

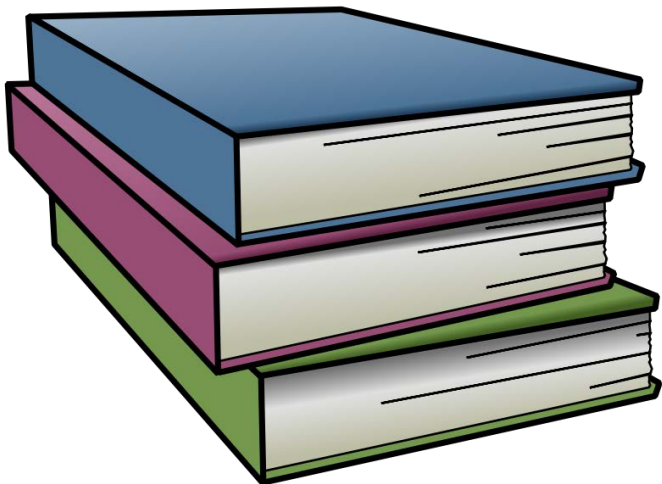


openawards

Functional Skills

English

Level 1

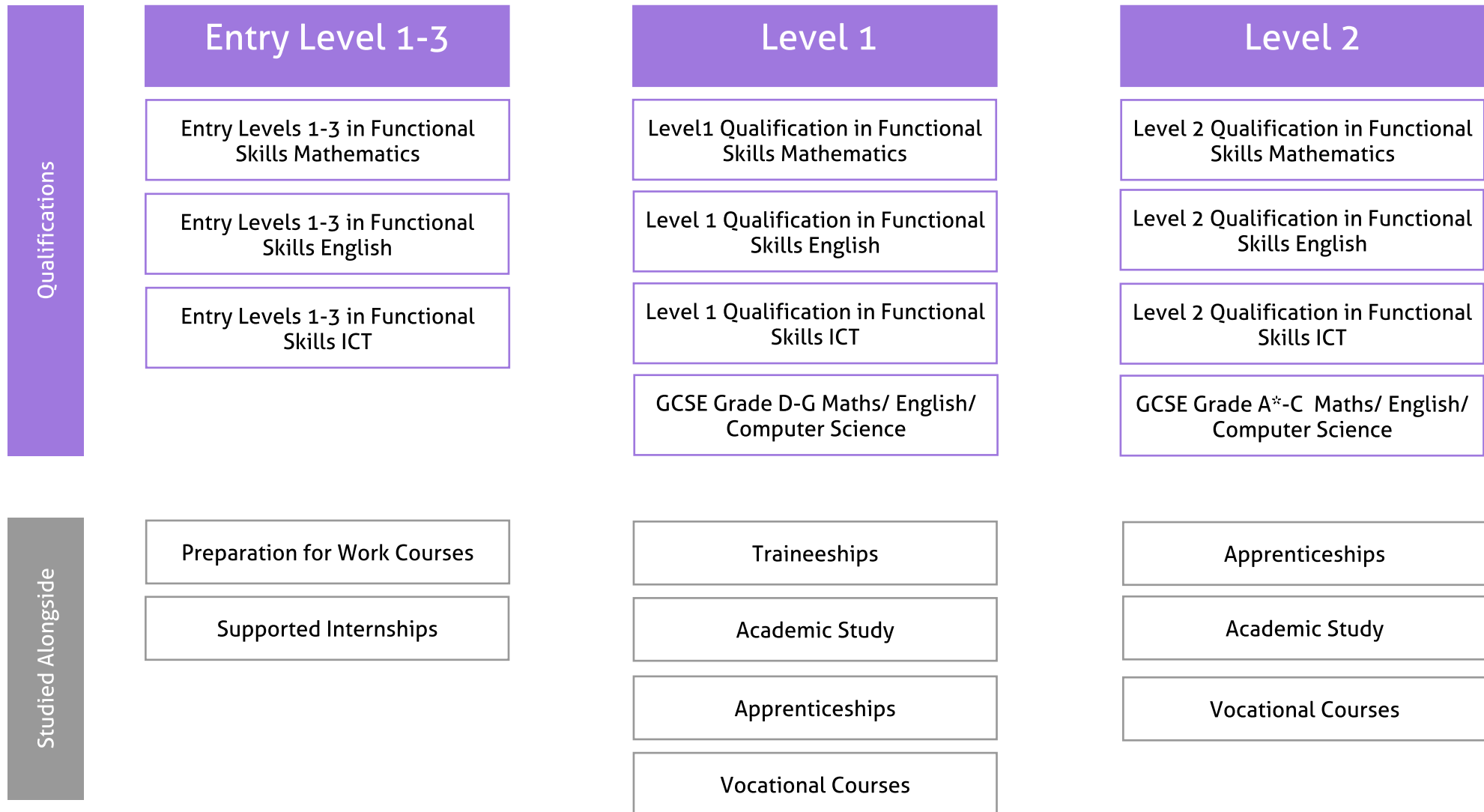


QUALIFICATION GUIDE

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Pathway to Progression Functional Skills



