

Public

Apprenticeship Functional Skills Policy

1. Introduction

This policy details the requirements for English and Maths in apprenticeships and how Xact supports apprentices who are required to undertake functional skills to achieve mandatory qualifications during their apprenticeship.

The employer's responsibility to support their apprentice to achieve Functional Skills is also outlined.

2. Definitions

Apprentice: An individual employed to do a job whilst in formal training to gain knowledge and skills to achieve a qualification related to their role.

Apprenticeship Standard: Details the type of role and expected duties that the apprentice will undertake whilst in apprenticeship training. Sets out knowledge, skills and behaviours that apprentices are required to develop through their apprenticeship training.

Approved Centre: Centre approved and regulated by an Awarding Organisation to provide qualifications

ASDM: Apprenticeship Skills and Development Mentor

BKSB: Specialist package to support Functional Skills learning used by Xact

Employer: Apprentices employer

EPA: End Point Assessment: Final stage of apprenticeship. An impartial assessment to decide if apprentice has developed knowledge, skills and behaviours outlined in apprenticeship standard to demonstrate occupational competence.

ESFA: Education and Skills Funding Agency. Government agency accountable for funding, education and skills for children, young people and adults.

FE: Further Education

Functional Skills: Qualifications which teach post-16 and adult learners the practical application of maths, English and ICT skills within real-life and vocational contexts

Gateway: Occurs before EPA. Apprentice, employer and training provider review the apprentice's knowledge, skills and behaviours to establish if they have met the minimum apprenticeship requirements, and that apprentice is ready for EPA.

Off-the-job training hours: Learning outside normal day-to-day duties which supports achievement of apprenticeship i.e. that provided by Xact

PMG: Performance Management Group consisting of Directors and an Independent Governance Advisor

Stakeholder: Apprentice, apprentice employer, training provider, customer, supplier, user and those with whom we associate

Xact: Xact Consultancy & Training Limited

Public

Apprenticeship Functional Skills Policy

3. Responsibilities

The following individuals and organisations are responsible in an apprenticeship programme.

3.1 Apprenticeship Manager

- a) Manage Apprenticeship training provision
- b) Oversee implementation of this policy and the provision of functional skills
- c) Ensure that clear and relevant learning objectives for English and Maths are identified in apprenticeship teaching plans and overall delivery plans.

3.2 Apprenticeship Skills and Development Mentor

- a) Conduct apprentices initial assessment of prior learning
- b) Manage apprentice learning

3.3 Functional Skills Tutors

- a) Deliver functional skills for apprentices
- b) Create Individual Learning Plans for each apprentice with clear and relevant learning objectives and assessments
- c) Provide constructive feedback and one-to-one support, as appropriate, to support apprentices achieve their learning objectives

3.4 Apprenticeship Programme Tutors

Promote and encourage accurate and consistent use of English and Maths skills within planned learning during apprenticeship programme.

3.5 Apprenticeship Programme Assessors

Provide constructive feedback:

- a) Spelling, grammar, punctuation and maths skills
- b) Apprenticeship assessment criteria

3.6 Apprentice

Actively engage and participate in programme of functional skills to achieve the required qualifications for their apprenticeship.

3.7 Employer

Support apprentice to achieve functional skills qualifications during working time.



Public

Apprenticeship Functional Skills Policy

Note: Time to complete a functional skills programme is in addition to 20% off-the-job training hours employers are required to provide within an apprenticeship programme.

4. General Principles

English and maths is a mandatory requirement of all apprenticeship standards and must be achieved to a relevant level before an apprentice can pass through Gateway and undertake EPA to successfully complete their apprenticeship.

Basic reading, writing and maths skills are central to everyday life and success. They are linked to better life chances, support long-term career prospects and boost confidence.

Every effort is made to support apprentices to:

- a) achieve their full potential
- b) achieve minimum English and Maths requirement of an apprenticeship.
- c) provide additional support for those with reasonable adjustments

5. Apprenticeships English and Maths

English and maths is embedded in all apprenticeship programmes to support, underpin, stretch and challenge apprentice learning.

