



# FUNCTIONAL SKILLS OVERVIEW





Functional Skills are an integral part of delivering apprenticeships in the UK.

No matter the apprenticeship, you will need to provide evidence that you have achieved Functional Skills qualifications or some equivalent.

## **What are Functional Skills?**

Functional Skills are the basic skills that all people need to be able to operate confidently and successfully in work and life.

Functional Skills provide learning tools that enable you to:

- Apply your knowledge and understanding to everyday life;
- Engage competently and confidently with others;
- Solve problems in both familiar and unfamiliar problems; and
- Develop personally and professionally.

Are Exams Involved?

Yes. If you require both English and maths, you will need to complete the following exams:

English

- English reading
- English writing
- English speaking and listening

Maths

- Calculator
- Non-calculator

## **How Long Will It Take To Complete Functional Skills?**

You will require support in different areas so some learners will complete in a short time whereas others will require more support. At QA, we expect learners to complete their Functional Skills within the first 6 months of programme.

## **Functional Skills Support at QA**

QA have specialist Functional Skills tutors available to support you if you require support for Functional Skills.

Your level will dictate the support you receive. For example, you may require one-to-one support, be invited into small group sessions or encouraged to work independently before completing group exam preparation sessions.

## **Why are Functional Skills Important to Apprenticeships?**

Functional Skills are a key component in all the apprenticeship standards.



Achieving a Functional Skills qualification demonstrates that you have all the skills needed in English and maths to be able to engage with your programme. They help you to develop and secure the broader range of aptitudes, attitudes and behaviours.

For all apprenticeships that QA offers End-Point Assessment, Level 2 Functional Skills qualifications are required.

### **Key Point**

**All Functional Skills qualifications must be completed before the Gateway stage of the apprenticeship.**





QA