

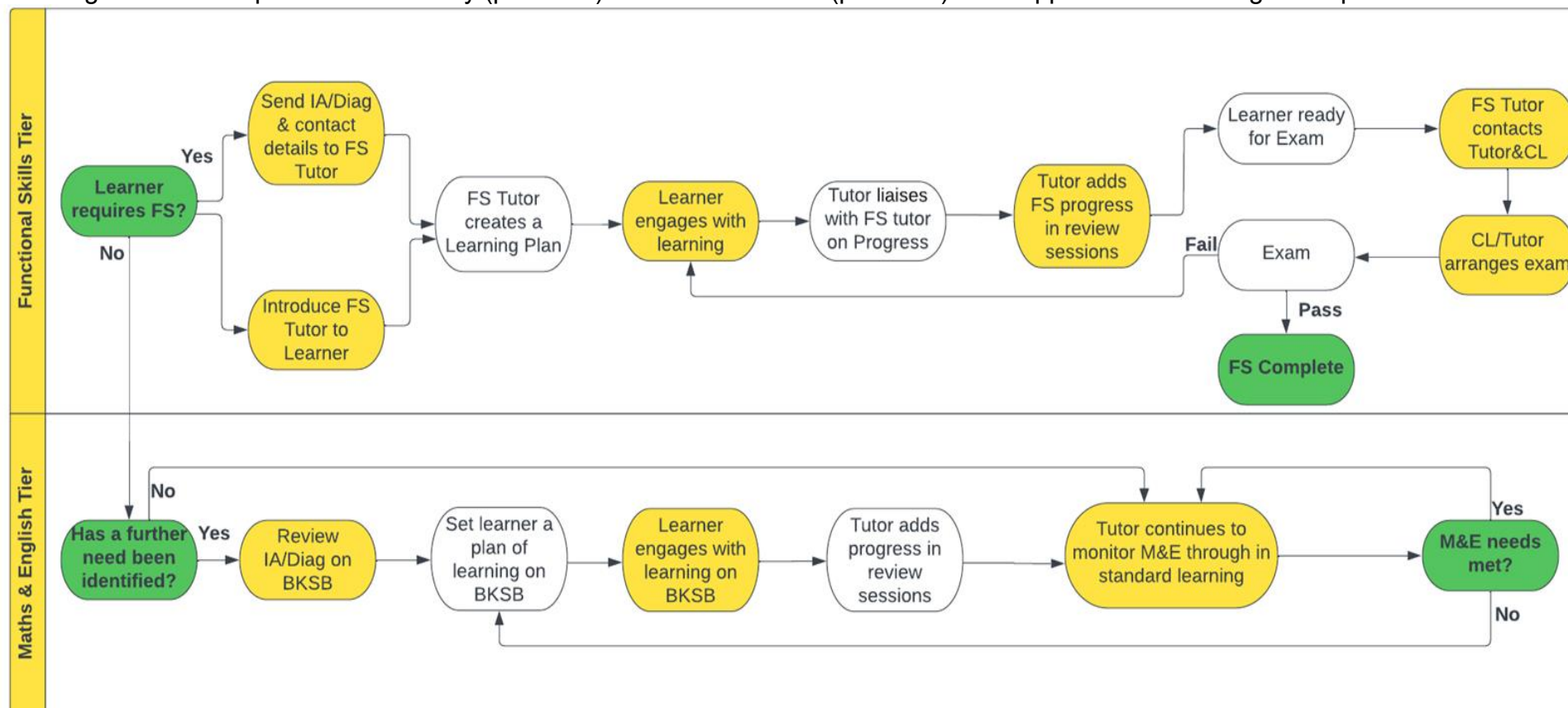
# **Apprenticeship Workforce Development: Collaborative Project Functional Skills – Changing the Paradigm**

## **FLOW CHART PROCESS FOR FUNCTIONAL SKILLS**

DATE: OCTOBER 2024

## Functional Skills Flow Chart Process

This flow chart outlines the Functional Skills process for supporting learners throughout their learning journey. There are examples of how this delivery could be prioritised for different curriculum areas. This would be an alternative for providers that are not following the Bootcamp model of delivery (provided) and the Skill Scan (provided) can support the initial diagnostic process.



### Key

FS Tutor = Functional Skills Tutor  
 Tutor = Tutor for the standards delivered  
 CL = Curriculum Lead

### Functional Skills Development Examples

Marketing: If both Functional Skills English and Maths are required by the learner, priority is given to completing and achieving English first. This is because composing copy is an early requirement in the scheme of work for marketers. Google Analytics, which involves Maths, will be taught around month 10, and the Maths component will be completed at that time.

Business Administrator: If both FS English and Maths are required, the emphasis is on completing and achieving English first. This is because the scheme of work emphasises the development of communication and interpersonal skills early on. The Finance module, which includes Maths, will be introduced after month 7 in the scheme of work, and Maths will be completed to coincide with this module.

ICT: If both FS English and Maths are required, due to the nature of IT and the importance of having a strong understanding of numbers when working with networks, the priority is given to achieving Maths first. This is in accordance with the scheme of work, which places an early emphasis on numerical understanding. English will be attained following the completion of the Maths component.

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