

Q&A – Education & Skills Funding Agency Requirements

Level 2 English and Maths (Functional Skills)

Q1 What is Level 2 English and Maths (Functional Skills)

Level 2 English and Maths Functional Skills is equivalent to a C grade or above at GCSE level, which means that, once you complete this course, you'll be able to demonstrate your ability to understand and use every day English and/or Maths to a high standard.

Q2 Do I need to provide evidence of achievement in Level 2 English and Maths?

Yes. The Education and Skills Funding Agency (ESFA) Funding Rules require all applicants who wish to undertake a Level 3 or above apprenticeship to hold or to achieve an approved Level 2 in English and Maths before they can successfully complete an apprenticeship. This is a statutory requirement.

Q3 Do I need to provide proof of achievement in L2 English and Maths with my application?

No. Candidates who wish to apply for an apprenticeship without having achieved or having proof of achievement of Level 2 English and Maths may do so as it's not an entry requirement to an apprenticeship. **If you do not have your proof of achievement at the application stage, please upload a document stating, "evidence of Level 2 achievement English and Maths to follow".**

Q4 What counts as achievement in Level 2 English and Maths?

UK Qualifications

A table of L2 qualifications is set out below:

Level 2 qualifications in English and Maths which are acceptable
CSE – Grade 1
GCSE – Grades 9, 8, 7, 6, 5, 4 or Grades A*, A, B or C
Level 2 ESOL
Level 2 Essential Skills
Level 2 Functional Skills
O Level – Grades A, B or C

Please visit [HM Government - Qualifications Accepted for Funding](https://www.gov.uk/government/publications/apprenticeship-standards) and check the document entitled "Apprenticeship Standards: list of acceptable current and prior qualifications for English and Maths requirements in apprenticeship standards at Level 2 and above". Select the Level 3 apprenticeships tab to check your qualifications against the list of acceptable qualifications. English and Maths will be accepted at a higher level, e.g. A Levels or a Degree providing the qualification has "English" or "Maths" in the title and Maths is the



predominant element of the qualification (for Maths). Higher qualifications which do not meet this requirement will be unacceptable e.g. MSc Nursing or Engineering.

Q5 I did Level 2 English and Maths a long time ago and don't have my certificates. What can I do?

If you have achieved Level 2 qualifications but are unable to locate your certificates, the links below may assist you in your search.

<https://www.ucas.com/undergraduate/applying-university/filling-your-application/what-do-if-you-dont-have-copies-old-exam-certificates>

<https://www.gov.uk/replacement-exam-certificate>

Q6 At what stage do I need to provide proof of achievement at Level 2 English and Maths?

Proof of achievement in Level 2 English and Maths is required prior to End Point Assessment ("EPA") and the completion of your program. You need to provide this evidence in order to receive the full apprenticeship certificate.

Q7 I will not be able to provide proof of achievement at Level 2 English and Maths. What are my options?

If you cannot provide evidence of Level 2 achievement in English and Maths, you will have to undertake functional skills test(s) before the end of the program. Ashridge will support apprentices to achieve this and provide more information once the need has been identified.

Q8 I was educated at Level 2 outside the UK. Are my qualifications acceptable?

If you obtained your qualifications overseas, please contact [ENIC](#) the UK's national agency responsible for providing information and opinion on qualifications from overseas. ENIC will issue a statement of comparability confirming whether or not English and Maths qualifications held are equivalent to those required. ESFA funding rules stipulate that, for English qualifications to be accepted, English needs to be the first language.

NB – If you work for an NHS Trust, please contact your apprenticeship lead who will assist you in liaising with Health Education England to obtain your ENIC comparability.

Q9 I sat my overseas Level 2 (GCSEs) through Cambridge University. Is Cambridge IGCSE equivalent to the UK GCSE?

Yes. If you have certificates from Cambridge University IGCSE please upload them with your application.

Q10 I need to contact ENIC to get a statement of comparability. When do I need to provide this?



The earlier you contact ENIC the better as you will receive your statement of comparability which will determine whether your qualifications are comparable to UK Level 2 English and Maths.

Q11 My ENIC statement of comparability shows my overseas qualifications are not comparable. What do I have to do?

You will have to undertake functional skills in English and/or Maths before the end of the program. Ashridge will support apprentices to achieve this and provide more information once the need has been identified.

Citizenship and Nationality

EEA Nationals:

All EEA nationals are eligible for funding if they:

P394.1 have obtained either pre-settled or settled status under the EU Settlement Scheme; and

P394.2 have been ordinarily resident in the EEA, Gibraltar, or the UK for at least the previous three years before the start of the apprenticeship.

Non-EEA Nationals:

If you are a non-EEA citizen, please provide proof of compliance with the below rule in the form of a visa/residency permit. Please upload a copy of this document with your application.

Non-EEA citizens - E303 - A non-EEA citizen is eligible for funding if they have permission from the UK government to live in the UK (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship. (Employer Funding Rules 2020/2021).

Nationality – for the purposes of the application please enter the nationality of your passport.