



## Functional Skills News Update 22 August 2019

This update includes information relating to:

- The last registration date for the current Functional Skills English and Maths Levels 1 and 2 Qualifications (legacy qualifications)
- Qualification approval for the Reformed Functional Skills English and Mathematics Levels 1 and 2
- Important changes to the administration and invigilation of Functional Skills effective 1<sup>st</sup> September 2019
- Workshops

### Final registration date for the current Functional Skills English and Maths Levels 1 and 2 qualifications (legacy qualifications)

The **final registration date** for the current Functional Skills English and Maths Levels 1 and 2 qualifications is **31 August 2019**. So only one week to go!

To ensure learners are registered with Skillsfirst successfully for the current Functional Skills English and Maths Levels 1 and 2 qualifications, please **submit registrations to Skillsfirst no later than 5pm on Tuesday 27 August 2019**.

Please note, learners who are not registered by the final registration date must be registered on the Reformed Functional Skills qualifications. We are not permitted to accept late registrations.

*Please ensure all centre staff, including Assessors, Tutors, Invigilators and Administrators, are aware of these deadlines.*

### Qualification approval for the reformed Functional Skills English and Mathematics Levels 1 and 2

Centres wishing to offer the Reformed Functional Skills qualifications in English and Mathematics Levels 1 and 2 will need to submit a Qualification Approval Application Form, together with the attached declaration form. This should be completed in QMIS in preparation for first teaching on 1<sup>st</sup> September 2019.

If your centre is approved to offer the current Functional Skills English and Maths Levels 1 and 2 qualifications it will not be necessary for Skillsfirst to carry out an approval visit (on the basis you are not subject to any sanctions and have up-to-date centre policies and delivery staff records in QMIS).

The qualification titles and qualification numbers are as follows:

Qualification title	Skillsfirst qualification number	Regulator QAN
Skillsfirst Level 1 Functional Skills Qualification in English	RFSE1	603/4608/5
Skillsfirst Level 2 Functional Skills Qualification in English	RFSE2	603/4606/1
Skillsfirst Level 1 Functional Skills Qualification in Mathematics	RFSM1	603/4807/0
Skillsfirst Level 2 Functional Skills Qualification in Mathematics	RFSM2	603/4808/2

Please be aware that centres will not be granted direct claim status (DCS) for the reformed Functional Skills qualifications immediately. An external verification visit must be carried out for Functional Skills English which must include an observation of the Speaking, Listening and Communicating (SLC) assessment at Levels 1 and 2 prior to DCS being considered. For Functional Skills maths, Skillsfirst will carry out a quality assurance check prior to DCS being considered.

It is important centre staff have read and understood all qualification handbooks and other supporting documents available on the Skillsfirst website.

In addition, centre staff must be aware of and implement the administration and invigilation requirements for the Reformed Functional Skills qualifications, effective from 1 September 2019. Further information can be found on the Skillsfirst website.

### Changes to the administration and invigilation of Functional Skills paper-based and on-screen exams

Following a request from our Regulator, Ofqual, all Functional Skills awarding organisations have agreed to adopt a joint rule for the invigilation of Functional Skills paper-based and on-screen exams, effective from 1<sup>st</sup> September 2019.

The head of centre must ensure that:

#### Administration of exams

*(‘Administration’ includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to the awarding organisation after scheduled exams are completed).*

No tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach.

#### Invigilation of exams

A centre must ensure that it has a suitable invigilator available for all level 1 and 2 Functional Skills exams.

A Functional Skills subject tutor **must not** be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a Functional Skills English tutor **must not** invigilate any Functional Skills

English exam and a Functional Skills Maths tutor **must not** invigilate any Functional Skills Maths exam, regardless of the level they teach). In addition, no centre staff with a vested interest in the learner's result of the assessment(s) should invigilate exams.

To discuss these invigilation requirements in more detail please contact our Product Development Team (0121 270 5100).

### Workshops

Due to popular demand, to support the delivery of the Reformed Functional Skills qualifications in English and Mathematics at Levels 1 and 2, we'll be publishing some additional workshop dates. These will be advertised on our website and we'll be sending another news update with these dates shortly.

**For further information, please contact the  
Product Development Team on**

**[QDT@skillsfirst.co.uk](mailto:QDT@skillsfirst.co.uk) or call 0121 270 5100**

**[www.skillsfirst.co.uk](http://www.skillsfirst.co.uk)**

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