

## **POLICY & PROCESS FOR THE DELIVERY OF ENGLISH & MATHS TO APPRENTICES**

### Background Information & Rationale

Apprenticeships are available to candidates of all ages, who may present with varying degrees of prior attainment and employment experience. All apprenticeships have a requirement for the achievement of an approved English & Maths qualification at either level 1 or level 2, depending on the apprenticeship. Further to this, the Government is committed to supporting apprentices, wherever possible, to achieve an approved level 2 in both subjects regardless of the requirements of their apprenticeship.

On commencement of their programme, apprentices may have already achieved an approved English and/or maths qualification which will exempt them from study at level 1 or level 2. A guidance document listing all qualifications which can act as complete exemptions is available from **GOV.UK**. The apprentice must also be in possession of acceptable evidence of these qualifications (usually the achievement certificate) or evidence must be available from the Learning Records Service (LRS) in order to use them as exemptions.

On some occasions, a candidate may have special educational needs, learning difficulties or disabilities to such an extent that a thorough investigation by an appropriate professional has deemed them not able to achieve English and/or maths to the minimum level in the timeframe projected for them to complete the occupational elements of the apprenticeship. In this instance the candidate would be supported to achieve entry level 3 in the relevant subject(s), and this would be acceptable for successful achievement of the apprenticeship, providing all other aspects of the apprenticeship requirements including occupational competence are achieved.

As part of the initial assessment process, all apprenticeship candidates undergo an English & maths assessment plus further diagnostics if appropriate to ascertain their baseline level. We utilise the BKSB platform, this provides learners with individually tailored diagnostics and lessons and help prepare them adequately for the functional skills online testing.

Also as part of initial assessment, we obtain information from the LRS and the candidates own declarations regarding any English and/or maths qualifications they already hold. We examine any evidence to establish acceptability, so by the commencement of their programme, we have an accurate picture of the candidate's existing and acceptably evidenced English & maths qualifications, their assessed current level of competence according to DL and the requirements of the apprenticeship. In order to ensure compliance with the Government directives, our approach to delivery of the subjects will be one of the following:

### **1 Candidates who hold and can evidence an existing approved level 2 qualification**

These candidates will not be required to undergo any further study for the subject(s) in which they hold an approved level 2 qualification provided acceptable evidence of that achievement is available. The learning plan will be annotated accordingly, and copies of the acceptable evidence will be retained in the evidence pack for that learner.

## **2 Candidates who hold and can evidence an existing approved level 1 qualification**

These candidates, regardless of the requirements of their apprenticeship will commence study of functional skills (FS) at level 2 in the subject(s) for which they hold a level 1.

If their apprenticeship requires achievement of a level 2 in English and/or maths, the candidate must successfully take the tests and/or assessments for that subject in order to be able to achieve the apprenticeship and sit the End Point Assessment (EPA) for apprenticeship standards.

If their apprenticeship only requires achievement of a level 1 in English and/or maths, and these are achieved within the length of programme the candidate can study for and attempt the tests and/or assessments for level 2 if the tutor feels there is an appropriate length of study left to be able to achieve this. If by the planned practical period end of their apprenticeship despite attempting the tests/assessments, the candidate has been unsuccessful in achieving the level 2, their existing level 1 qualification(s) may be used in order to claim the gateway eligibility for the EPA for apprenticeship standards.

## **3 Candidates who hold and can evidence neither a level 2 nor level 1 approved qualification in English and/or maths**

For these candidates, our approach will differ according to the requirements of their apprenticeship, and to our judgement of their current level of literacy and numeracy according to the DL assessment and diagnostics:

### **3.1 Apprenticeship requires English and/or maths approved qualification at level 2**

These candidates must all be enrolled straightaway on FS level 2 in the subject(s), in order to successfully achieve their apprenticeship or be eligible to sit the EPA for apprenticeship standards. For those candidates who are assessed as currently working below level 1 in the subject(s), we recognise that level 2 is a significant challenge for them and will tailor their initial study, accordingly, starting with learning at level 1 in order to provide the 'building blocks' on which to move to level 2. We may also consider offering additional learning support sessions to these candidates, depending on their progress.

### **3.2 Apprenticeship requires English and/or maths approved qualification at level 1**

Candidates assessed as currently working below level 1 in the subject(s) – will be enrolled and commence study at entry 3 and the BKSB system will support them through entry 3 before starting level 1 and we will aim for successful achievement of level 1.

Candidates assessed as currently working at level 1 in the subject(s) – will be enrolled and commence study straightaway at level 2 FS. We will aim for successful achievement at least three months before the planned end of the programme or practical period. The candidate must attempt the assessments/tests at level 2, however if they are unsuccessful, we will allow them to take the level 1 assessments/tests in order to achieve the minimum required for successful achievement of the apprenticeship.

## **4 Candidates in scope for exceptions to the minimum requirements for English &/or maths**

There may be some apprenticeship candidates who have special educational needs, learning difficulties or disabilities **and** may hold or have previously been issued with an official education health & care (EHC) plan, a statement of educational need (SEN) or a learning difficulty assessment (LDA). If either before learning commences or during their apprenticeships, we have serious concerns that the candidate may not be able to achieve the minimum requirement in terms of an approved English &/or maths qualification, we will take the following steps:

- Conduct a formal, structured assessment considering the apprentice's current level of ability, their learning difficulty or disability and how this affects their English and/or maths capability and arrive at a professional judgement as to whether, with support, reasonable adjustments and the use of suitable stepping stone qualifications, achievement of the minimum requirement is realistically possible. If not we will -
- Discuss the situation with the employer for assurance that we both expect the apprentice to be able to achieve all other aspects of the apprenticeship including occupational competence, plus entry level 3 in the affected functional skill(s) within the planned programme
- Devise a recommended learning plan to enable the apprentice to be able to achieve entry level 3 in the affected subject(s) and, if appropriate, continue to build on literacy and numeracy skills with further training and support
- Ensure that the apprentice & employer are happy with and supportive of the plan. If the apprentice disagrees with the judgement outcome, we will facilitate the apprentice in seeking a second, independent professional opinion

Candidates in scope for this assessment will be reviewed on an individual basis and assessments will be carried out by an appropriate professional, whose services we will engage specifically for this purpose.

We will retain copies of the formal, structured review, judgement rationale, EHC, SEN or LDA and recommended learning plan in the evidence pack.