



## Qualification Specification

### Highfield Functional Skills Qualification in English at Level 1 and Highfield Functional Skills Qualification in English at Level 2

Qualification Number (Level 1):

601/7673/8 Qualification Number (Level

2): 601/7674/X

Version 2.2 April 2018

## Qualification structure

### Highfield Functional Skills Qualification in English at Level 1

Learners must complete 1 mandatory unit that is made up of **3** components. All 3 components must be achieved to complete the qualification.

Component 1	Speaking, Listening and Communication	33.3% of the qualification
<p>Internally assessed.</p> <p>The Centre records the assessment outcome on the level 1 <i>Highfield Qualifications' Speaking, Listening and Communication Assessment Record</i>, which is subject to moderation by Highfield.</p> <p>Direct claim status is achievable. Learners must complete 2 tasks:</p> <ol style="list-style-type: none"> <li>1. Informal discussion on an unfamiliar subject (10 minutes)</li> <li>2. Formal discussion on a familiar subject (20 minutes)</li> </ol> <p>The assessment will cover all of the Speaking, Listening and Communication skills standards at level</p> <ol style="list-style-type: none"> <li>1. Learners must complete all level 1 criteria at least once across the 2 tasks.</li> </ol>		
Component 2	Reading	33.3% of the qualification
<p>Externally assessed.</p> <p>Learners must complete 1 assessment that is set, marked and moderated by Highfield Qualifications.</p> <p>Duration of assessment: 1 hour.</p> <p>The assessment will cover all of the reading skills standards at level 1.</p> <p>Learners must answer a series of questions using 2 texts based on a single real-life context. Learners may use a dictionary.</p>		
Component 3	Writing	33.3% of the qualification
<p>Externally assessed.</p> <p>Learners must complete 1 assessment that is set, marked and moderated by Highfield Qualifications.</p> <p>Duration of assessment: 1 hour.</p> <p>The assessment will cover all the writing skills standards at level 1. Learners must complete 2 writing tasks based on real-life contexts. Learners may use a dictionary.</p>		

The qualification outcome is pass or fail.

## Highfield Functional Skills Qualification in English at Level 2

Learners must complete 1 mandatory unit that is made up of **3** components. All 3 components must be achieved to complete the qualification.

Component 1	Speaking, Listening and Communication	33.3% of the qualification
<p>Internally assessed.</p> <p>The Centre records the assessment outcome on the level 2 <i>Highfield Qualifications' Speaking, Listening and Communication Assessment Record</i>, which is subject to moderation by Highfield.</p> <p>Direct claim status is achievable. Learners must complete 2 tasks:</p> <ol style="list-style-type: none"> <li>1. A discussion on an unfamiliar subject (20 minutes)</li> <li>2. A presentation on a familiar subject (10 minutes)</li> </ol> <p>The assessment will cover all of the Speaking, Listening and Communication skills standards at level 2.</p> <p>Learners must complete all level 2 criteria at least once across the 2 tasks.</p>		

Component 2	Reading	33.3% of the qualification
<p>Externally assessed.</p> <p>Learners must complete 1 assessment that is set, marked and moderated by Highfield Qualifications.</p> <p>Duration of assessment: 1 hour.</p> <p>The assessment will cover all of the reading skills standards at level 2.</p> <p>Learners must answer a series of questions using 2 texts based on a single real-life context. Learners may use a dictionary.</p>		

Component 3	Writing	33.3% of the qualification
<p>Externally assessed.</p> <p>Learners must complete 1 assessment that is set, marked and moderated by Highfield Qualifications.</p> <p>Duration of assessment: 1 hour.</p> <p>The assessment will cover all the writing skills standards at level 2.</p> <p>Learners must complete 2 writing tasks based on real-life contexts. Learners may use a dictionary.</p>		

The qualification outcome is pass or fail.