



BPP

Functional Skills **Upskilling Handbook**

2024



FunctionalSkills@bpp.com

English Upskilling Guide

Step 1- Learners Plan

Now you have completed your **Initial & Diagnostic assessment**, we have created a Learners Plan for you. The Learners Plan will indicate areas in which you need to upskill and target dates.

Functional Skills English Learning Plan

Pathways.

Extended- More than 2 modules required for upskilling.

Standard- 2 modules required for upskilling.

Accelerated- 1 module required for upskilling.

Fast Track- Proceed to mock exam.

Modules highlighted in yellow which need to be upskilled.

Level Required	Level 2
Start Date	19 th February 2024
Pathway	Extended
9 - month End Date	19 th November 2024

Diagnostic Assessment - you must achieve a Level 2.3 or above 6 modules

Reading - Text	Level 2.6 – Complete
Reading - Word	Level 1.6 – Upskilling required
Spelling	Level 2.6 – Complete
Punctuation	Level 1.7 – Upskilling required
Grammar	Level 2.2 – Upskilling required
Writing	Level 2.9 – Complete

Modules highlighted in yellow need to be upskill on BKSb or via the online webinars.

Please see the attached timetables if you would like to join any of the live or recorded webinars.

All live webinars can be joined via this link: bpp.adobeconnect.com/fsenglish/

Targets - Estimated time required for upskilling

Complete	Reading - Text
4 hours	Reading - Word
Complete	Spelling
4 hours	Punctuation
1 hour	Grammar
Complete	Writing
3 hours	Examination Preparation
3 hours	Mock Exam
	Ready to book Formal Exams
3 hours	Speaking & Listening Preparation
2 hours	Speaking & Listening Exam

Start date is your first date of engagement with the programme. When you completed your initial assessment

9- Month end date. Please note this is different from your Apprenticeship end date.

Target hours required and weeks for upskilling and exam preparation.

BKSB Levels explained:

	L2.9
	L2.8
	L2.7
	L2.6
	L2.5
	L2.4
	L2.3
	L2.2
	L2.1
Level 2	L2
	L1.9
	L1.8
	L1.7
	L1.6
	L1.5
	L1.4
	L1.3
	L1.2
	L1.1
Level 1	L1
	E3.9
	E3.8
	E3.7
	E3.6
	E3.5
	E3.4
	E3.3
	E3.2
	E3.1
Entry 3	E3
	E2.9
	E2.8
	E2.7
	E2.6
	E2.5
	E2.4
	E2.3
	E2.2
	E2.1
Entry 2	E2

Target Level

BKSB levels work from Entry 1, up to Level 2. To see your progress within a module the values range from .1 to .9.

The highest level is Level 2.9

All modules need to be upskilled to a Level 2.3 to progress to a mock exam.

3- Ways you can Upskill BKSb modules to Level 2.3

1. BKSb (Page 4)

If you enjoy **independent learning**, BKSb could be the right direction for you? Modules can be accessed anytime, around other work commitments. You can designate an hour a week or opt for a more intensive programme. You can track your targets easily, to ensure the successful completion of your programme (reaching level 2.3 or above in every module). The Functional Skills team will regularly monitor your progress and contact you when you're ready to complete your mock exam.

2. BPP Online Webinars & Hub (Page 6)

If you prefer to **interact with tutors**, with the capacity to ask questions, attending live weekly webinars maybe a better approach for you? We also have booster sessions where you can find out more about the exams and preparation sessions where you will be talked through strategies to thrive under exam pressure.

Online webinars will also be recorded (available on the BPP Hub) if you cannot attend designated time slots due to other commitments. You can **watch the recordings back anytime**.

Ensure that Functional Skills team monitors your advancement in the online webinars by completing the 10-minute progress checks on BKSb at the conclusion of each session.

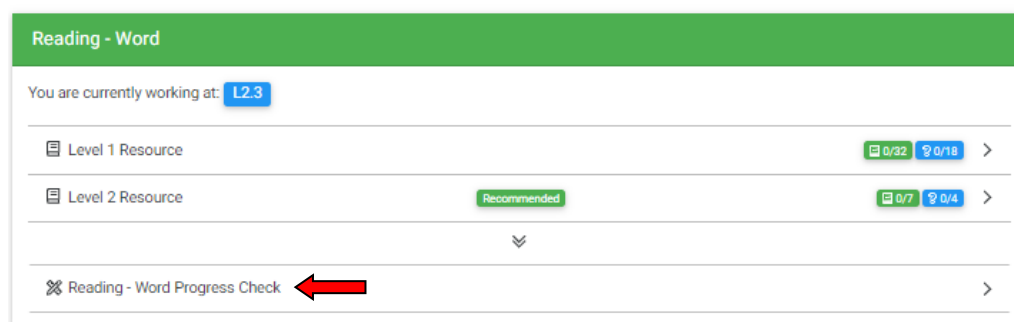
3. Alternative online resources (Page 9)

To assist you in establishing **connections** between the **fundamental math skills** covered in **BKSb** and the **formal exams**, we have sourced a variety of online resources. These concise videos are designed to illustrate the necessary English skills for the exam, provide effective strategies for approaching the questions, and offer insights into the format of both the mock and formal exams.

