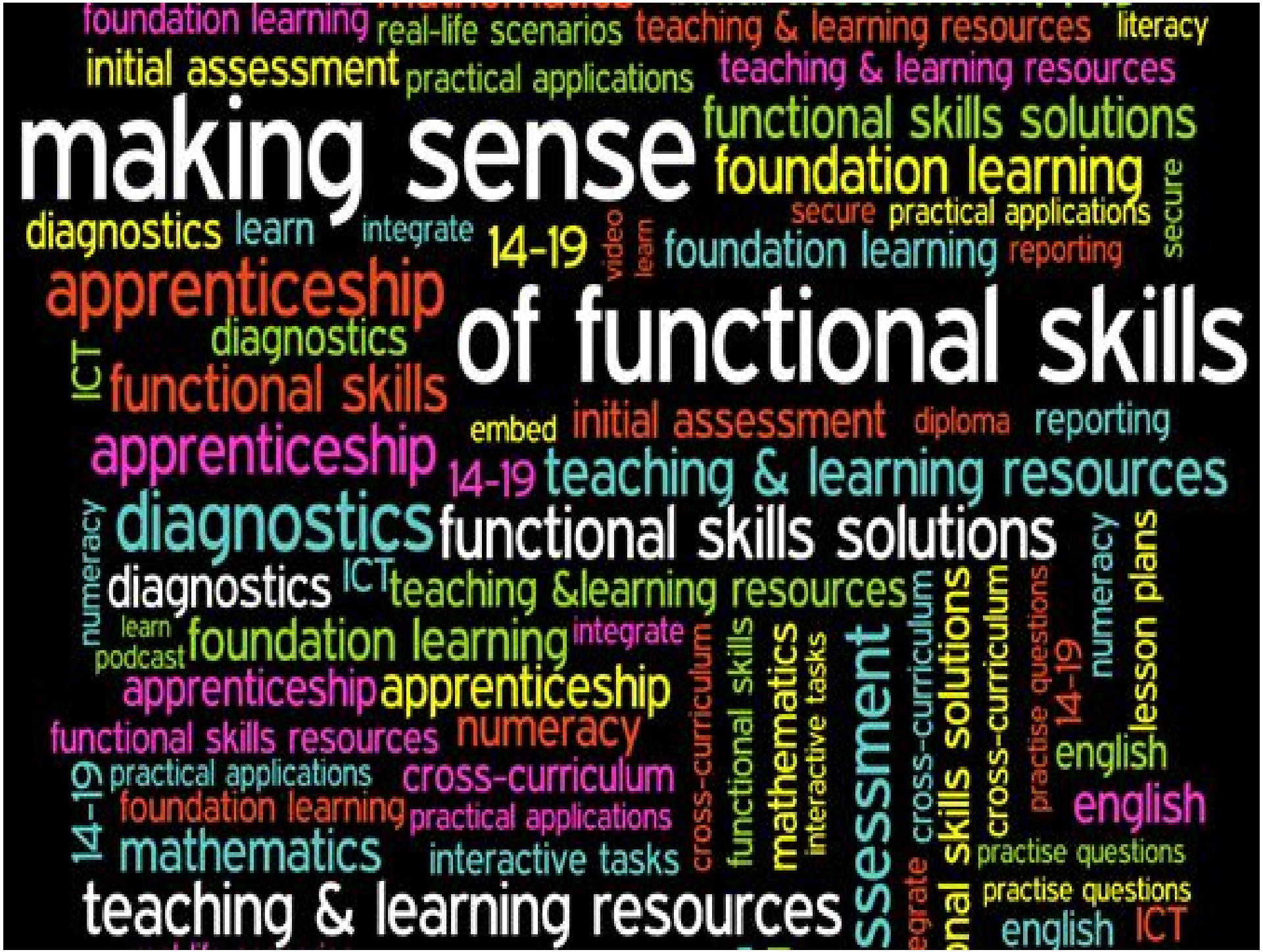
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literacy
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teaching & learning resources
ICT

