



Training Qualifications UK

FUNCTIONAL SKILLS GUIDANCE

Level 2 Apprenticeships

Effective from

October 2022



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Introduction

This document provides detail on both English and maths requirements for all Level 2 Apprenticeships, as well as guidance on what evidence Training Providers are required to submit at Gateway to enable Apprentices to progress and undertake their End-Point Assessment.

Please read both sections in full, as the requirements to satisfy the funding rules and TQUK Gateway evidence submission requirements differ.

English and Maths Funding Requirements

English and maths are essential to supporting longer-term career prospects. This is why all Apprentices must be supported to gain these essential skills and secure recognised qualifications.

The current rules for English and maths came into effect on 01/08/2022. They apply to **all Apprentices** irrespective of the Apprentice's start date and include existing learners who started their apprenticeship programme in previous funding years.

These rules outline the requirements of individual Apprentices before they can progress through Gateway and undertake their End-Point Assessment (EPA).

Level 2 Standard English and maths requirements:

- All level 2 Apprentices must successfully achieve a Level 1 Functional Skills qualification (or equivalent) in English and maths
- Where appropriate, Apprentices should work towards and attempt assessment for Level 2 Functional Skills in both English and maths, unless the Apprenticeship Standard specifically details Level 2 achievement as a mandatory requirement.

To help Training Providers better understand the application of these requirements, we have provided some worked examples below in question and answer format.

TQUK Gateway Evidence Requirements

What does TQUK need as evidence of completing/attaining a qualification?

All End-Point Assessment Organisations (EPAOs) are required to validate English and maths qualification achievement evidence alongside other mandatory Gateway requirements to allow progression to the EPA stage.

TQUK need to see evidence from the Awarding Organisation with whom the Apprentice undertook their Functional Skills qualification to confirm that they have achieved Level 1 qualifications in both English and maths.

Q - Does TQUK need to see evidence of both Level 1 achievement and Level 2 attempts for applicable Apprentices?

A - No, TQUK is only required to validate achievement evidence. Training Providers are required to ensure that the funding requirements have been met in full for all Apprentices and should retain any such “attempt” evidence locally, as it would be subject to DfE direct audit.

Higher Level Qualifications

Where the Apprentice has a qualification at level 4 or above (SCQF level 7 and above, such as Advanced Higher), this is acceptable if the qualification is predominantly in the subject of English language, English literature and/or mathematics.

English Qualifications

Qualifications in English are not acceptable if English is studied as a second language. This also applies to overseas qualifications.

For an English qualification to be acceptable, the student must have been taught, assessed and/or examined through the English language, rather than through any other language.

ESOL qualifications, IELTS qualifications, CELTA qualifications, and provision such as English proficiency tests are not acceptable equivalents.

Overseas Qualifications

Overseas qualifications will be acceptable where there is clear evidence from the [UK ENIC](#) that the qualification is at an equivalent level and grade to the minimum requirements for English and maths. In order to be acceptable, the evidence must confirm that the qualification achieved is:

- comparable with the relevant English framework level (Regulated Qualifications Framework Level 1/ Level 2);
- comparable with the relevant English qualification (GCSE);
- comparable with the required minimum grades (for instance A* to C / 9 to 4 for level 2 and E / 2 for level 1); and
- additional comparison information confirmed (that the qualification is GCSE English and/or maths equivalent).

Such evidence may come from a UK ENIC statement of comparability, which also confirms the student's name and the date the grade/qualification was awarded and whether this is comparable to GCSE A*C to C/9 to 4), or it may come from the UK ENIC International Comparisons database. The database will only confirm the equivalence of the qualification to GCSE English and/or maths. It will not confirm that this is the qualification that the Apprentice achieved. Therefore, where the database is used, the Training Provider must also provide evidence that the Apprentice achieved the qualification and the date of their achievement.

The Apprentice does not hold Level 1 Functional Skills Qualifications at the start of their apprenticeship.

Q - The Apprentice started their apprenticeship programme without holding Level 1 qualifications. What do they need to achieve during their apprenticeship programme?

A - The Apprentice must achieve Level 1 Functional Skills before they can progress through Gateway.

Q - Is the Apprentice required to study towards Level 2 Functional skills?

A - Apprentices must work towards Level 2 Functional Skills only where there is time to make meaningful progress after they have achieved Level 1 (a minimum of three months remaining prior to Gateway).

Q - Is the Apprentice required to be assessed for Level 2 Functional Skills?

A - No, the Apprentice is not required to attempt Level 2 assessments, unless there is evidence to indicate that the Apprentice is ready to be assessed at this level, e.g. mock tests.

