

Your Personalized Functional Skills Study Plan

How to Use This Template

This study plan template is designed to help you organize your learning, track your progress, and stay motivated throughout your Functional Skills journey. Whether you're following our 10-Week Course or 5-Day Revision Course, having a structured plan is key to success.

Instructions:

1. Fill in your target exam date
 2. Choose your study schedule (2 hours/week for 10-week course, or intensive for 5-day)
 3. Check off topics as you complete them
 4. Track your practice test scores
 5. Adjust your plan as needed based on progress
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Your Study Goals

Name: _____

Subject(s): ☐ English ☐ Maths ☐ Both

Mock Test Score: _____ / 10

Target Exam Date: _____

Course Enrolled: ☐ 10-Week Online ☐ 5-Day Revision ☐ Complete Package

Study Time Available: _____ hours per week

10-Week Study Plan (For 10-Week Online Course)

Week 1-2: Foundations

English Topics:

- ☐ Reading comprehension basics
- ☐ Identifying main ideas and supporting details
- ☐ Understanding different text types
- ☐ Practice: 3 reading passages

Maths Topics:

- ☐ Number basics (place value, ordering)
- ☐ Addition and subtraction
- ☐ Multiplication and division
- ☐ Practice: 20 calculation questions

This Week's Goals:

- Study sessions completed: ☐ Mon ☐ Wed ☐ Fri
 - Practice exercises done: _____
 - Questions asked to tutor: _____
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Week 3-4: Building Skills

English Topics:

- ☐ Grammar essentials (nouns, verbs, adjectives)
- ☐ Sentence structure
- ☐ Punctuation rules
- ☐ Practice: 5 grammar exercises

Maths Topics:

- ☐ Fractions (simplifying, comparing)

- ☐ Decimals (ordering, operations)
- ☐ Converting between fractions and decimals
- ☐ Practice: 25 questions

This Week's Goals:

- Study sessions completed: ☐ Mon ☐ Wed ☐ Fri
 - Practice exercises done: _____
 - Questions asked to tutor: _____
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Week 5-6: Intermediate Skills

English Topics:

- ☐ Writing paragraphs effectively
- ☐ Organizing ideas logically
- ☐ Using connectives and transitions
- ☐ Practice: 2 short writing tasks

Maths Topics:

- ☐ Percentages (calculating, problems)
- ☐ Ratios and proportions
- ☐ Basic algebra
- ☐ Practice: 30 questions

This Week's Goals:

- Study sessions completed: ☐ Mon ☐ Wed ☐ Fri
 - Practice exercises done: _____
 - Questions asked to tutor: _____
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Week 7-8: Advanced Topics

English Topics:

- ☐ Different writing formats (letters, emails, reports)
- ☐ Formal vs informal writing
- ☐ Spelling strategies
- ☐ Practice: 3 different writing formats

Maths Topics:

- ☐ Data interpretation (charts, graphs, tables)
- ☐ Statistics (mean, median, mode, range)
- ☐ Probability basics
- ☐ Practice: 20 data questions

This Week's Goals:

- Study sessions completed: ☐ Mon ☐ Wed ☐ Fri
 - Practice exercises done: _____
 - Questions asked to tutor: _____
-

Week 9: Practice & Review

English:

- ☐ Complete practice test 1
- ☐ Review mistakes and weak areas
- ☐ Redo questions you got wrong
- ☐ Complete practice test 2

Maths:

- ☐ Complete practice test 1
- ☐ Review mistakes and weak areas
- ☐ Redo questions you got wrong
- ☐ Complete practice test 2

Practice Test Scores:

- English Test 1: _____ / 10
- English Test 2: _____ / 10
- Maths Test 1: _____ / 10
- Maths Test 2: _____ / 10

Areas needing more work:

1. _____
 2. _____
 3. _____
-

Week 10: Final Preparation

English:

- ☐ Review all weak areas identified
- ☐ Complete final practice test
- ☐ Review exam technique tips
- ☐ Prepare for exam day (materials, timing, etc.)

Maths:

- ☐ Review all weak areas identified
- ☐ Complete final practice test
- ☐ Review exam technique tips
- ☐ Prepare for exam day (calculator, materials, etc.)

Final Practice Test Scores:

- English: _____ / 10
- Maths: _____ / 10

Confidence Level: ☐ Very Confident ☐ Confident ☐ Somewhat Confident ☐ Need More Practice

5-Day Intensive Revision Plan (For 5-Day Revision Course)

Day 1: Reading & Comprehension (English) / Number Skills (Maths)

Time: 2-3 hours

English Focus:

- ☐ Reading strategies and techniques
- ☐ Practice: 5 reading comprehension passages
- ☐ Identifying question types
- ☐ Time management for reading section

Maths Focus:

- ☐ Quick calculation techniques
- ☐ Fractions, decimals, percentages review
- ☐ Practice: 40 quick questions
- ☐ Calculator skills

Completed: ☐ Yes ☐ Partially ☐ Need to revisit

Day 2: Writing Skills (English) / Problem Solving (Maths)

Time: 2-3 hours

English Focus:

- ☐ Writing structure and planning
- ☐ Practice: 2 timed writing tasks
- ☐ Grammar and punctuation review
- ☐ Spelling common mistakes

Maths Focus:

- ☐ Word problem strategies
- ☐ Multi-step problems
- ☐ Practice: 20 problem-solving questions
- ☐ Checking your work techniques

Completed: ☐ Yes ☐ Partially ☐ Need to revisit

Day 3: Exam Technique & Practice Test

Time: 3 hours

Morning:

