

Functional Skills



IEMA

Find your future...

EMA - Functional Skills

Functional Skills Overview

At EMA we deliver Functional Skills through a tailored approach that meets the individual needs of our students. We offer accredited courses through the National Open College Network (NOCN), which provide structured pathways for skill development. Alternatively, our internally designed programmes cater specifically to students working at pre-entry level, ensuring they develop essential skills relevant to their next steps.

Staff work with students to identify the right avenue to give them the best chance of progress and success in English and Maths. Students can pursue a full Functional Skills qualification by sitting exams or, if they're 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 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 offers 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 unit-based and can be tailored to the needs of the learner, helping them build confidence and progress towards sitting Functional Skills examinations.

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Maths Skills

Students who study 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 and Time**

Maths - NOCN

The NOCN Maths Functional Skills qualifications are designed to help strengthen students' knowledge of mathematical concepts with and 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 offers 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 unit-based and can be tailored to the needs of the learner, helping them build the confidence required to progress towards Functional Skills examinations.

Digital Skills

Students who study digital skills will focus on skills in line with their vocational studies and outcomes from their EHCP, and preparing for the modern digital world. 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. Modules through which these skills can be developed include:

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

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Digital Functional Skills - NOCN

Digital Functional Skills qualifications are available at Entry Level 3 and Level 1 through NOCN. 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

To discuss this study programme, arrange a tour or taster session, or simply have an informal chat, please get in touch. We would love to hear from you.

Find your future...



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