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Using technology to support Functional Skills

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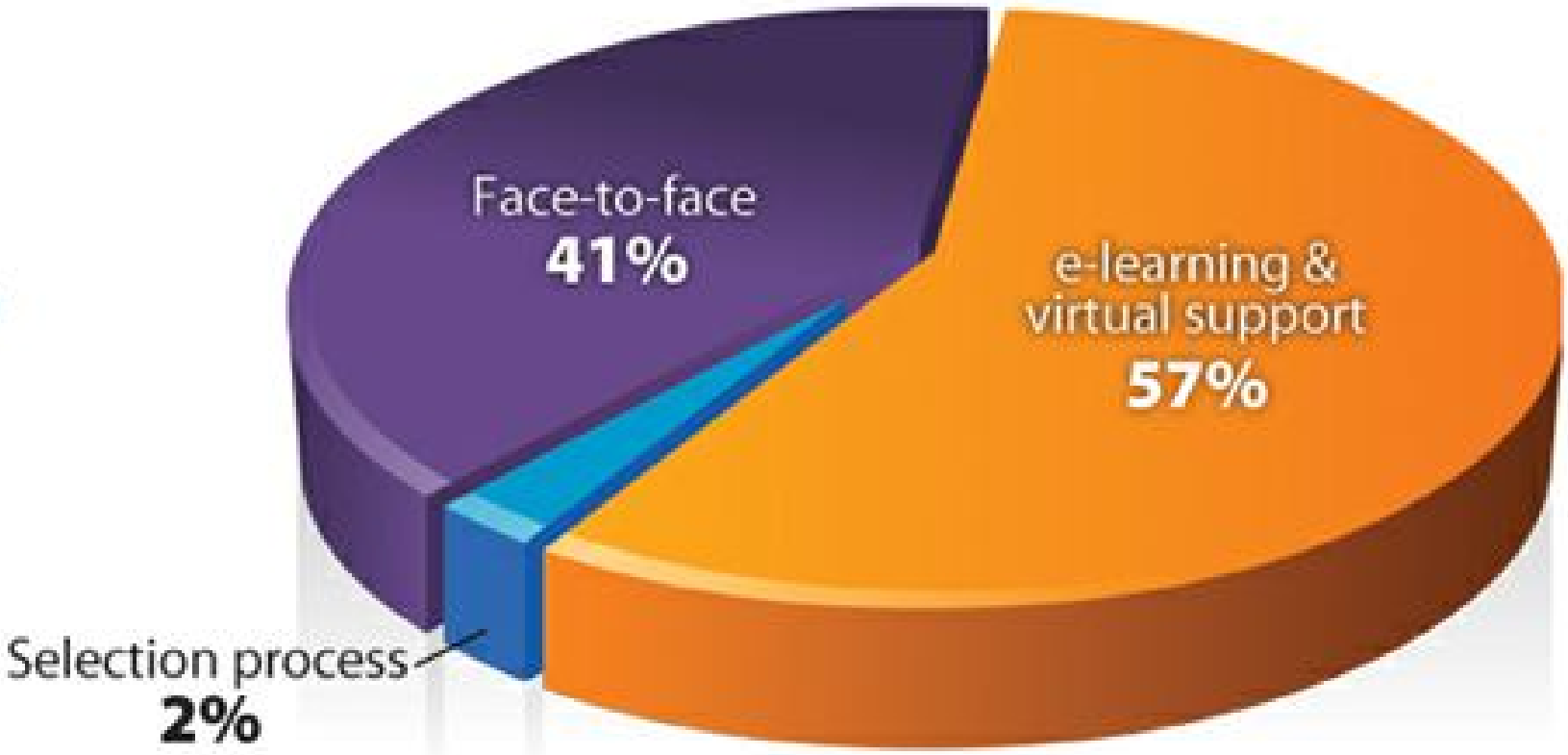
Using technology to manage and support a learner

(source Apprenticeship eAcademy)



