

Ten steps to developing a successful approach to Functional Skills

- 1 Promote a positive agenda for Functional Skills.
 - *Identify barriers and create a plan to overcome them*
 - *Develop an effective communication strategy.*
- 2 Implement an effective curriculum model.
 - *Embed Functional Skills into existing curricula as much as possible.*
- 3 Establish clearly defined roles and responsibilities.
 - *Appoint key person to co-ordinate Functional Skills across the organisation.*
 - *Identify key staff for development and delivery of Functional Skills.*
- 4 Coordinate activity across the institution/consortium.
 - *Create a Functional Skills development plan.*
 - *Establish a Functional Skills forum to share information across the organisation.*
- 5 Deliver effective teaching and learning.
 - *Develop explicit teaching of some areas of the curriculum that have been given little attention on Skills for Life and Key Skills courses, for example, writing and problem solving.*

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- 6 Establish clear assessment procedures, both internal and external.
 - *Talk to other providers about their experiences.*
 - *Look at the online and paper-based test – are they right for your learners? How flexible are they – can they provide assessments regularly enough for you?*
- 7 Use resources efficiently and effectively.
 - *Develop and trial Functional Skills resources.*
 - *Share resources, and create a central database for all staff to access.*
- 8 Embed quality assurance.
 - *Integrate quality assurance into existing systems.*
 - *Share information between departments.*
- 9 Deliver appropriate staff development.
 - *Identify staff needs. What will tutors need? Teaching assistants? Information and guidance staff?*
- 10 Review and plan ahead.
 - *Gather feedback and review progress regularly to inform planning.*

These ten steps are taken from: *Developing Functional Skills: Learning from the adult pilots*, which can be found at: <http://shop.niace.org.uk/developing-functional-skills.html>