

New Job – L1 Functional Skills questions

Name _____ Date _____

Emma is looking for a job.

She needs to consider a number of different things before she applies.

Emma sees the following job adverts.

Brummie Vets



Receptionist required
Mon – Fri
9am – 4.30pm
£7.50 per hour

Voni's Cafe



Vacancy – Waiter/ Waitress
Wed – Sat
Lunch shift - 10am – 3pm
Dinner Shift - 5pm – 8.30pm
£8.25 per hour

1. Which job pays the most per week?
Show clearly how you get your answer.

2. What will the annual salary be for each job?

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5. Emma receives a letter inviting her for an interview at Voni's Café.

The interview will be on Tuesday 21st February at 15:30.

Emma needs to work out what time she needs to leave home to go to the interview.

- Emma lives in Bearwood and the café is in Selly Oak.
- Her nearest bus stop is Bearwood, Hagley Rd.
- The walk from Selly Oak Sainsbury's to Voni's café takes 15 minutes.
- She wants to arrive at least 10 minutes before the interview starts.

Here is part of a bus timetable:

Monday to Friday

Dudley Road – Summerfield park	1410	1417	1425	1432	1445	1452	1502	1508
Bearwood – Hagley Road (Arr)	1420	1427	1435	1442	1455	1502	1512	1518
Bearwood – Hagley Road (Dep)	1422	1429	1437	1444	1457	1504	1514	1520
Harborne – War lane	1426	1433	1441	1448	1501	1508	1518	1524
Selly Oak – Sainsbury's	1432	1439	1447	1454	1507	1514	1524	1530
Cotteridge – Watford Road	1440	1447	1455	1502	1515	1522	1532	1538
Kings Heath Church	1450	1457	1505	1512	1525	1532	1542	1548

What is the latest bus she can catch to get to the interview on time?

Write your answer in the box below.

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6. Emma gets the job. She needs to write a job acceptance letter to the manager of the café (Voni).

Circle 10 spelling and grammar mistakes in the letter and write the corrections.

Dear voni,

I am verry pleased to accept the job offer as a waitress in youre café.

I looking forward to joining the team on Wenesday 8th March.

If theres any additional paperwork or information that you need

before i start, please let me no.

Thank you for the oportunity.

Yours' sincerely,

Emma Carr

Emma Carr

FUNCTIONAL MATHEMATICS Coverage and Range statements (indicative only)

Coverage and range statements provide an indication of the type of mathematical content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent National Curriculum levels and the Adult Numeracy standards. ✓ indicates the main coverage and range skills covered in this resource, although these may vary with the student group and how the resource is used by the teacher. Ofqual (2009), Functional Skills criteria for Mathematics: Entry 1, Entry 2, Entry 3, level 1 and level 2.

Level 1

- | | |
|---|---|
| <ul style="list-style-type: none"> a) Understand and use whole numbers and understand negative nos. in practical contexts ✓ b) Add, subtract, multiply and divide whole numbers using a range of strategies ✓ c) Understand and use equivalences between common fractions, decimals and percentages ✓ d) Add & subtract decimals up to 2 decimal places ✓ e) Solve simple problems involving ratio, where one number is a multiple of the other f) Use simple formulae expressed in words for one- or two-step operations g) Solve problems requiring calculation, with common measures, including money, time, length, weight, capacity and temperature ✓ | <ul style="list-style-type: none"> h) Convert units of measure in the same system i) Work out areas and perimeters in practical situations j) Construct geometric diagrams, models and shapes k) Extract and interpret information from tables, diagrams, charts and graphs ✓ l) Collect and record discrete data and organise and represent information in different ways m) Find mean and range n) Use data to assess the likelihood of an outcome |
|---|---|

Level 2

- | | |
|---|---|
| <ul style="list-style-type: none"> a) understand and use positive and negative numbers of any size in practical contexts b) carry out calculations with numbers of any size in practical contexts, to a given number of decimal places ✓ c) understand, use and calculate ratio and proportion, including problems involving scale d) understand and use equivalences between fractions, decimals and percentages e) understand and use simple formulae and equations involving one or two operations f) recognise and use 2D representations of 3D objects | <ul style="list-style-type: none"> g) find area, perimeter and volume of common shapes h) use, convert and calculate using metric and, where appropriate, imperial measures i) collect and represent discrete and continuous data, using information and communication technology (ICT) where appropriate j) use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using ICT where appropriate. k) use statistical methods to investigate situations l) use probability to assess the likelihood of an outcome |
|---|---|

Level 1 Functional Skills English mapping

Ofqual (2009), Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2.

Level 1 Writing skill standard: Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

Coverage and range statements

- a) Write clearly and coherently, including an appropriate level of detail
- b) Present information in a logical sequence
- c) Use language, format and structure suitable for purpose and audience
- d) Use correct grammar, including correct and consistent use of tense ✓
- e) Ensure written work includes generally accurate punctuation and spelling and that meaning is clear ✓

Reference: <https://www.gov.uk/government/publications/criteria-for-functional-skills-qualifications>