**Functional Skills Application**

Thank you for your interest in offering Skillsfirst Functional Skills qualifications through VTCT. Please read and complete this application carefully and submit it with any other necessary documentation stated at the end of this form to [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk).

**VTCT's partnership with Skillsfirst for the delivery of Functional Skills**

VTCT has entered a partnership with Skillsfirst to allow VTCT approved centres to be able to offer Skillsfirst Functional Skills. The arrangements for this are as follows:

* Centres will register learners with VTCT (VTCT will in turn pass on all necessary information onto Skillsfirst).
* On the next business day after learners have been registered for Functional Skills with VTCT, centres will be able to schedule on-screen and on-demand exams, that may be taken online or downloaded, taken offline, then uploaded at a later time.
* Onscreen exams for Maths, English and ICT are available on demand throughout each year. Results for onscreen exams are released in SecureAssess on a rolling basis within 4 weeks of the exam being uploaded.
* Paper tests are only available to learners with a learning difficulty, disability or heath problem that precludes them from taking e-tests (a reasonable adjustment application must be submitted and authorised by VTCT for each learner).
* Re-sits are available for a small cost as advertised in VTCT’s Qualification Catalogue and 14 days must have passed before a learner can be scheduled for a re-sit.
* Certificates are usually available to centres 4 weeks after an e-test.

**What do Skillsfirst Functional Skills tests look like?**

Skillsfirst Functional Skills Practice Papers can be viewed on the following Skillsfirst page:

<http://skillsfirst.co.uk/index.php?page=qualifications&url=practice-papers&id=11172&type=Folder>

**Any questions?**

VTCT have planned for the approval process to be fair and transparent, however, if there is any point on which you need clarification please contact us:

* by emailing [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk), or
* by calling +44 (0) 23 8068 4500.

# Application information

## Centre/site applying for approval to deliver Functional Skills

|  |  |
| --- | --- |
| Centre/site name |  |
| VTCT number (if known) |  |

## Application contact

Please provide details of the person who will act as the main point of contact for this application.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| E-mail: |  |
| Telephone: |  |

## Purchase Order Number for Functional Skills approval

If your organisation (usually your finance department) issues purchase order numbers for inclusion on invoices, please state the purchase order number for this application below.

|  |  |
| --- | --- |
| Purchase order number for this application (if appropriate): |  |

**NB.** Purchase order numbers are commonly used by large colleges or businesses to control, track and authorise payments.

## Previous Functional Skills approval

|  |  |
| --- | --- |
| Have you ever had Functional Skills approval withdrawn? | Yes/No |
| If “Yes” please state the circumstances for withdrawal and the subsequent actions that you have taken: | |
|  | |

|  |  |
| --- | --- |
| Are you currently approved for Functional Skills with another awarding organisation? | Yes/No |
| If “Yes” please provide details of who you are approved by: | |
|  | |

If you are currently approved by another awarding organisation for Functional Skills, please return evidence of your current Functional Skills approval. Acceptable evidence could include:

* Your last EQA report which covers Functional Skills;
* A confirmation letter from an awarding organisation of Functional Skills approval.

# Functional Skills delivery

## Functional Skills qualifications requested

Please indicate (✓) to confirm the Functional Skills qualifications that you wish to offer and deliver.

|  |  |
| --- | --- |
|  | FSE01 Skillsfirst Functional Skills Qualification in English at Level 1 |
|  | FSE02 Skillsfirst Functional Skills Qualification in English at Level 2 |
|  | FSM01 Skillsfirst Functional Skills Qualification in Maths at Level 1 |
|  | FSM02 Skillsfirst Functional Skills Qualification in Maths at Level 2 |
|  | FSI01 Skillsfirst Functional Skills Qualification in Information and Communications Technology at Level 1 |
|  | FSI02 Skillsfirst Functional Skills Qualification in Information and Communications Technology at Level 2 |

## Delivery of Functional Skills English SLC Level 1 and 2 only

If you applying to offer Functional Skills English, please indicate (✓) the types of task(s) the centre plans to use:

|  |  |
| --- | --- |
|  | SLC assessment tasks provided by Skillsfirst *(recommended)* |
|  | Centre devised SLC assessment task with Skillsfirst approval\* |

*\*If the centre is looking to devise their own SLC assessment tasks, these need to be created in accordance with the “*[*Guidance on setting centre devised SLC assessment tasks*](http://www.vtct.org.uk/Centres/SkillsfirstFunctionalSkills/FunctionalSkillsDocuments.aspx)*”. All centre devised SLC tasks must be approved by Skillsfirst before use (approval must be sought at least six weeks before planned use of the SLC task or any assessments take place).*

## Key contact – Functional Skills

Please provide a contact who can be contacted relating to Functional Skills delivery once approved.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| E-mail: |  |
| Telephone: |  |

## SecureAssess logins required

Please provide details of who needs access to SecureAssess once approved for Functional Skills to be able to schedule tests (this will usually be the exams officer(s) at the centre).