This is achieved by:

- a) Lesson plans which identify opportunities to develop English and maths skills during the apprenticeship programme
- b) Assessor feedback on spelling, grammar, punctuation and maths skills

6. English and Maths Level Requirements

Level of English and Maths required depends on the apprenticeship level.

Note: Apprenticeship standards and assessment plans may also specify additional requirements. Where this is the case, the apprentices' Individual Learning Plan will stipulate additional requirements.

6.1 Level 2 Apprenticeship Requirements

Prior to Gateway, apprentices are required to:

- a) achieve a Level 1¹ in English and maths
- b) study for and take examination for English and maths at Level 2

Note¹: Level 1 or a minimum of GCSE Grade E or 2



Public

Apprenticeship Functional Skills Policy

Level 3 and above Apprenticeship Requirements

Prior to Gateway, apprentices are required to achieve a Level 2¹ in English and Maths.

Note¹: Level 2 or GCSE qualifications grade A* - C (9-4)

7. Functional Skills: Exemptions

Apprentices who have already achieved the required level for an apprenticeship programme will be exempt from undertaking further learning in functional skills. To be exempt, an apprentice must:

- a) Enter their English and maths qualifications on the Apprenticeship Initial Assessment form
- b) Evidence their qualifications by one of following methods:
 - i) Certificate of Qualification
 - ii) Provisional Notification of Results
 - iii) Statement of Results from an Awarding Organisation

Note 1: Evidence must be provided by either an electronic copy or original documentation.

Note 2: Where qualifications cannot be evidenced by above methods, apprentice may be asked to provide sight of original documentation through other means.

Note 3: Copies of qualification certificates may be obtained from the Awarding Organisation. Cost of copies is met by the apprentice.

Note 4: Guidance on obtaining replacement certificates and what to do if an examination board or awarding organisation no longer exists can be found on [website](#)

Note 5: The ESFA treat some qualifications in maths, English language and literature as equivalent to the required level of qualification for apprenticeships. See Appendix A.

Note 6: International qualifications may also count as acceptable equivalent qualifications and apprentices holding international qualifications should seek assistance from their Apprenticeship Skills and Development Facilitator.

8. Functional Skills Assessment

Assessment of functional skill requirements are conducted as follows

8.1 Initial Assessment

ASDM (mentor) conducts a prior learning assessment¹ which results in one of following outcomes:

- a) Exempt apprentices²:
 - i) No further functional skills qualifications required
 - ii) Complete an online BKSB initial assessment in their workplace
- b) Non-exempt apprentices:
 - i) Complete an online BKSB initial assessment in their workplace
 - ii) Complete an online BKSB diagnostic assessment in their workplace



Public

Apprenticeship Functional Skills Policy

iii) Undertake functional skills training and qualifications as required, see 8.2.

Note¹: Assessment identifies whether or not, apprentice is exempt from further learning in functional skills. Assessment results provides ASDM (mentor) with apprentices current working level, so they can provide opportunities to stretch and challenge them in their English and maths skills throughout apprenticeship.

Note²: Exempt from completing GCSE qualifications in English and maths

Note³: Not exempt from completing GCSE qualifications in English and/or maths

8.2 BKSB Assessment

Apprentices who are required to undertake further learning in functional, skills, complete the BKSB assessment programme¹ in English and maths to identify:

- a) current level of ability
- b) strengths and weaknesses
- c) support requirements during apprenticeship programme

Note¹: BKSB diagnostic assessment, conducted online in apprentices' workplace

8.2.1 Functional Skills: Assessment Outcome

Following a functional skills diagnostic assessment, each apprentice is provided with:

- a) individual learning plan¹ to ensure that learning is tailored to their learning needs and builds on knowledge they demonstrated during initial and diagnostic assessments
- b) any additional support² due to a disability or specific learning need

Note¹: Developed and provided by Functional Skills Tutor

Note²: For details, see our Reasonable Adjustments and Special Considerations Policy.

