



- This overview is a quick-reference guide to the awarding organisations offering functional skills qualifications in 2009/10.

This guide has been designed to help staff in centres participating in the functional skills pilot in 2009/10, choose their functional skills awarding organisations.

The information contained within this guide is correct at the time of printing – September 2009.

Awarding organisations piloting functional skills qualifications in 2009/10

AQA	NCFE
Ascentis (formerly OCNW)	NOCN
ASDAN	OCR
City & Guilds	VTCT
Edexcel	WJEC
EDI	

	AQA	Ascentis	ASDAN	City & Guilds	Edexcel	EDI	NCFE	NOCN	OCR	VTCT	WJEC
Levels offered	Levels 1 and 2	All levels offered	All levels offered	All levels offered	All levels offered	All levels offered	All levels offered	Entry 1, 2 and 3	All levels offered	Entry 2 and 3 Levels 1 and 2	All levels offered
Assessment windows 2009/10	January 2010 May/June 2010	23 November to 4 December 2009 8 to 19 March 2010 7 to 18 June 2010 On-demand assessments also available	18 to 29 January 2010 15 to 26 March 2010 14 to 25 June 2010	On demand Student registration required	Entry level On demand Levels 1 and 2 January 2010 March 2010 Summer 2010	Entry level 1 and 2 On demand Entry level 3 and levels 1 and 2 On demand	Levels 1 and 2 On demand External marking available in seven windows: <ul style="list-style-type: none"> ▶ November 2009 ▶ December 2009 ▶ January 2010 ▶ March 2010 ▶ May 2010 ▶ June 2010 ▶ August 2010 	On demand	Entry Level On demand downloaded from www.ocr.org.uk/functionalskills Levels 1 and 2 2 to 6 November 2009 4 to 8 January 2010 1 to 5 March 2010 4 to 7 May 2010 7 to 11 June 2010	25 to 30 January 2010 10 to 14 May 2010	16 November 2009 to 8 January 2010 Entry level English Levels 1 and 2 ICT 27 January 2010 Levels 1 and 2 mathematics 28 January 2010 Levels 1 and 2 English (reading and writing) 22 March 10 to 21 May 2010 Entry Level English; 12 April to 21 May 2010 Entry level Maths Entry level ICT Levels 1 and 2 ICT 11 May 10 Levels 1 and 2 English 12 May 10 Levels 1 and 2 mathematics

	AQA	Ascentis	ASDAN	City & Guilds	Edexcel	EDI	NCFE	NOCN	OCR	VTCT	WJEC
Entry deadlines	<p>January 2010 window 21 October 2009</p> <p>June 2010 window 21 March 2010</p>	<p>November/December window 30 October 2009</p> <p>March window 12 February 2010</p> <p>June window 14 May 2010</p>	<p>January window 27 Nov 2009</p> <p>March window 12 Feb 2010</p> <p>June window 14 May 2010</p>	N/A (on demand)	<p>Entry Level N/A (on demand)</p> <p>Levels 1 and 2 Same as GCSE deadlines</p>	N/A (on demand)	<p>Deadlines for return of assessment papers:</p> <p>November window 3 November 2009</p> <p>December window 15 December 2009</p> <p>January window 26 January 2010</p> <p>March window 16 March 2010</p> <p>May window 4 May 2010</p> <p>June window 22 June 2010</p> <p>August window 10 August 2010</p>	N/A (on demand)	<p>November window 7 September to 9 October 2009</p> <p>January window 9 November to 4 December 2009</p> <p>March window 4 January to 5 February 2010</p> <p>May window 9 March to 9 April 2010</p> <p>June window 12 April to 14 May 2010</p>	<p>January 2010 window 21 October 2009</p> <p>May 2010 window 21 March 2010</p>	<p>January window 21 October 2009</p> <p>June window 21 February 2010</p>
Methods for registrations and/or entries	<p>Electronic data interchange</p> <p>AQA online</p> <p>Hard copy entry form</p>	<p>Email</p> <p>Electronic data interchange</p> <p>Directly onto Ascentis database through remote access</p>	<p>Web-based form</p> <p>Email</p> <p>Fax</p> <p>Post</p>	<p>Walled Garden – City & Guilds online registration system</p>	<p>Electronic data interchange</p> <p>Edexcel Online</p>	Electronic data interchange	<p>Student registrations NCFE Portal (secure online system)</p> <p>Email</p> <p>Entries NCFE Portal (secure online system)</p> <p>Fax</p> <p>Post</p>	<p>For short courses (less than 12 weeks duration) register students within 25 working days of course</p> <p>For all other courses, register students within 40 working days of the start date</p> <p>Register students with regional Open College Network (OCN)</p> <p>Find your local OCN www.nocn.org.uk/about-us/location-map-for-ocns</p> <p>0114 227 0500</p> <p>nocn@nocn.org.uk</p>	<p>OCR Interchange (named and unnamed route)</p> <p>Electronic data interchange (named route only)</p>	<p>VTCT online</p> <p>CSV file from an MIS system (email or online)</p>	<p>Electronic data interchange</p> <p>WJEC online</p> <p>On disk (using approved package)</p> <p>Hard copy form</p>

