

## What are Functional Skills?

Functional Skills provide an individual with essential knowledge, skills and understanding that will enable them to operate **confidently, effectively and independently** in both life and work. They are accredited to the Qualifications and Credit Framework (QCF) and are offered at **level 1 and level 2**.

The skills covered are:

- **English** is assessed in three parts:  
Speaking, Listening & Communication  
is observed by an assessor  
Reading - Online assesment  
Writing - Online assesment
- **Maths** - Online assesment
- **ICT** - Online assesment  
(Apprenticeship only)



## Why are functional skills important?

Functional Skills provide young people and adults with the knowledge and understanding they will need in order to progress and succeed in education, training and employment. Developing a broader range of aptitudes, attitudes and behaviours allowing them to make a greater contribution to your company and the wider community. They are deliverable as a standalone qualification or as part of apprenticeship.

## What are the Benefits to your Company?

Equipping your employees with skills in English, Maths and ICT means that your company can operate with greater efficiency, productivity competitiveness whilst simultaneously preparing your employees with the skills needed to succeed in the 21st century.

