

Level 2 Apprenticeship

Guidance on Functional Skills

All Level 2 Apprenticeship Standards require the Apprentice to have successfully completed a Level 1 Functional Skills qualification (or equivalent) and attempted Level 2 in both English and maths in order to progress through Gateway to undertake End-Point Assessment.

What happens at Gateway?

Gateway is an important milestone in the Apprenticeship journey and allows for the Employer, Apprentice and Training Provider to determine the readiness of the Apprentice to undertake End-Point Assessment. In doing so they will review if all Gateway requirements have been met, this includes the outlined English and maths qualifications.

An Apprentice on a Level 2 Apprenticeship Standard will have to evidence completion of Level 1 Functional Skills in English and maths and evidence of attempting Level 2 Functional Skills in English and maths.

If the Apprentice has an equivalent qualification, you can check which qualifications are accepted as a substitute to Functional Skills using the Annexes below.

What does TQUK need as evidence of completion/attainment?

End-Point Assessment Organisations (EPAOs) are required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessment where necessary in order to verify Gateway requirements have been met and allow progression to the End-Point Assessment stage.

TQUK will need to see evidence of completion from the Awarding Organisation with whom the Apprentice undertook their Level 1 Functional Skills qualifications with in **BOTH** English and maths in order to confirm that they have completed and achieved the qualifications.

In this instance, TQUK will accept:

- Certificate confirmation that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation
- Email confirmation that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation
- Letter confirmation that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation
- Screenshot confirmation that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation

I've completed a Functional Skills qualification, but not received my certificate in time for the Gateway meeting.

If the Apprentice has undertaken and completed the required Functional Skills qualifications close to the Gateway meeting, it is quite normal for an Apprentice to have not received their official certificate to state and evidence their completion in time for passing Gateway.

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In this instance, TQUK will accept:

- Email confirmation that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation
- Letter confirming that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation
- Screenshot that **BOTH** Level 1 qualifications in English and maths have been completed from the Awarding Organisation

Does 'attempt' mean to pass?

In short, no. When an Apprentice is required to have 'attempted' completion of the Level 2 Functional Skills in English and maths, they do not have to pass and complete in order to progress. However they do need to undertake a formal assessment.

What does TQUK need as evidence of an attempt?

End-Point Assessment Organisations (EPAOs) are required to see evidence of an Apprentice attempting the relevant Functional Skills qualification assessment where necessary in order to verify Gateway requirements have been met. This allows progression to the End-Point Assessment stage.

Where Functional Skills assessments include more than one assessment component (e.g. English: Reading/Writing/Speaking & Listening), and an Apprentice undertakes and fails one of these components, TQUK will accept evidence of this as an attempt and we would not require the Apprentice to undertake the remaining assessment components to satisfy Gateway. The Apprentice should only continue with the remaining assessments or retake any failed assessments should they chose to do so.

TQUK will need to see evidence from the Awarding Organisation with whom the Apprentice undertook their Level 2 Functional Skills qualification attempt in order to confirm that an attempt has been made to complete the qualification.

