







Scheme of Work



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Course title: Functional Skills Maths	Accreditation opportunities (Including Functional Skills)
Course code:	Functional Skills Entry 3, Level 1 and Level 2
Tutor: Jonothan Hope	Length, start and end date: 2.0 hours
Course aim(s): <ul style="list-style-type: none">• To provide the essential knowledge, skills and understanding that will enable learners to operate confidently, effectively and independently in life and at work• To develop learners' problem-solving skills• To help learners gain a Functional Skills Maths qualification• To develop and demonstrate employability skills	
Progression opportunities: <ul style="list-style-type: none">• FS Maths accredited qualification at the next level.• GCSE Maths through college course• Functional English qualification• Functional ICT qualification• Applying for paid work• Volunteer work	

No	Differentiated learning outcomes for Employability Skills						
	Basic	>	>	>	>	>	Advanced
	Outcome A		Outcome B			Outcome C	
	 Applied Academic Skills <ol style="list-style-type: none"> 1. Uses numbers in real life contexts 2. Uses a calculator confidently 3. Chooses and uses the correct calculation methods to solve problems/find answers 						
	1. Plan a simple budget for a meal	1. Plan a weekly family budget	1. Plan a weekly/monthly personal budget				
	2. Use a calculator for addition, subtraction, multiplication and division	2. Use a calculator for more complex tasks e.g. percentages, square roots	2. Understands the limitations of a calculator				
	3. Needs support choosing and using the correct calculation methods to solve problems/find answers	3. Usually chooses and uses the correct calculation methods to solve problems/find answers	3. Confidently chooses and uses the correct calculation methods to solve problems/find answers				
	 Communication Skills						
	Needs encouragement to share/discuss ideas or feedback with other learners	Usually shares/discusses ideas or feedback with other learners	Confidently shares/discusses ideas or feedback with other learners				
	 Use of Procedures and Routines						
	Needs encouragement to reflect on learning provide evidence in ILP	Usually reflects on learning after every session and provides evidence in ILP	Reflects on learning after every session and provides clear evidence in ILP				
	 Interpersonal Skills						
	Usually shows respect for other people's ideas	Shows respect for other people's ideas	Always shows respect for other people's ideas				
	 Personal Qualities						
	Needs encouragement to complete and submits homework	Usually completes and submits homework	Always completes and submits homework				
	Needs encouragement to participate in class	Actively participates in class	Actively participates in class and asks thought provoking questions				
	 Resource Management						
	Needs encouragement to arrive to sessions on time and to let the tutor know when and why they will be absent	Usually arrives to sessions on time and lets the tutor know when and why they will be absent	Always arrives to sessions on time and lets the tutor know when and why they will be absent				

		Differentiated learning outcomes							
		Basic	>	>	>	>	>	Advanced	
		Outcome A		Outcome B		Outcome C			
		Entry 3		Level 1		Level 2			
1	Meet and greet session								
	Introductions Housekeeping Assessment - All levels Ice breakers								What have you planned for Initial Assessment and does it include functional skills? All learners have completed an IA which has identified their numeracy levels (Brush Up Maths course). All learners will complete a Functional Skills style Maths assessment. This will give an indication of the level they should be working towards.
2 & 3	Decimals								
	Understand decimals to two decimal places in practical contexts. Understand common measures to one decimal place and money to two decimal places.		Add and subtract decimals up to two decimal places. Multiply and divide whole numbers and decimals by 10, 100 and 1000.		Add, subtract, multiply and divide decimals up to three places and check answers in the context of measurements and money, give the level of accuracy of results.				
4	Fractions								
	Recognise common fractions in everyday life Read and write common fractions Recognise and use equivalence		Order and compare common fractions Simplify fractions Find a fraction of a number		Know how to change fractions to equivalent fractions with a common denominator.				
5	Percentages								
	To recognise and order percentages		To recognise and order percentages. Calculate 10%, 20%, 25% 50% and 75%		To recognise and order percentages. Calculate 10%, 20%, 25% 50% and 75% Convert fractions to percentages				

6	Ratio and Proportion		
	<p>FM/E3.7 Recognise and describe number patterns Identify multiples of 2, 5 and 10 in a number square. Recognise number patterns, Recognise odd and even numbers up to 1000</p>	<p>FM/L1.5 Understand simple ratio as the number of parts, for example three parts to one part. Understand direct proportion as the same rate of increase or decrease</p>	<p>FM/L2. Understand how to work out the number of parts in a given ratio, and the value of 1 part.</p>
7&8 Metric Measures			
	<p>FM/E3.5 Read, estimate, measure and compare length, weight and capacity. Read scales to the nearest labelled and unlabelled division on measuring instruments. How many cm in m, how many cl in l etc</p>	<p>FM/L1.8 Convert units of measure in the same system</p>	<p>FM/L2.8 Use, convert and calculate using metric and, where appropriate, imperial measures. converting money</p>
9 & 10 Common measures: time , temperature and money			
	<p>FM/E3.5 Understand, estimate and measure temperature</p> <p>FM/E3.8 Complete simple calculations involving money. Understand money to two decimal places. Understand the decimal point separates pounds and pence</p>	<p>FM/L1.7 Solve problems requiring calculation, with common measures including time and temperature</p> <p>FM/L1.7 Solve problems requiring calculation, with common measures, eg. money</p>	<p>FM/L2.1 Understand the meaning of negative numbers in a practical context, for example temperature below zero, loss in trading.</p> <p>FM/L2.2 Add, subtract, multiply and divide decimals up to three places and check answers in the context of measurements and money. Give the level of accuracy of results, for example nearest pound.</p>

