

Attaining Level 2 Functional Skills in English and Mathematics

Each apprenticeship requires differing qualifications to be eligible, the most common being Level 2 Functional Skills in both English and Mathematics. During the application phase you will be requested to present proof of eligibility by providing copies of your achievements.

Evidencing Functional Skills Qualifications

Functional Skills can be evidenced by providing certificates for the below subjects and gradings:

Subject	Grade
GCSE English Language or Literature	C and above / 4 and above
GCSE Mathematics	C and above / 4 and above
Level 2 Functional Skills English	Pass
Level 2 Functional Skills Mathematics	Pass

Additional accepted qualifications for Functional Skills can be found: [GOV UK English and Maths Requirements in Apprenticeship Standards](#)

If you are unsure, we will work with you to confirm your eligibility.

If you have achieved the above but are unable to provide certificates, the first step is to contact your provider (this may be a school or college) or the examination board about replacing your certificates. If replacement is not possible, you will be required to move to the next stage, which is to resit your Functional Skills.

We can accept a qualification that is not nationally recognised within UK if provided with a NARIC statement of comparability: [Statement of Comparability \(enic.org.uk\)](#)

Completing Functional Skills Qualifications

There are providers available across the region who offer both face-to-face and online learning. You can find providers to suit your learning style by completing a web search for providers who offer functional skills or GCSE studies.

It is important to research each provider and each qualification, as there are many variations in training set up and cost. Below are some useful questions to ask a provider, or to look out for on their webpage or within a course brochure.

Are your start dates flexible or set?

Providers may set start dates so you are able to join a cohort (a group of learners) or have flexible start dates (you can start any time). If you prefer to learn alongside others, choosing a provider who offers learning in cohorts may be best for you. Providers who do not offer learning within a cohort may additionally offer support forums, where you can connect with learners.

Who are the Awarding Body?

To ensure you are completing a qualification that is nationally recognised and accredited, it is important to check the provider has an awarding body in place. A list of awarding bodies can be found via GOV UK:

[The Register of Regulated Qualifications: Home page \(ofqual.gov.uk\)](https://www.ofqual.gov.uk)

How will I learn?

Some providers have timetabled sessions which require your attendance, whether this is in a classroom or an online webinar. Other providers can offer independent learning, where you are responsible for watching pre-recorded lessons and working at your own pace. Ask for the training plan if you have a preferred way of learning.

No matter the training plan, you should have a tutor in place who is contactable throughout your learning period. Be sure to ask regarding support provision and how you acquire help if needed.

How long will it take to complete my qualification?

Different providers may offer different timeframes and study options, which can be confusing.

How long it will take to complete the qualification is dependent on a few factors, including the number of hours you are able to commit on a weekly basis (part time or full-time study) and the guided learning hours (GLH) set by the Awarding Body.

It is important to understand the minimum and maximum amount of time you can take to complete your studies and sit the exam. If you are worried about the ability to commit consistently due to personal circumstances, request further information regarding breaks in learning and student wellbeing support.

How do I sit my exam?



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It is important to understand your Functional Skills exam facilitation.

Dependant on the qualification, you may be required to sit more than one exam and in addition, providers may require you to book the exam(s) and/or travel to an approved exam centre.

Be sure to query any additional charges for the exam (some providers do not include examination fees within their course costs) and the procedures in place if a resit is required.

When do I receive my result and certificate?

Depending on the awarding body it can take a number of weeks to receive your examination result and certificate. If you are working to a specific timeframe, ensure you check this with the provider and factor in any additional timings.

For example, the qualification takes 12 months including sitting the exam and an additional 3 months to receive the result and certificate (totalling 15 months).

Is there any funding support?

Each provider is different in what they can offer. Typically, providers offer the option to pay upfront or in monthly instalments (at times 0% if paid within a set timeframe).

Additionally, it is worth asking the provider if they offer any schemes for financial aid. Some schemes require an application for funding and can take some time to process which may delay your start date.