The Apprentice holds Level 1 Functional Skills Qualifications at the start of their apprenticeship

Q - The Apprentice has already achieved Level 1 qualifications prior to starting their apprenticeship programme. Do they need to achieve a higher level qualification during their apprenticeship programme?

A - No, in most cases the Apprentice does not need to achieve a higher level qualification before they can progress through Gateway. (Please check the individual Standard requirements to ensure that it does not specifically mandate Level 2 qualification achievement).

Q - Is the Apprentice required to be assessed for Level 2 Functional Skills?

A - Yes, the Apprentice must be assessed at Level 2 for all three units of the English Functional Skills qualification and the maths Functional Skills qualification.

Q - Is the Apprentice required to achieve Level 2 Functional Skills?

A - No, the Apprentice is not required to achieve Level 2 Functional Skills. The Apprentice is only required to “attempt” Level 2 assessments.

Attempt

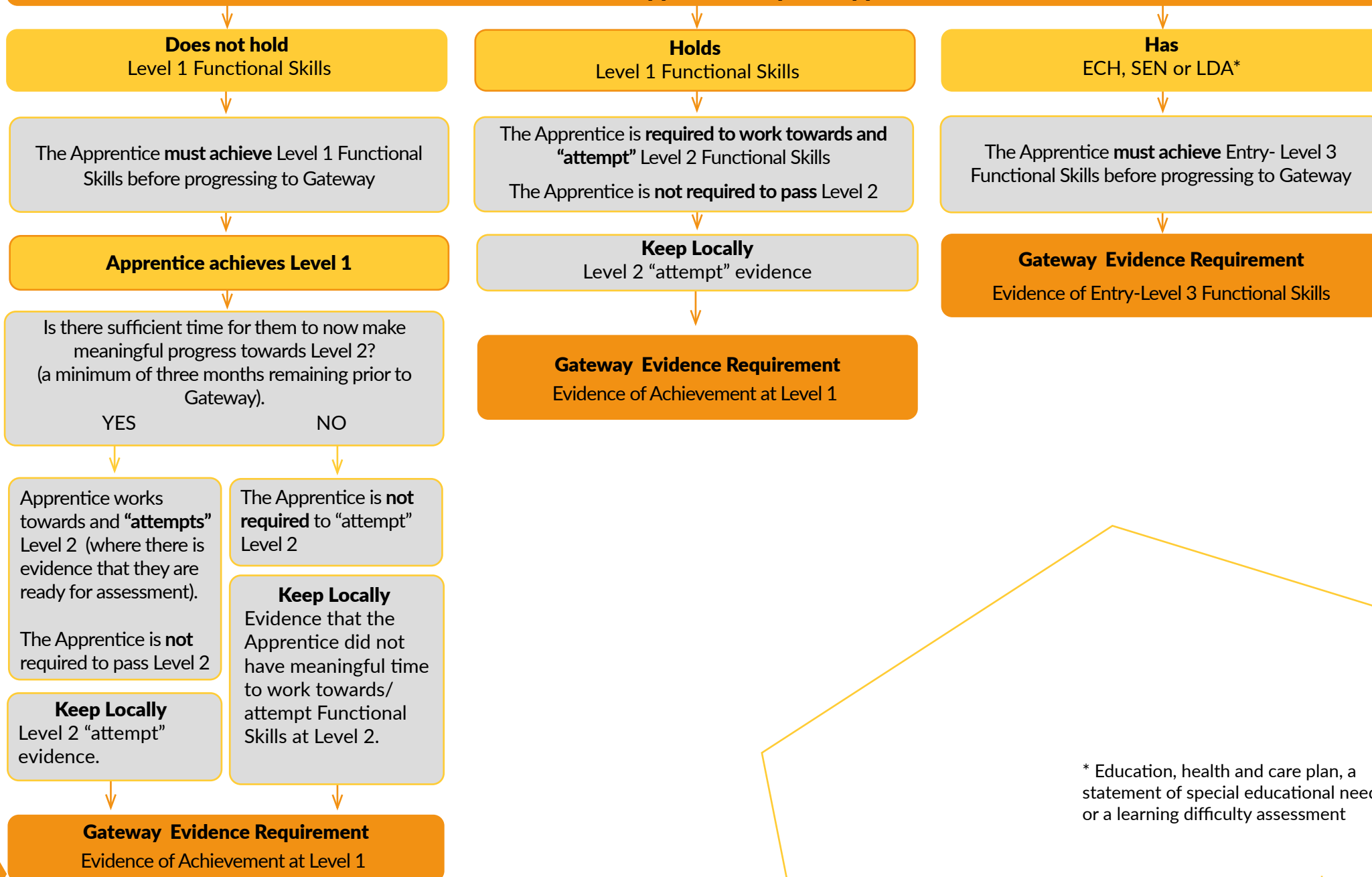
Q - Does “attempt” mean to pass?

