



BPP

Functional Skills

Getting Started

Handbook

2024



FunctionalSkills@bpp.com

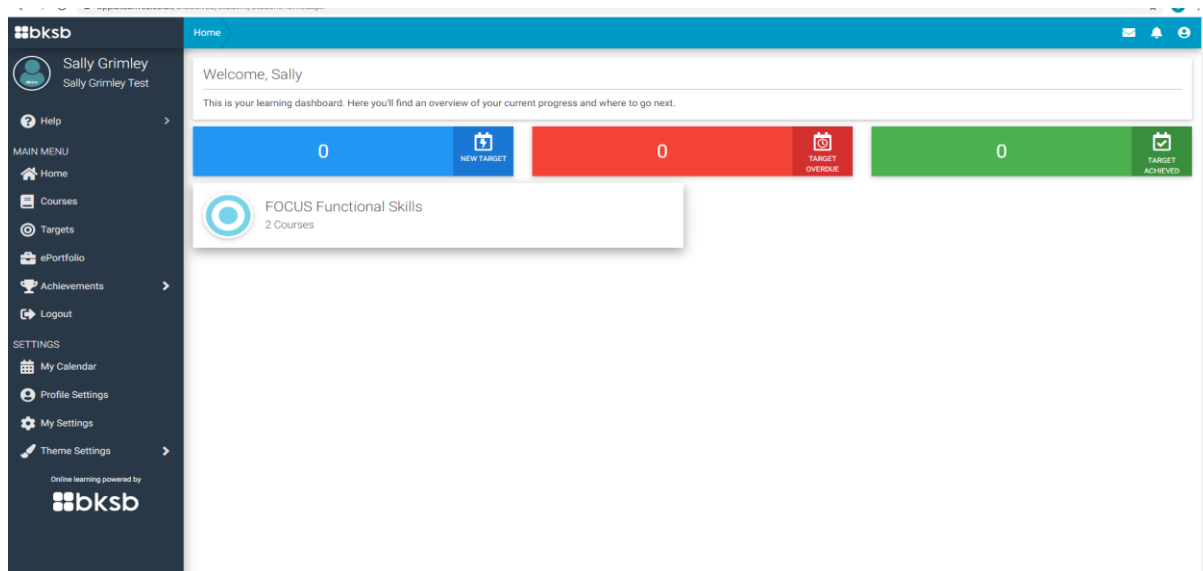
Your Functional Skills Programme

Step 1- BKSb Learning Platform

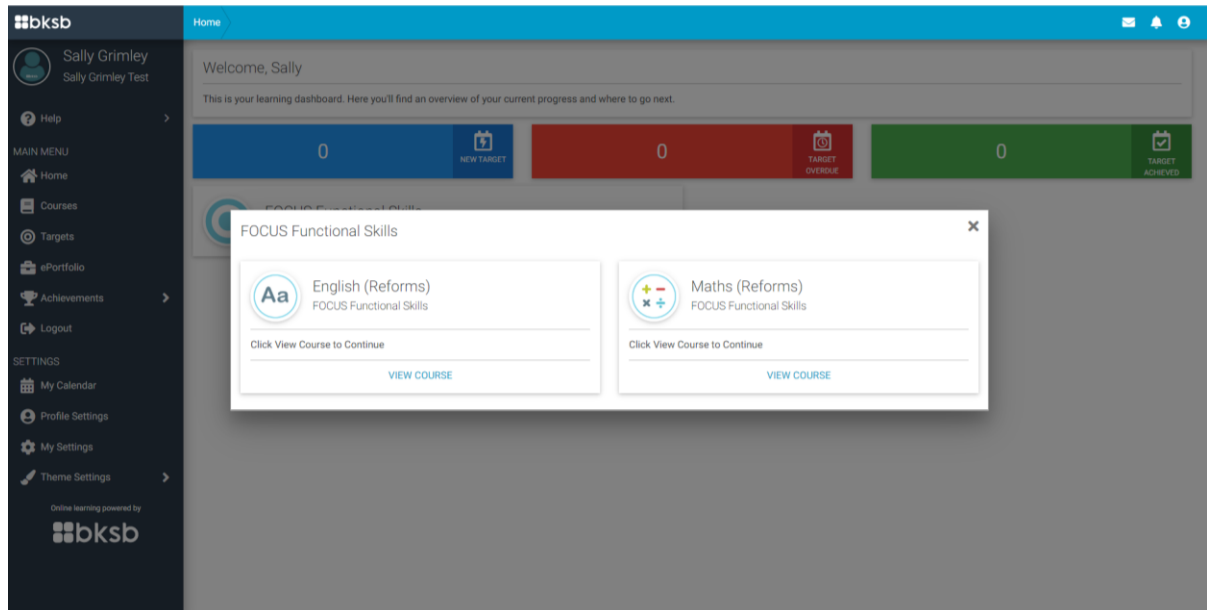
You will receive an email from BKSb with your login details.

As a first step, you should complete the online initial and diagnostic assessments on BKSb (please click [here](#)), as this will identify areas for development. Each diagnostic assessment takes approximately one hour to complete; make sure you complete this within the first two weeks.

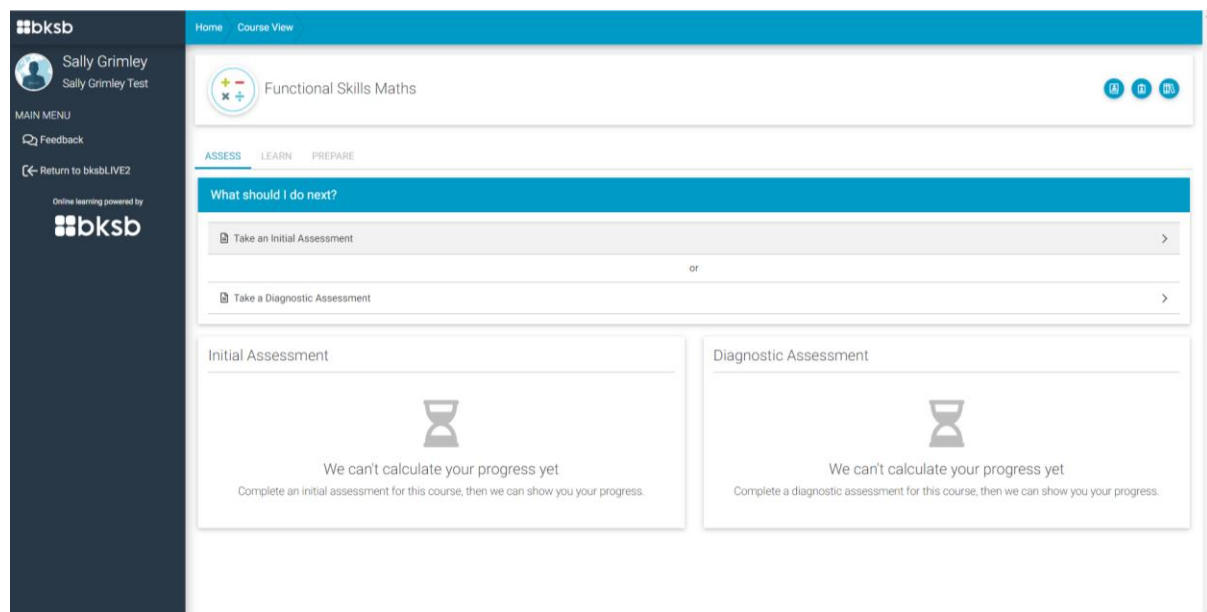
- ✓ Select “FOCUS Functional Skills”



- ✓ Select which course you wish to complete the initial and diagnostic assessment for. Select “VIEW COURSE”.



- ✓ To begin the initial assessment, select “Take an Initial Assessment”, once you have completed the initial assessment select “Take a Diagnostic Assessment”.



Step 2 - Learning Plan

Once the initial and diagnostic assessments are complete, you will see a list of topics with an indication of those that require more work.

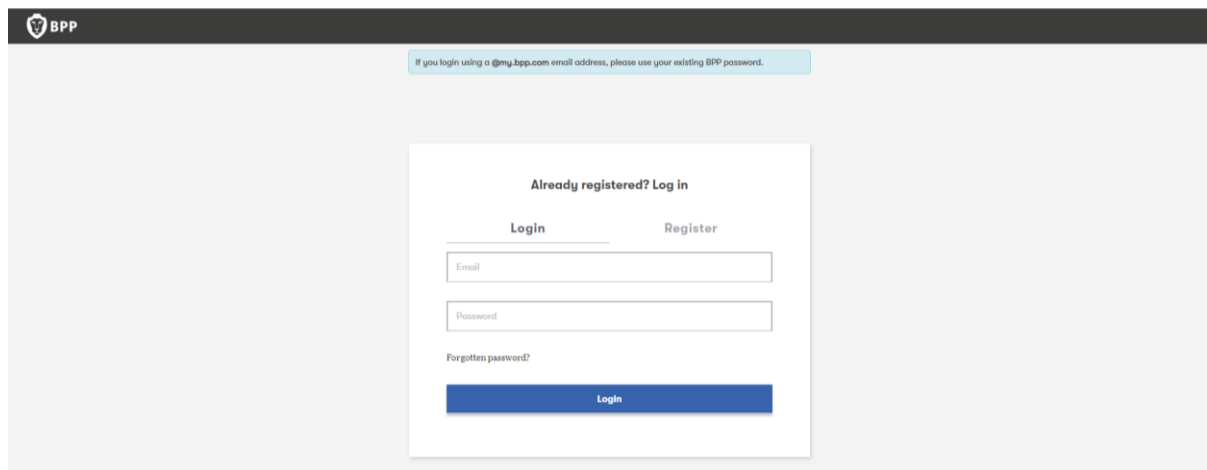
Please email the Functional Skills team, to inform us you have completed the assessments. We will evaluate your results from the diagnostic assessment and set up a **Learning Plan** for you. FunctionalSkills@bpp.com

The plan will include;

- ✓ Identified areas required for upskilling
- ✓ Instructions on how to upskill areas needed for development
- ✓ Key target dates
- ✓ Predicted end date

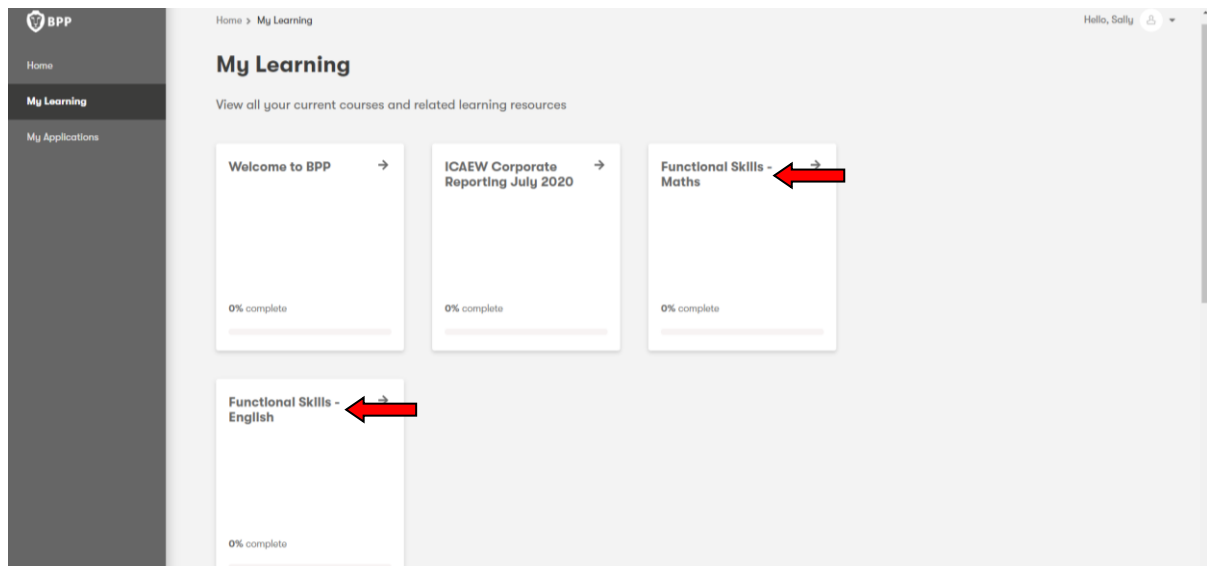
Step 3 - Weekly Welcome Webinar

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



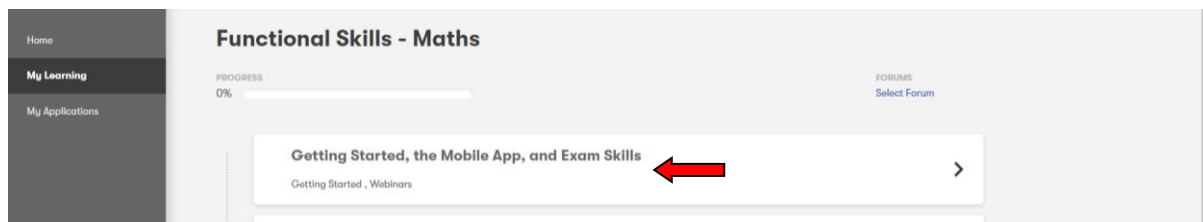
The image shows the BPP Hub login page. At the top, there is a BPP logo and a navigation bar. Below the navigation bar, a message states: "If you login using a @my.bbp.com email address, please use your existing BPP password." The main content area features a login form with the heading "Already registered? Log in". The form has two tabs: "Login" and "Register". Under the "Login" tab, there are input fields for "Email" and "Password", a link for "Forgotten password?", and a blue "Login" button.

