



# **Level 2 Apprenticeships**

## **Guidance on**

# **Functional Skills Evidence**

### **Training Qualifications UK**



# Level 2 Apprenticeships

## Guidance on Functional Skills Evidence

### Training Qualifications UK

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 Training Qualifications UK need as evidence of completing/attaining a qualification?**

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.

Training Qualifications UK 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, Training Qualifications UK 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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## Guidance on Functional Skills Evidence

### Training Qualifications UK

In this instance, Training Qualifications UK 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 Training Qualifications UK 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

#### English and maths qualifications at higher levels

Where the Apprentice has a qualification at level 4 or above (SCQF level 7 and above such as an Advanced Higher) this is acceptable if the qualification is predominantly in the subject of English Language or English Literature and/or Mathematics.

#### Overseas qualifications

Overseas qualifications will be acceptable where there is clear evidence from [UK ENIC](#) (Previously UK NARIC) that the qualification is 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 be from a UK NARIC or [UK ENIC](#) statement of comparability (which also confirms the student name and date grade/qualification awarded and whether this is comparable to GCSE A\* to C / 9 to 4) or it may be from the UK ENIC International Comparisons [database](#).

Where the UK ENIC database is used, this will only confirm the equivalency of the qualification to GCSE English and/or maths it will not confirm that this is the qualification the individual achieved. Therefore, where the database is used, evidence that the individual achieved the qualification and the date of their achievement, must also be provided.

#### Acceptable Evidence

If an Apprentice does not have a certificate and/or a provisional notification of results or a statement of results from the awarding organisation, the Training Provider can ask the Apprentice to get a replacement certificate from the relevant 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 [here](#).

If it is not possible to obtain a replacement certificate, Training Qualifications UK can accept one of the following as evidence of achievement in English and/or maths:

