



FUNCTIONAL SKILLS - MATHEMATICS  
LEVEL 1 & LEVEL 2

## Qualification Specification

Functional Skills Qualification in Mathematics at Level 1: 603/1565/9

Functional Skills Qualification in Mathematics at Level 2: 603/1566/0

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## Section One

### Centre Requirements

#### 1.1 Introduction

##### **Introduction to FutureQuals**

FutureQuals is forward thinking, learner and customer-focused, and committed to delivering inspiring learning and skills.

##### **Our Values**

“We are a Visionary, Supportive, Innovative and Professional Awarding Organisation that is committed to excellence.”

##### **Our Vision**

“We envisage a place in which every learner realises their full potential.”

##### **Our Mission**

“To provide respected and valued qualifications and assessment to enable quality assured learning.”

FutureQuals is recognised to offer regulated qualifications by Ofqual in England, CCEA Regulation in Northern Ireland, the Scottish Qualifications Authority (SQA Accreditation) and Qualifications Wales to offer a comprehensive and diverse range of qualifications across a wide range of vocational areas, many of which are transferable across industries and sectors.

A full list of FutureQuals current qualifications can be accessed at [www.futurequals.com](http://www.futurequals.com).

We have developed a genuine understanding and insight into all types of educational organisations, which ensures that we are highly responsive to their needs. We offer a wide range of benefits and support for our learners, our approved centres, and their assessment and quality assurance teams.

FutureQuals offers a wide range of benefits and support for all of our educational products and services including:

- Vocational qualifications accredited by the UK regulators and recognised by employers, universities and professional bodies.
- 24/7 online management systems for the registration of learners, ensuring highly efficient services and access to assessment and results
- A diverse range of qualifications.
- A flexible approach to assessment.
- A network of professionals who examine and quality assure our regulated qualifications and assessments.
- Regular updates on new developments in education and training.
- Unrivalled customer service support and extensive guidance materials.

## Introduction to Qualification Specification

FutureQuals Functional Skills Qualifications are innovative skills-based qualifications in English, mathematics and information and communication technology (ICT), which support learners to operate effectively and confidently in education, employment and everyday life.

The qualifications have been developed at Level 1 and Level 2.

The qualifications are designed to complement diverse learning programmes by delivering applied knowledge, skills proficiency and genuine understanding in these important subjects; subjects which empower learners to meet their potential.

The programme of learning is based upon a set of "skill standards" in each subject and level, which are widely recognised as enabling skills; skills which have significant personal and educational benefits.

- They are rewarding to study and enjoyable to learn because they have a clear purpose and are relevant to your "real-life" and personal areas of interest
- They can help learners to better understand, manage and resolve "real-life" problems and challenging situations
- They provide learners with the tools to support their own endeavours, projects, goals and ambitions, ensuring that they can communicate well, utilise technology effectively, and use figures and data to underpin all of these activities.

The assessment is taken on-screen, only attempted when a learner feels ready, and presented as a series of "real-life" situations, which are completed over a limited duration.

Paper-based tests are available on request if it will reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in an online assessment situation.

This specification is a live document and, as such, will be updated when required. Centres will be informed via email when changes are made. It is the responsibility of the approved centre to ensure the most up to date version of the Approved Specification is in use.

This document is copyright but may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

### 1.2 What you can expect from FutureQuals Functional Skills Qualifications

- High quality, valid and reliable assessment materials including sample assessment and resources and guidance materials
- Dedicated Functional Skills web pages
- Accessible and engaging on-screen assessment
- On-demand assessment
- Fast results
- Up-to-date information and advice and support from a well informed and experienced customer support team.

### 1.3 Data Protection

FutureQuals is registered with the Data Protection Act and handles all data in accordance with the required procedures of the Act.

### 1.4 Complaints

FutureQuals aims to constantly monitor the levels of service provided and report on performance indicators on a regular basis. We will endeavour to be open about the levels of service we aim to offer all our customers.

There may be times, however, when our centres do not feel we have met these needs. In these cases, centres may follow the complaints process as detailed in our Complaints Policy which can be found in the FutureQuals Centre Operations Manual. FutureQuals will attempt to resolve all complaints within the published timescales, and will record and review all complaints as part of our customer service commitment.

