



# English & Maths Policy

Version 2

## **Introduction**

This policy describes the approach Digital Marketing Mentor takes ensure all learners are provided with the opportunity to continually develop their English and maths skills regardless of whether they need to obtain English and maths qualifications to meet the requirements of the apprenticeship programme they are enrolled on. 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.

## **Embedding English and maths Skills**

## **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 learners 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 holds or has 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.

### **Prior attainment**

Equivalent qualifications for the purposes of prior attainment for English and maths in line with the Education and Skills Funding Agency requirements will be accepted by Digital Marketing Mentor and the end point assessment organisation.

In the main evidence should 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, Digital Marketing Mentor will offer advice on the verification of the evidence.

To be exempt from the English and/or maths functional skills requirements of level 3 and above 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 attached table of Exemption Qualifications for Functional Skills (Appendix 1) to see a full list of accepted qualification equivalents:

### **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.

### **Process for claiming prior attainment**

Apprentices who have previously achieved their English and/ or maths as specified above, must submit their qualification certificates to Digital Marketing Mentor as evidence of exemption. These must be submitted within the first 3 months of the apprenticeship programme.

Evidence of exemption must be provided to the end point assessment organisation prior to Gateway.

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 this must be submitted to Digital Marketing Mentor to validate.