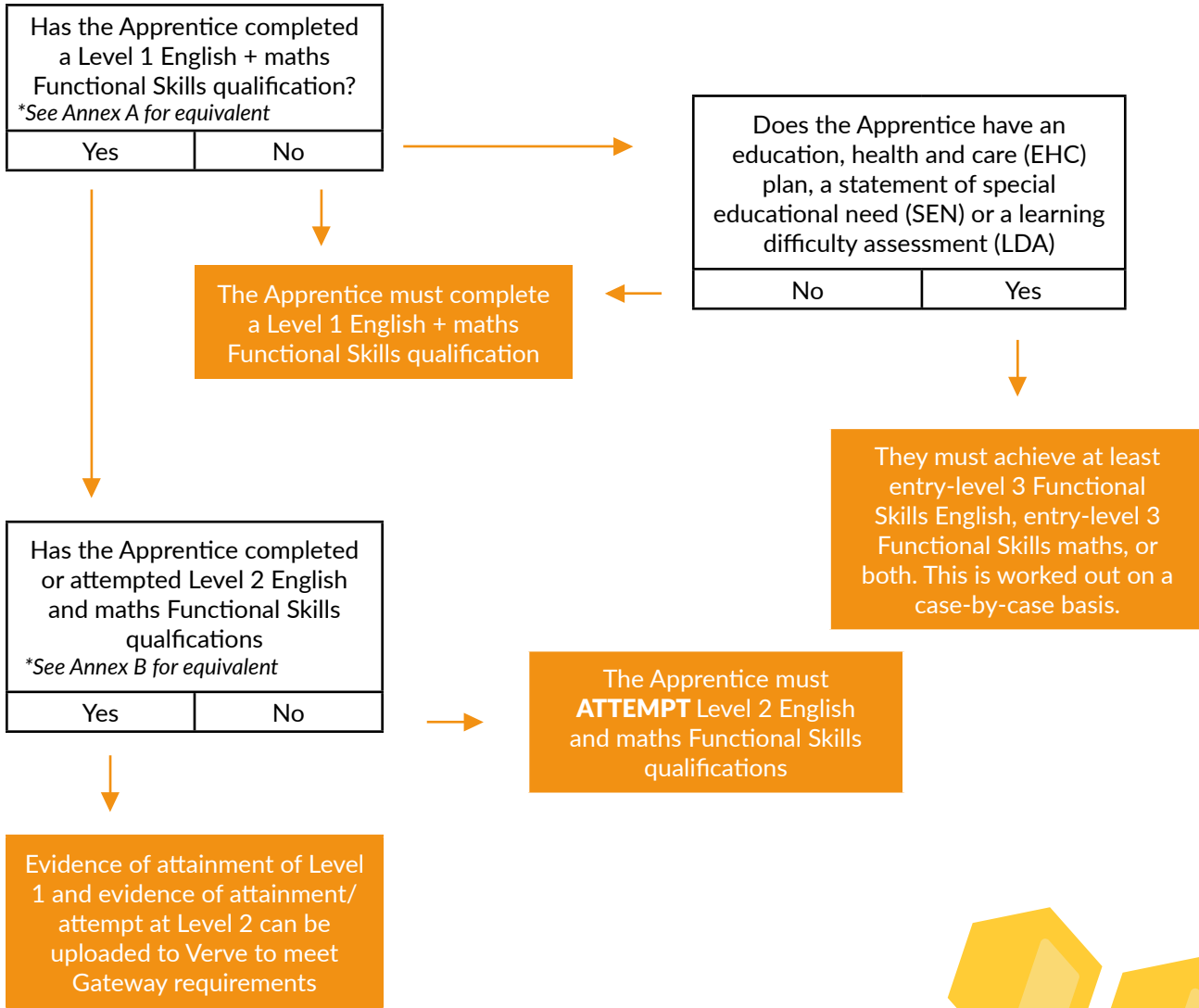
TQUK will need to see that a reasonable attempt has been made to complete at least **ONE** component from **BOTH** the English and maths Level 2 Functional Skills.

Evidence can include:

- Email confirming results and confirmation that at least **ONE** component has been attempted for **BOTH** English and maths from the Awarding Organisation
- Letter confirming results and confirmation that at least **ONE** component has been attempted for **BOTH** English and maths from the Awarding Organisation
- Screenshot of results and confirmation that at least **ONE** component has been attempted for **BOTH** English and maths from the Awarding Organisation

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Functional Skills Level 1

Annex A

The following table shows all the Qualifications that will be accepted as a qualification for Functional Skills Level 1. Evidence **MUST** be provided, accepted evidence includes the Qualification Certificate and Transcript **OR** a letter from the Awarding Organisation confirming the qualification has been attained.