8.3 British Sign Language

Apprentices whose main form of communication is sign language, English functional skills qualification can be undertaken using British Sign Language, and Sign Supported English.

9. Reasonable Adjustments

For those with specific learning needs or disabilities, please see our Reasonable Adjustments and Special Considerations Policy for further information and measures we have in place for individuals who require additional support.



Public

Apprenticeship Functional Skills Policy

When an apprentice has significant learning needs or disabilities and is unable to achieve the required minimum English and maths qualification within the apprenticeship standard, consideration may be made for an exceptional case exemption to be applied.

Note: Contact the Apprenticeship Manager for details regarding applications for exceptional case exemptions and supporting evidence requirements.

10. Programme of Learning

The programme of learning for functional skills is delivered using a blended learning approach consisting of:

- a) distance learning self-study
- b) tutor-led one-to-one or group activities
- c) virtual classroom delivery

It is expected that Total Qualification Time¹ for each subject will be:

- i) Level 1: 60 hours
- ii) Level 2: 65 hours

Note¹: Total Qualification Time is comprised of two elements:

- a) number of hours assigned for Guided Learning - learning under immediate guidance or supervision
- b) estimate of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, as directed by, but not under immediate guidance or supervision of a supervisor, tutor or other appropriate provider of training.

11. Additional Support for Learning

Apprenticeship Skills and Development Mentor will conduct progress checks at regular intervals to ensure that apprentice is progressing as expected with learning and achieving their individual development plan. Apprenticeship Skills and Development Mentor will make a referral to a Functional Skills Tutor if an apprentice is identified as needing additional support.

One-to-one tutor support will be made available, in most cases, virtually. This may include:

- a) focusing on an element where online resources are insufficient for apprentice's needs
- b) supporting apprentice's skills, development and confidence in a specific element

12. Assessment

On completion of an individual learning plan, the Functional Skills Tutor will assess apprentice's readiness for assessment.



Public

Apprenticeship Functional Skills Policy

Notes

Note 1: Practice exam papers are available to support apprentice in preparation for assessment.

Note 2: Online assessment is undertaken in the workplace.

Note 3: Xact is an Approved Centre for Highfield functional skills qualifications

13. Funding

ESFA fully fund Functional Skills training and qualifications for apprentices who do not meet the minimum requirements.

Funding is not deducted from an employer's apprenticeship service account and does not require employer co-investment.

14. Appeals

An apprentice may appeal Functional Skills requirement decisions using our Appeals Policy.

15. Complaints

Apprentices and stakeholders may make a complaint via our Complaints Policy.

15. Conflict of Interest

All staff involved in the provision of Functional Skills must ensure that they have no actual, perceived or potential conflicts of interest. For more details, see our Conflict of Interest Policy.

16. Data Protection and Confidentiality

All personal data is processed in accordance with our Data Management Policy.

17. Continuity Plan

Our Business Continuity Policy and Apprenticeship Continuity Plan details how we continue to provide training and assessment in English and maths, should a significant or short-term event occur that disrupts normal services.

18. Related Policies

Policies relating to this policy include:

- a) Initial Assessment of Prior Learning for Apprenticeships Policy
- b) Invigilation Policy
- c) Reasonable Adjustment and Special Considerations Policy

Public

Apprenticeship Functional Skills Policy

- d) Conflict of Interest Policy
- e) Data Management Policy
- f) Appeals Policy
- g) Complaints Policy
- h) Apprenticeship Continuity Plan
- i) Business Continuity Policy

19. Monitoring and Review

The application of this policy and associated activities is monitored and reviewed by PMG.

This includes key performance indicators such as achievement rates, feedback from apprentices and other stakeholders, recommendations for improvement, etc.



Public

Apprenticeship Functional Skills Policy

Appendix A: Acceptable English and Maths Qualifications for Apprenticeships

A1: Introduction

Information in this Appendix has been taken from ESFA Guidance. For further details please see Government [website](#)

English and maths qualifications taken in Northern Ireland, Scotland, Wales and/or other countries, please contact Apprenticeship Skills and Development Mentor for guidance.

