

# Functional Skills Evidence Policy

## Introduction and scope

1. progress minded is an Assessment Organisation (AO) recognised by Ofqual.
2. As a recognised AO, progress minded is subject to external quality assurance by Ofqual on behalf of the Department for Education.
3. Assessments are also delivered in accordance with UK Equalities Law.
4. progress minded aims to ensure that equality of opportunity is promoted in access to apprenticeship assessments and that unlawful or unfair discrimination, whether direct or indirect, is eliminated.
5. The purpose of this policy is to set out the requirements for gateway evidence in respect of English and mathematics exemptions.

## Requirements

6. For apprentices registered on a level 2 apprenticeship, the apprentice must either:
  - a. Have appropriate exemptions for English and mathematics of at least Functional Skills Level 1 or GCSE grade E or 2, or equivalent.
  - b. Achieve an English and mathematics qualification of at least Level 1.
7. For apprentices registered on a level 3 apprenticeship, the apprentice must either:
  - a. Have appropriate exemptions for English and mathematics of at least Functional Skills level 2 or GCSE grade C or 4, or equivalent.
  - b. Achieve an English and mathematics qualification of at least Level 2.

## Exemption to regular requirements – 19+ apprentices

8. Only apprentices who began their apprenticeship training when aged 16-18 will continue to be subject to the mandatory requirement to study towards and achieve English and maths.
9. If the apprentice and employer decide to opt in to complete English and maths qualifications, there is no requirement to achieve the qualification, but evidence of the attempt must be provided at the gateway.
  - a. See paragraph 19 for acceptable forms of evidence.
10. If the apprentice and employer decide to opt out of completing English and maths qualifications, a signed declaration must be completed and provided at the gateway stating that the agreement was reached and evidenced on the training plan.
  - a. The training provider, employer and apprentice must sign the declaration.
  - b. An optional declaration template is available alongside this policy.

## Exemption to regular requirements - SEND

11. For apprentices with identified special education needs, learning difficulties or disabilities, there may be exceptions to the above requirements.
12. Training providers should refer to the current requirements and guidance in the published apprenticeship funding rules.

13. Exceptions should be agreed and learning plans put in place within eight weeks of an apprentice beginning their apprenticeship, and the ILR updated to reflect this.
14. Where an exception has been stipulated by a training provider, an evidence pack must be submitted to progress minded at the gateway stage in replace of the English and mathematics requirements. This evidence pack must include:
15. The evidence of the special educational needs, learning difficulty, disability or Education Health Care Plan.
16. The judgement and rationale made by a suitable professional, such as the Head of SEN or Student Support.
17. The formal learning plan that was put into place to support the apprentice.
18. Any certificates of English and mathematics qualifications that have been achieved or used as an exemption.

## Acceptable forms of evidence

19. The following forms of evidence are accepted as achievement and/or exemption of English and mathematics requirements:
  - a. Certificate of qualification achievement.
  - b. Report generated from Personal Learning Record (PLR) service.
  - c. Statement of results
    - i. This must be a published statement of results from an awarding organisation.
    - ii. Candidate registration documents or screenshots from awarding organisation portals are not accepted.
  - d. An email from the awarding organisation offering the qualification confirming achievement of the qualification and the date of achievement, including grade where applicable.
  - e. A report from the school information management system (SIMS) or candidate management information system (CMIS) which must be authenticated with a stamp from the relevant school/college/training provider and signed by the examinations officer or other equivalent authority.
  - f. A national record of achievement (NRA), which must contain relevant awarding organisation verifiable achievement.
20. These forms of evidence are listed in order of preferred evidence types.
21. Training providers should explore every option of gaining the first evidence type before moving down the list of accepted evidence types. This may include asking apprentices to contact their awarding organisation and purchasing a replacement certificate, as appropriate.

## Overseas qualifications

22. Where an apprentice has an overseas qualification as an exemption for English and mathematics, the following must be submitted:
  - a. The certificate must be submitted as an exemption showing the qualification and grade achieved.
  - b. A full download from the UK ENIC website clearly demonstrating the suitability of the exemption evidence. This includes:
    - i. The type of certificate to be submitted.

- ii. The grade that is to be accepted.
- iii. The qualification that is to be accepted.
- iv. Any notes specified regarding the exemption.

## Version control

Version	Date	Change	By whom
V2.1	07.07.2025	Add a version control table. Updated terminology in line with funding rules 2025. Policy name updated.	Cherie Heaven Owen Twidale