Qualifications	English	Grade
GCSE	Any GCSE with English in the title	E or 2
International GCSE	Any International GCSE with English in the title	E or 2
Functional Skills Level 1	English	Pass
Key Skills Level 1	Communication (Literacy)	Pass
A-Level	Any A-Level with English in the title	E
AS-Level	Any AS-Level with English in the title	E
Pre U Certificate	Literature in English	P3
O-Level	English Language/English Literature	E
CSE	English	2 and 3
British Sign Language (Regulated Qualifications Framework Level 1) (Scottish Credit & Qualifications Framework Level 4)	British Sign Language	Pass
Essential Skills Wales Level 1	Essential Communication Skills or Essential Skills Wales in Communication	Pass
Essential Skills (Northern Ireland) Level 1	Certificate in Essential Skills Communication	Pass
Scottish Advanced Higher (SCQF Level 7)	English	C
Scottish Higher (SCQF Level 6)	English	C
Scottish National 4 (SQF Level 4)	English	Pass
Scottish Intermediate 1 (SCQF Level 4)	English	C
Scottish Standard Grade General (SCQF Level 4)	English	3
Scottish National Certificate Unit (SCQF Level 6)	Communication 4	Pass
Scottish Core Skill Unit (SCQF Level 4)	Communication	Pass
Scottish Workplace Core Skill Unit (SCQF Level 4)	Communication	Pass
Scottish National Unit (SCQF Level 4)	Literacy	Pass
Scottish Ordinary Grade (SCQF Level 5)	English	C
IBO Middle Years Programme Level 1/Level 2 Certificate	Language and Literature	2
International Baccalaureate Diploma	Standard or Higher Level qualification in: <ul style="list-style-type: none"> English A:Literature English A: Language and Literature OR English Literature and Performance 	Grade 3

Functional Skills Level 1

Qualifications	Mathematics	Grade
GCSE	Any GCSE with Mathematics in the title	E or 2
International GCSE	Any International GCSE with Mathematics in the title	E or 2
Functional Skills Level 1	Mathematics	Pass
Key Skills Level 1	Application of Number (Numeracy)	Pass
A-Level	Any A-Level with Mathematics in the title	E
AS-Level	Any AS-Level with Mathematics in the title	E
Core Maths Level 3	<ul style="list-style-type: none"> • 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	Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	E
Pre U Certificate	<ul style="list-style-type: none"> • Mathematics • Further Mathematics 	P3
O-Level	Mathematics	E
CSE	Mathematics	2 and 3
Essential Skills Wales Level 1	Essential Application of Number Skills or Essential Skills Wales in Application of Number	Pass
Essential Skills (Northern Ireland) Level 1	Certificate in Essential Skills Application of Number	Pass
Scottish Advanced Higher (SCQF Level 7)	Mathematics	C
Scottish Higher (SCQF Level 6)	Mathematics	C
Scottish National 4 (SQF Level 4)	<ul style="list-style-type: none"> • Mathematics • Life Skills Mathematics • Application of Mathematics 	Pass
Scottish Intermediate 1 (SCQF Level 4)	Mathematics	C
Scottish Standard Grade General (SCQF Level 4)	Mathematics	3
Scottish Core Skill Unit (SCQF Level 4)	Numeracy	Pass
Scottish Workplace Core Skill Unit (SCQF Level 4)	Numeracy	Pass
Scottish National Unit (SCQF Level 4)	Numeracy	Pass
Scottish Ordinary Grade (SCQF Level 5)	Mathematics	Pass
IBO Middle Years Programme Level 1/ Level 2 Certificate	<ul style="list-style-type: none"> • Mathematics • Mathematics - Extended 	2
International Baccalaureate Diploma	Standard or Higher level qualification in: <ul style="list-style-type: none"> • Mathematics Studies • Mathematics • Further Mathematics 	Grade 3

Functional Skills Level 2

Annex B

The following table shows all the Qualifications that will be accepted as a qualification for Functional Skills Level 2. Evidence **MUST** be provided, accepted evidence includes the Qualification Certificate and Transcript **OR** a letter from the Awarding Organisation confirming the qualification has been attained.