A - No. When an Apprentice is required to have “attempted” completion of the Level 2 Functional Skills in English and maths, they do not need to pass and complete in order to progress. However, they do need to undertake formal assessment.

The Department for Education reserves the right to make changes to these rules at any time. For the most up-to-date information please follow this [link](#).

Flowchart

At the start of their apprenticeship the Apprentice:



* Education, health and care plan, a statement of special educational need or a learning difficulty assessment

Acceptable Evidence Types

- Certificate of Completion – This can be provided as either a photo, a screen grab or photocopied version of the original certificate;
- Personal Learning Record (PLR) - To access further information on obtaining PLR please click [here](#);
- Statement of results from the Awarding Organisation;
- Endorsed Certificate – This can be provided as either a screen grab/photo or photocopied version of the original certificate.

All evidence for Functional Skills uploaded to Gateway evidence **must contain as a minimum:**

- the Apprentice's full name;
- the full name of qualification (including awarding organisation name and/or qualification number);
- the grade awarded (where applicable), and;
- the date of achievement.

Please ensure that all four corners of a certificate are clearly visible on any images submitted.

Q - The Apprentice has a Functional Skills qualification, but has not received their certificate in time for their Gateway Meeting. Can they progress with this meeting and be submitted to TQUK to undertake their EPA?

A - If the Apprentice has undertaken and completed the required Functional Skills qualifications close to the Gateway meeting, it is normal to have not received their official certificate in time for progressing through Gateway.

In this instance, Training Qualifications UK will accept:

- email confirmation from the Awarding Organisation that BOTH Level 1 qualifications in English and maths have been completed;
- a letter from the Awarding Organisation confirming that BOTH Level 1 qualifications in English and maths have been completed; or
- a screenshot from the Awarding Organisation showing that BOTH Level 1 qualifications in English and maths have been completed.

Q - The Apprentice has achieved a Functional Skills qualification, but does not have the certificate as evidence. What evidence can be provided?

A - If an Apprentice does not have a certificate or a statement of results, the Training Provider can ask the Apprentice to get a replacement certificate from the Awarding Organisation. There will be a cost for this. Guidance on obtaining replacement certificates and what to do if the examination board no longer exists can be found on the [gov.uk website](#).

If it is not possible to obtain a replacement certificate, TQUK will accept:

- a report generated from the Apprentice's Personal Learning Record (PLR);
- a report from the school information management system (SIMS) or candidate management information system (CMIS), which must be authenticated with a stamp from the relevant school/college or provider, and signed by the examinations officer or other equivalent authority;
- a National Record of Achievement (NRA), which must contain relevant Awarding Organisation verifiable achievement.

Acceptable Qualifications

On the following pages we have provided a list of acceptable qualifications for English and maths requirements, taken from the Department for Education. Please refer to their website for the most up-to-date [list of acceptable qualifications for English and maths requirements](#).

Functional Skills Level 1

The following table shows all the Qualifications that will be accepted as evidence for Level 1 Functional Skills.

English and maths minimum requirements			
Qualifications	English****	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title (Overall grade only - Speaking and Listening components are not acceptable equivalents)	Any GCSE with Mathematics in the title	E or 2**
Functional Skills level 1	English	Mathematics	Pass

Other acceptable current and prior equivalent qualifications			
Qualifications	English****	Maths	Minimum acceptable grade
A Level	Any A Level with English in the title	Any A Level with Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
International GCSE (iGCSE)	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	E or 2
Level 1/2 Certificates	English English Language English Literature	Mathematics	E or 2
Level 1/2 GCSE in Additional Mathematics (pilot)		Additional Mathematics	E
Core Maths level 3***		Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3
IBO Middle Years Programme level 1/ 2 Certificate	Language and Literature	Mathematics Extended Mathematics	2