About the Qualification

Title	Functional Skills Qualification in English
QAN	600/8642/7
Sector	14.1 Foundations for Learning and Life
Level	1
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31 st December 2016

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

Rules of Combination	
<p>To achieve the qualification learners successfully pass three assessment components:</p> <ul style="list-style-type: none"> • One externally set and marked assessment in reading • One externally set and marked assessment in writing • Externally set and internally marked assessments in speaking, listening and communication <p>The three components can be achieved separately over time. However, certification will not take place until all three components have been achieved.</p>	

Guided Learning	
Guided Learning (hours)	45

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

Any specified entry requirements
<p>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.</p>

Assessment Method
<p>Achievement of our English qualifications is through successful completion of three individual component task-based assessments which are:</p> <p>Reading and Writing</p>

- Externally set by Open Awards
- Externally marked by Open Awards

Speaking, Listening and Communication

- External assessment template set by Open Awards and contextualised by the centre using [Speaking, Listening and Communication Assessment Specification Level 1](#)
- Internally marked and quality assured by the centre
- Externally quality assured by Open Awards

Sample assessments are available [here](#). The assessments are designed as assessment tasks based on real-life contexts. Contexts may be based on:

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

The reading and writing 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.

The speaking, listening and communication component is assessed practically; however, the results of the assessment must be entered into the XAMS system by the centre for processing.

If a learner has completed one or two English components with another awarding organisation then this achievement may be acknowledged by the Open Awards. Please complete the [Learner Past Achievement Form](#) and contact us.

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

Other Qualifications in this suite

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

Purpose Statement

The primary purpose of the Open Awards Functional Skills Qualification in English at Level 1 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 English skills in a practical rather than academic context.



Who is it for?

- Those without a GCSE in English looking to take their first English qualification
- Learners undertaking vocational learning or an apprenticeship that needs English skills to support their main programme of learning
- Individuals taking alternative routes to GCSEs wishing to develop English 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 English problems that will help you develop skills across speaking, listening and communication; reading and writing.

Examples of the types of skills you will develop include, but are not limited to:

- Making relevant and extended contributions to discussions, allowing for and responding to others' input
- Preparing for and contributing to the formal discussion of ideas and opinions
- Making different kinds of contributions to discussions
- Reading and understanding texts in detail
- Utilising information contained in texts
- Identifying suitable responses to texts in more than one type of text
- Writing clearly and coherently, including an appropriate level of detail
- Using correct grammar, including correct and consistent use of tense
- Ensuring written work includes generally accurate punctuation and spelling and that the meaning is clear in more than one type of text



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 an English qualification at Entry 3.



What are the Progression Opportunities?

The qualification provides a mechanism for you to recognise and develop your skills in English. 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.

The achievement of the qualification will prepare you for progression to the next level of learning in English. Examples of this include, but are not exclusive to:

- **Functional Skills Qualification in English at Level 2**
- **GCSE English**

At the same time 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 English at Level 2 or GCSE English as part of their studies and by achieving the Level 1 qualification you will be able to evidence that you have got the ability to do this.



What are the Assessment Methods?

You will be required to pass externally set and marked assessments in reading and writing which tests your ability to use English in practical settings such as:

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

You will also need to complete a controlled assessment in speaking, listening and communication in similar contexts.



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 English at Level 1 provide the basis for effective communication and understanding across the three subject skill areas: speaking, Listening and communication; reading and writing.

Each component assessment covers all the skill standards and all the coverage and range statements for that component. Each component contributes equally to the achievement of the qualification.

Skill Standard	Coverage and Range
<p>Speaking, listening and communication Take full part in formal and informal discussions and exchanges that include unfamiliar subjects</p>	<ul style="list-style-type: none"> • Make relevant and extended contributions to discussions, allowing for and responding to others' input • Prepare for and contribute to the formal discussion of ideas and opinions • Make different kinds of contributions to discussions • Present information/points of view clearly and in appropriate language
<p>Reading Read and understand a range of straightforward texts</p>	<ul style="list-style-type: none"> • Identify the main points and ideas and how they are presented in a variety of texts • Read and understand texts in detail • Utilise information contained in texts • Identify suitable responses to texts in more than one type of text
<p>Writing Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience</p>	<ul style="list-style-type: none"> • Write clearly and coherently, including an appropriate level of detail • Present information in a logical sequence • Use language, format and structure suitable for purpose and audience • Use correct grammar, including correct and consistent use of tense • Ensure written work includes generally accurate punctuation and spelling and that the meaning is clear in more than one type of text

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 a [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
- Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s)

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

This is through two externally set and marked assessments: one in reading and one in writing. Both 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).

Internal Assessment

The Speaking, Listening and Communication component is assessed internally in accordance with the [Level 1 Assessment Specification](#). The results are then entered onto the XAMS system. Please see the specification document for details on evidence, marking, internal verification and external verification requirements for this component.

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.

External Marking and Results

All external 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

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

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