



Level 3 or Higher Apprenticeship Guidance on Functional Skills Evidence

Training Qualifications UK



Level 3 or Higher Apprenticeship Guidance on Functional Skills Evidence Training Qualifications UK

All Level 3 or Higher Apprenticeship standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) 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 3 or Higher Apprenticeship Standard will have to evidence completion of 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 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.

TQUK will need to see evidence from the Awarding Organisation with whom the Apprentice undertook their Level 2 Functional Skills qualification in order to confirm that they have passed the qualification.

In this instance, TQUK will accept:

- Certificate confirmation that **BOTH** Level 2 qualifications in English and maths have been completed from the Awarding Organisation
- Email confirmation that **BOTH** Level 2 qualifications in English and maths have been completed from the Awarding Organisation
- Letter confirmation that **BOTH** Level 2 qualifications have been completed from the Awarding Organisation
- Screenshot confirmation that **BOTH** Level 2 qualifications in English and maths have been completed from the Awarding Organisation

Level 3 or Higher Apprenticeship Guidance on Functional Skills Evidence Training Qualifications UK

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 their 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.

In this instance, TQUK will accept:

- Email confirming results and confirmation that **BOTH** Level 2 English and maths Functional Skills have been completed from the Awarding Organisation
- Letter confirming results and confirmation that **BOTH** Level 2 English and maths Functional Skills have been completed from the Awarding Organisation
- Screenshot confirming results and confirmation that **BOTH** Level 2 English and maths Functional Skills have been completed 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.

Level 3 or Higher Apprenticeship Guidance on Functional Skills Evidence Training Qualifications UK

Acceptable Evidence

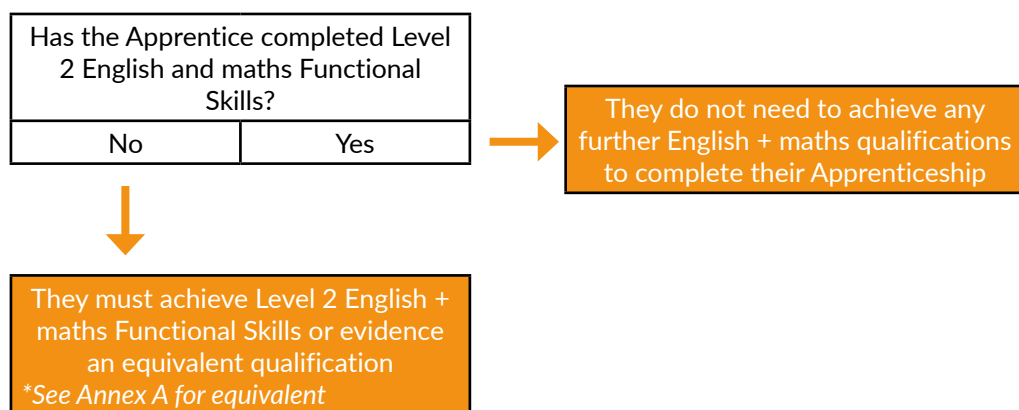
If an Apprentice does not have a certificate and/or a provisional notification of results or a statement of results from the awarding organisation, the Training Provider can ask the Apprentice to get a replacement certificate from the relevant awarding organisation (there will be a cost for this). Guidance 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

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 2

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 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	<ul style="list-style-type: none"> English Language English Literature 	Mathematics	C or 4
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
Pre U Certificate	Literature in English	<ul style="list-style-type: none"> Mathematics Further Mathematics 	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	Mathematics Extended Mathematics	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 	Standard or Higher level qualification in: <ul style="list-style-type: none"> Mathematics Further Mathematics 	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"> English language English literature 	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
Scottish Higher (SCQF level 6)	English	Mathematics	C

Functional Skills - Level 2

Acceptable Evidence

Training Qualifications UK

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	Mathematics Life Skills Mathematics Application of Mathematics	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

* 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.