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doing more for less

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Some of the issues

- Functional Skills is a rigorous qualification
- Managing apprentices in the workplace
- Remote locations
- Accurate & detailed diagnostic of Functional Skills to measure distance travelled
- Guided and independent e-learning mix
- Progress tracking and learning plan
- Good management reporting
- Cost effective

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But it’s not that easy to exploit technology well

- Teaching and Learning is at the heart of Functional Skills
- Open questions and process skills can’t be easily marked on-line
- Practice and mastery, not a one off test pass
  - Familiarity
  - Autonomy
  - Complexity
  - Technical Skills

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Initial Assessment and Diagnostic

- Has to be Functional Skills specific and mapped to the criteria
- Very important to get an accurate start point – Key Skills (or adapted) tests give optimistic results
- Ideally randomised and variable questions so it is repeatable to measure distance travelled

Preview ML2D Q2 Scales and maps 1

1

Marks: --/1

Look at the map below - the scale is in the top right hand corner and shown in miles.

You're a van driver and your depot is in Stocksfield (shown as No 1 on the
You need to drive to Prudhoe (No 2 on the map) then Chopwell to deliver
(No 3) then return back to base at Stocksfield by the shortest route. Estim
total distance you will travel. ____ miles.

Submit

Preview EL1D Q5 Punctuation

Read the complaint email about your broadband supplier below and choose the correct punctuation or spelling from the options in each box.

To: Customer Service
Subject - Poor broadband speeds
I wish to complain about my broadband [ ] particularly the reliability and download speeds that I get.

As an example, when [ ] using MSN I keep losing my [ ] from my screen when the connection times out.

What can you [ ] to improve the speed and [ ] of your service?

Best regards

Submit

1

Marks: --/1

You have £10 notes, £5 notes and £1 coins in your pocket, you hand over one £10 note, and two £5 notes, how much change should you get with your receipt?

Answer:

Submit

Preview EE1D Q3 Comment

Which colour bag do you like best?

Answer:

Submit

Preview EL1D Q10 Write clearly

Read the product descriptions of the two laptops below and note how the specification for the toshiba laptop on the left has been summarised in bullett point format.

The new Toshiba laptop features Core i7 processors with 8Gb memory, 15" HD screens that are 3D ready and storage of 1Tb.

- Core i7 processor
- 8Gb memory
- 3D ready
- Storage of 1Tb

The new Dell laptop features Core i5 processors with 4Gb memory, 17" HD screens that are 3D ready and storage of 600Mb

-
- 4Gb memory
- 3D ready
- Storage of 600Mb

Which bullett point is

Answer:

Submit

Preview EE2D Q10 Notes and phrases

You have organised a Fashion Show and have successfully sold every single ticket! What whould you write on the poster to let people know that all tickets have been sold?

Fashion Show
Tonight at 8pm

Tickets on sale at student union 11am – 2pm

Fashion Show
Tonight at 8pm

Tickets at union 11am – 2pm

Answer:

Submit

SFA guidance on IA

- The Skills Funding Agency (SFA) does not prescribe the use of particular tools. However, it does stress that in choosing an assessment tool, the following should be considered:
  - Does it assess from Entry 1 to Level 2?
  - Is it nationally recognised?
  - Does it give reliable results?
  - Is it appropriate for the context?
  - Is it easy to mark?
  - Is it available on paper/on CD/online?
  - How long does it take?

Our experience

- Students new to Functional Skills score ½ to 1 level worse than Key Skills multiple choice
- Students quickly “move up” once they “get it”
- A Key Skills or multiple choice based assessment/diagnostic is simply NOT suitable for Functional Skills
- Students scoring E3 “from cold” should get to L2 with appropriate teaching and guidance

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“getting it”

- Reading is the first and most important skill
  - Read and understand the question
- Mix up English and maths (and ICT)
- Make the skills stand out – be explicit
- Mark and feedback on all skills – that means spelling in maths and lots of numbers in ICT
- It is the opposite of multiple choice/guess and students very quickly start to actually like it!
- An E3 student quickly progresses to L1

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Thank you and questions

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