

English & Maths Policy

Introduction

This policy covers the requirements for gateway evidence in respect of English and maths exemptions and exceptions for apprentices registered with Digital Marketing Mentor. It sets out the

process that should be followed for English & maths prior attainment & exemptions.

This policy meets the Education and Skills Funding Agency (ESFA) Apprenticeship funding and

performance management rules.

Requirements

Level 2

Apprenticeships

Where the apprentice does not already hold acceptable qualifications apprentices must:

- Achieve an English and Maths qualification of at least Level 1 Functional Skills or GCSE grade E before taking the end point assessment, and, continue to study and take the test for level 2 English and Maths Functional Skills Level 2 or GCSE before they complete their apprenticeship: they do not have to achieve level 2 English and Maths to complete their apprenticeship.

Level 3 and above

Apprenticeships

- Where the apprentice does not already hold acceptable qualifications apprentices must:
Achieve level 2 Functional Skills or GCSE qualifications grade (A* to C) or (9 to 4) in English and maths before taking end-point assessment.

English and maths minimum requirements

These rules apply to all learner engaged on an apprenticeship programme with DMM. Every effort

will be made to enable apprentices to achieve the minimum English and maths requirements of the

specific apprenticeship, including appropriate use of access arrangements, reasonable adjustments

and other approved qualifications.

Apprentices with learning difficulties or disabilities who struggle to achieve the regular English and/or maths minimum requirement due to the nature of their difficulty or disability will be assessed on a case-by-case basis and should satisfy all of the following conditions:

- a. the provider and the employer expect the apprentice to achieve all other aspects of the apprenticeship requirements, and become occupationally competent
- b. the apprentice has either an existing or previously issued Education, Health and Care (EHC) Plan,
a statement of Special Educational Need (SEN) or a Learning Difficulty Assessment (LDA)
- c. the provider hold or have conducted an evidenced assessment demonstrating that even with
support, reasonable adjustments and stepping stone qualifications, the apprentice is not able
to achieve English and/or maths to the minimum level within the timeframe projected for them
to be ready to progress to their end-point assessment under a standard, as a result of their
learning difficulty or disability

Depending on the apprentice's individual circumstances and assessment, this adjustment may apply

to one subject, or to both English and maths. If the adjustment is only applied to one subject, the

regular requirements for the non-adjusted subject will apply.

Although the apprentice will be exempt from the English and/or maths minimum requirements, providers must plan and evidence how the apprentice will access further literacy and numeracy

development, including level 1 and level 2 courses, as part of their overall training provision.

The assessment must be formal, structured, by an appropriate professional associated with the

training provider, such as a SEN professional or other student support personal. For all apprenticeship

starts the assessment must be conducted within eight weeks of an apprentice beginning their apprenticeship.

Assessments must include:

- assessment of the apprentice's current English and maths ability
- Information on how the learning difficulty or disability affects the apprentice's English and maths abilities and a clear indication of whether one or both English and maths are affected
- assessment of the apprentice's ability to meet the regular English and maths requirements even with appropriate support in place
- creation of a recommended learning plan to enable the apprentice to achieve Entry Level 3 Functional Skills in the adjusted subject(s) and, where appropriate, to continue to build on their literacy and numeracy skills by accessing further courses
- collection of copies of an Education, Health and Care (EHC) Plan, a
- statement of Special Educational Need (SEN) or a Learning Difficulty Assessment (LDA)

Providers must retain all elements of the assessment in the evidence pack.

If the apprentice disagrees with the outcome of the assessment, providers must provide a facility for

the apprentice to request a second opinion. Providers must ensure that the assessment is reviewed

independently by a second SEN professional. Providers may determine the format of the review

process.

1. Prior attainment

DMM will accept equivalent qualifications for the purposes of prior attainment for English and maths in line with the Education and Skills Funding Agency requirements. In the main we would

expect evidence to be in the form of the qualification certificate. Where the certificate is not available

then a formal transcript or notification of results. Where either a certificate or formal notification of

results is not available, but the apprentice has other evidence which may be acceptable, you should

contact us directly so we can offer advice on the verification of the evidence.

