

## Checklist for success in functional skills

### Learners

- Get to know your learners.
- Do not assume competence in English, maths or ICT from any level of learner
- Make full use of initial assessment and induction to produce individual learning plans.
- Discuss links between functional skills development, vocational success and personal aspirations.

### If working with specialist functional skills staff

- Develop strong working relationships with staff supporting English, maths or ICT development, and arrive at a shared understanding of the value of functional skills
- Ensure specialist functional skills staff understand the demands of the vocational course and its vocabulary.
- Encourage awareness in specialist staff of learners' vocational goals.
- Promote aspects of teaching and learning that connect functional skills to vocational content.

### In your organisation

- Find out about your organisation's approach to functional skills.
- If you are planning induction make sure your learners are fully aware of the support available.
- If possible, plan functional skills so that the subject is adjacent to vocational skills, not on a different day or at the end of a long training day.
- Take up training opportunities to develop your expertise in supporting the development of functional skills.

