



Process for delivering English and Maths (functional skills) to support the delivery of Apprenticeship programmes

CALAT recognises that planning a learning programme for an apprentice needs to be specific to the individual's past learning and work experience and to the job role they are performing. The components of the learning programme including the delivery of English and maths (functional skills) and the methods of delivery will vary according to the needs of the apprentice.

A thorough and personalised initial assessment process is key to ensuring a well-planned apprenticeship that will comfortably fit the apprentice and their employer and therefore maximise achievement. A key part of this initial assessment programme is to carry out an online functional skills test (Forskills) and free writing to establish current levels of English and maths. This enables CALAT to review apprentices' abilities to achieve entry level requirement in English or maths and show exemption from any English or maths requirements as part of the Apprenticeship programme.

All apprentices will have an interview with an experienced assessor who is vocationally competent in the appropriate sector. The Assessor will access the individual's personal learning record to ensure that all previous qualifications in functional skills and English and maths are reviewed. The assessor may use NARIC to evaluate any overseas qualifications that are relevant to the apprenticeship as well as checking the personal learning record (PLR tool). The assessor also checks if apprentice has an Education Health Care Plan due to any learning disability or difficulty and therefore only needs to achieve E3.

The assessor will then refer all apprentices who require the attainment of an English and maths (functional skills) qualification as part of the Apprenticeship standard in order to get to gateway and successfully achieve at EPA. The tutor will then meet with the apprentices to decide how long it will take to achieve the required Functional Skills level of English and/or maths and design programme. The programme can be delivered outside of the 20% OTJ and workplace activity within the Apprenticeship programme in different ways according to apprentice's needs but includes: classroom sessions, online resources for homework, exam practice, 1-1 coaching on specific areas of difficulties. A demand-led exam system from the awarding body ensures that there is ample opportunity for the apprentice to achieve the required level of English and maths qualification to qualify for gateway prior to EPA.

All apprentices encouraged to continue developing English and maths functional skills to level 2 and GCSE. Learners on frameworks where the requirement is to achieve level 1 Functional Skills are encouraged to work towards L2.

The assessor will also meet with the line manager of the Apprentice to ensure that the additional time required for the delivery of English and maths/functional skills is agreed and planned for over the 20% OTJ and workplace activity.