- 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

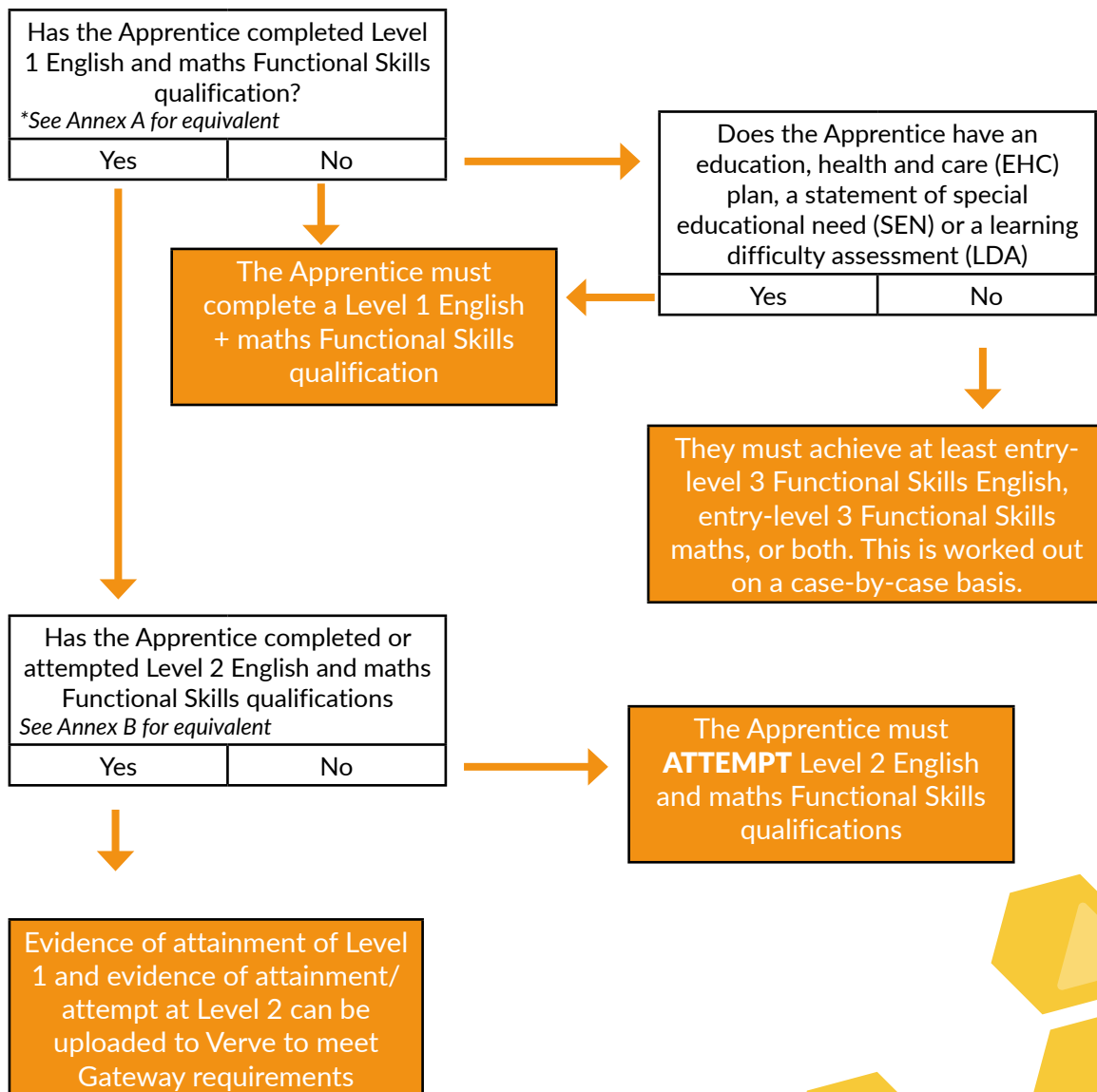
# Level 2 Apprenticeships

## Guidance on Functional Skills Evidence

Training Qualifications UK

These types of 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, and the date of achievement. In some cases, providers may need to validate the date of birth of the Apprentice though other appropriate evidence.

A statement of results on headed paper from a school, college, or other provider is not acceptable evidence of achievement in English and/or maths.



# Functional Skills - Level 1

## Acceptable Evidence

### Training Qualifications UK

#### 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.

#### English and maths minimum requirements

| Qualifications            | English****                        | Maths                                  | Minimum acceptable grade |
|---------------------------|------------------------------------|--|--------------------------|
| GCSE*                     | Any GCSE with English in the title | 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     | Any International GCSE with English in the title | Any International GCSE with Mathematics in the title  | E or 2                         |
| Level 1/2 Certificates | English Language                                 | Mathematics   | E or 2                         |
|                        | English Literature                               |   |                                |
| Core Maths level 3***  |  | <ul style="list-style-type: none"> <li>Mathematical Studies</li> <li>Using and Applying Mathematics</li> <li>Quantitative Problem Solving</li> <li>Quantitative Reasoning</li> <li>Mathematics in Context</li> <li>Mathematics for Work and Life</li> </ul> | E                              |
| Pre U Certificate      | Literature in English                            | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Further Mathematics</li> </ul>  | P3                             |

# Functional Skills - Level 1

## Acceptable Evidence

### Training Qualifications UK

| Qualifications   | English****   | Maths   | Minimum acceptable grade                  |
|--|---|---|---|
| IBO Middle Years Programme level 1/ 2 Certificate                      | Language and Literature   | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Extended Mathematics</li> </ul>   | 2   |
| International Baccalaureate Diploma                                    | Standard or Higher level qualification in: <ul style="list-style-type: none"> <li>English A : Literature</li> <li>English A : Language and Literature</li> <li>Or English Literature and Performance</li> </ul> | Standard or Higher level qualification in: <ul style="list-style-type: none"> <li>Mathematics</li> <li>Further Mathematics</li> </ul> | 3   |
| Free-Standing Mathematics level 2                                      |   | Foundations of Advanced Mathematics   | E   |
| British Sign Language**** Level 1                                      | British Sign Language   |   | Pass                                      |
| O Level  | English language<br>English literature  | Mathematics   | E (pre 1975 Pass)                         |
| CSE  | English   | 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 achieved before 2014                | English units   | Maths units   | Minimum of 12 credits achieved at level 2 |
| International Certificate of Christian Education (General or Advanced) | English   | Mathematics   | E   |

#### Northern Ireland, Scotland and Wales acceptable current and prior equivalent qualifications

| Qualifications                              | English****   | Maths                 | Minimum acceptable grade |
|---|---------------|-----------------------|--------------------------|
| Essential Skills (Northern Ireland) level 1 | Communication | Application of Number | Pass                     |
| Scottish Advanced Higher (SCQF level 7)     | English       | Mathematics           | C                        |

# Functional Skills - Level 1

## Acceptable Evidence

### Training Qualifications UK

|  |   |   |        |
|--|---|---|--------|
| Scottish Higher (SCQF level 6)                     | English                                 | Mathematics   | C      |
| Scottish National Certificate Unit (SCQF level 6)  | Communication 4                         |   | Pass   |
| Scottish Ordinary Grade (SCQF level 5)             | English                                 | Mathematics   | C or 3 |
| Scottish National 4 (SCQF level 4)                 | English                                 | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Application of Mathematics</li> <li>• Life Skill Mathematics</li> </ul> | Pass   |
| Scottish Intermediate (SCQF level 4)               | English                                 | Mathematics   | C      |
| Scottish Standard Grade General (SCQF level 4)     | English                                 | Mathematics   | 3      |
| Scottish Core Skill Unit (SCQF level 4)            | Communication                           | Numeracy  | Pass   |
| Scottish Workplace Core Skills Unit (SCQF level 4) | Communication                           | Numeracy  | Pass   |
| Scottish National Unit (SCQF Level 4)              | Literacy                                | Numeracy  | Pass   |
| Essential Skills (Wales) Level 1                   | "Communication Skills<br>Communication" | "Application of Number Skills<br>Application of Number"   | Pass   |

\* 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.



