

## Functional Skills



**IEMA**

*Find your future...*

## EMA - Functional Skills

### Functional Skills Overview

At EMA we deliver Functional Skills in English, Maths, and Digital Skills through a tailored approach that meets the individual needs of our students. We offer accredited courses through NOCN which provide structured pathways for skill development, alternatively, our internally designed programmes cater specifically to students working at pre-entry level ensuring they learn essential skills that will be relevant for their next steps.

Staff work with students to identify the right avenue to give them best chance of progress and success in English & Maths. Students can pursue a full Functional Skills qualification by sitting exams or, if they are not yet ready for exams, we can offer NOCN accredited Skills Awards so their progress can still be formally recognised.

**English: Entry 1 – Level 2, Maths: Entry 1 – Level 2, Digital Skills: Entry 3 – Level 1**

### English Skills

Students who study our internally designed English programmes will focus on skills in line with their vocational studies and outcomes from their EHCP. This approach prioritises functional skill building over preparing for exams, recognising that such assessments may not be a realistic goal for learners at this level. Programmes are tailored to the individual and can include:

- **Communication and interaction**
- **Customer service**
- **Health & safety**
- **British values**
- **Workplace vocabulary**
- **Following instructions**
- **Form filling**

### English - NOCN

The NOCN English Functional Skills qualifications are designed to provide students with the fundamental skills to use the English language in personal and professional situations. To gain the English Functional Skills qualification, learners must pass the following assessments:

- **Reading**
- **Writing**
- **Speaking and listening**

### English Skills Awards

NOCN offer English and Maths Skills qualifications from Entry 1 to Level 2. These awards have been mapped to the subject content of the Functional Skills qualifications. The qualifications are in units and can be tailored to the needs of the learner to help learners become confident and build their ability to progress onto full Functional Skills qualifications.

## EMA - Functional Skills

### Maths Skills

Students who study our internally designed maths skills will focus on skills in line with their vocational studies and outcomes from their EHCP. This approach prioritises functional skill building over preparing for exams, recognising that such assessments may not be a realistic goal for learners at this level. Programmes are tailored to the individual and can include:

- Money • Time • Weight • Measure • Date & Time

### Maths - NOCN

The NOCN maths Functional Skills qualifications are designed help to strengthen students' knowledge of mathematical concepts without using a calculator. Learners will be assessed on a range of topics, including:

- Using numbers and the number system • Using common measures, shapes and space
- Handling information and data • Solving mathematical problems and decision making

### Maths Skills Awards

NOCN offer maths skills qualifications from Entry 1 to Level 2. These awards have been mapped to the subject content of the Functional Skills qualifications. The qualifications are in units and can be tailored to the needs of the learner to help learners become confident and build their ability to progress onto full Functional Skills qualifications.

### Digital Skills

Students who study our internally designed digital skills will focus on skills in line with their vocational studies and outcomes from their EHCP. This approach prioritises functional skill building over preparing for exams, recognising that such assessments may not be a realistic goal for learners at this level. Programmes are tailored to the individual and can include:

- Online safety • Using a smart device • Creating and editing • AI • Online job searches • Social media & networking

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### Digital Functional Skills - NOCN

Digital Functional Skills qualifications are available at Entry Level 3 and Level 1. The purpose of Digital Functional Skills is to:

- Provide reliable evidence of a student's achievements against content that is relevant to the workplace and real life.
- Provide an assessment of a student's knowledge and skills as well as their ability to apply these in different contexts.
- Provide a foundation for progression into employment or further education and develop skills for everyday life.

The qualifications focus on five key areas:

1. Using devices and handling information
2. Creating and editing
3. Communicating
4. Transacting
5. Being safe and responsible online

**Find your future**  
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