



openawards

# Functional Skills Mathematics

Level 2

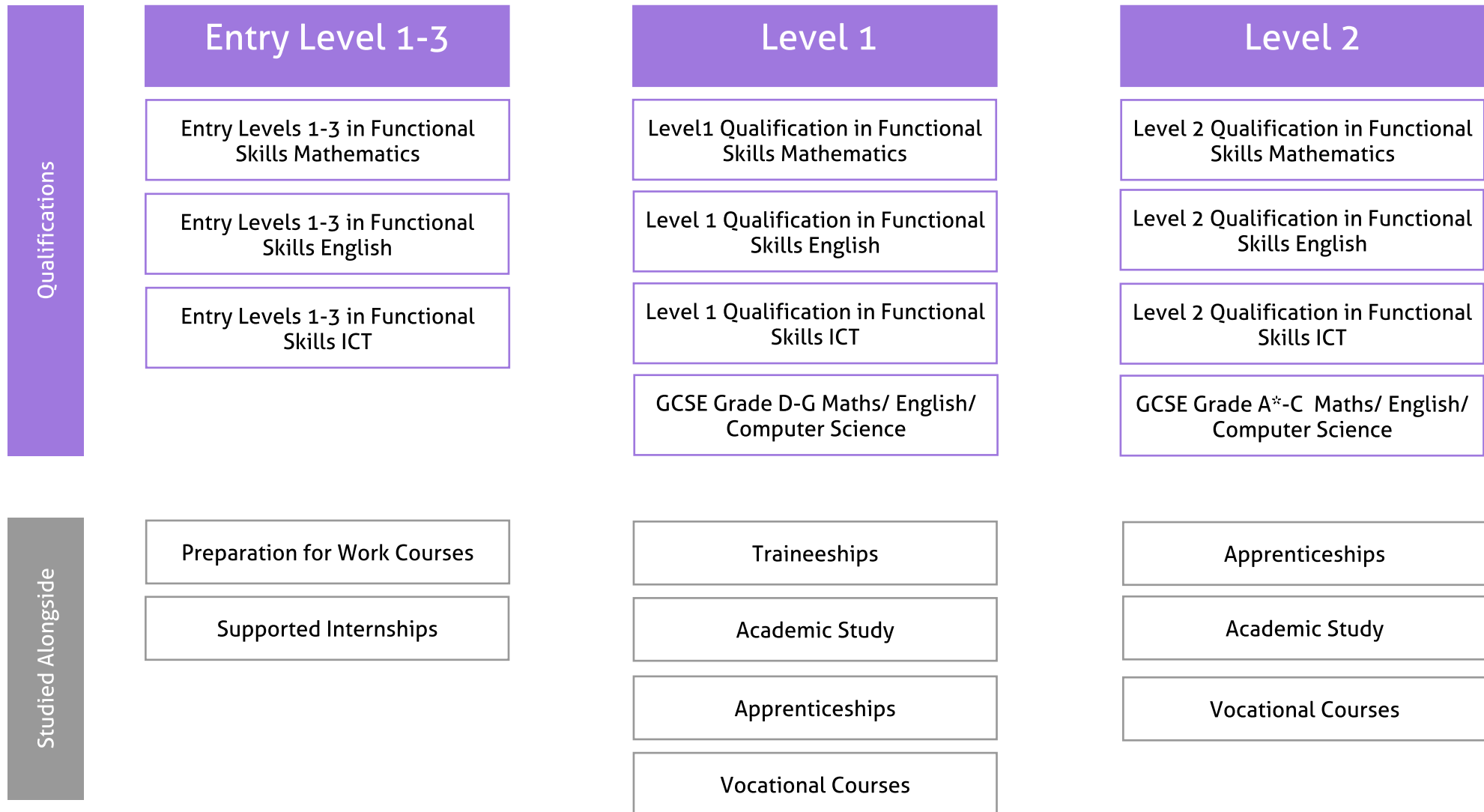


QUALIFICATION GUIDE

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# Pathway to Progression Functional Skills



## About the Qualification

<b>Title</b>	Functional Skills Qualification in Mathematics
<b>QAN</b>	600/8646/4
<b>Sector</b>	14.1 Foundations For Learning and Life
<b>Level</b>	2
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	31 <sup>st</sup> December 2016

<b>Ofqual Purpose</b>	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
<b>Ofqual Sub-Purpose</b>	Prepare for further learning or training

<b>Rules of Combination</b>
To achieve the qualification learners successfully pass a single, externally marked, assessment.

<b>Guided Learning</b>	
Guided Learning (hours)	45

<b>Age Range and Restrictions:</b>	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

<b>Any specified entry requirements</b>
There are no restrictions on learner entry to these qualifications. However, it is recommended that learners undertake a comprehensive initial diagnostic assessment to ensure that they are following an appropriate learning programme leading to a summative assessment.

<b>Assessment Method</b>
To achieve our Mathematics qualifications Learners must successfully complete an assessment, covering three interrelated skills, which is externally set and marked by Open Awards. Sample assessments are available <a href="#">here</a> .
These skills are: <ul style="list-style-type: none"> <li>• representing information</li> <li>• analysing information</li> <li>• interpreting information</li> </ul>
The assessments are designed as assessment tasks based on real-life contexts. Contexts may be

based on:

- work and education
- community, citizenship and environment or
- family, home and social issues

Assessments can be carried out either by online or paper based modes of delivery. Online assessments are delivered via our XAMS system. Paper based assessments are externally printed and then sent to the centre for delivery. Completed assessment scripts must be returned according to the instructions issued by Open Awards within the specified timeframe.

Reasonable adjustments and special considerations may be required for individual learners to enable them to undertake assessments fairly. Please see our [Access to Fair Assessment Policy](#) for details on how to apply for and implement these measures.

## The Awarding Consortium

# Awarding Consortium

## PARTNERS IN YOUR SUCCESS

These Functional Skills qualifications are offered through a partnership called The Awarding Consortium which is comprised of five awarding organisations and the designers of our XAMS® platform.

Through working together we have been able to invest in our systems and assessment papers to deliver a market leading product that is:

- competitively priced
- certificated efficiently
- simple to administer through approval and registration
- securely delivered through our online assessment system XAMS®
- supported by a network of External Verifiers experienced in Functional Skills delivery and a dedicated team of account managers
- complemented by a growing range of teaching and learning materials including free online practice assessments

You can find out more about the Awarding Consortium at: [www.awardingconsortium.co.uk](http://www.awardingconsortium.co.uk)

## Other Qualifications in this suite

Open Awards Functional Skills Qualification in Mathematics at Entry 1  
Open Awards Functional Skills Qualification in Mathematics at Entry 2  
Open Awards Functional Skills Qualification in Mathematics at Entry 3  
Open Awards Functional Skills Qualification in Mathematics at Level 1

## Purpose Statement

The primary purpose of the Open Awards Functional Skills Qualification in Mathematics at Level 2 is to support you to progress to the next level of learning in this subject. It could also support your entry to employment or your development within employment. The qualification was designed to help you develop your Maths skills in a practical rather than academic context.



### Who is it for?

Those operating at Level 2 who prefer to study Maths in an applied context. Learners undertaking vocational learning or an apprenticeship that need Maths skills to support their main programme of learning. Individuals taking alternative routes to GCSEs wishing to develop Maths skills.

### What does this qualification cover?

To achieve the qualification you will be required to commit to approximately 45 hours of guided learning.

You learn to deal with Maths problems that will help you develop skills in representing, analysing and interpreting information.

