

**Case Study: Functional Skills – the new qualification.**

*'Assessment and learning: involving the learner'. LSC funded project.*

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**The context:**

Springboard Sunderland Trust started in December 1975 as a joint project between CSV and Sunderland Borough Council Social Services. The original plan was to provide world wide training for young people interested in working and gaining skills under the job creation programme. It has grown into a large and vibrant organisation with excellent premises in Sunderland, South Tyneside, Peterlee and Hartlepool.

Springboard East Durham is based in a self contained training workshop in the North West Industrial Estate, in Peterlee. The centre was opened in 2004 and has excellent training facilities. We deliver an ESF funded employability programme, Entry to Employment, apprenticeships, advanced apprenticeships and an ABG programme which supports young people into employment.

**The Challenge:**

As part of the Skills for Life team our main role is to deliver basic skills in English, maths and ICT. We support the learner in choosing the qualification that most suits their need. For example, if they choose to look for employment they would benefit from working towards an Adult Literacy/Numeracy qualification. If they choose the apprenticeship route they would benefit from working towards a COMM/AON Key Skill.

Springboard is taking part in a pilot delivering Functional Skills in English, maths and ICT which will replace the above qualifications to learners who are currently on the E2E programme. This meant that the current paperwork including the Learner Record Sheet was no longer appropriate.

**What we did:**

The Learner Record Sheet was adapted to include new assessment criteria.

- Accessed City and Guild's website and downloaded the new qualification handbook
- Studied the new standards linked to functional maths
- Assessed the format of the Learner Record Sheet currently in use within the Skills for Life Department
- Linked the current core curriculum standards to the new functional skills standards

**The outcomes:**

As a result of the actions taken the Learner Record Sheet included the following

- New functional maths standards linked into the old curriculum codes
- Input new reference descriptors
- Included progression steps (emerging, consolidating, established)

**The impact:**

By implementing the new form the following impacts were made

- A document which can be used as an initial assessment tool and a visual aid of progression within the Skills for Life team
- Can be used for monitoring completed targets and kept in learners personal file as a record of achievement for the Skills for Life team
- A visual aid of progression for the learner from initial assessment, throughout formative assessment and up to summative assessment
- All tutors within Springboard can use the new form to help with embedding English, maths and ICT into their session plans
- Can support all tutors setting SMART targets for future teaching and assessment

**Next steps:**

- To liaise with SFL team regarding implementation of documents
- To develop Learner Record Sheet for functional maths at E1, E2, E3 and Level 2
- To produce Learner Record Sheets for functional English at all levels
- To produce Learner Record Sheets for functional ICT at all levels

**Supporting information:**

- Learner Record Sheet

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## Functional Skills Standards Maths

## Learner Record Sheet

**Learner  
Name**

**Skills  
Tutor**

Level 1	Reference Descriptor	Emerging	Consolidating	Established
FM 1.1.1 Represent	Identify and Select mathematical procedures			
N 1.1, 1.1.1 KS 1.1.2				
FM 1.2.1 a Analyse	Use appropriate mathematical procedures			
N1/ L1.3.4.5.6 N1/ L1.8.9 MSSI/ L1.1.2.3.4.5 N2/ L1.11				
FM 1.2.1 b				
HD1/ L1.1 HD1/ L1.2	Interpret information from sources			
FM 1.2.1 c	Draw Shapes			
MSS2/ L1.1 MSS2/ L1.2				
FM 1.2.1 d	Calculate perimeters and areas of simple 2D shapes and volumes of 3D objects			
MSSI/ L1.8.9.10				
FM 1.2.1 e	Convert units of measurement			
MSSI/ L1.6.7				
FM 1.2.1 f	Use whole numbers			
N1/ L1.1.2				

**Learner Name**

**Skills Tutor**

Level 1	Reference Descriptor	Emerging	Consolidating	Established
FM 1.2.1 g	Use common fraction, decimals and percentages			
N2/ L1.1.2.3.4.5 N2/ 4.6.7.8.9.10				
FM 1.2.1 h	Solve simple problems involving ratios			
N1/ L1.7 N2/L1.2				
FM 1.2.1 i	Use simple formulae for one and two -step operations			
N1/ L2.4				
FM 1.2.1 j	Calculate the mean and range of data sets			
HD1/ L1.3 HD1/ L1.4				
FM 1.2.1 k	Use probability			
HD2/ L1.1.2				
FM 1.2.2	Check accuracy of results			
N1/ L1.8.9 N2/ L1.11				
FM 1.3.1 Interpret	Judge whether finding/ results answer the original problem			
N1.3 KS				
FM 1.3.2	Communicate solutions to answer practical problems			