Apprenticeship Workforce Development: Collaborative Project
Functional Skills – Changing the Paradigm

LEARNER GUIDE TO SKILLS SCAN

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Introduction

This document is a learner guide on how to use the Skill Scan with tutors for both maths and English. Examples and web links are included for learners who are less familiar or confident with the subject matter. This guide should be used along side the Skill Scan Excel file.

Learner Guide to Maths Skill Scan

- This guide is to be used in conjunction with the Skill Scan.

- The scoring system has been designed to be learner friendly and learners at all ends of scale should be encouraged to develop further.

- Some of you will have a natural affinity with maths and you should be scoring 4's and 5's on the Skill Scan and your tutor be be encouraging you to extend your mathematical skills further in the workplace.

- Some of you may not be quite as competent/confident but will be able to recall how to perform calculations with a little prompting. The Skill Scan is not meant to be a test and as such BBC BiteSize and other links provided are an extra resource that can be used as prompts and reminders. You will probably fall into the 3's category with maybe some 2's and 4's.

- Some of you may have a real fear or aversion to maths for many legitimate and valid reasons. You may be scoring at the 1's and 2's level. For you the prompts are useful starting points for them to use ahead of any functional skills delivery as an entry point. The Skill Scan should always be used as a positive experience and for these learners a more regular revisiting and rescoring would be a beneficial process.

- For all learners the Skill Scan points out how these skills can be used in the workplace in either current or future careers.

- The Skill Scan ideally should be revisited throughout the learner journey enabling you and your tutor to celebrate progress and increased confidence levels.

- Note: The majority of these questions are designed for you to try using pen and paper or using mental arithmetic rather than a calculator. If you require a calculator that's fine, but then follow it up and see if you can do the same calculation without the calculator.

Number work

[Addition and use of the column method - Functional Skills - BBC Bitesize](#)
[How to subtract with the chunking method - Functional Skills - BBC Bitesize](#)

Percentages

[Work out discounts using percentages - Functional Skills - BBC Bitesize](#)

Fractions

[Dividing whole things into fractions - Functional Skills - BBC Bitesize](#)

Decimals

[Decimal numbers and the decimal point - Functional Skills - BBC Bitesize](#)

Area

[2-dimensional shapes - 2-dimensional shapes - AQA - GCSE Maths Revision - AQA - BBC Bitesize](#)

Units of Measurement and Converting Units

[Metric Units of Length | Convert mm, cm, m and km (youtube.com)](#)

Probability

[Math Antics - Basic Probability (youtube.com)](#)

Averages

[Math Antics - Mean, Median and Mode (youtube.com)](#)

Volume

Accelerate growth and sell your best with Shopify POS (youtube.com)

Ratio

Costa Coffee Ready to Drink – Festival 6 sec - UK (youtube.com)

Graphs

Types of Graphs and when to use them (youtube.com)

Learner Guide to English Skill Scan

- This guide is to be used in conjunction with the Skill Scan.

- The scoring system has been designed to be learner friendly.

- Some of you will have a natural ability with English and you will be scoring 4's and 5's on the Skill Scan. You will be encouraged to extend your English skills further in the workplace.

- Some of you may not be quite as competent/confident. The Skill Scan is not meant to be a test and so the BBC BiteSize links provided are an extra resource that can be used as prompts and reminders. You may fall into the 3's category with maybe some 2's and 4's.

- Some of you may have difficulty with aspects of English for many legitimate and valid reasons (e.g. you may have dyslexia or are second or third English language speakers). You may be scoring at the 1's and 2's level. For you, the prompts are useful starting points to use ahead of any functional skills delivery as an entry point. The Skill Scan should always be used as a positive experience.

- For all learners the Skill Scan points out how these skills can be used in the workplace in either current or future carers.

- The Skill Scan ideally should be revisited so you can celebrate progress and their increased confidence levels recorded.

- Employer engagement in the Skill Scan is important, especially in the identification of where skills are to be used in the workplace. These conversations can also remind employers of the importance of functional skills in the workplace

  A useful website is https://www.bbc.co.uk/bitesize/subjects/zmqj2nb

Apprenticeship workforce development is delivered by: