

Functional Skills English and Maths Information Pack

Thames Valley Primary Care



**Frimley
Training Hub**
supporting the development of the
primary and community care workforce



Contents

Title	Page
What are Functional Skills?	<u>Page 3</u>
Explaining the Functional Skills levels	<u>Page 4</u>
Check if you need to achieve Functional Skills	<u>Pages 5 – 6</u>
Identify your Functional Skills level and learning pathway	<u>Page 7</u>
Training options in your local area	<u>Page 8</u>
Additional support	<u>Page 9</u>
Further links including: <ul style="list-style-type: none">• Qualifications mapping• Replacement certificates• UK National Information Centre (ENIC)	<u>Page 10</u>

What are Functional Skills?



What are
Functional Skills?

Functional Skills are defined as the fundamental applied skills in literacy, numeracy and digital literacy that help people to gain the most from life, learning and working. Level 2 is equivalent to a GCSE grade C or 4 and above or a CSE level 1.

(source: [HASO](#))



Why do I need
them?

All apprenticeship programmes require learners to achieve functional skills qualifications in English and maths (and in some programmes ICT as well).



What do I need to
achieve?

For a level 2 apprenticeship you need to evidence learning towards level 2 functional skills exams.

For levels 3 - 7 apprenticeships you need to achieve level 2 in Functional Skills English and maths in order to fully achieve your apprenticeship.

There may be exemptions for special education needs, learning difficulties or disabilities – please check with your training provider.

What are Functional Skills qualifications equivalent to?



FUNCTIONAL SKILLS LEVEL		SCHOOL EQUIVALENT
LEVEL 2	↔	NEW GCSE 9-4 / OLD GCSE A* - C
LEVEL 1	↔	NEW GCSE 3-1 / OLD GCSE D - G
ENTRY LEVEL 3	↔	BELOW GCSE

<https://haso.skillsforhealth.org.uk/>

I have a degree – surely this is evidence of my maths and English GCSEs?

I did my GCSEs/CSEs years ago – I have no idea where my certificates are!

I write reports and manage budgets in my current role – why do I need to evidence functional skills level 2?

“But why???”

If you can relate to any of these comments, read on for help and support!

I have a learning difficulty and didn't achieve the maths and English grades at school – what support is available now?

I achieved maths and/or English in another country – I don't have my certificates

I hated maths at school and this is really putting me off doing an apprenticeship

The funding rules require evidence of the specific English, maths and where required, ICT qualifications. In all of these scenarios – you will need to provide evidence

Functional Skills requirements check

I have GCSE grades A – C / CSE Level 1 / Functional Skills Level 2 or equivalent qualifications in maths and English or a higher level qualification (e.g. A Levels or a Degree) in maths or English

I have my certificates

Yes

No

You do not need to achieve functional skills, you will still complete an initial assessment to see where skills can be improved

Evidence is required to be exempt from Functional Skills
Click [here](#) for more information about obtaining a copy
If the evidence cannot be obtained, you will need to achieve functional skills qualifications before or during the apprenticeship programme

I have English and maths / ICT qualifications if required from another country

I have my certificates

Yes

No

If you have the required evidence you do not need to complete functional skills

You may need a statement of comparability by UK ENIC

[HEE support](#) is available

Check your options with the apprenticeship training provider

If the evidence cannot be obtained, you will need to achieve the functional skills qualifications

I have a learning difficulty assessment and/or a Education Health Care Plan (EHCP)

Various rules apply depending on your assessment. Speak to your training provider or contact your apprenticeship co-ordinator for more information

Identify your Functional Skills level and learning pathway

Before identifying the best options to achieve your Functional Skills, the first step is to access a Functional Skills software package called Basic Key Skills Builder (BKSB). This allows learners to establish their current skill level and creates a personalised learning plan to build up from there. It is fully funded for NHS employees.

Step 1: Complete an initial assessment for English and maths to establish your working level and skills gaps. Contact the [Thames Valley and Wessex Primary Care School](#) to request an account.

Step 2: Identify your preferred learning pathway. In the Thames Valley area, the following options are available to you:

- BKSB self directed online learning – this approach offers more flexibility and depending on your working level, and can be a quicker option
- If you prefer tutor-led delivery, see the next slide for organisations that provide funded training in your area. These course can be longer in duration, from 10 weeks to 6 months per module depending on your working level but they provide more structured support

Thames Valley Functional Skills training options

For face-to-face learning such as classroom based and virtual training, please contact the following organisations in your area.

Virtual class sessions are also available via Activate College. To find out if you are eligible, visit [Functional Skills English \(Pre-GCSE\) Online - Activate Learning - Adult Education](#)

Region	Training
Berkshire West	<ul style="list-style-type: none">West Berkshire Training Consortium: English and Maths Functional Skills - West Berkshire Training Consortium (wbtc-uk.com)Activate Learning: Berkshire Archives - Activate Learning - Adult EducationNew Directions College in Reading: English - New Directions College (newdirectionsreading.ac.uk)Functional maths courses for adults WEA
Buckinghamshire	<ul style="list-style-type: none">Adult Learning Buckinghamshire Council: English Functional Skills - Online (adultlearningbc.ac.uk)Buckinghamshire College Group: Maths and English (buckscollegigroup.ac.uk)
Oxfordshire	<ul style="list-style-type: none">Oxford Health Functional Skills provision: email Julia.wood@Oxfordhealth.nhs.ukActivate Learning: Functional Skills English: Online - Activate Learning - Adult EducationAbingdon and Witney College: email 19englishmaths.esol@abingdon-witney.ac.ukWEA Wallingford Functional maths courses for adults WEA
Frimley	<ul style="list-style-type: none">Slough, Windsor and Maidenhead Community Learning and Skills: Web.Enrol (webenrol.com)Bracknell Council: English and maths Bracknell Forest Council (bracknell-forest.gov.uk)Surrey Heath Council: English and maths courses for adult learners - Surrey County Council (surreycc.gov.uk)Farnborough College: https://www.farn-ct.ac.uk/courses/adult-essential-skills/WEA Berkshire: Functional maths courses for adults WEA

Additional support

- [National Numeracy](#) is a great place to start improving your confidence with number calculations and is great for explaining how to work answers out. You can even use the app when you're on the go!
- [Skills for Life](#) webpage provides access to training, support and advice in your area
- [BBC Bitesize Functional Skills](#) offer bite-sized learning modules
- [YouTube](#) video tutorials are available
- [HASO website](#) has support for Dyslexia and Dyscalculia

Additional resources

- **South-East Training Hubs Functional Skills information webinar:** [Functional Skills information for Primary Care – YouTube](#)
- **South-East Training Hubs Functional Skills information slides:** [Support for Functional Skills PowerPoint](#)
- **Qualifications mapping:** check if your current qualifications are equivalent to Functional Skills Level 2 and acceptable by visiting [English and maths requirements in apprenticeship standards at level 2 and above - GOV.UK \(www.gov.uk\)](#)
- **Replacement certificates:** [Get a replacement exam certificate - GOV.UK \(www.gov.uk\)](#)
- **Register for BKSB and Open Access exams:** contact the [Thames Valley and Wessex Primary Care School](#) to request an account.
- **Skills for Life resources:** [Free Online Learning Tools - HASO \(skillsforhealth.org.uk\)](#)
- **UK ENIC:** [International Qualifications - HASO \(skillsforhealth.org.uk\)](#)