	AQA	Ascentis	ASDAN	City & Guilds	Edexcel	EDI	NCFE	NOCN	OCR	VTCT	WJEC
Results	<p>January 2010 window Electronically – 11 March 2010</p> <p>Post – 18 March 2010</p> <p>June 2010 window Electronically – 23 August 2010</p> <p>Post – 24 August 2010</p>	Six weeks from end of assessment window	<p>Within 20 working days of the awarding meetings which are:</p> <p>January series 4 March 2010</p> <p>March series 27 April 2010</p> <p>June series 28 July 2010</p>	N/A - internally marked	<p>Entry level Available within two weeks following submission to verifier</p> <p>Levels 1 and 2 Issued on GCSE results day</p>	Six weeks from assessment date	<p>November window 25 November 2009</p> <p>December window 13 January 2010</p> <p>January window 17 February 2010</p> <p>March window 7 April 2010</p> <p>May window 26 May 2010</p> <p>June window 14 July 2010</p> <p>August window 1 September 2010</p>	Results available once assessments are externally verified	<p>November window 15 January 2010</p> <p>January window 12 March 2010</p> <p>March window 14 May 2010</p> <p>May window 9 July 2010</p> <p>June window 13 August 2010</p>	<p>January window 18 March 2010 (hard copy)</p> <p>May window 25 August (electronically) 26 August (hard copy)</p>	<p>January window 18 March 2010</p> <p>June window 26 August 2010</p>
Policy for results enquiries	JCQ regulations	Usual Ascentis policy	Usual ASDAN policy	Usual City & Guilds policy – done through external verifier contact For additional enquiries email functionalskills@cityandguilds.com	JCQ regulations	Usual EDI policy	Usual NCFE policy	NOCN <i>Procedures for Dealing with Enquiries about Results for NOCN Qualifications</i>	JCQ regulations	JCQ regulations	JCQ regulations
Resits policy and fees	<p>Resits permitted</p> <p>Resit fee as per unit</p> <p>English and ICT Only the unit which was failed needs be retaken - result from other unit carried forward</p> <p>Mathematics Both papers must be taken and passed in same series</p>	<p>Resits permitted</p> <p>£6 per learner</p> <p>English Only the component which was failed needs be retaken - result from other component carried forward</p>	<p>Resits permitted</p> <p>£8.00 per assessment</p>	<p>Candidate must attempt a different assessment title if resitting</p> <p>No fee</p>	<p>Resits permitted</p> <p>Fee same as entry fee</p>	<p>Resits permitted</p> <p>No additional fees for resits – unlimited resits are included in the entry fees</p>	<p>Resits permitted</p> <p>Entry fee for externally assessed qualifications allows two attempts</p>	<p>Resits permitted</p> <p>Candidate must retake a different assessment provided by NOCN</p> <p>Resits are charged at £10</p>	<p>Resits permitted</p> <p>Fee same as entry fee</p>	<p>Resits permitted only in the following assessment window</p> <p>£10 per resit</p>	<p>Resits permitted</p> <p>Fee same as entry fee</p>