Please find online resources for each of the **6 BKSb** English modules below.

If you have any further queries, please contact the Functional Skills team- FunctionalSkills@bpp.com

**** Please be aware that regardless of the option you choose, it's imperative to log into BKSb at the conclusion of each module and complete the 10-minute progress check. Achieving a Level 2.3 in every module is necessary to advance to a mock exam.**



Reading - Word

You are currently working at: **L2.3**

Resource	Progress	Target
Level 1 Resource	0/22	0/18
Level 2 Resource	0/7	0/4

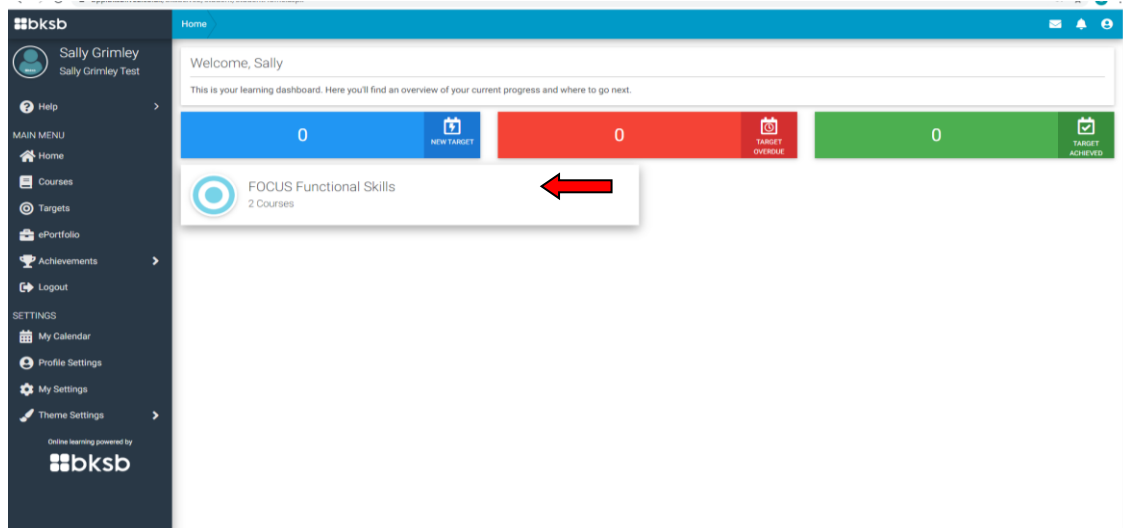
Recommended

Reading - Word Progress Check

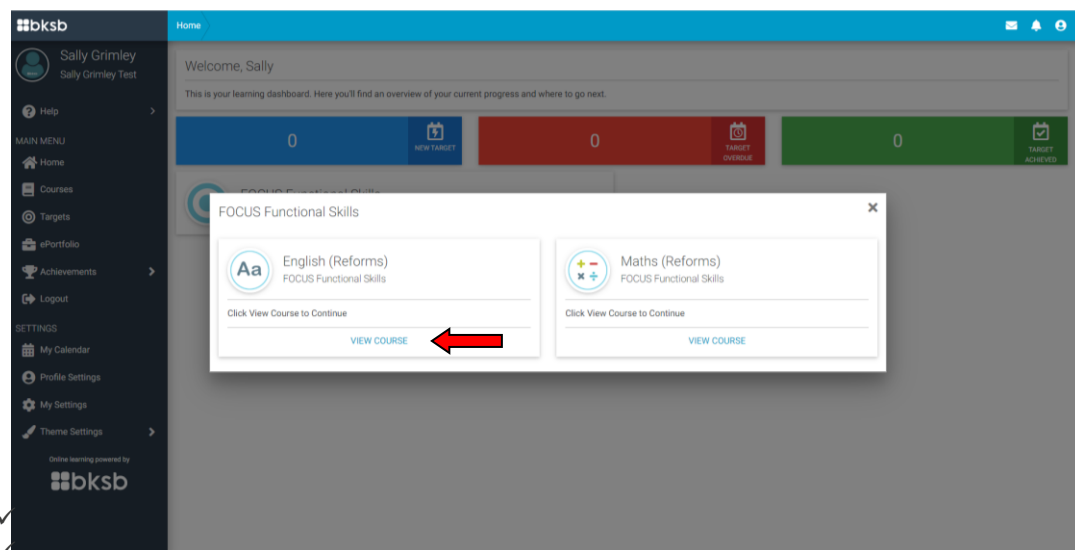
Option 1- Instructions on how to upskill on BKSb.

