

# Functional Skills Policy

(Maths, English & Information Communication Technology)

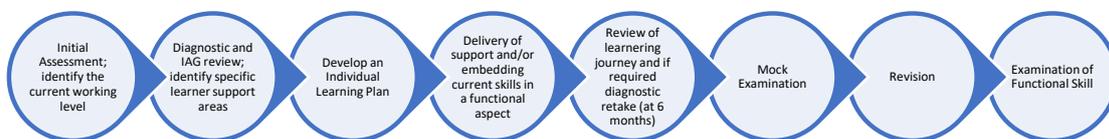
## Summary

London Metropolitan College are passionate in supporting individual candidates to achieve Maths, English and Information Communication Technology (ICT), within the delivery of the programmes offered. The strategy to develop candidates in these areas is clear and to support candidates, to achieve their full potential the fundamental practical and process-based areas of the functional skills, supporting the government initiative to develop candidates, undertaking an apprenticeship in accordance with the level deemed required within the apprenticeship and to provide further develop beyond these levels. Alongside the government initiative of improving the Maths and English standards, by 95% in 2020, with this being widely published, implementation of targeting and supporting this initiative is paramount to London Metropolitan College.

London Metropolitan College recognise that a robust learning journey for all candidates, to develop the current knowledge and skills, as well as embedding and raising awareness of further developmental skills in the functional skills areas is vital to the candidates professional and personal journey. To support in the delivery of these areas, London Metropolitan College adopt a flexible learning approach to meet the needs of the candidate within the role they operate within.

To achieve the development of candidates and achieve the requirements of the qualification being undertaken, London Metropolitan College, deliver these functional skill areas in accordance to the regulatory bodies and awarding organisations guidance and set criteria\*.

Data analysis is undertaken on a regular basis to ensure the delivery of provision is clear and candidates are reaching their full potential within these areas, in accordance to the National Qualification Achievement Rate. In addition to this, to ensure a high-quality provision to meet the Ofsted and government targets, London Metropolitan College have a clear process of the steps to implement to support a candidate in the achievement of the functional skill area.



London Metropolitan College is passionate about increasing the achievement of these areas, across all levels and embed this into all delivery.

## On Programme (Delivery) Learning

Candidates whilst through the learning plan developed, will be supported to embed the skills they gain through the apprenticeship being undertaken. This will be documented within the assessments and provide guidance on the skills and abilities that have been shown.

## Recognised Prior Learning

Where a candidate has identified that they have prior recognised learning at the initial assessment/ diagnostic stage, they will be asked to present validate exemption evidence, the exemptions will be referred to alongside the Apprenticeship Certificate England, guidance of transferrable skills (<https://acecerts.co.uk/web/wp-content/uploads/2013/06/TRANSFERABLE-SKILLS-SASE-Aug-17-FINAL.pdf>).

A candidate will be required to submit evidence of the exemption within 6 weeks of the start date of the qualification, if the candidate is unable to provide evidence, then the support and process of developing the functional skill will be implemented.

## Examination Process & Invigilation

London Metropolitan College have approved locations for examinations to be undertaken, staff are trained to undertake the invigilation process, and awarding organisation examination guidance and invigilation processes are implemented.

## Malpractice Process

London Metropolitan College take malpractice extremely seriously, and should instances of malpractice be identified, this will be referred back to the awarding organisation process and policy for such instances, as well as being reported to the employer. These instances will be recorded invigilation documentation of the exam and a copy retained by the Head of Centre.

## Additional Learning Support

Candidates, through the learning journey, may required additional learning supported. London Metropolitan College recognise the requirements for an adaptable approach, using an array of methods to support and develop candidates, so they reach their full potential. Where possible, employer engagement will be vital to embed the skills and review of the support will be undertaken on a monthly basis.

## Quality Assurance

Quality assurance for the team and in relation to the functional skill areas, will analyse findings from observations of teaching, learning and assessment, learner and employer feedback, and KPIs, regarding the development of learners' English and Mathematical skills. These will be reported quarterly through the moderation process and any identified issues acted upon immediately. Information on improvements, progress and further training needs will be fed into the annual self-assessment report

and will be included in the quality improvement plan. In addition to this all staff will attend regular CPD and standardisation in relation to functional skills.

We recognise the impact that the ever growing economic environment, and use of e-learning, so the intention is for further and future development to support the government intuitive by using online platforms, such as BKSB, Aptom/Zoom and Skype, this providing further access and development of a candidate.

\*Qualification requirements are reviewed as part of the ongoing development of qualifications, and strategic development of the qualification.