Other acceptable current and prior equivalent qualifications			
Qualifications	English****	Maths	Minimum acceptable grade
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics Mathematics: applications and interpretation Mathematics: analysis and approaches	3
Free-Standing Mathematics level 2		Foundations of Advanced Mathematics	E
British Sign Language**** Level 1	British Sign Language		Pass
O Level	English language English literature	Mathematics	E (pre 1975 Pass)
Certificate of Secondary Education (CSE)	English language English literature	Mathematics	2 or 3
Key Skills Level 1 (qualification or units)	Communication (Literacy)	Application of Number (Numeracy)	Pass
Basic Skills Certificates Level 1	Certificate in Adult Literacy	Certificate in Adult Numeracy	Pass
Access to Higher Education Diploma*****	English units	Maths units	Minimum of 12 credits for English and 12 credits for maths at level 2
International Certificate of Christian Education (General or Advanced)	English	Mathematics	E

* Regulated by Ofqual, CCEA and Qualifications Wales

** From 2017; where 9 to 1 grading scale is used

*** Where included in Performance Tables

**** All English qualifications should refer only to those qualifications where English is the primary language, unless explicitly stated.

***** Awarded up to the end of July 2014

Functional Skills Level 2

If at the start of a Level 2 apprenticeship the Apprentice has attainment of Level 2 Functional Skills, the following is **not a requirement** but, if available is acceptable.

English and maths minimum requirements			
Qualifications	English****	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title (Overall grade only - Speaking and Listening components are not acceptable equivalents)	Any GCSE with Mathematics in the title	C or 4**
Functional Skills level 2	English	Mathematics	Pass

Other acceptable current and prior equivalent qualifications			
Qualifications	English****	Maths	Minimum acceptable grade
A Level	Any A Level with English in the title	Any A Level with Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
International GCSE (iGCSE)	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	C or 4
Level 1/2 Certificates	English English Language English Literature	Mathematics	C or 4
Level 1/2 GCSE in Additional Mathematics (pilot)		Additional Mathematics	C
Core Maths level 3***		Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3
IBO Middle Years Programme level 1/ 2 Certificate	Language and Literature	Mathematics Extended Mathematics	3

Other acceptable current and prior equivalent qualifications			
Qualifications	English****	Maths	Minimum acceptable grade
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics Mathematics: applications and interpretation Mathematics: analysis and approaches	3
Free-Standing Mathematics level 2		Foundations of Advanced Mathematics	C
British Sign Language**** Level 2	British Sign Language		Pass
O Level	English language English literature	Mathematics	C (pre 1975 Pass)
Certificate of Secondary Education (CSE)	English language English literature	Mathematics	1
Key Skills Level 2 (qualification or units)	Communication (Literacy)	Application of Number (Numeracy)	Pass
Basic Skills Certificates Level 2	Certificate in Adult Literacy	Certificate in Adult Numeracy	Pass
Access to Higher Education Diploma*****	English units	Maths units	Minimum of 12 credits for English and 12 credits for maths at level 2
International Certificate of Christian Education (General or Advanced)	English	Mathematics	E

* Regulated by Ofqual, CCEA and Qualifications Wales

** From 2017; where 9 to 1 grading scale is used

*** Where included in Performance Tables

**** All English qualifications should refer only to those qualifications where English is the primary language, unless explicitly stated.

***** Awarded up to the end of July 2014

Exemptions

There is a requirement to complete Functional Skills for all apprenticeships. However, in some circumstances, the Training Provider and Employer may deem Functional Skills to be unachievable for the Apprentice.

We review this on a case-by-case basis. For this, we require an exemption form to be submitted pre-Gateway with supporting evidence that satisfies the following conditions:

- confirmation that the Training Provider and the Employer expect the Apprentice to achieve all other aspects of the Apprenticeship Standard;
- evidence of the Apprentice achieving Entry Level 3 Functional Skills in the adjusted subject(s); and
- a formal, evidenced judgement demonstrating that even with support, reasonable adjustment and stepping stone qualifications, the Apprentice will not be able to achieve English and/or maths to the minimum level within the time frame projected for them to complete all the occupational elements. The judgement must be conducted by an appropriate professional associated with the Training Provider (or subcontractor) such as the head of SEN or student support. It must be conducted within eight weeks of the Apprentice beginning their Apprenticeship and must include:
 - judgement of the Apprentice's current English and maths ability;
 - information on how the learning difficulty or disability affects the Apprentice's English and maths abilities and a clear indication of whether English and/or maths are affected;
 - judgement of the Apprentice's ability to meet the regular English and maths requirements, even with appropriate support in place;
 - creation of a recommended learning plan to enable the Apprentice to achieve Entry Level 3 Functional Skills in the adjusted subject(s) and, where appropriate, to continue to build on their literacy and numeracy skills by accessing further courses; and
 - copies of an education, health and care (EHC) plan, a statement of special educational need (SEN) or a learning difficulty assessment (LDA).