


Course Title	Functional Skills Mathematics				
Course Description	<p>The Functional Mathematics course aims to promote mathematical thinking and transferable skills, with a particular focus on problem-solving and being able to apply these skills effectively in everyday real-life situations.</p> <p>Candidates will be encouraged, inspired, moved and challenged by following a broad, coherent, satisfying and worthwhile course of study. Learners will be helped to develop confidence in (and to have a positive attitude towards) mathematics and to recognise the importance of mathematics in their own lives and society.</p> <p>Using different methods to help you learn the rules of maths, you will be taught at a pace that suits your learning style. We all use maths each day and the skills you will learn on this course will help make daily tasks easier.</p> <p>This course is for adults who need to improve their mathematics skills and who will be expected to undertake two exams at the end of the course to gain the associated qualification. This course uses City and Guilds as its awarding body and the dates of the exam will be confirmed once the enrolment process has been completed.</p> <p>An assessment before enrolment is essential to ensure you are placed in the right course based on your current ability and understanding of maths. Please contact us to be booked in for an initial assessment and to check your eligibility for the course.</p>				
Start Date	16 th Sep 2025	Day & Time	Tuesday 09:30 – 11:45	Venue	The Blue Space Cambourne
Tutor Details	Anna Robertson-Bilen – 20+ years teaching in primary and ESL (all ages).				
No. of wks	28	Terms		3	
Fee	FREE*/£410 (see eligibility criteria below)	Concessionary Fee		FREE*/£319 (see eligibility criteria below)	
Course Level:	Mixed ability			✓	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)			Entry, Level 1 & Level 2	
	Level 3 Equivalent GCE A Level				

<p>Skills or qualifications needed for entry into the class</p>	<p>Commitment to the full course, a willingness to take part in class exercises and to work independently, including at home. You should also have a good understanding of the English language and the ability to write in simple sentences.</p> <p>Level 2 maths is a demanding course, which acts as a gateway to study for a GCSE qualification. To be entered into Level 2, learners must have previously passed Level 1.</p> <p>Learners must have the intention of taking the final exams prescribed to this course. A minimum attendance must be achieved, or you may be withdrawn from the course.</p>
<p>Course aims & objectives</p>	
<p>The course will raise awareness of how improving numeracy can assist in your life by realising its use in everyday situations and the “world of work”. You will see how maths is everywhere and learn how to work with maths in everyday life.</p> <p>Functional Skills maths places great emphasis on ‘doing Mathematics’ and relating this, wherever possible, to daily tasks. Certain techniques and formulae need to be learnt, but the emphasis on ‘doing’ means that you will work carefully through the practical work in class. It is then vital, that you consolidate your knowledge by working through examples and exercises at home (direction will be given for this) to be able to solve problems effectively on your own.</p> <p>This course aims to enable candidates to, understand data and produce reports</p> <ul style="list-style-type: none"> • develop knowledge, skills and understanding of mathematical methods and concepts • acquire and use problem-solving strategies • select and apply mathematical techniques and methods in mathematical, every day and real-world situations for example, shopping and paying for bills 	
<p>Progression – after this course what might you do next?</p>	
<p>You may return to Functional Skills next year to achieve a higher-level qualification. After achieving Level 2 Functional Skills you may be able to enrol on a GCSE Mathematics course.</p>	
<p>How progress & success will be recorded</p>	
<p>Initial diagnostic assessments will take place at the beginning of the course.</p> <p>Your progress will be regularly reviewed and recorded with the tutor using an independent learning plan (ILP). This document will be completed weekly by yourself as a record, to map your learning and track your achievement. In-class activities, group discussions covering (and resolving) common difficulties with topics, regular performance assessments, completion of practice papers and mock exams.</p>	

Finally, in term 3, you will sit the Functional Skills examination at the appropriate level for the skills you have acquired throughout the year.	
Additional course costs (e.g. visits, materials, books, equipment)	
Other equipment: a scientific calculator, a compass (for drawing circles), a protractor, a ruler, pen, pencil, paper and a file to keep your work in (or an exercise book). Study books are not compulsory, however they maybe suggested by your tutor, once your level of working has been assessed.	
What to Bring to the Initial Assessment	Photographic ID and Passport if possible National Insurance Number Evidence of any prior learning, or certificates Supporting documents for any access arrangement requests, for the exam Assessments are held in person in Comberton Village College and take approx. 30 minutes. Please contact us to arrange a booking. A ruler, pen, pencil, paper and a file to keep your work in (or an exercise book).
Contact for further information	Community Education: 01223 264721 commed@combertonvc.org

Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

Eligibility criteria *

To qualify for a **FREE** place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria are as follows:

- Aged 19 or older on 31 August 2025
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK (including Afghanistan, Hong Kong and Ukraine)
- You have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning (this may not apply to Afghanistan, Hong Kong and Ukraine)
- You have not yet achieved a level 2 qualification in English at grade 4 or above
- Funding is limited for this course and a high level of attendance is essential or you may be removed from the course.
- You must complete an individual learning plan (ILP) on a weekly basis

If you do not qualify for a free course, then you can attend by paying the relevant fee. We can arrange a payment schedule of instalments for this course.

Enrolment and Payment

Upon enrolling onto a course, you will receive further information, including an agreement to adhere to regarding the policies and procedures of the College, which include but are not limited to safeguarding and prevent.

We reserve the right to refuse admission or refer learners to alternative appropriate classes on academic grounds if necessary. We reserve the right to withdraw tuition and exam entries in the event of verbal, physical or intimidating behaviour to other learners, tutors or staff.

Please enrol at Comberton Village College for all courses, including those held in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

You can contact our office via the following:

By Phone: 01223 264721 – due to limited staff availability, our office is open term time only

Email: commed@combertonvc.org

Address: Adult Education, Comberton Village College, Comberton, Cambridgeshire, CB23 7DU

Please note we are a cashless school; we currently accept card payments within our office based in Comberton Village College. We accept cheques made payable to The Cam Academy Trust.

Online enrolments can be paid directly in GBP (Sterling) via a secure server over the internet by debit or credit card. Online enrolment will ask for additional information that will enable us to register you, on your chosen course and allocate your payment accordingly.

Secure payment links for courses, can also be sent out via emails or text messages. This process would involve you being notified in advance, of a secure link due to be sent shortly afterwards. If required card payments, in person, can also be taken at the beginning of each term, via a portable payment system.

Refunds

If you choose to withdraw your booking, at least 2 weeks before the start date of a course, a refund will be given, minus a £5 administrative charge. Refunds are only available in the event of course cancellation or early closure from the college.

Classes cancelled by the college due to unforeseen circumstances, will be replaced with an extra class at the end of the course, whenever possible. For comprehensive details, please refer to our fees and refund policy which can be found on our website.

Concessionary Fees

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2025). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search their website **www.cambsals.co.uk** for details of all their funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