11	Formulae		
	FM/E3.2 Solve practical problems involving multiplication and division by 2, 3, 4, 5 and 10	FM/L1.6 Use simple formulae expressed in words for one- or two-step operations	FM/L2.5 Understand and use simple formulae and equations involving one- or two-step operations
12	Perimeter, Area and Volume		
	FM/E3.9 Recognise shapes and their properties Identify the perimeter of simple shapes, e.g. rectangles, triangles. Know that the perimeter is measured in units of length	FM/L1.9 Work out areas and perimeters in practical situations Know that the perimeter is the boundary of a shape and is measured in units of length.	FM/L2.7 Find area, perimeter and volume of common shapes Recognise the symbol for pi, and know its approximate value Know how to make substitutions in a formula and work out the result Work out dimensions from scale drawings.
13	Shape and Space		
	FM/E3.9 Recognise and name simple 2D and 3D shapes and their properties	FM/L1.10 Construct geometric diagrams, models and shapes	FM/L2.6 Recognise and use 2D representations of 3D objects
14	Graphs and Charts		
	FM/E3.11 Extract, use and compare information from lists, tables, simple charts/graphs.	FM/L1.11 Extract and interpret information from tables, diagrams, charts and graphs FM/L1.12 Collect and record discrete data and organise and represent information in different ways	FM/L2.10 Use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using information and communication technology (ICT) where appropriate.
15	Mean median mode range		

	FM/E3.2 Solve practical problems involving division by 2, 3, 4,5 and 10	FM/L1.13 Find mean and range	FM/L2.11 Use statistical methods to investigate situations	
16	Probability			
	FM/E3.6 Understand decimals to two decimal places in practical contexts	FM/L1.14 Use data to assess the likelihood of an outcome	FM/L2.12 Use probability to assess the likelihood of an outcome	
17	Revision			
	E3	L1	L2	
18	Mock Exam			
	E3 OCR FS E3 Maths paper no 1	L1 OCR FS L1 Maths paper no 4	L2 OCR FS L2 Maths paper no 3	
19	Revision topics and exam papers			
	E3	L1	L2	
20	EXAM OCR ASSESSMENTS			

	E3	L1	L2	
21	Final Session			
	IAG ILP Evaluations Employability Self Assessment			

Date	LO no	Notes - including teaching methods / learner activities and resources, opportunities for functional Skills development	Assessment / learning checks	Resources
Meet & Greet	1	Introductions, Induction, overview of learner handbook Enrolment and start ILPs, Ground rules, H&S, Enrolments Employability Self-Assessment forms Functional Skills Assessment – Whole numbers and FDP		Learner Handbook Employability Self-Assessment forms FS Assessments
	2	Ratio and Proportion Find quantities in a given ratio L1 Use direct proportion to increase or decrease quantities. L1 Use simple scale to estimate distance on a road map. L1 Write a ratio in its simplest terms L2 Work out dimensions from scale drawings L2	Feedback on IAs Group Activity Feedback/Discussion Q&A Observation of skills Worksheets Homework	
	3 & 4	Length, Weight and Capacity Estimate, measure and compare length, weight and capacity E3 Read and use scales E3 Convert and calculate with metric units of length, weight and capacity L1 Use mileage charts.L1 Estimate, measure and compare length, weight and capacity using metric and imperial units L2 Use conversion factors and conversion tables L2	Group Activity Feedback/Discussion Q&A Observation of skills Worksheets Homework	
	5	Time and Temperature Read, measure and record time in common date formats and in the 12 & 24-hour clock E3 Solve problems involving time, including reading timetables L1 Measure temperature L1 Calculate, measure and record time in different formats L2	Group Activity Feedback/Discussion Q&A Observation of skills Worksheets Homework	
	6	Calculating with money Add, subtract, (E3) multiply, divide sums of money L1 and L2 Plan a budget Round sums of money to the nearest pound and 10p and nearest 1p L1 and L2 Understand place value of whole numbers and decimals up to two decimal places but recognise that money is written either as a whole number or to two decimal places, e.g. £5 or £5.00, but not £5.0 E3 Know that, for column addition and subtraction, decimals should be aligned by the decimal point	Group Activity Feedback/Discussion Q&A, Observation Worksheets H/W	
	7	Using formulae Find and use formulae expressed in wordsL1 Apply the BIDMAS rule to evaluate an expression L2 Use formulae expressed in symbols L2 Use simple equations L2	Group Activity Feedback/Discussion Q&A, Observation Worksheets H/W	8

<p>How will you know the course aims and LOs have been achieved?</p> <p>Ongoing assessment through observation, feedback (verbally and on ILPS), class and homework assignment and end of topic tests.</p>
<p>Tutor reflection / Notes for future delivery</p>