

FUNCTIONAL SKILLS QUALIFICATIONS

What are they, who are they for and how do they work?

What are Functional Skills qualifications?

Functional Skills qualifications assess English, maths and ICT skills and are designed to help equip people with skills they may need in their working lives. If an apprentice doesn't have GCSE English or maths qualifications at the required grade, they may need to achieve Functional Skills qualifications during their apprenticeship in order to complete it.

What Functional Skills levels are there?

Functional skills level	GCSE equivalence
Entry Level 1	Below GCSE level
Entry Level 2	
Entry Level 3	
Level 1	GCSE grades 1-3
Level 2	GCSE grade 4+

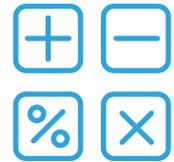
What do English and maths Functional Skills exams consist of?

They can vary depending on the level and the exam board, but typically the exams consist of:

Maths:

Exam with two parts:

- Non-calculator
- Calculator



English:

- Reading exam
- Writing exam
- Speaking, listening and communication exam



How are Functional Skills assessed?

There aren't any coursework or portfolio-based elements, and the qualification result is based solely on exam papers.

For entry-level qualifications, papers are assessed internally. Level 1 and 2 exams can be taken online or as paper-based assessments. The online exams can be taken on demand whenever the learner feels ready, but paper exams must be completed when the awarding body sets dates.

How are Functional Skills graded?

All Functional Skills assessments are graded as either pass or fail.

How do you know which level of Functional Skills is needed for an apprenticeship?

See the next pages to understand the requirements.

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Will you be 16-18 years old when you start your apprenticeship?

Yes

No

Do you hold GCSE English and maths at grade 4 or above?

Yes

No

Go to the next page

You are exempt from needing to study Functional Skills

Do you hold GCSE English and maths at grade 1 - 3?

If you have any additional needs, please see the guidance below

Yes

No

Which level of apprenticeship are you undertaking?

Which level of apprenticeship are you undertaking?

Foundation

Intermediate

Advanced,
Higher or
Degree

Foundation

Intermediate

Advanced,
Higher or
Degree

You are required to study towards level 2 English and maths, but are not required to sit or pass the tests.

You are required to achieve level 2 to complete your apprenticeship

You are required to study towards level 1 English and maths, but are not required to sit or pass the tests.

You are required to achieve level 1 to complete your apprenticeship, then work towards level 2

You are required to achieve level 2 to complete your apprenticeship

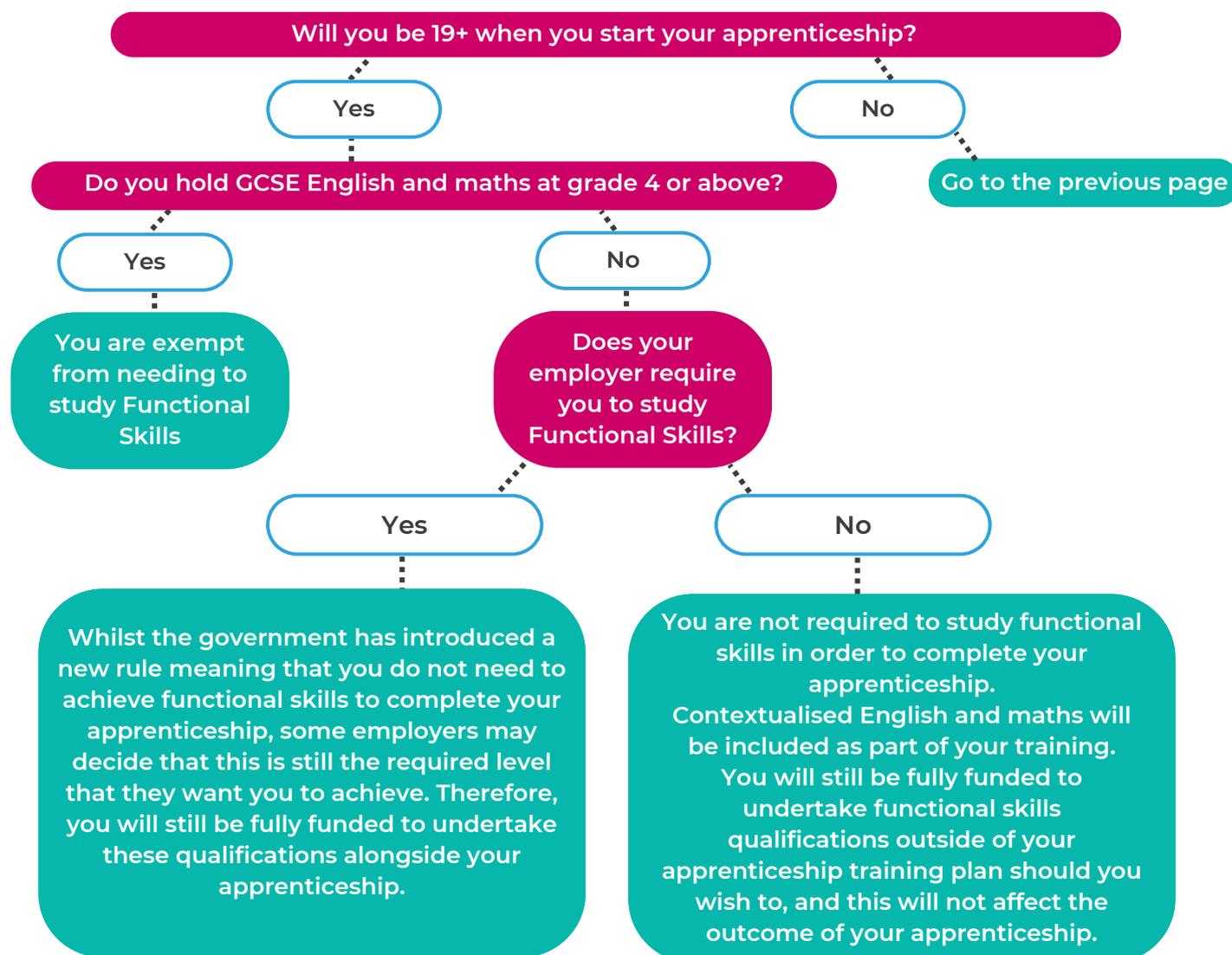
Do you hold an Education Health and Care (EHC) Plan, or believe you have an additional need? (diagnosed or undiagnosed learning difference, disability or mental health condition)

Yes

Your training provider will discuss with you the flexibilities that are now available meaning that you may be eligible to work towards achieving Entry 3 level.

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It is important not to worry about taking Functional Skills qualifications or let it put you off becoming an apprentice - your training provider and employer will support you and there is lots of advice, guidance and practice online.