A2: Level 2 Apprenticeship Standards

Table below details acceptable current and prior equivalent qualifications for English and maths to meet minimum requirement of Level 2 Apprenticeship Standards.

Qualification	English	Maths ¹	Minimum grade
GCSE	Any with English in the title	Any with Maths in the title	E or 2
Functional Skills Level 1	English	Mathematics	Pass
British Sign Language Level 1	British Sign Language		Pass
CSE	English	Mathematics	2 or 3
O Level	English Language English Literature	Mathematics	E (pre-1975 Pass)
Level 4 or above	Any with predominance of English in title	Any with predominance of Maths in title	Pass
A Level	Any with English in title	Any with Maths in title	E or Ordinary Grade (pre 1986)
AS Level	Any with English in title	Any with Maths in title	E
Access to Higher Education Diploma (Awarded up July 2014)	English units	Maths units	Minimum of 12 credits for each subject at level 2
Basic Skills Certificates Level 1	Certificate in Adult Literacy	Certificate in Adult Numeracy	Pass
Core Maths Level 3 (Where included in Performance Tables)		Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E

Free-Standing Mathematics level 2		Foundations of Advanced Mathematics	E
IBO Middle Years Programme Level 1/2 Certificate	Language and Literature	Mathematics Extended Mathematics	2
International Baccalaureate Diploma	Standard or Higher level qualifications in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualifications in: Mathematical Studies Mathematics Further Mathematics Mathematics: application and interpretation	3
International Certificate of Christian Education (General or Advanced)	English	Mathematics	E
International GCSE	Any with English in title	Any with Maths in title	E or 2
Key Skills Level 1 (qualification or units)	Communication (Literacy)	Application of Number (Numeracy)	Pass
Level 1/2 Certificates	English Language English Literature	Mathematics	E or 2
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3

Note¹: Words Maths and Mathematics are used interchangeably throughout this table and have same meaning.

A3: Level 3 Apprenticeship Standards

Table below details acceptable current and prior equivalent qualifications for English and maths to meet minimum requirement of Level 3 Apprenticeship Standards.

Qualification	English	Maths ¹	Minimum acceptable grade
GCSE	Any with English in title	Any with Maths in title	C or 4
Functional Skills Level 2	English	Mathematics	Pass
British Sign Language Level 2	British Sign Language		Pass
CSE	English	Mathematics	1
O Level	English Language English Literature	Mathematics	C (pre-1975 Pass)
Level 4 or above	Any with predominance of English in title	Any with predominance of Maths in title	Pass
A Level	Any with English in title	Any with Maths in title	E or Ordinary Grade (pre 1986)
AS Level	Any with English in title	Any with Maths in title	E

Access to Higher Education Diploma (Awarded up to the end of July 2014)	English units	Maths units	Minimum of 12 credits for each subject at level 2
Basic Skills Certificates Level 2	Certificate in Adult Literacy	Certificate in Adult Numeracy	Pass
Core Maths Level 3 (Where included in Performance Tables)		Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E
Free-Standing Mathematics level 2		Foundations of Advanced Mathematics	C
IBO Middle Years Programme Level 1/2 Certificate	Language and Literature	Mathematics Extended Mathematics	3
International Baccalaureate Diploma	Standard or Higher level qualifications in: English A: Literature, <i>or</i> English A: Language and Literature, <i>or</i> English Literature and Performance	Standard or Higher level qualifications in: Mathematical Studies Mathematics Further Mathematics Mathematics: application and interpretation	3
International Certificate of Christian Education (General or Advanced)	English	Mathematics	E
International GCSE	Any with English in title	Any with Maths in title	C or 4
Key Skills Level 2 (qualification or units)	Communication (Literacy)	Application of Number (Numeracy)	Pass
Level 1/2 Certificates	English Language English Literature	Mathematics	C or 4
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3

Note¹: Words Maths and Mathematics are used interchangeably throughout this table and have same meaning.