



Functional Skills in Mathematics or English

Learner Journey

Onboarding

- ✓ Application Form
- ✓ Initial Assessment
- ✓ Diagnostics
- ✓ Individual Skills Plan

Delivery

- ✓ Up to 6 months
- ✓ Virtual Classroom
- ✓ Group & 1-2-1
- ✓ E-Learning Platform
- ✓ Motivational Tutor

Exam

- ✓ Practice Test Papers
- ✓ Online
- ✓ Speaking Exam
- ✓ Free Re-Sits

Key Information

Pre-Start/Initial Assessment:

As a starting point for all learners, we ask that an application form and an initial and diagnostic assessment (DA) for Maths and English, using 'Skills Forward', our e-Learning Skills Builder and Learning programme, is completed. This identifies what level they are working towards and creates an Individual Skills Plan (ISP).

Start/Analyse Knowledge Gaps

We utilise the ISP to create the learner's support plan. The ISP generates learning activities and resources for the learner to work through. We will also discuss what support is required to help the learner with their aspiration, current and future career.

Plan for Learning:

The learning and support will be planned over a six-month period, in preparation of the external assessments. The support will consist of:

- Self-learning using our e-Learning platform Skills Forward.
- Weekly, virtual classroom or 1-2-1 sessions with our highly qualified, motivational and inspirational tutors.
- Signposting to other resources to support the learner's development.

Delivery:

After being allocated a specialist tutor, learners will attend a minimum of one weekly, 2 hour online session, per Functional Skill*. Where all learning sessions are group/workshop based, learners will also attend a fortnightly welfare/1-2-1 'check-in'. This will ensure that all needs and requirements are being supported and met, along with ensuring the learner is safeguarded.

**Access to a PC or laptop is required, and a quiet space to attend all lessons.*



"I just wanted to say, thanks for making the maths workshops enjoyable and easy to follow. Thank you for being approachable and friendly and taking your time when making sure that I understand the formula/answer." (H. - Kirklees Council)

Additional Learning Needs:

Should the learner be highlighted as having additional learning needs, and requiring specific support, extra sessions may be added to ensure that the learner's needs are met. This could include a range of specific learning difficulties, i.e. dyslexia, dyscalculia, dyspraxia, or ADHD.

Tracking Progress:

Learners complete further diagnostic assessments to track progress and measure distance travelled. This will be used to plan for further development, specific to their needs.

Testing:

Learners have access to a range of practice assessments, either in longhand or online, using the Awarding Organisations's practice portal. Using the practice assessments for Maths and/or English, will give learners an exam like simulation. It will also identify additional, specific support they may need in preparation for their exams. If required, a further support plan will be developed.

Exam Ready/ Final Assessment:

At month five and six, we will plan for the speaking and listening controlled assessment and external assessments/exams to take place. The assessments will be carried out using an online portal. If a learner does not gain a first-time pass, further teaching support will be planned, and the re-sit scheduled within the next month.



What's Next?

We'd love to talk and tell you more about what we do. For more information about our Learning & Development Solutions, including Apprenticeships, Smart Future Study Programmes and Short Courses, please contact us and we'll be happy to help.



Apprenticeships



Funded by
UK Government

Get in Touch with Us

