

# English and mathematics policy for end-point assessment gateway evidence

## 1. 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.

## 2. 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 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 apprentices must:

- 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.

## 3. 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.

#### 4. 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.

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 an equivalent qualification
- b. Level 2 English and/ or mathematics functional skills.

**Please refer to the table on the OAL Portal in the documents section and/or the ESFA website for the qualifications that can be presented as evidence for prior attainment.**

#### 5. Process for claiming prior attainment

Apprentices who have previously achieved their English and/ or mathematics must submit their qualification certificates to Occupational Awards Limited as evidence of exemption. This is done when completing the Gateway approval process on the EPA Live Portal. This will then be checked by the EPA Gateway Approval Team before the apprentice can be processed through to the Gateway Bookings Team.

#### 6. How Occupational Awards Limited will deal with claims

The majority of Gateway Approvals are processed the day they are received by the Team. The team will feedback to you the day of your application if they think your evidence does not meet the requirements of Gateway. Occupational Awards aim to review evidence submitted within a maximum of 3 working days of receipt and confirm or reject evidence based on this policy. If Occupational Awards is unable to respond within 3 working days, Occupational Awards Limited will provide the person/organisation submitting the evidence with an estimated response date.

#### 7. 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 as per our data protection policy.