

Functional Skills Toolkit

Aspiring Trainee Nursing Associate Functional Skills

Background

The Nursing Associate role was developed post “The Shape of Caring report” which was commissioned by Health Education England (HEE). Nursing Associates are an England only role, regulated by the Nursing and Midwifery Council and have standards of proficiency from across all four fields of nursing.

The report contained a series of recommendations about the future of the nursing workforce including developing flexible routes into nurse education and valuing the role of the health care assistant.

The entry requirements for accessing the programme which leads to a registered role are for some Support Worker staff beyond their current academic ability although many will have the fundamental caring skills and ability to carry out complex care

For the workforce to continue to grow and realise the potential for all Support Staff, new partnerships and pathways to achieve Functional Skills qualifications need to be developed.

Whilst there are variations between education providers nationally, the majority will ask for Functional Skills Level 2 in Maths and English as an entry requirement from 2019 onwards.

To support organisations to support their aspiring TNA’s, HEE London have invested in a Functional Skills assessment and diagnostic tool and produced this toolkit.

This toolkit will enable employers to assess and understand current learning levels of your aspiring TNA’s and then signpost them to the most appropriate provision and resources to meet their individual learning needs.

Functional Skills in context

For the TNA programme, Functional Skills are the essential Maths and English skills that all adults and young people need to have for their working and personal lives.

Functional Skills qualifications allow people to study in practical ways; applying key skills to actual situations so that the things they learn come in useful every day, at work or home.

Functional skills underpin problem-solving, instill confidence and heighten an individual's ability to learn.

Being functional means:

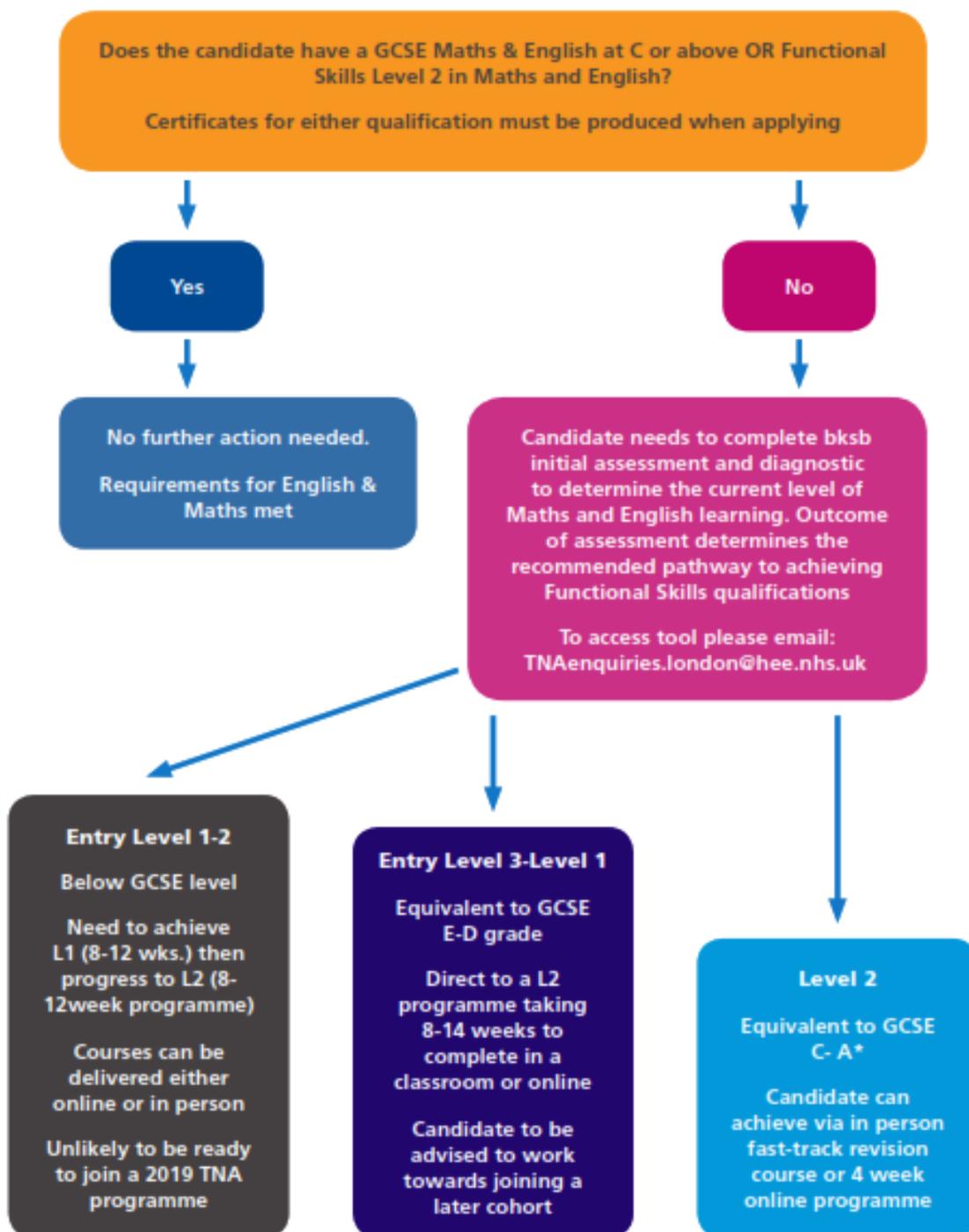
(Source - Excellence Gateway)