You will have received an email from BKSb with your login details (please click [here](#) to log in).

- ✓ Select “FOCUS Functional Skills”



- ✓ Select which course you wish to upskill. Select “VIEW COURSE”.



- ✓ You will be taken into the “Learn” tab, where you will be able to see all the modules. There are 6 modules for English.

English Modules - 6

1. Reading Text
2. Reading Word
3. Spelling
4. Punctuation
5. Grammar
6. Writing

Your modules will be outlined in the **green boxes**, your module levels will be outlined in the **blue box**. Below, you will be able to see the recommended level of resources. Click on the level and work through the modules and quick quizzes.



Module Name

Reading - Word

You are currently working at: **L2.3**

Level 1 Resource

Level 2 Resource

Recommended

Reading - Word Progress Check

Current working level. All levels must be Level 2.3 or above.

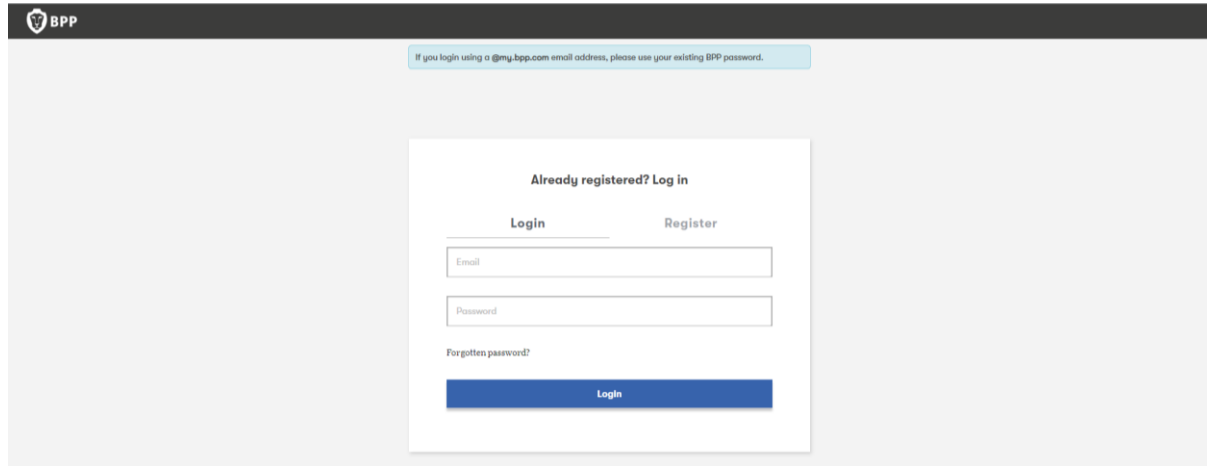
Recommended resource Level

Progress check

- ✓ Once all modules are open and quick quizzes are completed, it is time to complete the **Progress Check** at the bottom of each module. **This will increase the module score.**
- ✓ If you need any support working through BKSb please contact your coach and the Functional Skills team- FunctionalSkills@bpp.com

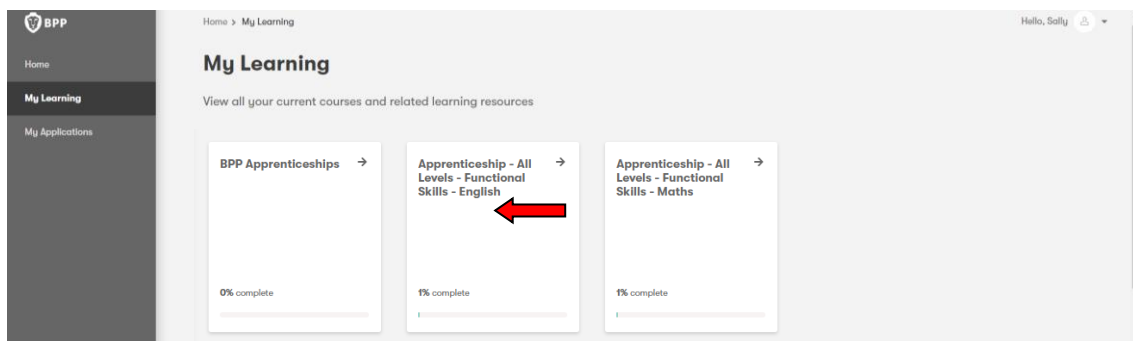
Option 2- Instructions on how via BPP Online Webinars & Hub

- ✓ Go to www.bpp.com/account
- ✓ Login to your Hub account.



