



Heart of England Training Ltd

Functional Skills at HOET

At Heart of England Training, Maths and English play a key part in your qualification and your overall learning experience with us. We have a shared ethos that by upskilling our learners throughout their programme, it will greatly increase their chance of success in their vocational area and ultimate career path. This handout will give you information on Maths and English functional skills and also answer any questions you may have.

Do I need to do functional skills? If so, how much?

Our recruitment team will meet with you before starting your training to ensure you are enrolled on to the most appropriate qualification. This will be dependent on your prior attainment, results from initial assessment as well as the requirements of your core aim.

To complete your Maths or English functional skills qualification, you need to complete 55 guided learning hours followed by an exam. The Maths exam is split into 2 papers (calculator and non-calculator) but is sat in one sitting. The English exam consists of 3 sections. A reading exam, a writing exam and a speaking and listening exam.

What if I don't pass the exam?

Our educators will ensure that you have covered all the topics needed ready for the exam and also make sure you have passed a practise exam first. The educators will make a plan that is specific for you and your needs. We love to see our learners passing their exams; however, if you don't pass the exam you can continue to practise and study and then when you are ready, resit the exam.

What resources are available to me?

HOET has a wide range of resources for functional skills which are all available to you. Your educator will make sure that the resources are at the right level for your qualification and the level you are working at. Below are some examples of the resources available:

- In-house bespoke lessons
- Online worksheets
- Practice exam papers
- YouTube videos
- BKSb (an online learning platform that you have full access to)
- 1 on 1 sessions with trained educators





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Where do I sit the exam and how long is it?

The exam can be taken in any of our training academies across the Midlands. The exam can be booked for a day and time that is suitable for you. A trained invigilator will go through the process on the day to ensure you are fully prepared. If you are not able to get to an academy your educator can apply for you to take your exam in another location. This may be your current working location.

Maths

Entry level exams

The duration of the exam is 1 hour and 30 minutes. This is split into a non-calculator paper (25 minutes) and a calculator paper (1 hour 5 minutes)

Level 1 and level 2 exams

The duration of the exam is 1 hour and 45 minutes. This is split into a non-calculator paper (25 minutes) and a calculator paper (1 hour 20 minutes).

English

Entry level exams

Reading – The duration of the reading exam is 45 minutes.

Writing – The duration of the writing exam is 40 minutes.

Spelling task – The duration of the spelling task is 15 minutes (this is part of the writing exam).

Speaking and listening exam – The duration of this task is (up to) 20 minutes.

Level 1 and level 2 exams

Reading –1 hour.

Writing –1 hour and 20 minutes.

Speaking and listening – (up to) 30 minutes.

Where can I find more information?

We use City & Guilds as their awarding body for all of our functional skills exams. You can find more information including a qualification handbook at this address:

www.cityandguilds.com

If you have a specific query about functional skills you can either speak with your Educator or Academy Manager – or email our Maths & English lead, Daniel Rombach:

Daniel.Rombach@hoet.co.uk