### 1.5 Enquiries

Any enquires relating to this qualification should be addressed to:

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Telford Way  
Coalville  
Leicestershire  
LE67 3HE

Tel: 01530 836662

Fax: 01530 836668

E-mail: [qualifications@futurequals.com](mailto:qualifications@futurequals.com)

Website: [www.futurequals.com](http://www.futurequals.com)

## Section Two

### Qualification Information

#### 2.1 Qualification Outline

##### What are Functional Skills Qualifications?

FutureQuals Functional Skills Qualifications are available across three subjects (Functional English; Functional mathematics; and Functional ICT) and two levels (Level 1 and Level 2).

The FutureQuals Functional Skills Qualifications are designed to bring real-life into the learning environment. The qualifications and their assessments explore interesting topics, immerse learners in authentic scenarios, and deliver transferable knowledge, skills and understanding relevant to everyday life.

The assessments are carefully constructed to be appropriate to assessing learning and skills acquisition at each level, and to measuring and confirming genuine "functional proficiency".

##### Purpose and Aims

Functional Skills are relevant to all areas of education, employment and personal development, providing the basis for engaging confidently and effectively with most of our daily activities.

Functional Skills are not just basic literacy, numeracy and computer skills. They are about developing genuine decision-making and problem-solving skills, being able to operate confidently and competently in real-life situations, and being able to produce effective outcomes in relation to specific tasks and for different purposes and audiences.

Functional Skills Qualifications are:

- An important part of both vocational and academic programmes for learners aged 14 and above
- The second most widely taken qualification in the UK after GCSE<sup>1</sup>
- Popular with young people and adults in training and full-time employment
- Widely available across educational and employment contexts
- Increasingly accessed by people not currently engaged in formal education or training

##### Total Qualification Time and Guided Learning

The Total Qualification Time (TQT) for this qualification is: 90

Guided Learning (GL) for this qualification is: 45

**Suitable for age ranges:** Pre 16, 16-18, 18+ 19+

**Method of assessment:** Completion of an externally set summative assessment

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<sup>1</sup> Information taken from <https://qips.ucas.com/qip/functional-skills> 24/04/2017

**Grading:** There is no specific grading criteria for this qualification.

**Entry guidance:** There are no formal entry requirements for these qualifications. However, it is recommended that learners undertake initial diagnostic assessment to ensure that they are following an appropriate learning programme leading to a summative assessment.

## 2.2 Progression

The Functional Skills in Mathematics at Level 1 can support progression to:

- GCSE in Mathematics
- Vocational-related or general qualifications at Level 1
- Further study at Level 2 - Level 2 Functional Skills Mathematics, NVQs

The Functional Skills in English at Level 1 can support progression to:

- GCSE in Mathematics
- Vocational-related or general qualification at Level 2
- Further study at Level 3 - Level 3 NVQs or GCE A Levels

## 2.3 Additional Information

This qualification is regulated by The Office of Qualifications and Examinations Regulation (Ofqual). This qualification will appear on the Regulated Qualifications Framework (RQF) for England. It may be eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000.

The qualification title listed above may feature in the funding lists published by the DfE and regularly updated on their website. It may also appear on the Hub, the online service for use by organisations working with the Skills Funding Agency (SFA).

You should use the Qualification Accreditation Number (QAN), when you wish to seek public funding for your learners. Each component within a qualification will also have a unique reference number (Unit Reference Number), which is listed in this specification. The qualification title and component reference numbers will appear on the learner's final certification document. Learners need to be made aware of this detail when they are recruited by the centre and registered with FutureQuals.

## 2.4 Legal Considerations

Learners and centres should be aware of regulations affecting those who deal with children, young people and vulnerable adults.

The Prevent Duty Guidance available from the Home Office makes clear the important role of Further Education leaders in stopping extremists seeking to radicalise learners on campuses and in supporting learners at risk of extremist influences.

Ofsted has responsibility for monitoring the Prevent Duty in publicly funded further education and skills providers.

## Section Three

### Qualification Structure

#### 3.1 Qualification Components

FutureQuals offers the Functional Skills Mathematics at Levels 1 and 2.

