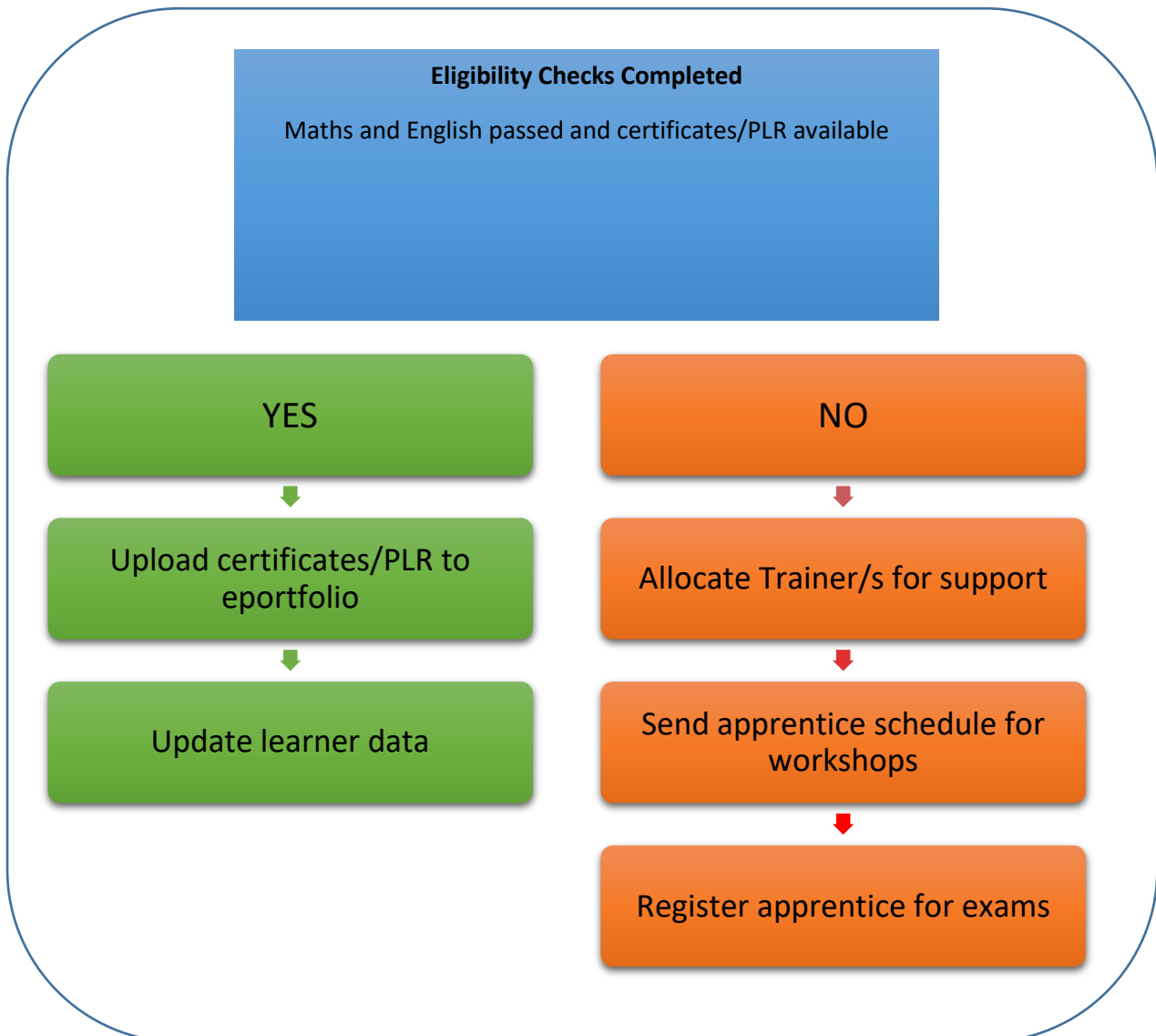


ENGLISH AND MATHS DELIVERY POLICY

At the enrolment stage for the apprenticeship an eligibility check will take place to make sure the apprentice is in the right job, enrolled on the correct apprenticeship standard and a skills scan completed to ensure significant Knowledge, Skills and Behaviours will be achieved. We also download, where available, each Personal Learning Record from the Learner Records Service. In addition, the apprentice is asked for prior attainment information and certification in Maths and English. The following process shows actions required based on evidence provided against functional skills exemptions.



Prior Qualifications

Where apprentices have prior qualifications this should be checked against the following list https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/761035/Apprenticeship_standards_English_and_maths_list.ods

Entry Requirements

- Honours degree (2.1 or above) in Computing, Mathematics, Physics (must have programming skills) or significant work experience. Checked using certificates/transcripts or CV
- Learners with extensive relevant work experience, but without a relevant Bachelor degree is given a test to evaluate their knowledge and skills in mathematics and statistics. Those at threshold are provided learning material to bridge the gap. Those below threshold are sign-posted to a relevant qualification.

Initial Assessment and Delivery of Maths & English

During the on-boarding process, English & Maths Initial Assessments are carried out with all learners. The results are recorded and reviewed to identify the requirements of the learner which is then used to create an action plan to achieve the required level. If they fall significantly below the required standard we would signpost them to an appropriate provider.

Where results have indicated a need for skills building or profiling, tailored support will be provided by the Learning & Development Coach and embedded and reviewed throughout the programme to show progression.