

14) SUPPORTING FUNCTIONAL SKILLS

Relevant for the following LLUK Domains:

- Domain A Professional values and practice
- Domain B Learning and teaching
- Domain C Specialist learning and teaching
- Domain D Planning for learning
- Domain E Assessment for learning
- Domain F Access and progression

Short description:

Using and evaluating currently available Functional Skills Support materials from the Excellence gateway

Aims and objectives:

- To support teachers in their delivery of functional skills.
- To identify the 'Functional Skills' readiness of teachers.
- To evaluate currently available resources for Functional Skills on the Excellence Gateway

Detailed Description:

Activities can easily be devised or adapted from the following sections of the Functional Skills section of the Excellence Gateway, which includes:

Functional Skills Starter Kit

The [Functional Skills Starter Kit](#) is a practical tool to support providers in their delivery of functional skills by providing practical guidance and resources. It brings together existing nationally-developed resources from a number of national Skills for Life programmes.

Moving from Key Skills to Functional Skills

A [step-by-step guide](#) developed in partnership with AELP to give providers some practical help so that they can prepare to deliver functional skills within Apprenticeships.

Functional Skills Readiness Tool

The [Readiness Tool](#) helps you to assess your organisation's starting point for planning and implementing functional skills.

Being functional

[Sample functional skills teaching and learning resources](#) for you to adapt to meet your learners' needs.

Continuing professional development resources

This [overview document](#) (PDF document, 63KB) outlines the eighteen new modules piloted in January to March 2012 that aim to support the planning and delivery of functional skills.

Requirements and Resources:

See above for resources

For evaluation of resources use the Gold Dust checklists - follows

Hints and tips:

- Let trainees browse according to their interest
- Collate the evaluations so you can use them the next time you do this activity

**THE 'WHAT, WHERE, WHEN and HOW' CHECKLIST
FOR USING ONLINE RESOURCES**

When you are browsing or searching these resources, you will start to consider how you may be able to use, adapt or contextualise them. This checklist helps you to think that through in a structured way so that you can make an informed practical decision, and think through a range of ways you can make best use of the resources. ***You can use the full checklist or just the sections which are most helpful for you.***

WHAT is it?	
Resource Name	
Your own brief description of the resource selected	
Which aspects of the resource do you think are potentially useable?	
Have you made sure you will find it again?	Yes or No
Bookmarked / Tagged / Saved	
What format is the resource available in?	Tick as many as you wish
Web Page	
Video	
Document / s	
Online activity	
Download	
WHERE can you make use of it?	Tick as many as you wish
On an Initial Teacher Education course - PTLLS, CTLLS, DTLLS, Cert Ed, PGCE, Advanced Diploma etc.	
For CPD activity	
In any other programme / activity related to Teaching & Learning	
As part of other staff or professional development	
Notes / Other places you could make use of it	
WHEN could you make use of it?	Tick as many as you wish
For face to face learning	
Within an online or blended learning programme	
To support one to one learning	
To support group learning	
In more than one course or learning activity	

**Sharing Innovation in Teacher Education Project
(SITE) - Innovation Catalogue**



Across a range of sessions	
In one session	
With new teachers	
With experienced teachers	
With all teachers	
With other professionals	
Notes	
HOW could I use it?	Tick as many as you wish
Which key topics, themes or cross curricular areas could it address? (The resources are already in categories, so this should help)	
Does it support embedding or development of:	
- Equality and Diversity?	
- Language and Literacy?	
- Numeracy?	
- ICT?	
- Sustainable Development?	
What facilities are needed to use it?	
What equipment / technical support is needed to use it?	
How would you rate the resources overall?	
1 – Very Good	2 – Good
3 – Average	4 - Poor
Comments	

