

Functional Skills English Level 2

The recommended guided learning hours (GLH) to achieve the Level 2 Functional Skills qualification in English is between 45 – 60 hours.

Functional skills are the fundamental, applied skills in English, mathematics, and information and communication technology (ICT) which help people to gain the most from life, learning and work. The skills you learn will help you to:

- Gain confidence
- Enhance your skills in the workplace

Before the start of the course you will need to complete an Initial Assessment to establish the level you are currently working at. This will help your tutor assess your individual needs and ensure that you will have the correct support. You will then complete a more in-depth assessment called a diagnostic to highlight the areas/skills you need to develop. The 3 key areas of functional skills English are:

- Speaking and listening (This included taking part in a 20-minute discussion & giving 10-minute presentation)
- Reading different passages of text to understand meaning and to make comparisons between different documents. There will also be a 1 hour reading exam.
- Writing – to include writing reports, articles, emails and letters. There will also be a 1 hour writing exam.

English Content
Reading: Select, read, understand and compare texts and use them to gather information and opinions. Understand metaphors, similes, idioms and rhetorical questions within a passage of text
Writing: write a range of texts including reports, letters, emails, articles to convey your opinions effectively and persuasively. Use correct grammar, punctuation and be able to proof read written documents to ensure accurate spellings.
Speaking and Listening: You will need to take part in a group discussion and present a 10-minute presentation of your choice.

Functional Skills Maths Level 2

The recommended guided learning hours (GLH) to achieve the Level 2 Functional Skills qualification in maths is between 45 – 60 hours.

Functional skills are the fundamental, applied skills in English, mathematics, and information and communication technology (ICT) which help people to gain the most from life, learning and work. The skills you learn will help you to:

- Gain confidence
- Enhance your skills in the workplace

Before the start of the course you will need to complete an Initial Assessment to establish the level you are currently working at. This will help your tutor assess your individual needs and ensure that you will have the correct support. You will then complete a more in-depth assessment called a diagnostic to highlight the areas/skills you will need to develop. Once you have covered all the topic areas that you need practice on there will be mock papers to sit and then once you are ready there will be a 2-hour exam to sit.

The key areas/topics of functional skills maths are:

Maths Content
<ul style="list-style-type: none">• Understand positive and negative numbers• Carry out calculations with numbers to a given number of decimal places• Convert between metric and imperial• Understand ratio and proportion• Understand fractions, decimals and percentages and how they can be equivalent• Use simple formulae and equations• Find the area and volume of shapes• Use different averages to interpret data e.g. mean, mode, median• Create different charts/graphs from statistical data• Use probability to assess the likelihood of an outcome