







Functional Skills Acquisition

Health Education England (HEE) have funded all EEAST staff access to English and Maths level 2 functional skills learning resources via BKSB - an online training provider, and English and Maths level 2 functional skills assessments via Open Awards (OA) – an awarding body.

	Request access to BKSB	Email the training.managers@eastamb.nhs.uk inbox from your Trust email account with the following information: your full name, your current role, your date of birth and which of the functional skills you would like to achieve (English, Maths or both).
	Log in to BKSB	Once you receive an email from BKSB log in and complete the initial and diagnostic assessments to see what you need to do to complete the required learning.
	Complete BKSB learning	Unless the website indicates that you need specific support outside of their eLearning packages, complete the BKSB learning modules at a pace to suit you*
	Complete Open Awards practice paper	Once you have achieved the learning set out by BKSB, contact the training managers inbox again and we will send you a practice paper(s) from the awarding body, Open Awards.
	Complete OA assessment	If successful with the practice paper, we will register you for the assessment via Open Awards (OA).** We will request the online assessment at a convenient date and time for you. At least 7 days notice is required but assessments are available 24/7.
	Gain eCertificate or undertake further attempt.	OA manage the exam process and allow 16 working days from assessment to results. If successful, an eCertificate is generated. If unsuccessful the BKSB resources are still available to support learning, further practice papers are available for preparation and 2 further reassessment attempts can be booked if required.

* EEAST don't have open access to face to face (F2F) teaching, if eLearning just doesn't work for you, or your initial and diagnostic assessments

indicate that you would benefit from F2F tuition before assessment, please access an adult community programme in your local area, there is normally no charge for this service, but please be aware that this is likely to have specific time constraints. One to one teaching is not funded by EEAST or Health Education England and if this is your preferred learning approach then it will need to be accessed by you personally.

**** Assessment details:** Maths is 2 hours in total; 90 mins calculator allowed, 30 mins with no calculator.

English is 3 hours in total; booked as 3 parts; Speaking, Learning and Communicating - one hour for each, booked an hour apart and the communicating part requires 3 learners at a time.

Learners will receive an email with a guidance document, confirmation form and teams link, then further information will be sent on the day.