# Functional Skills - Level 2

## Acceptable Evidence

### Training Qualifications UK

#### 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.

#### English and maths minimum requirements

| Qualifications            | English****                        | Maths                                  | Minimum acceptable grade |
|---------------------------|------------------------------------|--|--------------------------|
| GCSE*                     | Any GCSE with English in the title | 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     | Any International GCSE with English in the title | Any International GCSE with Mathematics in the title  | C or 4                         |
| Level 1/2 Certificates | English Language<br>English Literature           | Mathematics   | C or 4                         |
| Core Maths level 3***  |  | <ul style="list-style-type: none"> <li>Mathematical Studies</li> <li>Using and Applying Mathematics</li> <li>Quantitative Problem Solving</li> <li>Quantitative Reasoning</li> <li>Mathematics in Context</li> <li>Mathematics for Work and Life</li> </ul> | E                              |
| Pre U Certificate      | Literature in English                            | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Further Mathematics</li> </ul>  | P3                             |

# Functional Skills - Level 2

## Acceptable Evidence

### Training Qualifications UK

| Qualifications   | English****   | Maths   | Minimum acceptable grade                  |
|--|---|---|---|
| IBO Middle Years Programme level 1/ 2 Certificate                      | Language and Literature   | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Extended Mathematics</li> </ul>   | 3   |
| International Baccalaureate Diploma                                    | Standard or Higher level qualification in: <ul style="list-style-type: none"> <li>English A: Literature</li> <li>English A: Language and Literature</li> <li>Or English Literature and Performance</li> </ul> | Standard or Higher level qualification in: <ul style="list-style-type: none"> <li>Mathematics</li> <li>Further Mathematics</li> </ul> | 3   |
| Free-Standing Mathematics level 2                                      |   | Foundations of Advanced Mathematics   | C   |
| British Sign Language**** Level 2                                      | British Sign Language   |   | Pass                                      |
| O Level  | <ul style="list-style-type: none"> <li>English language</li> <li>English literature</li> </ul>  | Mathematics   | C (pre 1975 Pass)                         |
| CSE  | English   | 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 achieved before 2014                | English units   | Maths units   | Minimum of 12 credits achieved at level 3 |
| International Certificate of Christian Education (General or Advanced) | English   | Mathematics   | E   |

#### Northern Ireland, Scotland and Wales acceptable current and prior equivalent qualifications

| Qualifications                              | English****   | Maths                 | Minimum acceptable grade |
|---|---------------|-----------------------|--------------------------|
| Essential Skills (Northern Ireland) level 2 | Communication | Application of Number | Pass                     |
| Scottish Advanced Higher (SCQF level 7)     | English       | Mathematics           | C                        |

# Functional Skills - Level 2

## Acceptable Evidence

### Training Qualifications UK

|  |                                      |  |        |
|--|--------------------------------------|--|--------|
| Scottish Higher (SCQF level 6)                     | English                              | Mathematics  | C      |
| Scottish National Certificate Unit (SCQF level 6)  | Communication 4                      |  | Pass   |
| Scottish Ordinary Grade (SCQF level 5)             | English                              | Mathematics  | C or 3 |
| Scottish National 5 (SCQF level 5)                 | English                              | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Life Skills Mathematics</li> <li>• Application of Mathematics</li> </ul> | C      |
| Scottish Intermediate 2 (SCQF level 5)             | English                              | Mathematics  | C      |
| Scottish Standard Grade Credit (SCQF level 5)      | English                              | Mathematics  | 2      |
| Scottish Core Skill Unit (SCQF level 5)            | Communication                        | Numeracy   | Pass   |
| Scottish Workplace Core Skills Unit (SCQF level 5) | Communication                        | Numeracy   | Pass   |
| Scottish National Unit (SCQF Level 5)              | Literacy                             | Numeracy   | Pass   |
| Essential Skills (Wales) Level 2                   | "Communication Skills Communication" | "Application of Number Skills Application of Number"   | Pass   |

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