

# BURY COLLEGE APPRENTICESHIPS

# FUNCTIONAL SKILLS



APPRENTICESHIPS  
AND TRAINING

## WHAT ARE FUNCTIONAL SKILLS?

Functional Skills are a vital part of your apprenticeship. They provide the essential knowledge, skills and understanding needed to operate confidently, effectively and independently in everyday life and at work.

You will develop your skills and qualifications in:

- English
- Mathematics
- Information Communication Technology

These qualifications are a mandatory part of the apprenticeship programme that must be passed to allow successful completion. Employers have highlighted these abilities as an essential skill and many see them as a minimal requirement when applying for jobs.



## HOW WILL I STUDY FUNCTIONAL SKILLS?

Functional Skills are available at Level 1 and Level 2. The level you will work towards will depend on the previous qualifications you have achieved, the results of an assessment prior to your apprenticeship, and the requirements of the apprenticeship you are applying for.

An Initial Assessment and Diagnostic will be completed at the beginning of your apprenticeship which will help your Learning and Skills Coach to decide the best way to support you to improve skills and confidence in English and maths. If ICT is a requirement of your apprenticeship you will be asked to self-assess your skills. Your Learning and Skills Coach will agree a learning plan with you with clear targets and work closely with you to ensure early completion of these qualifications.





## HOW MUCH SUPPORT WILL I RECEIVE?

To help you successfully complete your Functional Skills you will have access to a wide range of support including:

- A dedicated Learning and Skills Coach to support your learning
- Access to learning resources via your e-portfolio and BKSB on-line

For more information contact us on:

# 0161 761 4685

[www.burycollege.ac.uk/apprenticeships](http://www.burycollege.ac.uk/apprenticeships)  
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## WHAT WILL I LEARN?

### Functional Skills in English

You will develop your skills in reading, writing and communication, building your confidence in:

- Reading and understanding written information in detail.
- Delivering presentations and contributing effectively to discussions.
- Communicating effectively at work and in everyday situations.

Functional Skills in English contains three separate assessments: reading test, writing test and an internal speaking and listening assessment.

### Functional Skills in Maths

You will develop your core mathematical skills, giving you the confidence and capability to:

- Solve problems using a variety of mathematical methods.
- Perform calculations involving percentages, fractions and ratios.
- Describe solutions to a range of mathematical situations.
- Interpret and construct graphical displays.
- Discuss and describe data sets using averages.

Functional Skills in maths is assessed by a single examination.

### Functional Skills in ICT

You will develop your ICT knowledge and gain essential skills to:

- Find and select information using ICT systems including spreadsheets, formulas, database and word programmes.
- Develop, present and communicate information using ICT programmes.

Functional Skills in ICT is assessed by a single examination.