- Ability to apply knowledge and skills and respond appropriately to all sorts of real-life contexts.
- Having the mental agility to take on challenges in a range of new and often unforeseen settings.
- Being able to work out independently what to do.
- Recognising and expecting that tasks may require persistence, thoughtfulness, struggle and reflection

To assist you in supporting a learner on their Functional Skills journey and gain their qualification this toolkit aims to:

1. Show a potential pathway post-diagnostic assessment, detailing the learning options and suitability of those options dependent on learners needs.
2. Overview of the levels of Functional Skills learning
3. Overview of free/Govt funded options.

Functional Skills Pathway Project for aspiring TNA's



English Level	You will learn to
Entry 1	<ul style="list-style-type: none"> • Ask simple questions to get specific information • Read and understand simple words and sentences • Understand short texts on familiar topics and experiences • Use written words and phrases to present information • Write simple sentences using full stops • Spell correctly some personal or very familiar words
Entry 2	<ul style="list-style-type: none"> • Make appropriate contributions in a conversation and make yourself clearly understood • Ask and respond to straightforward questions • Read and understand simple instructions and directions • Record and present information in writing • Use common punctuation correctly e.g. upper and lower case, full stops and question marks • Spell common words correctly
Entry 3	<ul style="list-style-type: none"> • Clarify and confirm understanding • Give your own point of view and respond appropriately to someone else's • Use appropriate language in formal discussions and conversations • Understand the main points of a texts • Use a logical and clear sequence when writing an email, a letter or longer texts • Use basic grammar correctly • Check your written work for accuracy, including spelling
Level 1	<ul style="list-style-type: none"> • Prepare for and contribute to the formal discussion of ideas and opinions • Present information and points of view clearly using appropriate language • Read and understand texts in detail • Use correct grammar and accurate punctuation
Level 2	<ul style="list-style-type: none"> • Present information and ideas clearly and persuasively to others • Make significant contributions to discussions, taking a range of roles and helping to move the discussion forward • Read and succinctly summarise information and ideas from different sources • Present information on complex subjects clearly and concisely • Use a range of writing styles for different purposes • Punctuate written text using commas and apostrophes

