



# Functional Skills Maths Level 1



## Learner Factsheet

### What's involved in my Functional Skills Maths Level 1 course?

Our intent: Functional Skills pathways at Levels 1 and 2 are designed to provide individualised support to equip you with the required maths knowledge, skills and abilities you need to take an active and responsible role in your communities, everyday life, workplaces, and educational settings. Our Level 1 maths course will increase your confidence in applying mathematical principles to everyday tasks and will provide you with the ability to solve problems in a range of work and daily life scenarios.

### How is gaining confidence in maths relevant to my apprenticeship?

- Time management skills
- Dates and times – stock rotation and control
- Stock checks and maintenance of storage areas
- Calculations including conversions and formula
- Assembling prescribed items – the correct amount of medication
- Storage of drugs – temperature control
- Weights and measures
- Healthy lifestyles – BMI calculations, portion control, exercise, dietary advice

## Initial assessments

You will be required to complete maths and English initial assessments before the start of your course.

An Initial Assessment for maths and English will assess your current maths and English skill levels. The Initial Assessments are short assessments to help us tailor your personal maths course.

The BKSB initial assessment maths section comprises a selection of questions based on basic maths principles such as addition, subtraction, division and multiplication. Some of the questions will allow the use of a calculator and some will be labelled as 'non-calculator' questions.

## Diagnostic assessment

After your initial assessments, you will be asked to complete a diagnostic assessment.

It is vitally important that you do not ask for any support when answering questions within your diagnostic assessment, this also includes using search engines to find formulas or specific answers, as the diagnostic assessment will identify your strengths and areas for improvement and allow your tutor to place you on the correct, bespoke pathway based on your knowledge, skills and ability. This will ensure you receive the required level of support to enable you to achieve.

## Online learning

There are 3 main modules to complete as part of your course. These modules are designed to help you improve your maths knowledge and begin to apply this knowledge to real-world scenarios.

Each module has a series of live, group webinars which include interactive videos, slides and practical tasks for you to work through with your course tutor and peers, with exercises for you to practice the skills you are gaining at each stage of your course.

At the end of each module, you will complete a 'Progress Check' which is a short assessment to demonstrate your knowledge of each topic upon completion. Your designated tutor will also assign bespoke resources to support you during your course during any additional one-to-one support sessions required.

Module 1 - Number and the number system	
Submodules	
Large numbers	Positive and negative numbers
Multiplication	Division
Simple formula	Inverse calculations
Fractions including mixed number and improper fractions	Decimals including decimal placement
Percentages	Equivalences between fractions, decimals and percentages
Ratio including direct proportion	

Module 2 - Measure, shape and space	
Submodules	
Money & time	Length, weight and capacity
Scale	Perimeter, area and volume
2D shapes	3D Shapes

Module 3 - Handling information & data, Statistics	
Submodules	
Recording data including bar charts, pie charts and line graphs	Discrete data
Mean and range	Probability

### Exam Preparation

Upon successful completion of your online learning, your designated tutor will create an account for you on the City & Guilds online practice examination platform.

This will enable you to access and complete your online mock exams, this is designed to simulate your final exams.

Upon completion of your mock exams, your tutor will mark this for you and give you feedback, guidance and support with final revision aids to use in readiness for your final exam.

Tutors can also offer additional one-to-one or group sessions to target specific areas that you may feel you would like to further your skills and confidence, as additional support at this stage.

### Final online exams

You will need access to a PC or Laptop which has the updated version of Windows installed and exam software must be downloaded onto the Laptop/PC to enable them to access the final assessments. The software is not compatible with MAC/Tablets/iPads or Phones.

Functional Skills exams are secure, encrypted exams written and issued by City & Guilds.

The mandatory IT requirements for the final exams are:

- Laptop/PC – this cannot be a phone, tablet, iPad, Chromebook, or MacBook.
- Internet capability
- Windows Software
- Webcam
- Microphone/Speakers
- Ability to download exam software not hindered by firewalls or security settings.

Your final exam is 1 hour and 45 minutes long, completed in your place of work under examination conditions, you must provide details of the professional within your organisation, along with their credentials, for example, GPhC registration number, who has agreed to invigilate the exam for you.

The exam is an online exam using the same system you used to complete your mock examinations and the exam is split into 2 sections:

Non-Calculator section – 25 minutes long, covering basic maths skills

Calculator section – 1 hour and 20 minutes long – covering a range of topics and problem-solving mathematical tasks.

## Results and certification

Your results will be available within a maximum of 32 days of you sitting your examination and your personal Functional Skills tutor will call you to discuss these.

An overall percentage mark will be made available along with a detailed, personal report showing a breakdown of results, per topic, that were assessed within the exam.

Digital certificates and hard copies of your certificates will be issued by City & Guilds upon confirmation of a pass result.