



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

Unit Specification

Highfield Functional Skills Qualification in English at Level 1

Learners must demonstrate that they have met the skills standard for each component through assessment. The coverage and range determine the standard required to achieve the qualification.

| Skill Standard | Coverage and Range | |
|---|--|----------------------|
| <i>The learner will</i> | <i>The learner can</i> | |
| Speaking, Listening and Communication | | |
| 1. Take full part in formal and informal discussions and exchanges that include unfamiliar subjects. | a) Make relevant and extended contributions to discussions, allowing for and responding to others' input; b) Prepare for and contribute to the formal discussion of ideas and opinions; c) Make different kinds of contributions to discussions; d) Present information/points of view clearly and in appropriate language. | |
| Reading | | |
| 2. Read and understand a range of straightforward texts. | a) Identify the main points and ideas and how they are presented in a variety of texts; b) Read and understand texts in detail; c) Utilise information contained in texts; d) Identify suitable responses to texts; e) In more than one type of text. | |
| Writing | | |
| 3. Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience. | a) Write clearly and coherently, including an appropriate level of detail; b) Present information in a logical sequence; c) Use language, format and structure suitable for purpose and audience; | 55–60% of assessment |
| | d) Use correct grammar, including correct and consistent use of tense; e) Ensure written work includes generally accurate punctuation and spelling and that meaning is clear; f) In more than one type of text. | 40–45% of assessment |

Highfield Functional Skills Qualification in English at Level 2

Learners must demonstrate that they have met the skills standard for each component through assessment. The coverage and range determine the standard required to achieve the qualification.

| Skill Standard | Coverage and Range | |
|--|--|-------------------------|
| <i>The learner will</i> | <i>The learner can</i> | |
| Speaking, Listening and Communication | | |
| 1. Make a range of contributions to discussions in a range of contexts, including those that are unfamiliar, and make effective presentations. | a) Consider complex information and give a relevant, cogent response in appropriate language; b) Present information and ideas clearly and persuasively to others; c) Adapt contributions to suit audience, purpose and situation; d) Make significant contributions to discussions, taking a range of roles and helping to move discussion forward; | |
| Reading | | |
| 2. Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions. | a) Select and use different types of texts to obtain and utilise relevant information; b) Read and summarise, succinctly, information/ideas from different sources; c) Identify the purposes of texts and comment on how meaning is conveyed; d) Detect point of view, implicit meaning and/or bias; e) Analyse texts in relation to audience needs and consider suitable responses; f) In three or more texts. | |
| Writing | | |
| 3. Write a range of texts, including extended written documents, communicating information, ideas and opinions effectively and persuasively. | a) Present information/ideas concisely, logically and persuasively; b) Present information on complex subjects clearly and concisely; c) Use a range of writing styles for different purposes; d) Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively. cont... | 55–60% of assessment |

| Skill Standard | Coverage and Range | |
|-------------------------|--|-------------------------|
| <i>The learner will</i> | <i>The learner can</i> | |
| | e) Punctuate written text using commas, apostrophes and inverted commas accurately; f) Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types. | 40–45% of assessment |