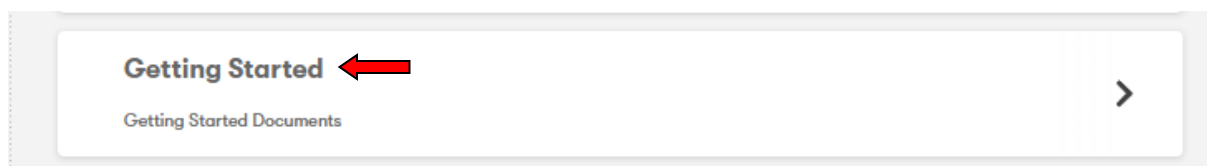
The screenshot shows the BPP login page. At the top left is the BPP logo. A message states: "If you login using a @my.bpp.com email address, please use your existing BPP password." The main content area has a white box with the heading "Already registered? Log in". Below this are two tabs: "Login" (selected) and "Register". There are input fields for "Email" and "Password". A link for "Forgotten password?" is below the password field. A blue "Login" button is at the bottom of the box.

- ✓ When you log into your Hub area, select **My Learning** tab, on the left-hand side. You will then see a list of your courses, including **Functional Skills English/ and or maths**.



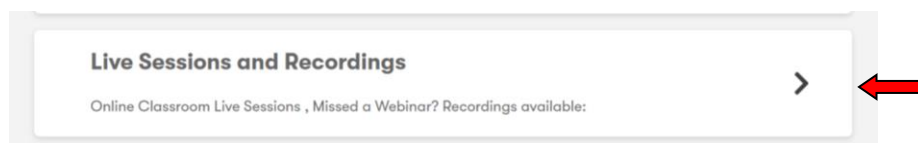
The screenshot shows the "My Learning" dashboard. On the left is a dark sidebar with the BPP logo and navigation links: "Home", "My Learning" (highlighted), and "My Applications". The main area has the heading "My Learning" and the subtext "View all your current courses and related learning resources". Below this are three course cards, each with a progress bar and a red arrow pointing to it. The first card is "BPP Apprenticeships" (0% complete). The second card is "Apprenticeship - All Levels - Functional Skills - English" (1% complete). The third card is "Apprenticeship - All Levels - Functional Skills - Maths" (1% complete).

- ✓ Select either course, then select **Getting Started**



The screenshot shows a "Getting Started" section. It has a white background with a dark header bar. The header bar contains the text "Getting Started" in white, with a red arrow pointing to it. Below the header bar, there is a link "Getting Started Documents". A right-pointing arrow is on the right side of the section.

- ✓ Finally select the **Live Sessions and Recordings** tab, where you will be able to find the welcome webinar information, weekly webinar timetable and links to online meeting areas.



The screenshot shows the "Live Sessions and Recordings" tab. It has a white background with a dark header bar. The header bar contains the text "Live Sessions and Recordings" in white, with a red arrow pointing to it. Below the header bar, there is a link "Online Classroom Live Sessions , Missed a Webinar? Recordings available:". A right-pointing arrow is on the right side of the section.

It is important that you attend your **Welcome Webinar** before the **Weekly Webinars** as it will give you a clear understanding of what is required to complete the Functional Skills course, and what support is available for you at the start of your course.

These times are subject to change from time to time therefore it is advised that you check the HUB for any timetable changes ahead of attending the sessions. When it is time to join the session follow this link to get access to the webinar room.

English Link- <http://bpp.adobeconnect.com/fsenglish/>

- ✓ If you're unable to participate in a live session due to time constraints or if you've missed one, all webinars are recorded and available for playback on the BPP Hub.



- ✓ You can also find a downloadable pack here:



Option 3- Alternative Online Resources

Online Exam Platform Tips - <http://bpp.adobeconnect.com/pse3gzlluzpn/>

Writing - Exam Preparation - <http://bpp.adobeconnect.com/p3bnrq1cxyia/>

Reading - Exam Preparation - <http://bpp.adobeconnect.com/p1sy00ll8cog/>

Speaking and Listening Assessment Information Session -
<http://bpp.adobeconnect.com/psk6cq6qb5o7/>

Speaking and Listening Assessment walkthrough-
<https://www.youtube.com/watch?v=VCOVV449J7g>

Familiarisations test:

- [HTML English Reading Familiarisation Test](#)
- [HTML Level 2 Reading - Sample 1](#)
- [HTML English Writing Familiarisation Test](#)
- [HTML Level 2 Writing - Sample 1](#)

City and Guilds Formal exam Demonstration- Paper 1:

Observe Rachael as she navigates through a Level 2 Reading and Writing sample paper. Rachael will demonstrate effective approaches for tackling each question.

Paper 1 Writing- <https://www.youtube.com/watch?v=7RQ4WVyAAj4>

Paper 1 Reading- <https://www.youtube.com/watch?v=ZKbABVgYb4Y>

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