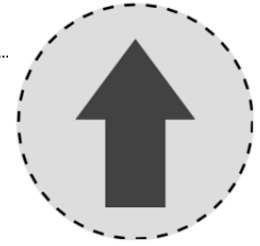
Examples of the types of task you will work on include, but not limited to:

- Carrying out calculations with numbers of any size in practical contexts, to a given number of decimal places
- Understanding, using and calculating ratio and proportion, including problems involving scale
- Understanding and using equivalences between fractions, decimals and percentages
- Understanding and using simple formulae and equations involving one- or two- step operations
- Finding area, perimeter and volume of common shapes
- Using, converting and calculating metric and, where appropriate, imperial measures



### What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required. However, it may be useful to have completed a Maths qualification at Level 1.



## What are the Progression Opportunities?

The qualification provides a mechanism for you to recognise and develop your skills in Mathematics. Skills in this subject are highly sought after by employers according to sources such as the Confederation of British Industry (CBI) and the Institute of Directors.

Functional Skills can be your passport to other types of learning, for example:

- **An Apprenticeship**

This is a programme that combines practical training in a job with study. They are available in all types of sectors, from administration to horticulture, engineering to catering. All apprentices must take either Functional Skills Maths at Level 2 or GCSE Maths as part of their studies and by achieving this qualification you will be able to show you have already met some of the requirements of the apprenticeship standard.

At the same time the achievement of the qualification will prepare you for progression to the next stage of learning in Maths. Examples of this include, but are not exclusive to:

- A full Level 2 Maths qualification such as GCSE (Grades A\*-C)
- Upon completion of GCSE, a level 3 qualification in Maths such as A-Level



## What are the Assessment Methods?

You will be required to pass an externally set and marked assessment which tests your ability to use Maths in practical settings such as:

- Work and education
- Community, citizenship and environment
- Family, home and social issues



## Who supports this qualification?

The qualification was developed with and is supported by a diverse range of training providers and Further Education Colleges including Liverpool Adult Learning, Cheshire West and Chester Council and The Manchester College.

## Subject Content

The external assessments for the Open Awards Functional Skills Qualification in Mathematics at Level 2 have been designed to require learners to demonstrate their ability in relation to the content provided below.

Each assessment will require the learner to demonstrate all of the Skill Standards and a selection of the coverage and range which will vary from assessment to assessment.

Skill Standard	Coverage and Range
<p><b>Representing</b></p> <ul style="list-style-type: none"> <li>• Understand routine and non-routine problems in familiar and unfamiliar contexts and situations</li> <li>• Identify the situation or problems and identify the mathematical methods needed to solve them</li> <li>• Choose from a range of Mathematics to find solutions</li> </ul> <p><b>Assessment weighting 30 - 40%</b></p>	<ul style="list-style-type: none"> <li>• Understand and use positive and negative numbers of any size in practical contexts</li> <li>• Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places</li> <li>• Understand, use and calculate ratio and proportion, including problems involving scale</li> <li>• Understand and use equivalences between fractions, decimals and percentages</li> <li>• Understand and use simple formulae and equations involving one- or two- step operations</li> <li>• Recognise and use 2D representations of 3D objects</li> <li>• Find area, perimeter and volume of common shapes</li> <li>• Use, convert and calculate using metric and, where appropriate, imperial measures</li> <li>• Collect and represent discrete and continuous data, using information and communication technology (ICT) where appropriate</li> <li>• Use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using information and communication technology (ICT) where appropriate</li> <li>• Use statistical methods to investigate situations</li> <li>• Use probability to assess to likelihood of an outcome</li> </ul>
<p><b>Analysing</b></p> <ul style="list-style-type: none"> <li>• Apply a range of Mathematics to find solutions</li> <li>• Use appropriate checking procedures and evaluate their effectiveness at each stage</li> </ul> <p><b>Assessment weighting 30 - 40%</b></p>	
<p><b>Interpreting</b></p> <ul style="list-style-type: none"> <li>• Interpret and communicate solutions to multistage practical problems in familiar and unfamiliar contexts and situations</li> <li>• Draw conclusions and provide mathematical justifications</li> </ul> <p><b>Assessment weighting 30 - 40%</b></p>	



## Delivering this Qualification

### Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact us on 0151 494 2072

### Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by completing an [New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or [speak to your Customer Service Advisor](#).

### Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

### Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

#### Centre Staff Requirements

To deliver our Functional Skills qualifications Open Awards expects that centre staff meet the following minimum requirement:

- Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area, as a minimum at a level above that which is being taught

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

#### External Assessment

Assessment is through a single externally set and marked assessment which can be carried out either online or on paper. Centres must ensure that these assessments are carried out in controlled conditions to minimise the potential for plagiarism. In order to ensure these conditions are enforced external assessments must be delivered in accordance with our:

- [Assessment Venue Requirements](#)
- [Invigilation Requirements](#)

Centres must ensure that there are no conflicts of interest between the invigilator and learners by checking in advance of the assessment (e.g. a relative of a learner or there is a personal interest in the outcome of the assessment).

### **Storing Confidential Materials**

Question papers and any other confidential material, e.g. answer booklets, must be stored securely at the centre's registered address in a safe or secure lockable cupboard with restricted access in a secure locked room. The contents of all materials must be treated as strictly confidential and should not be shared with anyone other than those taking or administering the assessment. Copies may not be issued to anyone, including teaching staff. Open Awards must be notified immediately if any known or suspected infringement of these conditions takes place. Should the centre be found responsible for compromising the security of the assessment then they may be charged for redevelopment costs.

### **Unannounced Visits**

Open Awards operates a system of unannounced visits in order to ensure that centres are complying with the rules set out within this specification around the delivery of assessments. These visits ensure ongoing confidence in the qualification as well as maintaining and improving quality. Such checks will create the opportunity to comment on good practice and also identify areas for improvement.

We have [Unannounced Visits Guidance](#) with details on how these visits work.

### **Scheduling Assessments**

Learners must be registered in accordance with Open Awards policy prior to any Functional Skills assessments taking place.

Assessments can be scheduled in the XAMS system shortly after registration. For online assessments, centres must allow at least 48 hours before the planned time of assessment. For paper based assessments, centres must allow at least 15 working days. Please see our [XAMS User Guidance](#) for further information.

### **Marking and Results**

All assessments are marked by qualified Open Awards markers. Standardisation and marker checks are carried out regularly to ensure the quality of marking.

Following completion of the marking process, learners' results will be available to the centre through XAMS. Results for online assessments will be available within 16 working days from the date the assessment was taken, and within 27 working days for paper based assessments.

### **Resits**

Learners are permitted to resit an external assessment, where they are not successful. Resit charges will apply and be made upon the publication of results.

Centres are responsible for preparing their learners for the assessment and should ensure that the approach to resits is appropriate. Learners should be discouraged from repeated resits and be provided with further teaching and learning to support successful achievement of the qualifications where learners have not passed the assessment.

A learner can resit an assessment in the XAMS system after a period of two weeks from the time that a result is returned in the system. Once the time has elapsed the resit can be scheduled in the system in the usual way. Please see our [XAMS User Guidance](#) for further information.

## Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or at more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

## Appendices and Links

<b>Appendix Name</b>
<a href="#">Functional Skills Centres' Information Page</a>
<a href="#">Glossary of Terms</a>
<a href="#">Malpractice and Maladministration Policy</a>
<a href="#">Sanctions Policy</a>
<a href="#">Standardisation Policy</a>
<a href="#">Guidelines for Use of the Open Awards Logo</a>
<a href="#">Centre Handbook</a>
<a href="#">Recognition of Prior Learning Policy and Procedures</a>
<a href="#">Plagiarism Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Customer Service Statement</a>
<a href="#">Complaints Policy and Procedures</a>
<a href="#">Enquiries and Appeals Policy and Procedures</a>
<a href="#">Access to Fair Assessment Policy</a>
<a href="#">Report of Suspected Malpractice (M1 Form)</a>

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