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone** | **Email** |
|  |  |  |
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## Delivery Staff details

Assessors/IQAs for Functional Skills are required to:

* be qualified as an assessor/IQA respectively
* show that they are competent in the area which they assess/IQA (usually by way of a CV)

Please give details of all assessors and IQAs for Functional Skills and submit copies of their assessor and/or IQA qualification and their CV (to show occupational competence). Please indicate (✓) that assessors/IQA certificates and CVs have been submitted with the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role (i.e Assessor or IQA)** | **Certificate submitted** | **CV submitted** |
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## Centre arrangements for e-testing

Who will be responsible for scheduling papers?

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| --- |
|  |

Who will be responsible for the upload of files?

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|  |

What is the centre’s contingency plan to cover sickness and unplanned staff absence?

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|  |

## Invigilation

Please indicate (✓) the invigilation arrangements that will be used:

|  |  |
| --- | --- |
|  | VTCT Instructions for Conducting Examinations |
|  | JCQ Instructions for Conducting Examinations |

Please describe how invigilation arrangements are communicated and embedded into practice (e.g. use in training, copies available in exam room)

|  |
| --- |
|  |

## Conflicts of interest

Please describe how conflicts of interest are monitored and managed:

|  |
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|  |

# Declaration

I declare that I am authorised by the centre to supply the information given in this application and, at the date of sending, the information provided is a true and accurate record to the best of my knowledge.

I agree that access to the centre will be provided, at any reasonable time, to VTCT and/or Skillsfirst authorised personnel, for the purpose of monitoring activities.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Telephone: |  |
| Date completed: |  |

# Submission

To submit your application, please email the following documents to [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk):

* This completed application form.
* Assessor/IQA certificates and CVs of all Functional Skills Delivery Staff.
* Template seating plans for the examination rooms that you plan to use.
* Evidence of approval for Functional Skills with another awarding organisation (if applicable).

# Next steps for approval – SLC Declaration Form

After we receive your application and any necessary supporting documentation. We will send you a Functional Skills DVD and an SLC Declaration Form in the post.

All staff involved in the delivery of English SLC assessments must watch the Functional Skills DVD and the centre must complete and return the declaration form. Please note that VTCT cannot grant approval for Functional Skills until we receive the completed SLC Declaration Form.

# Next steps after approval

After being approved for Functional Skills, you will need to submit some documentation after the first cohort of learners have completed a Functional Skills examination (for each qualification and level). Please note that any certificates will be withheld by Skillsfirst until this documentation is received.

The following states the documentation which is required for each examination and all documentation must be retained by centres for at least 3 years and made available to VTCT upon request.

**Required documentation for Functional Skills English Reading and Writing level 1 and 2, Maths level 1 and 2 and ICT level 1 and 2.**

* Seating plan (including invigilator(s) position)
* Venue test took place

*Include on seating plan*

* Attendance register

*Template included in the Invigilation pack available when exam scheduled*

* Start/end times for exams

*Template included in the Invigilation pack available when exam scheduled*

* Invigilators name

*Template included in the Invigilation pack available when exam scheduled*

The above documentation must be sent to [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk).

**Required documentation for Functional Skills English Speaking, Listening and Communication (SLC) level 1 and 2.**

The centre’s EQA must be present during the first planned SLC assessment for level 1 and 2. Centres must inform their EQA and [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk) at least 4 weeks prior to the first planned SLC assessment for level 1 and 2. After the SLC assessment the following documentation must have been received:

* A copy of the Functional Skills EQA report

*Must include confirmation that Speaking Listening and Communication (SLC) observation has taken place and direct claims status has been recommended.*

* Signed Speaking, Listening and Communication (SLC) DVD Declaration Form

The above documentation must be sent to [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk).