

# Functional Skills

## HABC Functional Skills Qualification in English at Level 2

Qualification Number: 601/7674/X

This qualification is designed for learners who wish to develop their skills in English to help them gain the most from work, education and everyday life. Its assessment requires the learner to apply skills-based and problem-solving techniques in realistic settings. Functional skills qualifications are recommended for learners over the age of 14. The qualification is suitable for delivery in a wide range of learning environments and can be taken as a stand-alone qualification or as part of a wider programme of study such as an apprenticeship or a traineeship. Learners undertaking an apprenticeship or an advanced apprenticeship will need to successfully complete functional skills as part of their framework or prove their exemption.

### How long will it take to achieve this qualification?

This qualification can be achieved using a variety of teaching and learning methods including classroom-based delivery, distance learning and embedded learning, as long as the recommended learning hours are completed. The GLH for this qualification is 45 hours; however, teaching time depends largely on the mode of delivery and the individual learner's needs.

### How is the qualification assessed?

This qualification includes three mandatory components:

- *Speaking, listening & communication* – This component is internally assessed and learners must complete two assessed tasks:
  1. A discussion on an unfamiliar subject (20 minutes)
  2. A presentation on a familiar subject (10 minutes)
- *Reading* – Learners must complete one written examination that is set, marked and moderated by HABC. Learners must answer a series of questions using two texts based on real-life contexts. (1 hour)
- *Writing* – Learners must complete one written examination that is set, marked and moderated by HABC. Learners must complete two writing tasks based on purposeful contexts. All tasks must be completed. (1 hour)

The reading and writing examinations are available on demand in both an on screen and a paper-based format.

### Complimentary resources

Learners will receive complimentary access to an online functional skills resource that hosts a range of engaging English materials to support learners, including initial and diagnostic assessments, tutorials and interactive learning resources.

### Highfield resources

The following paper-based resources are available for purchase from Highfield:

- Functional Skills Handbook for English Level 2
- A Question of Functional Skills Workbook for English Level 2

### What next?

Learners successfully completing this qualification may wish to progress on to further qualifications, such as:

- GCSE English

### Where can this qualification be taken?

This qualification can be taken through any HABC approved training centre.