- Activities help learners to make decisions and solve everyday problems using their English and maths skills.

Prepare learners for assessment

Each disk includes a whole section on preparing for assessment, with practice guestions and an e-activity to familiarise learners with a Functional Skills assessment.

Can be personalised for your own needs

- The resources can be customised and tailored to suit your learners' particular needs, and are perfect for all learning situations - in the classroom, small groups or independent learning.
- Provide ideas to help you contextualise the learning to different sectors.

Flexible delivery

- All the material is provided on a CD, which can be uploaded to a VLE at a click of a button, providing you with flexibility of delivery and use.
- A Resource Browser version is also available to suit the needs of smaller training providers.

Authors

English

The author team comprises experienced Functional Skills teachers and trainers.

Entry 3: Jane Langford

- Level 1: Jenny Phillips
- Level 2: Pauline Davidson and Barbara Mason

Mathematics

- Entry 3: Judy Maguire
- Level 1: Tina Lawton
- Level 2: Alison Brierley



Contents

Each Teaching Resource Disk covers the Functional Skills standards and includes:

- 15 extended tasks, each with 4–5 activities
- answers with guidance on key concepts or misconceptions
- 7–8 e-activities with a focus on problem-solving
- a dedicated Preparation for Assessment section, with an integrated e-activity, typical questions and model answers.

	Speaking and listening	Reading	Writing	Preparation for assessment (per level)
Functional Skills in English, Entry Level 3	Task 1: Getting fit together Task 2: Helping hands Task 3: Fix it! Task 4: Interview me now Task 5: Have your say	Task 6: Getting fit together Task 7: Helping hands Task 8: Fix it! Task 9: Interview me now Task 10: Have your say	Task 11: Getting fit together Task 12: Helping hands Task 13: Fix it! Task 14: Interview me now Task 15: Have your say	 Guidance on preparing learners for the appropriate level Functional Skills in English assessment; 3 sample papers, covering the Functional Skills standards and the types of questions learners may encounter; Exemplar answers and
		are used for tasks within each of r them holistically, or focus on a p		guidance; • Integrated preparation for
Functional Skills in English, Level 1	Task 1: Town twinning Task 2: Making a pitch Task 3: Do you know the way to San Jose? Task 4: What am I? Task 5: Chinese whispers	Task 6: Keeping control of your money Task 7: Finding somewhere to live Task 8: What if this happened to me? Task 9: Here are the headlines Task 10: Look who's coming to stay	Task 11: Right words, right time, right place Task 12: Water works Task 13: The road to your career Task 14: Dotting the eyes and crossing the tees Task 15: Volunteering	assessment e-activity
Functional Skills in English, Level 2	Task 1: Day tripper Task 2: Customer complaints Task 3: What a waste Task 4: You're hired! Task 5: Switch your mobile on!	Task 6: Home energy check Task 7: Online investigation Task 8: Email essentials Task 9: Healthy eating Task 10: Flexible working	Task 11: Nice work Task 12: The main event Task 13: I want to make a complaint Task 14: Recycle and re-use Task 15: Write all about it!	

Draft content: task titles may change.



Functional Skills English Level 2, Reading

OVERVIEW

Functional skills focus

selecting and using different types of texts to obtain and utilise relevant information, reading and summarising information, identifying the purposes of texts

This task is about researching and summarising information about energy use and energy wastage in the home, and preparing an argument for introducing one energy saving method.

You will be supporting learners in:

- weighing up the task before they start, by exploring how energy is used in the home and getting to know key terminology for this topic
- planning their independent research into energy, and prioritising the usefulness of different sources of information
- using different techniques (such as scanning for key words) to identify and obtain information from texts (e.g. identifying the audience, and recognising the purpose of texts)
- summarising key points which can be used to persuade an audience to adopt one energy saving method
- reviewing the results of their research into energy saving methods, and the effectiveness of their argument for the method they researched and summarised.

Learners will also use and develop skills in the following areas:

- present information and ideas clearly and persuasively to others
- present information/ideas concisely, logically and persuasively.

Learners may also use these skills when undertaking independent research into other topics such as job opportunities. These skills will help them critically evaluate different texts in order to make decisions about their purpose and usefulness for their task.

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Sample page from Level 2 Functional Skills English Teaching and Learning Disk - Teaching notes

English



agested time 2×1 hour lesson,

plus self-study time





English





Functional Skills English

Prepare your strategy

A4 (E2) Spider diagram

Learners will now need to decide on the focus of their independent research, and plan it using the spider diagram.

Ask learners to use the spider diagram to note down their research topic and potential sources of information. Remind them that there is more to research than using the internet! Learners can add additional boxes to the spider diagram.

When they have completed the spider diagram ask them to number each box in priority order (with 1 being the most important) to identify which source they consider will be the most useful. Suggest that they may first of all want to talk to an expert who will guide them to relevant sources.

If working with a group of learners, they can share information about different sources.

This activity has additional e-learning content. **E2** is a spider gram activity. Learners will approach the activity in the same manner as above but instead they will write their answers in the boxes on the screen.

Notes

Learners may need help with identifying different sources of information. If working with a group of learners, you could first brainstorm possible sources.

The spider diagram may be too restrictive for some learners - they may prefer a mind map approach. The activity can be completed in groups using flip chart paper and coloured pens.

Stress to learners that when trying to solve a problem (their problem is identifying the best way of undertaking the research) it is important to develop a strategy. However, the strategy can always be adapted along the way.

Differentiation

Learners who are familiar with researching information using different sources may prefer to work independently on this task. Some learners may be skilled at using the internet, so they could share this expertise with others.

Tackle the task

A5 Research and summary of findings

This activity requires learners to undertake independent research and summarise key points from each source on the table in Activity 5. They are also asked to evaluate the relevance of each source to the task by rating it on a scale of 0 to 5.

Model this activity by completing one line of the table, using one of the internet sources listed at the end of this document. An example is provided within Activity 5.

In the classroom you may want group learners according to the topic they have chosen (e.g. energy saving light bulbs, insulation, installing an energy meter). They can then work together to undertake the research, allocating different roles. However, it is important to ensure that learners undertake some research independently, and make decisions about their findings.

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Sample page from Level 2 Functional Skills English Teaching and Learning Disk - Teaching notes

Teaching notes help to save you valuable preparation time and make it easy for you to select the appropriate material you need to both motivate and inspire your learners to do the best they can in applying their skills.

English tools

Skimming and

scanning text.

Reading for

• Summarising

Recognising

and audience

persuasive languag

Spelling key words

Functional Skills English

ACTIVITY 1 WHERE DOES ALL THE ENERGY GO?

Energy is used in every room of the house, by a number of different energy sources

Instructions

insulation





not the only source!









Sample screens from Levels 1 and 2 Functional Skills English Teaching and Learning Disks - e-activities



Contents

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- 7-8 e-activities with a focus on problem-solving
- a dedicated Preparation for Assessment section, with an integrated e-activity, typical questions and model answers.

	Number	Common Measures	Shape and Space	Data handling	Preparation for assessment (per level)
Functional Skills in Mathematics, Entry Level 3	Task 1: Income and outgoings Task 2: Pizza parties Task 3: Visiting relatives Task 4: Getting to a music festival	Task 5: Growing in a greenhouse Task 6: Which car should I buy? Task 7: Measuring out a drink's recipe Task 8: Do special offers really save you money? Task 9:Charity fun run distances	Task 10: Street signs Task 11: Recycling waste	Task 12: Healthy food charts Task 13: Comparing phone information - lists, tables and charts Task 14: TV habits – lists, tables and charts Task 15: Comparing price	 Guidance on preparing learners for the appropriate level Functional Skills in mathematics assessment; 3 sample papers, covering the Functional Skills standards and the types of questions learners may
Functional Skills in Mathematics, Level 1	Task 1: Playing the game Task 2: Saving for the future Task 3: Back from the brink Task 4: Fun with fund raising Task 5: A refreshing change Task 6: How much does it cost?	Task 7: How green is my Task 8: The food pyramic Task 9: Quiz night tempe Task 10: Safe storage Task 11: Get netting	1	Task 12: Blooming flowers Task 13: FAQ probability Task 14: Re-use, recycle and re- process Task 15: Radio rules!	learners may encounter;Exemplar answers and guidance;Integrated preparation for assessment e-activity
Functional Skills in Mathematics, Level 2	Task 1: Let it snow Task 2: Ifs and Butts Task 3: Which job? Task 4: Where am I? Task 5: Drink up! Task 6: The Italian Job	Task 7: Kitchen Planning Task 8: Tourist Wrap Task 9: Metric and metric Task 10: Speed Task 11: Packing and sta		Task 12:Water use data collection Task 13: The office do? Task 14: Blonds have more fun Task 15: How Likely?	







Functional Skills Mathematics

Task resources

The following resources are provided to support the delivery of this task.

	Printable activities	E–activities
Weigh up the task	A1 Modes of transport A2 Transport and CO ₂ emissions	
Prepare your strategy	A3 Spider diagram	E1 Spider diagram
Tackle the task	A4 Travel and transport information A5 Working out your journey options A6 Making the decision	
Check and evaluate		

TEACHING NOTES

Weigh up the task

Using the activity pack for Task 1: How green is my journey? (Common **measures)**, introduce the task scenario to the learners, followed by the relevant activity. (See below for further explanation of each activity.) Each task includes a mix of printable and e-learning activities that are suitable for independent learning and group work. Discuss with learners the functional skills they will be engaging and the process that you will be following.

Before you start any task, it's a good idea to establish ground rules for group discussions, as it is important that learners feel confident to make mistakes in front of the group.

(A1) Modes of transport

If you are working with a group, attach three sheets of flip chart paper to a wall and give each sheet one of the following headings: Home, Work/College and Leisure. Ask learners to add one or two examples of their current mode of transport under the relevant headings. For example, how do they travel to college or to the supermarket? How do they travel at the weekend or to out-of-town shopping centres or when away for weekend trips? Ask learners to review the completed sheets and comment.

Ask learners for any other comments or suggestions, and then summarise the group's findings.

A2 Transport and CO, emissions cards

Discuss CO₂ emissions and why they need to be reduced. Use any video clips, posters or information leaflets that might be relevant to provide learners with any additional information and background to the activity. (See 'Other resources' for useful suggestions.)

This activity can be done as an independent learner or as a group activity. If you're working with a group, ask learners to place the cards in order, starting with the card representing the highest CO₂ emissions in kg and ending with the lowest emission.

Sample page from Level 1 Functional Skills Mathematics Teaching and Learning Disk - Teaching notes

Teaching notes help to save you valuable preparation time and make it easy for you to select the appropriate material you need to both motivate and inspire your learners to do the best they can in applying their skills.

Functional Skills Mathematics

Name

Weigh up the task

ACTIVITY 2 TRANSPORT AND CO2 EMISSIONS CARDS

The cards show the CO2 emissions in kilograms for different methods of transport over a 200-mile journey.

Small car with 1 passenger 41.0 kg CO ₂	Small car with 20.5 I
Large car with 1 passenger 82.8 kg CO ₂	Large car with 27.6
Train (per person) 18.6 kg CO_2	Co (per persor
Plane (per person) 55.0 kg CO_2	Large car witl 16.6
Boat (per person) 86.0 kg CO ₂	

Instructions

- 1. Cut up the cards. Place the cards in order, starting with the highest CO₂ emissions in kg and ending with the lowest CO2 emissions in kg. You can number the cards or cut them up and place them in order. Explain why you have ordered the cards in the way you
- 2. If you wanted to re-order the cards by cost, what changes would you make? Don't worry if you don't know the exact cost - it's ok to estimate

lems requiring calculation, with common measures, including money, time, length, weight, capacity and temperature al Skills Mathematics Level 1 © Pearson Education Ltd 2011. Copying permitted for purchasing institution only. This material is not copyright free

Sample page from Level 1 Functional Skills Mathematics Teaching and Learning Disk - Activity sheet

Don't forget! You can download more material from these resources at <u>www.pearsonfe.co.uk/fs</u>





Functional Skills Mathematics

Common measures How green is my journey?