- ✓ 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.

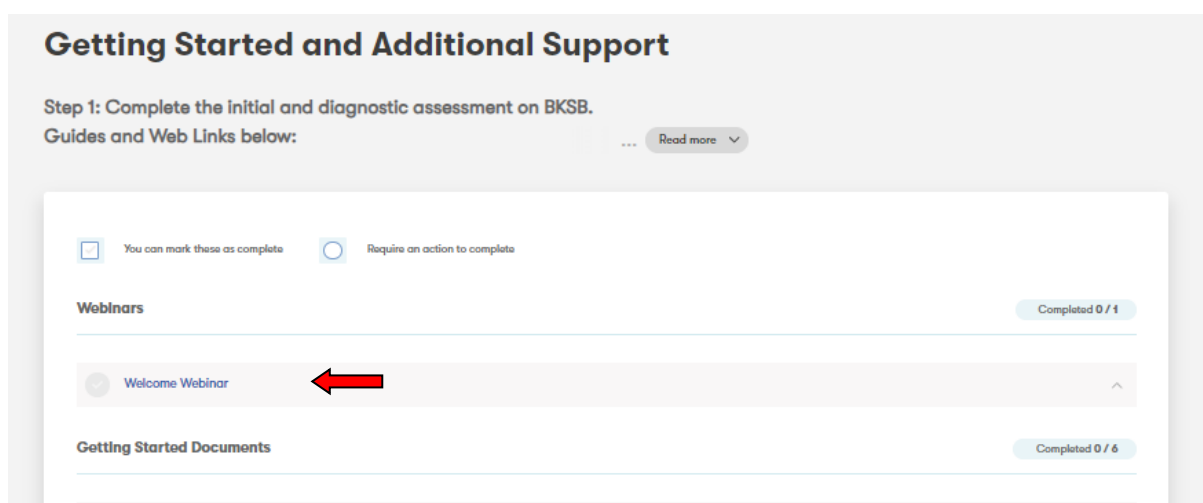


The image shows the BPP Hub "My Learning" page. On the left, there is a dark sidebar with the BPP logo and navigation links: "Home", "My Learning" (highlighted), and "My Applications". The main content area has the heading "My Learning" and the subtext "View all your current courses and related learning resources". Below this, there are four course cards, each showing "0% complete" and a progress bar. The cards are: "Welcome to BPP", "ICAEW Corporate Reporting July 2020", "Functional Skills - Maths", and "Functional Skills - English". Red arrows point to the "Functional Skills - Maths" and "Functional Skills - English" cards, indicating the courses to be selected.

- ✓ Select either course, and select “Getting Started”



- ✓ Finally select the “Welcome Webinar” tab, where you will be able to find the welcome webinar timetable and links to online meeting areas.



It is important that you attend your **Welcome Webinar** 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.

Please register here using your first and last name: <http://bpp.adobeconnect.com/fswelcome/>

In the Welcome Webinar, we will introduce the BPP team, explain the programme structure and materials and give guidance around using the online learning platforms and accessing tutor support.

Step 4: Upskilling

- ✓ Weekly webinar sessions for each subject are available (links, dates and times to be found on BPP Hub). These sessions provide you with the opportunity to interact live with a tutor, ask questions, seek guidance and prepare for your exams. Our expert tutors are there to help you along the way.
- ✓ You will be required to upskill the modules on BKSb, that are below a Level 2.3, before progressing onto a mock exam. This will be outlined in your Learners Plan. There are 7 modules for Maths and 6 modules for English.

Step 5: Mock exam preparation

- ✓ When all the modules are upskilled to Level 2.3, please email the Functional Skills inbox FunctionalSkills@bpp.com. We will send you exam preparation material and a mock exam.
- ✓ Complete the mock exam and return this to the Functional Skills inbox
- ✓ The mock exam will be marked, and detailed feedback given, outlining if you are ready to book your examination.

Step 6: The Final Exams

Once complete, your coach will be able to assist in organising your exams. Exams can be taken at fixed dates every month and must be taken well in advance of Gateway (before you start preparing for EPA). Functional Skills exams take place in three approved locations: London, Manchester and Birmingham.

We wish you the very best with your studies and please do contact the Functional Skills team with any queries you may have. We are here to help and support you.