



PREMIER PARTNERSHIP

# LEVEL 2 FUNCTIONAL SKILLS TRAINING

MATHS & ENGLISH





### What are functional skills?

Functional skills are qualifications to develop Maths and English skills in practical situations. They focus on learning skill bases that are then transferable to other areas of learning, life and work.

### Learning journey

Welcome to your journey with Premier Partnership. Your employer has enrolled you on to this programme to develop your skills further. Below are the stages you will undertake whilst completing your learning journey:



#### Mock Exam

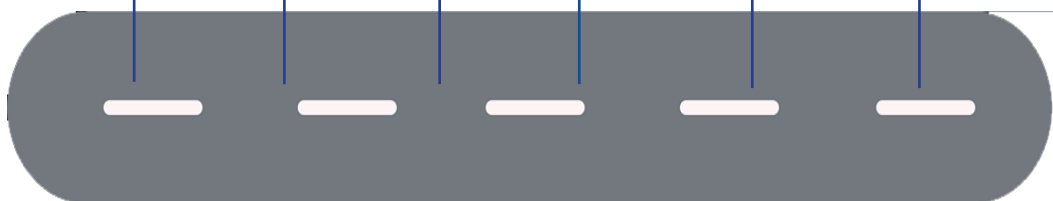
#### Diagnostic Assessment

#### ILP

#### Live Exam

#### Initial Assessment

#### Induction





## Functional Skills Maths Level 2 (4748-120)

Modules you will cover within this programme, include:

- Shape
- Area
- Perimeter
- Volume
- Averages and range
- Measurement conversions
- Data handling
- Factors, multiples and prime numbers
- BODMAS and formulae
- Fractions, decimals and percentages
- Place value
- Probability
- Ratio and proportion
- Scale drawing

These are delivered as self-led, digital learning modules on the City and Guilds E-Functional Skills platform <https://my.dynamic-learning.co.uk/Default.aspx?cid=DL6091584>.

Virtual learning sessions are available if you have completed these resources and still require further help. If this is the case, please contact:  
[functionalskills@premier-partnership.co.uk](mailto:functionalskills@premier-partnership.co.uk).

This is a single online remotely invigilated exam.

This assessment comprises of two sections:

- Non-calculator section (25% of the total marks) – 25 minutes
- Calculator section (75% of the total marks) – 1 hour 20 minutes



## Functional Skills English Level 2 (4748)

Modules you will cover within this programme, include:

- Spelling
- Punctuation
- Grammar
- Formal writing
- Informal writing
- Types of text
- Purpose of text
- Reading techniques
- Language techniques
- Layout features

### **Reading (4748-113) – 1 hour**

This exam will consist of 15 questions that are a variety of multiple choice, fixed short answer and short open response questions.

### **Writing (4748-114) – 1 hour 20 minutes**

This exam consists of 2 questions, where you will be expected to write approximately 250-300 words for each.

These are delivered as self-led, digital learning modules on the City and Guilds E-Functional Skills platform <https://my.dynamic-learning.co.uk/Default.aspx?cid=DL6091584>.

Virtual learning sessions are available if you have completed these resources and still require further help. If this is the case, please contact: [functionalskills@premier-partnership.co.uk](mailto:functionalskills@premier-partnership.co.uk)

### **Speaking, Listening and Communication – 30 minutes**

This assessment has three separate activities:

- A formal discussion on an unfamiliar topic: The topic will be given to you approximately one week prior to your assessment. We recommend roughly 1 hour preparation time, this is to get notes and research together (you can take these in with you) not to memorise everything you can- 10-15 minutes
- A presentation/extended explanation on a familiar topic: This is where you are conveying information to a group of people. Your topic could be to inform or persuade your listeners – 5-7 minutes
- Discussion in response to another person's presentation/extended explanation or recorded presentation: This is where you can show your ability to ask questions, confirm information you have learnt and to convey your own thoughts and opinions on another topic.



# Exams

## Exams

Prior to your exam, you must ensure you have the following, without these your exam will not be able to go ahead but your employer will still be charged:

- Photographic ID
- A Windows PC (Windows 8 or higher)
- Downloaded Google Chrome internet browser to support Proview the Remote Invigilation system
- Downloaded Surpass Viewer, the Evolve testing system
- An active up to date Antivirus program
- Strong and stable internet connection
- A microphone
- A web camera that can be moved to show the invigilator a 360° view of the room and under the desk
- A quiet and well-lit room, with no other people and where you will not be disturbed.

Please download and read the Candidate Guide to Remote Invigilation from City and Guilds here: Remote Invigilation Service ([cityandguilds.com](http://cityandguilds.com))

## Terminate Exams

There are two reasons why an exam may be terminated:

- 1) The invigilator will wait 20 minutes after the start time of the exam, if the delegate does not show, the exam will automatically terminate.
- 2) If one of the above requirements are not met, the invigilator will terminate the exam.

***Please note that an exam that is terminated will still be charged in full.***



# FAQ

## Frequently Asked Questions

### 1) How long is the programme expected to take?

You have 6 months to complete this programme

### 2) What is the pass mark?

The pass marks currently stand for English at 66.7% for reading (20 correct answers out of 30), writing is 57.4% (31 correct out of 54), and maths at 55% (33 correct answers out of 60). These are all subject to change by the examining body (City and Guilds in our case).

### 3) How many times can you re-take the exam?

The assessments can be taken as many times as needed, however, resits are an additional charge to your employer.

### 4) Does the diagnostic test indicate the expectation in the final test?

**ie: If I scored 71% (Maths) and 79% (English) could I potentially sit the final test with confidence that I could pass them?**

The diagnostic is purely a tool used to evaluate and identify areas in which you need more support. It tends to be that the higher the delegate scores, the less preparation is needed for the assessment. However, that been said it is important to ensure that all delegates are fully prepared for the exam even if they have scored highly in the diagnostic.

### 5) Is this a GCSE qualification or is it an equivalent?

The qualifications undertaken with us are Level 2 Functional skills in English and Level 2 Functional skills in Maths, these are not GCSE's however, they are the recognised equivalent of a C at GCSE.

### 6) How many hours per week am I expected to spend doing the modules to ensure a pass grade?

The diagnostic assessment produces a learning journey of interactive resources that are completed on the City and Guilds digital platform. The time you take, it based on how quickly you learn using these resources and how long you have available. If you are still finding particular areas difficult, we do have virtual sessions running that you can book on to.







# Support

The team at Premier Partnership will be available to guide you through the process should you require it.



[functionalskills@premier-partnership.co.uk](mailto:functionalskills@premier-partnership.co.uk)



Qualifications Team on 01302 361226



Premier Partnership will answer your queries regarding:

- e-registration process
- completion of assessment
- the additional support available
- administration issues.

We will respond to your enquiries within 48 hours for emails and one working day for phone calls.



3 Derwent House, Richmond Business Park,  
Sidings Court, Doncaster, DN4 5NL



01302 361226



[functionalskills@premier-partnership.co.uk](mailto:functionalskills@premier-partnership.co.uk)

[www.premier-partnership.co.uk](http://www.premier-partnership.co.uk)