The qualification consists of 1 mandatory component, which learners are required to complete.

#### 3.2 The Skills Standard

The Skills Standards outline the knowledge, skills and understanding that each learner must meet in order to complete the qualification. Learners are assessed when they are confident that they are proficient at the relevant level.

It is important to appreciate how the "skill standards" are represented in the following tables (part of the Ofqual Functional Skills regulatory criteria) and its implications for teaching, learning and assessment.

The FutureQuals Functional Skills Qualifications in Mathematics at both level 1 and level 2 assess all of the skills standards and all of the coverage and range

#### 3.2 Functional Mathematics – Level 1

Skill Standard	Coverage and Range	Assessment Weighting
<b>Representing</b> 1. Understand practical problems in familiar and unfamiliar contexts and situations, some of which are non-routine. 2. Identify and obtain necessary information to tackle the problem. 3. Select mathematics in an organised way to find solutions.	<ul style="list-style-type: none"> <li>Understand and use whole numbers and understand negative numbers in practical contexts;</li> <li>Add, subtract, multiply and divide whole numbers using a range of strategies; c) Understand and use equivalences between common fractions, decimals and percentages;</li> <li>Add and subtract decimals up to two decimal places;</li> <li>Solve simple problems involving ratio, where one number is a multiple of the other;</li> <li>Use simple formulae expressed in words for one- or two-step operations;</li> <li>Solve problems requiring calculation with common measures, including money, time, length, weight, capacity and temperature;</li> </ul>	30–40%
<b>Analysing</b> 4. Apply mathematics in an organised way to find solutions to straightforward		30–40%

practical problems for different purposes. 5. Use appropriate checking procedures at each stage.	<ul style="list-style-type: none"> <li>• Convert units of measure in the same system;</li> <li>• Work out areas and perimeters in practical situations;</li> <li>• Construct geometric diagrams, models and shapes;</li> <li>• Extract and interpret information from tables, diagrams, charts and graphs;</li> <li>• Collect and record discrete data and organise and represent information in different ways;</li> <li>• Find mean and range;</li> <li>• Use data to assess the likelihood of an outcome.</li> </ul>	
Interpreting 6. Interpret and communicate solutions to practical problems, drawing simple conclusions and giving explanations.		30-40%

### 3.4 Functional Mathematics – Level 2

Skill Standard	Coverage and Range	Assessment Weighting
Representing 1. Understand routine and non-routine problems in familiar and unfamiliar contexts and situations. 2. Identify the situation or problems and identify the mathematical methods needed to solve them. 3. Choose from a range of mathematics to find solutions.	<ul style="list-style-type: none"> <li>• Understand and use positive and negative numbers of any size in practical contexts;</li> <li>• Carry out calculations with numbers of any size in practical contexts, to a given number of decimal places;</li> <li>• Understand, use and calculate ratio and proportion, including problems involving scale;</li> <li>• Understand and use equivalences between fractions, decimals and percentages;</li> <li>• Understand and use simple formulae and equations involving one- or two-step operations;</li> <li>• Recognise and use 2D representations of 3D objects;</li> <li>• Find area, perimeter and volume of common shapes;</li> <li>• Use, convert and calculate using metric and, where appropriate, imperial measures;</li> <li>• Collect and represent discrete and continuous data, using ICT where appropriate;</li> <li>• Use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using ICT where appropriate;</li> </ul>	30–40%
Analysing 4. Apply a range of mathematics to find solutions. 5. Use appropriate checking procedures and evaluate their effectiveness at each stage.		30–40%
Interpreting 6. Interpret and communicate solutions to multi-stage practical		30-40%

<p>problems in familiar and unfamiliar contexts and situations.</p> <p>7. Draw conclusions and provide mathematical justifications.</p>	<ul style="list-style-type: none"><li>• Use statistical methods to investigate situations;</li><li>• Use probability to assess the likelihood of an outcome.</li></ul>	
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## Section Four

### Registration and Certification

#### 4.1 Functional Skills delivery model – XAMS®

The FutureQuals Functional Skills Qualifications are available on-screen (paper-based on request) and on-demand, and delivered through the XAMS electronic delivery system.

