

Applying Whole Organisation Approaches to the management of functional skills

Using the functional skills Critical Success Factors checklist for a whole organisation approach Activity 2**The Critical Success Factors**

The following factors will be critical in the successful implementation of functional skills in your organisation. Tick:

Column A if you feel this success factor is in place

Column B if you feel this success factor is nearly in place but needs some development

Column C if you feel that this is an area for development

Critical Success Factor	A	B	C
1. Promoting a positive agenda for the rationale and delivery of functional skills			
2. Implementing an effective curriculum model that provides learners with the time to acquire, develop and apply functional skills in a range of contexts, including working across partnerships			
3. Establishing clearly defined roles and responsibilities for the delivery and management of functional skills, both within centres and across partnerships			
4. Coordinating activity to underpin the delivery of functional skills provision, both within centres and across partnerships			
5. Delivering effective teaching and learning that assures learner achievement by identifying individual needs and providing relevant opportunities for functional skills development			
6. Establishing clear assessment procedures that are recognised by both staff and learners and that meet national standards			
7. Using resources efficiently and effectively both within centres and across partnerships, including the deployment of specialist staff, learner support, and the development of appropriate teaching and learning materials			
8. Embedding quality assurance systems to monitor that what is on offer provides a value-added dimension to the curriculum; this may include observation of teaching, learner and staff feedback, and a review of shared documentation			
9. Delivering appropriate staff development that supports, trains and develops the skills of those involved in delivering functional skills			
10. Reviewing and planning ahead for next year's cycle of functional skills development, for linking functional skills with other national and regional activities, for partnership working, for the introduction of Diplomas, for personalised learning and for assessment for learning.			