Date

Name

Weigh up the task

ACTIVITY 2 TRANSPORT AND CO2 EMISSIONS CARDS (ANSWER SHEET)

Here are the cards ordered by CO_2 emissions, starting with the highest emissions

Boat (per person) 86.0 kg CO ₂	Large car with 1 passenger 82.8 kg CO ₂	Plane (per person) 55.0 kg CO_2
Small car with 1 passenger 41.0 kg CO_2	Large car with 3 passengers 27.6 kg CO ₂	Small car with 2 passengers 20.5 kg CO ₂
Train (per person) 18.6 kg CO ₂	Large car with 5 passengers 16.6 kg CO ₂	Coach (per person) 9.7 kg CO_2

Knowledge check

- The amounts of CO₂ for both the small car and the large car are in proportion to the number of passengers i.e. double the number of passengers and the CO₂ per person is halved.
- Where would a card with the large car and 2 passengers fit?
- The highest CO₂ emissions are from the boat and are nearly twice that of a plane.
- Despite the fact that the coach will run on similar fuels to the car, it is very low in emissions per person. Why?
- A train will carry a lot more people than a coach but it still has almost double the amount of emissions. Why?
- Even though the plan can carry hundreds of people, it still has emissions that are nearly three times as high as a train.

Answer to check and show improve

Solving problems requiring calculation, with common measures, including money, time, length, weight, capacity and temperatur Functional Skills Mathematics Level 1 @ Pearson Education Ltd 2011. Copying permitted for purchasing institution only. This material is not co

Sample page from Level 1 Functional Skills Mathematics Teaching and Learning Disk - Answer sheet

Integrated e-activities

E-activities support many of the printable activities and can be used for teacher-mediated or independent learning.

	onsider if you were planning a co purney and a sight-seeing journe	
10.00	nto the correct container and th	
Cost effective Travel sale offers	Environmentally friendly	Sight seein Places of interes
Off-peak travel offers	1	ridees of interes
on-peak travel oners		6
	Sustainable tourism	71
	All and a second s	e
Atte	mpt : 0 / 2 From Around Try an	ain Reset
Atter	Contraction and an and a second	Sin Reset
		Finish 3 of 10
	Functional Skills M Place the CO ₂ emiss the highest.	Finish 3 of 10
2 Map Flag	Functional Skills M Place the CO ₂ emissi the highest. Drag and drop the i	Finish 3 of 10
Map Flag	Functional Skills M Place the CO ₂ emiss the highest. Drag and drop the i	Finish 3 of 10
Interactive quizzes can be used at any point to check understanding and come in a variety of	Functional Skills M Place the CO ₂ emiss the highest. Drag and drop the i	Finish 3 of 10
Interactive quizzes can be used at any point to check understanding and come in a variety of question types, including multiple choice, drag and	Functional Skills M Place the CO ₂ emiss the highest. Drag and drop the i	Finish 3 of 10 Iathemati ions in kilograms for items into the correct car with five passe
Interactive quizzes can be used at any point to check understanding and come in a variety of question types, including	Functional Skills M Place the CO ₂ emiss the highest. Drag and drop the i	Finish 3 of 10 Iathemati ions in kilograms for items into the correct car with five passe Plane (per p Boat (per p
Interactive quizzes can be used at any point to check understanding and come in a variety of question types, including multiple choice, drag and	Functional Skills M Place the CO ₂ emiss the highest. Drag and drop the i	Finish 3 of 10 Iathemati ions in kilograms for items into the correct car with five passe Plane (per p



Sample screens from Level 1 Functional Skills Mathematics Teaching and Learning Disks - e-activities



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3. By phone or fax

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To discuss these resources, request a call from your local sales consultant. You can arrange a no-obligation call by visiting www.pearsonfe.co.uk/reps.

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