- ☐ Review exam format and timing
- ☐ Learn marking scheme insights
- ☐ Time management strategies
- ☐ How to maximize marks

Afternoon:

- ☐ Complete full practice test (English OR Maths)
- ☐ Mark your test
- ☐ Identify mistakes and weak areas
- ☐ Review correct answers

Practice Test Score: _____ / 10

Weak Areas Identified:

1. _____
 2. _____
 3. _____
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Day 4: Targeted Revision & Second Practice Test

Time: 3 hours

Morning:

- ☐ Focus on weak areas from Day 3
- ☐ Targeted practice exercises
- ☐ Ask tutor for help on difficult topics
- ☐ Review common mistakes

Afternoon:

- ☐ Complete second full practice test
- ☐ Mark your test
- ☐ Compare scores with Day 3
- ☐ Final weak area identification

Practice Test Score: _____ / 10

Improvement from Day 3: _____ marks

Day 5: Final Review & Confidence Building

Time: 2 hours

Activities:

- ☐ Quick review of all key topics
- ☐ Exam day checklist preparation
- ☐ Relaxation and confidence techniques
- ☐ Final questions to tutor
- ☐ Review “Top 10 Mistakes to Avoid”
- ☐ Get a good night’s sleep!

Confidence Level: ☐ Very Ready ☐ Ready ☐ Mostly Ready ☐ Need More Time

Weekly Study Schedule Template

Monday:

- Time: _____
- Topic: _____
- Completed: ☐

Tuesday:

- Time: _____
- Topic: _____
- Completed: ☐

Wednesday:

- Time: _____
- Topic: _____
- Completed: ☐

Thursday:

- Time: _____
- Topic: _____
- Completed: ☐

Friday:

- Time: _____
- Topic: _____
- Completed: ☐

Weekend:

- Time: _____
 - Topic: _____
 - Completed: ☐
-

Progress Tracker

English Progress

Topic	Confidence Level	Practice Score	Notes
Reading Comprehension	☐ Low ☐ Medium ☐ High	_____ / 10	
Grammar & Punctuation	☐ Low ☐ Medium ☐ High	_____ / 10	
Writing Skills	☐ Low ☐ Medium ☐ High	_____ / 10	
Spelling	☐ Low ☐ Medium ☐ High	_____ / 10	

Maths Progress

Topic	Confidence Level	Practice Score	Notes
Number Operations	☐ Low ☐ Medium ☐ High	_____ / 10	
Fractions & Decimals	☐ Low ☐ Medium ☐ High	_____ / 10	
Percentages	☐ Low ☐ Medium ☐ High	_____ / 10	
Data & Statistics	☐ Low ☐ Medium ☐ High	_____ / 10	
Problem Solving	☐ Low ☐ Medium ☐ High	_____ / 10	

Study Tips for Success

1. Consistency is Key

Study a little bit every day rather than cramming. 30 minutes daily is better than 3 hours once a week.

2. Active Learning

Don't just read or watch - practice! Do the exercises, answer questions, write things out.

3. Ask for Help

Stuck on something? Don't waste hours being confused. Ask your tutor or use the course forums.

4. Track Your Progress

Use this template to see how far you've come. Celebrate small wins!

5. Practice Under Exam Conditions

Time yourself. No distractions. This builds exam confidence.

6. Review Mistakes

Every mistake is a learning opportunity. Understand WHY you got it wrong.

7. Take Breaks

Your brain needs rest. Study for 25-30 minutes, then take a 5-minute break.

8. Stay Positive

You CAN do this. Thousands of students have succeeded with Functify Learning, and you will too!

Resources Checklist

Materials I Have:

- ☐ Course login details
- ☐ Study notebook
- ☐ Calculator (for maths)
- ☐ Practice papers
- ☐ This study plan

Support I Can Access:

- ☐ Online tutor support
 - ☐ Course forums
 - ☐ WhatsApp help line
 - ☐ Email support
 - ☐ Practice tests
-

Motivation & Accountability

Why I'm Taking This Exam:

What Passing Will Mean for Me:

My Study Buddy/Accountability Partner: Name:
_____ Contact: _____

Reward for Passing:

Emergency Study Plan (If You're Behind Schedule)

Prioritize These Topics:

English:

1. Reading comprehension strategies
2. Basic grammar and punctuation
3. Writing structure

Maths:

1. Number operations

2. Fractions, decimals, percentages
3. Problem-solving techniques

Focus on:

- Practice tests (learn from mistakes)
- Exam technique (maximize marks)
- High-value topics (most common in exams)

Skip for now:

- Advanced topics you don't understand
 - Perfecting areas you're already strong in
 - Topics that rarely appear in exams
-

Final Week Checklist

One Week Before Exam:

- ☐ Complete final practice test
- ☐ Review all weak areas
- ☐ Confirm exam date, time, location
- ☐ Prepare materials (ID, calculator, etc.)
- ☐ Get exam venue directions

Day Before Exam:

- ☐ Light review only (no heavy studying)
- ☐ Prepare everything for tomorrow
- ☐ Relax and get good sleep
- ☐ Eat a healthy meal
- ☐ Stay positive!

Exam Day:

- ☐ Arrive 15 minutes early
 - ☐ Bring ID and materials
 - ☐ Read questions carefully
 - ☐ Manage your time
 - ☐ Check your work
 - ☐ Stay calm and confident!
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Need More Help?

If you're struggling with your study plan or need personalized advice:

 **Email:** info@functifylearning.co.uk

 **WhatsApp:** [Click to message](#)

 **Website:** functifylearning.co.uk

Remember: This is YOUR journey. Adapt this plan to fit your needs, learning style, and schedule. The most important thing is to start and stay consistent!

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