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Assessment setting, marking and moderation	<p>English Reading and writing: externally set and externally assessed</p> <p>Speaking and listening: internally set and assessed, externally monitored via routine advisory visit and moderated if required. There is also a routine moderation visit as a minimum every 3 years</p> <p>Mathematics Externally set and assessed</p> <p>ICT Unit 1: externally set and assessed</p> <p>Unit 2 Section A: externally set and assessed</p> <p>Unit 2 Section B: internally assessed, externally verified</p>	<p>All externally set and assessed tasks except:</p> <ul style="list-style-type: none"> English speaking and listening Entry 1 and 2 mathematics <p>(Both internally marked, externally moderated)</p>	<p>English All levels speaking and listening: internally set and assessed, externally moderated</p> <p>Entry 1 and 2 reading and writing: internally set and assessed, externally moderated</p> <p>Entry 3, levels 1 and 2 reading and writing: externally set and assessed</p> <p>Mathematics Entry 1: externally set, internally assessed, externally moderated</p> <p>Entry 2: externally set, part internally, part externally assessed, externally moderated</p> <p>Entry 3: externally set and assessed</p> <p>Levels 1 and 2: externally set and assessed</p> <p>ICT All levels: externally set and assessed</p>	<p>Externally set on-demand assessments</p> <p>Internally assessed, internally and externally verified</p>	<p>Entry level Externally set, internally marked and externally verified</p> <p>Levels 1 and 2 Externally assessed tests</p>	<p>Entry 1 and 2 Internally assessed and marked</p> <p>Assessments are centre-devised and must be approved by EDI</p> <p>Entry level 3, levels 1 and 2 Externally set and assessed</p>	<p>Entry level Internally assessed, internally and externally moderated</p> <p>Levels 1 and 2 English speaking and listening: internally assessed, internally and externally moderated</p> <p>English reading and writing: externally set and assessed</p> <p>Mathematics: externally set and assessed</p> <p>ICT: externally set and assessed</p>	<p>Externally set and internally assessed</p> <p>Internally and externally verified</p>	<p>Entry level Internally assessed and externally moderated</p> <p>Levels 1 and 2 Externally set and assessed, except English speaking and listening assessment: internally assessed and externally moderated</p>	<p>Externally set, assessed and moderated</p>	<p>Externally set and assessed except Entry level mathematics and English speaking and listening</p> <p>All ICT assessments are controlled assessments</p> <p>Entry level Controlled assessments</p> <p>Levels 1 and 2 English and mathematics are examinations</p>
Access arrangements policy	JCQ regulations	Usual Ascentis policy	JCQ regulations	Usual City & Guilds policy	JCQ regulations	Usual EDI policy	Usual NCFE policy	NOCN <i>Reasonable Adjustments and Special Considerations Policy</i>	JCQ regulations	JCQ regulations	JCQ regulations

Subject information – English

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	<p>Levels 1 and 2 Reading test: multiple choice responses to non-literary and media texts</p> <p>Level 1 – 45 minutes Level 2 – 1 hour</p> <p>Writing task: task testing writing to inform/persuade</p> <p>Level 1 – 45 minutes Level 2 – 1 hour</p> <p>Speaking and listening task: discussion task at level 1</p> <p>Discussion and presentation task at level 2</p> <p>On-screen assessment: English reading available onscreen as an option</p> <p>Identical paper-based versions are also available</p> <p>There is no on-screen writing test</p>	<p>All levels Reading assessments: a number of texts with short answer questions testing understanding</p> <p>Writing assessments: two writing tasks, with candidate producing text for different purposes</p> <p>Speaking and listening: assessed through a task that can be contextualised to the needs and interests of the student – may be completed outside the assessment windows</p> <p>At Entry 1 and 2 assessment may be completed one-to-one with the tutor/ assessor</p> <p>Entry 1 Reading – guided time 30 minutes Writing-guided time 40 minutes</p> <p>Entry 2 Reading – guided time 40 minutes Writing – guided time 40 minutes</p> <p>Entry 3 Reading – 40 minutes Writing - 50 minutes</p> <p>Level 1 Reading – 1 hour Writing – 1 hour</p> <p>Level 2 Reading – 1 hour Writing – 1 hour</p>	<p>All levels Speaking and listening observation</p> <p>Reading and writing tasks may be taken as one session or separately</p> <p>Levels 1 and 2 Task-based questions use source materials pre-released to centres</p>	<p>Scenario-based tasks with choice of assessment titles</p> <p>Entry levels 1 and 2 A single tutor-led assignment</p> <p>Entry 3 and levels 1 and 2 An integrated reading and writing assessment which candidates have two hours to complete</p> <p>Separate speaking and listening activity</p> <p>See sample assessments at www.cityandguilds.com/functionalskills</p>	<p>Maximum time of 45 minutes at each level</p> <p>Entry level Reading test – 35 minutes Writing task – 45 minutes</p> <p>Levels 1 and 2 Reading test – 35 minutes Writing task – 45 minutes</p> <p>Speaking and listening – approx 30 minutes</p> <p>Guidance for speaking and listening is in English in exemplar tasks</p> <p>No other controlled conditions</p>	<p>Reading and writing tasks are based on real-life scenarios</p> <p>Reading and writing can be taken together or separately</p> <p>Reading time is included if assessment is taken together or separately</p> <p>Entry 3 Reading and writing: 60 minutes if taken together, 30 minutes each when taken separately (plus 15 minutes reading time)</p> <p>Level 1 Reading and writing: 90 minutes if taken together, 45 minutes each when taken separately (plus 15 minutes reading time)</p> <p>Speaking and listening: Paper-based tasks comprising telephone conversations or presentation and discussions</p> <p>Level 2 Reading and writing: 120 minutes if taken together, 60 minutes each when taken separately (plus 15 minutes reading time)</p> <p>Speaking and listening: tasks comprising presentations and discussions, and based on a real life scenarios</p>	<p>Entry level Controlled assessments set internally with guidance from NCFE</p> <p>Dictionaries are permitted</p> <p>Levels 1 and 2 Reading and writing paper: 1 hour 45 minutes, plus 15 minutes reading time. Short answer task-based question paper, controlled conditions</p> <p>Speaking and Listening: controlled assessment tasks, set by centres</p>	<p>Entry level Controlled assessments based on task-based scenarios</p> <p>Assessment tasks in reading, writing, and speaking and listening</p> <p>10% of the speaking and listening assessments should be taped for verification purposes</p> <p>A simplified dictionary can be used for the reading task at Entry 2 and 3</p>	<p>Entry level Scenario-based task completed in the centre</p> <p>Levels 1 and 2 Reading and writing: 75 minutes, two scenario-based tasks taken in controlled, supervised conditions</p> <p>Students may use a word processor and a dictionary</p> <p>Level 1 Speaking and listening: a short discussion</p> <p>Level 2 Speaking and listening: a short discussion and a short presentation</p>	<p>Paper, task-based assessment</p> <p>Structured answers based on case study material</p> <p>1 to 3 hours duration</p>	<p>Entry level Controlled task assessment</p> <p>Reading and writing: paper</p> <p>Speaking and listening</p> <p>Levels 1 and 2 Reading: paper</p> <p>Writing: paper</p> <p>Speaking and listening: tasks</p>

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Subject information – mathematics	<p>Level 1 Single assessment split into two sections</p> <p>Section A: 'functionality' written task(s), calculator allowed (45 minutes)</p> <p>Section B: 'competency' test, non-calculator (30 minutes), available on screen</p> <p>Level 2 Two question papers taken separately, however, both must be taken in the same series</p> <p>Paper 1: 'competency' test – non-calculator (40 minutes)</p> <p>Paper 2: 'functionality' task(s), calculator allowed (1 hour 15 minutes), available on screen</p> <p>Identical paper-based versions of the tests are available to centres not wishing to use on-screen assessment</p>	<p>One assessment paper with task-based questions usually based on one or more scenarios, source materials provided in separate booklet</p> <p>Earlier questions within a paper are shorter answer, while later questions require extended answers</p> <p>Entry 1 Assessment is completed one-to-one with the tutor/assessor</p> <p>Guided time – 1 hour</p> <p>Entry 2 Assessment has two parts</p> <p>Part 1: completed one-to-one with the tutor/assessor</p> <p>Part 2: completed by the candidate</p> <p>Guided time – 1 hour</p> <p>Entry 3 1 hour</p> <p>Level 1 1 hour 30 minutes</p> <p>Level 2 2 hours</p>	<p>All assessments last for 1 to 2 hours</p> <p>Entry level Single assessment</p> <p>Entry 1 and 2 Single practical paper</p> <p>Entry 3 One written paper</p> <p>Levels 1 and 2 Two papers: one with a problem-solving task and short written questions and one with a longer task using pre-release source material</p> <p>May change to one problem-solving task, rather than 2 papers</p>	<p>Scenario-based tasks with choice of assessment titles</p> <p>Entry 1 and 2 A single tutor-led assignment</p> <p>Entry 3 and levels 1 and 2 Two activities: one designed to test process skills and one designed to test technical skills</p> <p>See sample assessments at www.cityandguilds.com/functionalskills</p>	<p>Entry level Single paper test: range of short and longer, open-ended responses</p> <p>Recommended duration – 45 minutes</p> <p>Levels 1 and 2 Single paper test: Range of short and longer, open-ended responses</p> <p>90 minutes</p> <p>Calculators permitted</p>	<p>Assessment comprises three problem solving tasks related to generic scenarios such as using train timetables</p> <p>Candidates must show their workings out and thought processes</p> <p>Calculators are allowed at all levels</p> <p>Entry 3 60 minutes (plus 15 minutes reading time)</p> <p>Level 1 60 minutes (plus 15 minutes reading time)</p> <p>Level 2 90 minutes (plus 15 minutes reading time)</p>	<p>Entry level Controlled assessments set internally with guidance from NCFE</p> <p>Calculators are permitted</p> <p>Level 1 Short answer task-based question paper, externally set and assessed.</p> <p>2 hours duration</p> <p>Level 2 Short answer task-based question paper, externally set and assessed.</p> <p>2 hours duration</p>	<p>Entry level Controlled assessments based on task-based scenarios</p>	<p>Entry level Scenario-based task completed in the centre</p> <p>Level 1 Three scenario-based tasks</p> <p>Calculators permitted</p> <p>75 minutes</p> <p>Level 2 Three scenario-based tasks</p> <p>Calculators permitted</p> <p>75 minutes</p>	<p>Task-based assessment</p> <p>Structured answers based on case study material</p> <p>1 to 2 hours duration</p>	<p>Entry level Controlled assessment task and test</p> <p>Levels 1 and 2 One 90-minute examination, calculator required</p>

