

English and mathematics policy for end-point assessment gateway evidence

1. Document Control

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2. Introduction

This policy covers the requirements for gateway evidence in respect of English and mathematics exemptions and exceptions for apprentices registered with Occupational Awards Limited. It sets out the process that should be followed when submitting English and mathematics prior attainment exemptions and exceptions to Occupational Awards Limited.

This policy meets the Education and Skills Funding Agency (ESFA) Apprenticeship funding and performance management rules.

3. Requirements

Level 2 Apprenticeships

Where a Level 2 English or mathematics qualification are not required for the apprenticeship and the apprentice does not already hold acceptable qualifications (see [published list](#) for standards) apprentices must:

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

Level 3 and above Apprenticeships

Where the apprentice does not already hold acceptable qualifications see (see [published list](#) for standards) apprentices must:

- a. achieve level 2 Functional Skills or GCSE qualifications grade A* to C (or 9 to 4) in English and mathematics before taking end-point assessment.

4. Exceptions to English and mathematics minimum requirements

These rules apply to all apprenticeships, both retrospectively for existing apprentices currently engaged on a programme and for all new starts. Every effort should be made to enable apprentices to achieve the minimum English and mathematics 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 mathematics minimum requirement due to the nature of their difficulty or disability can instead meet entry level 3 Functional Skills in English and/or mathematics. This should 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, become occupationally competent and achieve entry level 3 in the adjusted subject(s) before the end of their apprenticeship.
- 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 mathematics 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 mathematics. 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 mathematics 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, if appropriate.

The assessment must be formal, structured, by an appropriate professional associated with the training provider, such as the Head of SEN or student support. For new 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 mathematics ability
- information on how the learning difficulty or disability affects the apprentice's English and mathematics 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 mathematics 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.

5. Prior attainment

Occupational Awards Limited will accept equivalent qualifications for the purposes of prior attainment for English and Mathematics 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 mathematics 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 mathematics, or
- b. Level 2 English and/ or mathematics functional skills.

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

5.1 Level 2 apprenticeship:

Qualifications	English	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title	Any GCSE with Mathematics in the title	E or 2**
International GCSE	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	E or 2
Functional Skills level 1	English	Mathematics	Pass
Key Skills level 1	Communication (Literacy)	Application of Number (Numeracy)	Pass
A Level	Any A Level with English in the title	Any A Level with Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
Core Maths level 3***	N/A	Mathematical Studies <hr/> Using and Applying Mathematics <hr/> Quantitative Problem Solving <hr/> Quantitative Reasoning <hr/> Mathematics in Context <hr/> Mathematics for Work and Life	E
Free-Standing Mathematics level 2	N/A	Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	E
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3

Qualifications	English	Maths	Minimum acceptable grade
O Level	English language English literature	Mathematics	E (pre 1975 evidence of a Pass)
CSE	English	Mathematics	2 and 3
British Sign Language**** (Regulated Qualifications Framework level 1) (Scottish Credit & Qualifications Framework level 4)	British Sign Language	N/A	Pass
Essential Skills Wales level 1	Essential Communication Skills or Essential Skills Wales in Communication	Essential Application of Number Skills or Essential Skills Wales in Application of Number	Pass
Essential Skills (Northern Ireland) level 1	Certificate in Essential Skills Communication	Certificate in Essential Skills Application of Number	Pass
Scottish Advanced Higher (SCQF level 7)	English	Mathematics	C
Scottish Higher (SCQF level 6)	English	Mathematic	C
Scottish National 4 (SCQF level 4)	English	Mathematics Life skills Mathematics Applications of Mathematics	Pass

Qualifications	English	Maths	Minimum acceptable grade
Scottish Intermediate 1 (SCQF level 4)	English	Mathematics	C
Scottish Standard Grade General (SCQF level 4)	English	Mathematics	3
Scottish National Certificate Unit (SCQF level 6)	Communication 4		Pass
Scottish Core Skill Unit (SCQF level 4)	Communication	Numeracy	Pass
Scottish Workplace Core Skill Unit (SCQF level 4)	Communication	Numeracy	Pass
Scottish National Unit (SCQF level 4)	Literacy	Numeracy	Pass
Scottish Ordinary Grade (SCQF level 5)	English	Mathematics	C
IBO Middle Years Programme level 1/level 2 Certificate	Language and Literature	Mathematics Mathematics - Extended	2
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics	Grade 3

English and maths qualifications at higher levels

English and mathematics qualifications at a higher level (e.g. level four and above) will be acceptable. For Scotland this would be an English or Mathematics 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

5.2 Level 3 apprenticeship

Qualifications	English	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title	Any GCSE with Mathematics in the title	C or 4**
International GCSE	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	C or 4
Functional Skills level 2	English	Mathematics	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 Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
Core Maths level 3***	-	Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics in Work and Life	E
Pre U Certificate	Literature in English	Mathematics	P3
Free-Standing Mathematics level 2		Further mathematics Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	C
O Level	English language	Mathematics	

English literature	C (pre 1975 evidence of a Pass)
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Qualifications	English	Maths	Minimum acceptable grade
CSE	English	Mathematics	1
British Sign Language**** (Regulated Qualifications Framework level 2) (Scottish Credit & Qualifications Framework level 5)	British Sign Language		Pass
Essential Skills Wales level 2	Essential Communication Skills or Essential Skills Wales in Communication	Essential Application of Number Skills or Essential Skills Wales in Application of Number	Pass
Essential Skills (Northern Ireland) level 2	Certificate in Essential Skills Communication	Certificate in Essential Skills Application of Number	Pass
Scottish Advanced Higher (SCQF level 7)	English	Mathematics	C
Scottish Higher (SCQF level 6)	English	Mathematics	C
Scottish National 5 (SCQF level 5)	English	Mathematics Life skills Mathematics Applications of Mathematics	C
Scottish Intermediate 2 (SCQF level 5)	English	Mathematics	C

Scottish Standard

English

Mathematics

2

Grade Credit

(SQCF level 5)

Qualifications	English	Maths	Minimum acceptable grade
Scottish National Certificate Unit (SCQF level 6)	Communication		Pass
Scottish Core Skill Unit (SCQF level 5)	Communication	Numeracy	Pass
Scottish Workplace Core Skill Unit (SCQF level 5)	Communication	Numeracy	Pass
<i>Scottish National Unit</i> (SCQF level 5)	Literacy	Numeracy	<i>Pass</i>
Scottish Ordinary Grade (SCQF level 5)	English	Mathematics	C
IBO Middle Years Programme level 1/level 2 Certificate	Language and Literature	Mathematics Mathematics - Extended	Grade 3
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics	Grade 3

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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.

6. Process for claiming prior attainment

Apprentices who have previously achieved their English and/ or mathematics 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.

7. 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.

8. Storage of information

All information collected regarding gateway evidence submitted to Occupational Awards Limited 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.