



Functional Skills for Apprentices

Frequently asked questions



Education & Skills
Funding Agency



European Union

European
Social Fund



What are Functional Skills?

Functional Skills are fundamental skills in maths and English that we apply to everyday life, work and study. These qualifications are designed to improve confidence in your core skills to enable you to:

- ***apply your knowledge and understanding to everyday life.***
- ***solve familiar and unfamiliar problems.***
- ***communication competently and confidently with others.***
- ***develop professionally and personally.***

Why am I required to study Functional Skills?

For your apprenticeship you are required to hold a Level 2 certificate or above in both maths and English. If you cannot provide evidence of this then you will need to study Functional Skills at Level 2.

If you are unsure if your qualification will exempt you then please send copies of your certificates to the email address below and these will be checked for you against a list of suitable exemptions.

functionalskills@arden.ac.uk





How much time will it take?

- The qualification is designed to be flexible and fit around your commitments but should be completed within the **first year** of your apprenticeship.
- The amount of time you need to put into the learning modules really depends on you as an individual. To be able to answer this question we would need to consider your starting point and your time commitments.
- As a minimum requirement you will need to engage with the course/s **once every 4 weeks** although it is advisable to set time aside to work on these skills weekly.
- Your engagement is monitored throughout the course by your maths/ English tutor and your apprenticeship coach.



How do we support you to meet the requirements?

Step 1:

You will complete an initial and diagnostic assessment when you apply for the course. You will then be contacted by your maths/English tutor to advise your next steps.

Step 2:

If you scored level 2.5 or above on your diagnostic assessment, you will go straight to step 5. If you scored level 2.4 or below you would go to step 3.

Step 3:

You will be invited to Zoom workshops led by your tutor that focus on any gaps in your knowledge. The workshops are scheduled at various times to fit in with your commitments and are also repeated throughout the year.

Step 4:

You will also have access to an individualised learning plan online where you can work through modules and skills checks in your own time. Your tutor will monitor your progress on here and can direct you to specific resources.

Step 5:

Complete a mock exam paper and send it to your tutor for marking. Following this your tutor will schedule a feedback meeting with you and go through your score.

Step 6:

Exam!





**ESOL Support
group**

**1 to 1
support
from a
subject
specialist
tutor**



**Exam
preparation
workshops
and exam
guidance**

**Functional
Skills Focus
weeks**



When and where will I sit the exam?

When?

- There are no specific scheduled exam times throughout the year like other exams such as GCSE's.
- You will liaise with your maths/English tutor and when you have completed all the required tasks, you will be entered for the exam.
- You will need to choose a suitable date at least 2 weeks in advance and you will have the choice of time slots.
- Once your exam is booked you will receive a confirmation email and a link that will open on your chosen date and time.

Where?

- You can sit the exam from home if you have a quiet space that you can work from.
- Alternatively, you could book into a private meeting room at work.
- You must ensure you will not be disturbed for the duration of the exam.



Contact us

If you have any further questions, then please just drop one of us an email:

Sophie Turnbull (Maths) – sturnbull@arden.ac.uk

Charlie Rainey (English)- crainey@arden.ac.uk

General enquiries – functionalskills@arden.ac.uk