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Subject information - ICT	<p>Level 1 Assessment comprises three sections</p> <p>Unit 1: 30-minute test of several question types including multiple choice, sentence completion, matching pairs, ordering and searching – completed on screen or on paper worth 25% of the assessment</p> <p>Unit 2 Section A: 1-hour task completed on screen worth 70% of the assessment</p> <p>Unit 2 Section B: internet and e-mail skills assessment, worth 5% of the assessment</p> <p>Guided time – 30 minutes</p> <p>Level 2 Unit 1: details as per Level 1, with a longer duration of 50 minutes</p> <p>Unit 2 Section A: details as per Level 1, with a longer duration of 90 minutes</p> <p>Unit 2 Section B: details as per Level 1</p>	<p>Paper-based assessment completed on screen with files provided on CD-ROM</p> <p>Most assessments are task-based, such as producing a word processed document, with a small number of knowledge-based questions within the assessment papers from Entry 3</p> <p>Two assessment papers for Entry 3, level 1 and 2: completed in the same sitting or different sittings within the same assessment window</p> <p>Pass mark is determined from the total marks available across both assessment papers</p> <p>Entry 1 Assessment completed one-to one with the assessor</p> <p>Guided time – 1 hour</p> <p>Entry 2 Assessment completed one to one between tutor/assessor and candidate</p> <p>Guided time – 1 hour</p> <p>Entry 3 2 hours 30 minutes</p> <p>Level 1 2 hours 30 minutes</p> <p>Level 2 3 hours</p>	<p>Single assessment containing tasks and questions</p> <p>Data files and/or source material are provided</p>	<p>Scenario-based tasks with choice of assessment titles</p> <p>Entry 1 and 2 A single tutor-led assignment</p> <p>Entry 3, and levels 1 and 2 Practical ICT-based assessment following a series of tasks</p> <p>See sample assessments at www.cityandguilds.com/functionalskills</p>	<p>Entry level Single on-screen test</p> <p>Maximum duration – 45 minutes</p> <p>Levels 1 and 2 Single on-screen test</p> <p>2 hours (including printing)</p>	<p>Entry 3 Activity and knowledge based questions</p> <p>1 hour (plus 15 minutes reading time)</p> <p>Level 1 Activity and knowledge based questions</p> <p>1 hour (plus 15 minutes reading time)</p> <p>Level 2 Activity and knowledge based questions</p> <p>90 minutes (plus 15 minutes reading time)</p>	<p>Entry level Controlled assessments set internally with guidance from NCFE</p> <p>Use of spell checkers is permitted</p> <p>Level 1 Controlled assessment, short answer task-based question paper</p> <p>2 hours</p> <p>Level 2 Controlled assessment, short answer task-based question paper</p> <p>2 hours</p>	<p>Entry level Controlled assessments based on task-based scenarios</p> <p>Candidates need to access and edit accompanying documents on screen, supplied with the assessment paper, and save documents for assessment purposes</p>	<p>Entry level Scenario-based task completed in the centre</p> <p>Level 1 Three on-screen practical tasks</p> <p>Candidates will be able to use software help facilities</p> <p>90 minutes</p> <p>Level 2 Three on-screen practical tasks</p> <p>Candidates will be able to use software help facilities</p> <p>90 minutes</p>	<p>Paper, task-based assessment</p> <p>Structured answers based on case study material</p> <p>1 to 3 hours duration</p>	<p>Entry level Controlled assessment task and test</p> <p>Levels 1 and 2 Task-based, on-screen controlled assessment</p>

AQA

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