Maths Level	You will learn to
Entry 1	<ul style="list-style-type: none"> • Work with different measurements including length, width, height and weight and make simple comparisons • Recognise and select coins and notes
Entry 2	<ul style="list-style-type: none"> • Solve practical problems involving multiplication and division • Understand and use simple fractions • Understand decimals in practical contexts • Complete simple calculations involving money and measures • Use metric units in everyday situations • Get, use and compare information from lists, tables, simple charts and graphs
Entry 3	<ul style="list-style-type: none"> • Develop confidence with the four rules (add, subtract, multiply and divide) • Recognise and select coins and notes • Learn how to use and apply measures in daily life from perimeters to areas
Level 1	<ul style="list-style-type: none"> • Understand and confidently handle large numbers in everyday life • Further develop your skills to solve practical problems involving multiplication and division • Understand and use simple fractions • Work with decimals and measures used in catering, decorating and health using imperial and metric measurements
Level 2	<ul style="list-style-type: none"> • Work with whole and decimal numbers in practical contexts • Apply and understand the properties of size and measure, including length, width, height and weight • Analyse and understand complex information by comparing fractions, decimals and percentages on food labels and news articles • Calculate values using imperial and metric measurements e.g. height from feet to cm and weight from kilograms to pounds etc.

Examples of past Functional Skills papers

English - Reading and Writing

[Question paper reading level 1](#)

[Mark scheme reading level 1](#)

[Question paper writing level 1](#)

[Mark scheme writing level 1](#)

[Question paper reading level 2](#)

[Mark scheme reading level 2](#)

[Question paper writing level 2](#)

[Mark scheme writing level 2](#)

Maths

[Question paper mathematics level 1](#)

[Mark scheme mathematics level 1](#)

[Question paper mathematics level 2](#)

[Mark scheme mathematics level](#)

Sourcing Local Provision from Further Education Colleges (FE)

FE Colleges & local Council provision

Along with a wide range of on-line resources which are either free or government funded, a face to face provision should also be selected to cater for all learning styles.

FE college links can provide provision either at an employer's site or at the College for a variety of classes depending on diagnostic needs.

The college which falls in your local area should be sourced [by using this link](#) and establishing contact details of the Maths and English provision for that provider.

The large proportion of Functional Skills provision is free of charge providing the learner meets the criteria which allows funding to be drawn down.

Functional Skills teaching and examination is free to any learner who does not hold Maths and/or English GCSE at C or above (or equivalent). There are very few circumstances where you or the individual should be charged for FS training.

Functional Skills support – additional online links



[Health & Social Care specific resource](#) and/or [General Maths and English revision](#)

BBC Skillswise is a free-to-access website for adult numeracy and literacy tutors and students, with printable worksheets and factsheets and online games, videos and quizzes that can be used in class or by students at home. We currently cover Entry 3 and Level 1 of the Skills for Life numeracy and literacy core curricula, and plan to add more content in the future.

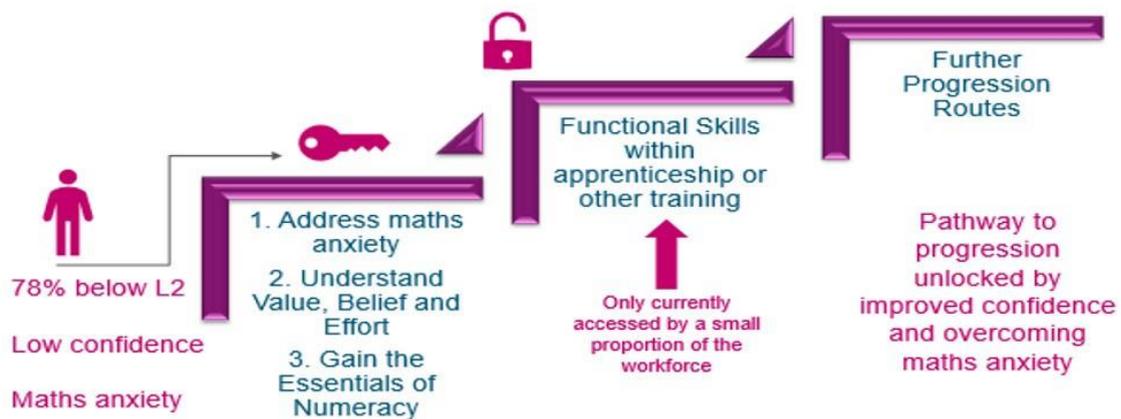
SkillCheck

A tool created by unionlearn for the use of unions to help deliver learning in the workplace. The tool contains three learning themes designed to help engage with learners, providing both an initial assessment and a way to encourage further learning.



