

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Functional Skills Policy



General

Build-a-Future is fully committed to ensure that its learners are equipped with the Functional Skills to provide the essential knowledge, skills and understanding that will enable them to operate confidently, effectively and independently in life and work.

Build-a-Future aims to:

- Work collaboratively with other partners including the Local Authority, schools and employers to raise participation and engagement of 14-19 year olds in education.
- Improve standards in teaching and learning by ensuring staff are qualified and undertake continuous review and professional updating.
- Raise achievements in Maths and English to increase learners potential
- Have a responsive, flexible and professional workforce to deliver Maths and English in a vocational context.
- Use best practice to inform and drive curriculum change.
- Increase and improve use of interactive and on-line teaching, learning and assessment resources.
- Keep staff informed of national curriculum developments in respect of Maths and English.
- Ensure that Maths and English delivery is flexible in terms of location, time, method of delivery and vocational context so that the needs of learners are met as much as possible
- Continuing to embed Maths and English in vocational programmes.

Roles and Responsibilities of Leadership

- Ensure there are clear roles and responsibilities in the management and delivery of functional skills.
- Ensure staff delivering functional skills meet the training requirements set out in this policy.
- Ensure every learner undertakes the initial and diagnostic assessments.
- Ensure the staffing of functional skills.
- Learner progress and regular reporting.
- Creating and maintaining a viable functional skills timetable and its staffing.
- Raising the quality of teaching and learning and success.
- Management of the qualification.
- Preparing all relevant documentation for a visit by a standards verifier.
- Undertaking observations of teaching and learning.
- Supporting tutors in delivery of functional skills.

Internal Verifiers

- Attend the standards and verification meetings.
- Sampling evidence of assessment decisions in accordance with the marking scheme and standards.
- Supporting the work of tutors.
- The quality of assessments.

Date: April 2017

Review Date: March 2019

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Education is the Foundation to Build-a-Future

Company Reg N°: 4521396



Tutors

- Completion of initial assessment for Maths and English.
- Managing the system of assessment from planning, through to marking and recording assessment decisions.
- Maintaining accurate and verifiable learner assessment and achievement records
- Learner success.

Delivery Model

Build-a-Future follows a model of Functional Skills lessons delivered by trained staff with a requirement to clearly reference and embed to vocational subjects when appropriate. To complement this, vocational staff will take every opportunity to refer learning elements to functional skills.

All learners on any course are entitled to develop their skills at an appropriate level.

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