To be exempt from the English and/or maths requirements of the new apprenticeship standards,

apprentices must have achieved the following:

- a. A* to C (or 9 to 4) in their GCSE English or maths, or
- b. Level 2 English and/ or maths /functional skills.

Please refer to the table on the following page for a full list of accepted qualification equivalents:

Level 2 apprenticeship:

GCSE* Any GCSE with
English in the title
E or 2**

International GCSE Any International
GCSE with English in
the title

Any GCSE with
maths in the title
E or 2

Functional Skills
level 1

Any International GCSE
with maths in the

title English maths Pass

Key Skills level 1 Communication
(Literacy)
Pass

A Level Any A Level with
English in the title

Application of Number
(Numeracy)

E or Ordinary

Grade (pre

1986) AS Level Any AS Level with

English in the title

Any A Level with maths
in the title

E

Core maths level 3***

Any AS Level with

maths in the title N/A Mathematical Studies E

Using and Applying
maths Quantitative Problem
Solving Quantitative Reasoning

maths in Context

maths for Work and

Life Free-Standing

maths level 2

N/A Level 2 Free-Standing

E

maths Qualification
- Foundations of Advanced
maths Pre U Certificate Literature in English maths
Further maths
P3

O Level English language maths E

English literature

(pre 1975 evidence of a Pass) CSE English maths 2 and 3

British Sign
Language****

N/A Pass

(Regulated
Qualifications

Framework level 1) (Scottish Credit &
Qualifications

Framework level 4) Essential Skills Wales
level 1

British Sign

Language

Pass

Essential Skills (Northern Ireland) level 1

Essential

Essential Application of

Communication Skills

Number Skills or

or Essential Skills Wales in

Essential Skills Wales

Application of Number

in Communication

Pass

Scottish Advanced

Higher

Certificate in

Certificate in Essential Essential Skills

Skills Application of Communication

Number

English maths C

(SCQF level 7)

Scottish Higher English Mathematic C

(SCQF level 6)
Scottish National 4 English maths Pass
(SCQF level 4) Life skills maths
Applications of
maths
5

Scottish Intermediate

1
English maths C
(SCQF level 4)
Scottish Standard
Grade General
English maths 3
(SCQF level 4)
Scottish National
Certificate Unit
Communication 4 Pass
SCQF level 6)
Scottish Core Skill
Unit
Communication Numeracy Pass
(SCQF level 4)
Scottish Workplace
Core Skill Unit
Communication Numeracy Pass
(SCQF level 4)
Scottish National Unit Literacy Numeracy Pass (SCQF level 4) Scottish Ordinary
Grade
English maths C
(SCQF level 5)
IBO Middle Years Programme level 1/level 2 Certificate
maths 2 maths - Extended
International
Baccalaureate
Diploma
Language and
Literature
Standard or Higher
Standard or Higher level

Grade 3
level qualification in:
qualification in: English A: Literature Mathematical Studies
English A: Language
maths
and Literature Or English Literature and Performance
Further maths
6

English and maths qualifications at higher levels

English and maths qualifications at a higher level (e.g. level four and above) will be acceptable.

For Scotland this would be an English or maths qualification at SCQF level 7 and above (e.g.

Advanced Higher)

For overseas qualifications

Overseas qualifications will be acceptable where there is clear evidence, from NARIC (via a

certificate/statement of comparability) that the qualification is an equivalent level to the

minimum requirements for English and maths and there is additional comparison information

that confirms the qualification is an equivalent of GCSE English and/or maths (A* to C).

Further information can be found on the NARIC website.