Qualifications	English	Grade
GCSE	Any GCSE with English in the title	C or 4
International GCSE	Any International GCSE with English in the title	C or 4
Functional Skills Level 2	English	Pass
Key Skills Level 2	Communication (Literacy)	Pass
A-Level	Any A-Level with English in the title	E
AS-Level	Any AS-Level with English in the title	E
Pre U Certificate	Literature in English	P3
O-Level	English Language/English Literature	C
CSE	English	1
British Sign Language (Regulated Qualifications Framework Level 2) (Scottish Credit & Qualifications Framework Level 5)	British Sign Language	Pass
Essential Skills Wales Level 1	Essential Communication Skills or Essential Skills Wales in Communication	Pass
Essential Skills (Northern Ireland) Level 2	Certificate in Essential Skills Communication	Pass
Scottish Advanced Higher (SCQF Level 7)	English	C
Scottish Higher (SCQF Level 6)	English	C
Scottish National 5 (SQF Level 5)	English	C
Scottish Intermediate 2 (SCQF Level 5)	English	C
Scottish Standard Grade Credit (SCQF Level 5)	English	2
Scottish National Certificate Unit (SCQF Level 6)	Communication 4	Pass
Scottish Core Skill Unit (SCQF Level 5)	Communication	Pass
Scottish Workplace Core Skill Unit (SCQF Level 5)	Communication	Pass
Scottish National Unit (SCQF Level 5)	Literacy	Pass
Scottish Ordinary Grade (SCQF Level 5)	English	C
IBO Middle Years Programme Level 1/Level 2 Certificate	Language and Literature	Grade 3
International Baccalaureate Diploma	Standard or Higher Level qualification in: <ul style="list-style-type: none"> English A:Literature English A: Language and Literature OR English Literature and Performance 	Grade 3

Functional Skills Level 2

Qualifications	Mathematics	Grade
GCSE	Any GCSE with Mathematics in the title	C or 4
International GCSE	Any International GCSE with Mathematics in the title	C or 4
Functional Skills Level 1	Mathematics	Pass
Key Skills Level 1	Application of Number (Numeracy)	Pass
A-Level	Any A-Level with Mathematics in the title	E
AS-Level	Any AS-Level with Mathematics in the title	E
Core Maths Level 3	<ul style="list-style-type: none"> • 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	Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	C
Pre U Certificate	<ul style="list-style-type: none"> • Mathematics • Further Mathematics 	P3
O-Level	Mathematics	C
CSE	Mathematics	1
Essential Skills Wales Level 1	Essential Application of Number Skills or Essential Skills Wales in Application of Number	Pass
Essential Skills (Northern Ireland) Level 1	Certificate in Essential Skills Application of Number	Pass
Scottish Advanced Higher (SCQF Level 7)	Mathematics	C
Scottish Higher (SCQF Level 6)	Mathematics	C
Scottish National 4 (SQF Level 4)	<ul style="list-style-type: none"> • Mathematics • Life Skills Mathematics • Application of Mathematics 	C
Scottish Intermediate 1 (SCQF Level 4)	Mathematics	C
Scottish Standard Grade General (SCQF Level 4)	Mathematics	2
Scottish Core Skill Unit (SCQF Level 4)	Numeracy	Pass
Scottish Workplace Core Skill Unit (SCQF Level 4)	Numeracy	Pass
Scottish National Unit (SCQF Level 4)	Numeracy	Pass
Scottish Ordinary Grade (SCQF Level 5)	Mathematics	C
IBO Middle Years Programme Level 1/ Level 2 Certificate	<ul style="list-style-type: none"> • Mathematics • Mathematics - Extended 	Grade 3
International Baccalaureate Diploma	Standard or Higher level qualification in: <ul style="list-style-type: none"> • Mathematics Studies • Mathematics • Further Mathematics 	Grade 3