Centres need to confirm that their learners are ready for assessment with FutureQuals and can schedule the assessment session within 3 hours of registering the learner(s) in QMIS. Tests can be taken 48 hours after scheduling, learners can then take the test at any time through the FutureQuals on-screen system.

Once completed, the learner submits their assessment for marking and awarding through the electronic platform. Centres will be issued with results within 16 working days. Learners will be certificated in line with the timescales published in our Customer Service Statement.

Paper-based tests are available, if it will reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in an online assessment situation. Centres must contact FutureQuals to request paper-based tests and confirm the assessment session and learner details with enough time to allow for their secure delivery and return of completed papers, along with supporting documentation.

Please see the Reasonable Adjustments and Special Consideration Policy, which can be accessed [here](#)

While the system is designed to be highly flexible and to meet learners' diverse needs, it is the responsibility of centres to ensure that the assessment conditions meet stringent quality assurance protocols for all assessment sessions. These will be subject to comprehensive external quality assurance procedures by FutureQuals.

A User Guide for XAMS is available for download from [www.futurequals.com](http://www.futurequals.com)

#### 4.2 Certification

The Functional Skills qualifications are single component qualifications. Learners who achieve the component for the qualification will be awarded the formal certificate of achievement. This will include the full qualification title and the title of the components achieved, for example: **FAQ Functional Skills Qualification in Mathematics (Level 1)**

Centres can generate a formal statement of results which will report the result (i.e. Achieved or Not Achieved), the level at which the qualification has been awarded, and level at which the individual components have been achieved.

FutureQuals Functional Skills Qualification certificates will be printed in traditional paper format. FutureQuals delivers all certificates to the Approved Centre's registered address using the Royal Mail

Recorded Delivery service, where a signature is required upon receipt. In the unlikely event that certificates have been lost during delivery, the centre must inform FutureQuals as soon as they are aware.

## Section Five

### Assessment and Moderation

#### 5.1 Assessment Delivery:

##### How are the skills assessed?

The Functional Mathematics assessments are a single assessment at each level.

Learners take the assessment on-screen whenever they are ready (or on paper, where requested).

##### Level 1

At Level 1, learners will be presented with three purposeful, scenario-based tasks, where they are expected to carry out a series of applied tasks which exercise the full range of skills at the level in authentic situations. Each task will contain a series of questions relating to the scenario.

##### Level 2

At Level 2, learners will be presented with three purposeful, scenario-based tasks, where they are expected to carry out a series of applied tasks which exercise the full range of skills at the level in authentic situations. Each task will contain a series of questions relating to the scenario.

The Ofqual criteria sets out the skills standard that each learner must meet, centres must ensure that learners are familiar with the standards before assessment.

#### 5.2 Moderation

The Functional Mathematics assessment is externally assessed, therefore it does not require a moderation visit.

For further information on the responsibilities of Assessors, Internal Quality Assurers and External Quality Assurers, please refer to our Operational Handbook.

## Section Six

### Support

#### 6.1 Centre support and guidance

FutureQuals has a diverse team of highly experienced staff who are available to provide all necessary training, guidance and support for the delivery of their full range of qualifications, including Functional Skills.

Centres can access our dedicated Functional Skills web pages with free support materials and Sample assessments from the FutureQuals website [www.futurequals.com](http://www.futurequals.com)

Other resources to support the delivery of functional skills can be found on our website, including;

- Functional Skills Operational Handbook, containing assessment guidance and forms
- Functional Skills Criteria for Mathematics - sets out rules and regulations for Functional Skills Mathematics.
- Functional Skills Fact Sheets – provides an overview of the key areas of the qualification
- FAQ's for Functional Skills

#### 6.2 Learner support

Centres should ensure that learners are informed of the title and level of the qualification they have been entered for and that FutureQuals is the awarding body for their chosen qualification.

Centres should ensure that learners are fully prepared for Functional Skills assessments through appropriate teaching and learning strategies. Centres are encouraged to ensure that learners have the opportunity to practise their skills in real-life contexts, which are likely to be stimulating, vocationally-relevant tasks prior to taking the assessment.

# FutureQuals<sup>TM</sup>

INSPIRING LEARNING AND SKILLS

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