* Regulated by Ofqual, CCEA and Qualifications Wales

** From 2017; where 9 to 1 grading scale is used

*** Where included in Performance Tables

**** Where British Sign Language is primary language

1.1 Level 3 apprenticeship

GCSE* Any GCSE with English in the title
Any GCSE with maths in the title
C or 4**
International GCSE Any International GCSE with English in the title
C or 4
Functional Skills level 2

Any International GCSE
with maths in the

title English maths Pass

Key Skills level 2 Communication (Literacy) Application of Number
(Numeracy)

Pass

A Level Any A Level with English
in the title

Any A Level with maths
in the title

E or Ordinary

Grade (pre

1986) AS Level Any AS Level with English
in the title

Any AS Level with
maths in the title

E

Core maths level 3***

- Mathematical Studies E

Using and Applying

maths Quantitative Problem

Solving Quantitative Reasoning

maths in Context

maths in Work

and Life Pre U Certificate Literature in English maths P3

Further maths Free-Standing

maths level 2

Level 2 Free-Standing

C

maths Qualification -

Foundations of Advanced

maths

O Level English language maths

8

English literature C (pre 1975

evidence of a Pass)

CSE English maths 1

British Sign

Language****

British Sign Language Pass

(Regulated Qualifications Framework level 2)

(Scottish Credit &

Qualifications

Framework level 5) Essential Skills Wales

level 2

Pass

Essential Skills (Northern Ireland) level 2

Essential Communication

Skills or

Essential Skills Wales in

Communication

Essential Application of

Number Skills or

Essential Skills Wales in

Application of Number Certificate in Essential

Skills Communication

Certificate in Essential Skills Application of Number

Pass

Scottish Advanced

Higher (SCQF level

7)

English maths C

Scottish Higher English maths C

(SCQF level 6)

Scottish National 5 English maths C

(SCQF level 5) Life skills maths

Applications of

maths Scottish Intermediate

2

English maths C

(SCQF level 5)

9

English Scottish Standard

maths 2

Grade Credit

(SQCF level 5)

Scottish National Communication Pass

Certificate Unit (SCQF level 6)

Scottish Core Skill Communication Numeracy Pass Unit (SCQF level 5) Scottish Workplace Communication Numeracy Pass

Core Skill Unit (SCQF level 5)

Scottish National Unit Literacy Numeracy Pass (SCQF level 5) Scottish Ordinary English maths C Grade (SCQF level 5)

IBO Middle Years Language and Literature maths Grade 3

Programme level 1/level 2 Certificate maths -

Extended International Standard or Higher level Standard or Grade 3

Baccalaureate qualification in: Higher level Diploma qualification in:

English A: Literature Mathematical

Studies English A: Language and Literature maths

Or English Literature and Further

Performance maths

11

English and maths qualifications at higher levels

English and maths qualifications at a higher level (e.g. level four and above) will be acceptable.

For Scotland this would be an English or maths qualification at SCQF level 7 and above (e.g.

Advanced Higher)

For overseas qualifications

Overseas qualifications will be acceptable where there is clear evidence, from NARIC (via a

certificate/statement of comparability) that the qualification is an equivalent level to the

minimum requirements for English and maths and there is additional comparison information

that confirm the qualification is an equivalent of GCSE English and/or maths (A* to

C).

Further information can be found on the NARIC website.

2. Process for claiming prior attainment

Apprentices who have previously achieved their English and/ or maths as specified above, must

submit their qualification certificates to Occupational Awards Limited as evidence of exemption.

This can be throughout the apprenticeship programme or at point of submitting Gateway evidence

for EPA.

In the main we would expect evidence to be in the form of the qualification certificate. Where the

certificate is not available then a formal transcript or notification of results. Where either a

certificate or formal notification of results is not available, but the apprentice has other evidence

which may be acceptable, you should contact us directly so we can offer advice on the verification of

the evidence. Certificates will be checked, validated and authenticated by Occupational Awards

Limited by contacting the issuing awarding organisation.

3. How Occupational Awards Limited will deal with claims

Occupational Awards aim to review evidence submitted within 5 working days of receipt and confirm or reject evidence based on this policy. If Occupational Awards is unable to respond

within

5 working days, Occupational Awards Limited will provide the person/organisation submitting the

evidence with an estimated response date.

4. Storage of information

All information collected regarding gateway evidence submitted to Occupational Awards Limited

12

will be stored securely on the database system. This information will be stored against an

apprentice. This information will only be made available to relevant persons.

