

THE IMPORTANCE OF FUNCTIONAL SKILLS FOR APPRENTICES

Functional Skills provide apprentices with expertise enabling them to operate confidently, effectively and independently in work and life. All apprentices are required to reach a certain level of attainment within both English and maths before the end of their programme (if they have not already achieved the required level previously).

All employers are required to allow apprentices time out of the workplace to complete their Functional Skills; this is a contractual requirement of all apprenticeships.

At BMC we recognise the impact that this can have on workflow and therefore we try to offer as many workshop sessions as possible to make access much easier for both the employer and the apprentice.

Proposed WBL workshop timetables for 2017-18

Tuesday	6.30-8.30pm	Melton
Wednesday	6.30-8.30pm	Brooksby
Thursday	9.30-11.00am	Brooksby
Friday	11.00-1.00pm	Brooksby

Apprentices will be invited to these sessions to work on their English, maths and ICT. They will run in 12 week cycles across all three qualifications with exam opportunities throughout. In addition, there are designated sessions for individual areas where due to their frameworks and/or standards it will be difficult to have these open to all.



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What Functional Skills levels will your apprentice be working at?

The level an apprentice will be working at depends on their prior qualifications.

Level 2 Apprenticeship

Prior qualifications	English	Maths	*Diagnostic assessment	Pass exams by
GCSE 4/C or above	Exempt	Exempt	None	Framework: Level 1 by end of apprenticeship. Standards: Level 1 before end point assessment and Level 2 exams to be sat before completion of apprenticeship.
Level 2 Functional Skill				
Level 1 Functional Skill	**Working towards Level 2	**Working towards Level 2	Level 2	
GCSE 3/D				
GCSE 2/E				
GCSE 1/F or below	Level 1	Level 1	Level 1	

Some frameworks/standards require ICT qualifications as well. Ask your Training Officer for more details.

*A diagnostic assessment will assess an apprentice's working levels for English and maths and is the starting point for their progress.

**The apprentice is required to work towards the next level of English and/or maths and, if required, sit the Level 2 exams.

Level 3 Apprenticeship

Prior qualifications	English	Maths	*Diagnostic assessment	Pass exams by
GCSE 4/C or above	Exempt	Exempt	None	Framework: Level 2 by end of apprenticeship. Standards: Level 2 before end point assessment.
Level 2 Functional Skill				
Level 1 Functional Skill	Level 2	Level 2	Level 2	
GCSE 3/D				
GCSE 2/E				
GCSE 1/F or below	Not recommended for Level 3 programme	Not recommended for Level 3 programme	Level 1	

Some frameworks/standards require ICT qualifications as well. Ask your Training Officer for more details.