National Numeracy's online resource helps staff build confidence with numbers and allows them to gain the Essentials of Numeracy – the skills needed for work and everyday life.

The tool acts as a useful stepping stone for those who lack the confidence and skills needed to attain formal qualifications. It supports staff in overcoming their anxieties around maths so that they feel able to access progression routes.



The resource is:

- Based only on everyday maths skills in real world situations.
- Adaptive to the learner's level in multiple choice format.
- Equipped with learning resources to support the learners needs.
- Accessible on mobile phones and tablets as well as PCs and laptops.
- Can be accessed at any time and as many times as the learner needs.

Access the resource at www.nnchallenge.org.uk/haso

Government funded qualification

Preparation & achievement of Functional Skills Maths & English qualifications, providing healthcare support staff with a flexible approach to gaining core qualifications needed for professional and career development.

This FREE offer aims to:

- On line with one 2-hour tutorial with Tutor each week.
- Introduce a unique and innovative alternative provider of Nationally recognised qualifications where course delivery fits around you i.e. shift patterns etc.
- Help you become recruitment ready for career development opportunities.

For more information about how JM1Qual can support Functional Skills qualification via an on line route please [see here](#).

City & Guilds Employer Services team help bring clear thinking to the most challenging issues facing today's people teams. Our team of learning experts work side by side with you to help achieve short and long term strategic goals and deliver the outcomes your organisation needs.

Get in touch [here](#)

[E-Learning Functional Skills](#).



Please note

Both the RCN (Royal College of Nursing) & the RCM (Royal College of Midwifery) signpost learners who require Functional Skills to the Unionlearn resources above.

Department for Business innovation and skills - Impact of Poor Basic Literacy and Numeracy on Employers

Prevalence of poor basic skills in workplaces

There is a lack of consensus on how to define (and, therefore, measure) literacy and numeracy needs and deficits within a workplace context. Employers often view employees' skills as a holistic group of functional and social skills of which literacy and numeracy are only two components. This research attempted to address this conceptual issue by moving away from abstract, broad-brush notions of literacy and numeracy and, instead, focused on specific real-world examples of work-based activities³. In this way, respondents would be encouraged to think about the use of literacy and numeracy within their workplace. One in eight (12%) workplaces in England report a literacy and/or numeracy gap whereby at least one member of staff is unable to perform certain literacy or numeracy tasks to the level required in their day-to-day job. More workplaces report a literacy gap than numeracy gap (8.6% vs 6.6%). Only 3.2% of workplaces report a deficit in both.

Edexcel and Pearson – about the qualification

Specification of Functional Skills

Functional Skills English qualifications are designed to give learners the skills to operate confidently, effectively and independently in education, work and everyday life. They have been created in response to employers' perceptions that many learners are not achieving a sufficiently firm grounding in the basics. These qualifications have been accredited onto the National Qualifications Framework (NQF) and are eligible for public funding as determined by the Department for Education (DfE) under Section 96 of the Learning and Skills Act 2000. For details on funding availability, please check the Learning Aim Reference Service (LARS), which replaces the Learning Aim Reference Application. Centres should use the Qualification Number (QN) when they seek public funding for their learners.

GOV.UK

Functional skills qualifications: requirements and guidance

<https://www.gov.uk/government/collections/functional-skills-qualifications-requirements>

Reform of functional skills

<https://youtu.be/OUep-OM7qO4>

Funding requirements

<https://www.gov.uk/government/publications/adult-education-budget-funding-rates-and-formula-2018-to-2019>

Content for FS English

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682834/Functional_Skills_Subject_Content_English.pdf

Content for FS Mathematics

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684807/Functional_Skills_Subject_Content_Mathematics.pdf