



End Point Assessment Service

English and Mathematics Policy and Guidance for EPA Gateway Evidence

Version 4

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1. INTRODUCTION

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

Apprentices who are aged 16 to 18 at the start of their training, are required to achieve English and maths qualifications to support their career progression.

Adult apprentices, aged 19 and over at the start of their apprenticeship training, are no longer required to hold or achieve English and maths qualifications to pass their apprenticeship. Instead, these apprentices will need to demonstrate their proficiency through the development and assessment of occupationally relevant English and maths skills as part of their apprenticeship. Funding will continue to be available for English and maths qualifications for all apprentices, including those aged 19 and over, when either the employer or apprentice feels this is required.

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 (see published list for standards) apprentices must in order to progress through Gateway to undertake end point assessment (EPA):

- 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 EPA, 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.

What happens at Gateway?

Gateway is an important milestone in the apprenticeship journey and allows for the employer, apprentice, and training provider to determine the readiness of the apprentice to undertake EPA. In doing so they will review if all Gateway requirements have been met, this includes the outlined English and maths qualifications.

An apprentice on a Level 2 apprenticeship standard will have to evidence completion of Level 1 Functional Skills in English and maths and evidence of attempting Level 2 Functional Skills in English and maths.

Evidence of completion/attainment

End Point Assessment Organisation (EPAO) is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessment where necessary to verify Gateway requirements have been met and allow progression to the EPA stage.

PIABC Limited will need to see evidence of completion from the Awarding Organisation (AO) with whom the apprentice undertook their Level 1 Functional Skills qualifications with in BOTH English and maths in order to confirm that they have completed and achieved the qualifications.

In this instance, PIABC Limited will accept:

- Certificate confirmation that BOTH Level 1 qualifications in English and maths have been completed from the AO
- Email confirmation that BOTH Level 1 qualifications in English and maths have been completed from the AO

- Letter confirmation that BOTH Level 1 qualifications in English and maths have been completed from the AO
- Screenshot confirmation that BOTH Level 1 qualifications in English and maths have been completed from the AO

Completed a Functional Skills qualification, but not received certificate in time for the Gateway meeting

If the apprentice has undertaken and completed the required Functional Skills qualifications close to the Gateway meeting, it is quite normal for an apprentice to have not received their official certificate to state and evidence their completion in time for passing Gateway.

In this instance, PIABC Limited will accept:

- Email confirmation that BOTH Level 1 qualifications in English and maths have been completed from the AO
- Letter confirming that BOTH Level 1 qualifications in English and maths have been completed from the AO
- Screenshot that BOTH Level 1 qualifications in English and maths have been completed from the AO

Does 'attempt' mean to pass?

In short, no. When an apprentice is required to have 'attempted' completion of the Level 2 Functional Skills in English and maths, they do not have to pass and complete in order to progress. However, they do need to undertake a formal assessment.

Evidence of an attempt

EPAO is required to see evidence of an apprentice attempting the relevant Functional Skills qualification assessment where necessary to verify Gateway requirements have been met. This allows progression to the EPA stage.

Where Functional Skills assessments include more than one assessment component (e.g. English: Reading/Writing/Speaking & Listening), and an apprentice undertakes and fails one of these components, PIABC Limited will accept evidence of this as an attempt and we would not require the apprentice to undertake the remaining assessment components to satisfy Gateway. The apprentice should only continue with the remaining assessments or retake any failed assessments should they chose to do so.

PIABC Limited will need to see evidence from the AO with whom the apprentice undertook their Level 2 Functional Skills qualification attempt in order to confirm that an attempt has been made to complete the qualification.

PIABC Limited will need to see that a reasonable attempt has been made to complete at least ONE component from BOTH the English and maths Level 2 Functional Skills.

Evidence can include:

- Email confirming results and confirmation that at least ONE component has been attempted for BOTH English and maths from the AO
- Letter confirming results and confirmation that at least ONE component has been attempted for BOTH English and maths from the AO
- Screenshot of results and confirmation that at least ONE component has been attempted for BOTH English and maths from the AO

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 EPA.

All Level 3 or Higher Apprenticeship standards require the apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) to progress through Gateway to undertake EPA.

What happens at Gateway?

Gateway is an important milestone in the apprenticeship journey and allows for the employer, apprentice, and training provider to determine the readiness of the apprentice to undertake EPA. In doing so they will review if all Gateway requirements have been met, this includes the outlined English and maths qualifications.

An Apprentice on a Level 3 or Higher Apprenticeship Standard will have to evidence completion of Level 2 Functional Skills in English and maths.

Evidence of completion/attainment

EPAO is required to see evidence of an apprentice completing the relevant Functional Skills qualification assessment where necessary to verify Gateway requirements have been met and allow progression to the EPA stage.

PIABC Limited will need to see evidence from the AO with whom the apprentice undertook their Level 2 Functional Skills qualification to confirm that they have passed the qualification.

In this instance, PIABC Limited will accept:

- Certificate confirmation that BOTH Level 2 qualifications in English and maths have been completed from the AO
- Email confirmation that BOTH Level 2 qualifications in English and maths have been completed from the AO
- Letter confirmation that BOTH Level 2 qualifications have been completed from the AO
- Screenshot confirmation that BOTH Level 2 qualifications in English and maths have been completed from the AO

Completed a Functional Skills qualification, but not received certificate in time for the Gateway meeting

If the apprentice has undertaken and completed their required Functional Skills qualifications close to the Gateway meeting, it is quite normal for an apprentice to have not received their official certificate to state and evidence their completion in time for passing Gateway.

In this instance, PIABC Limited will accept:

- Email confirming results and confirmation that BOTH Level 2 English and maths Functional Skills have been completed from the AO
- Letter confirming results and confirmation that BOTH Level 2 English and maths Functional Skills have been completed from the AO
- Screenshot confirming results and confirmation that BOTH Level 2 English and maths Functional Skills have been completed from the AO

3. EXCEPTIONS TO ENGLISH AND MATHEMATICS MINIMUM REQUIREMENTS

Apprentices who are aged 16 to 18 at the start of their training, are required to achieve English and maths qualifications to support their career progression. The English and maths 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 AGED 19 YEARS OR OLDER

The Department for Education announced a change to the English and maths requirements for adult apprentices so new and existing apprentices, aged 19 and over at the start of their apprenticeship training, are no longer required to hold or achieve English and maths qualifications to pass their apprenticeship. Instead, these apprentices will need to demonstrate their proficiency through the development and assessment of occupationally relevant English and maths skills as part of their apprenticeship.

The Institute for Apprenticeships and Technical Education (IfATE) confirmed that the English and maths exit requirements will be optional for apprentices who are aged 19+ at the start of their apprenticeship training from 11 February 2025. The updated rules will supersede the wording in the Assessment Plans of individual apprenticeships published prior to this change.

Funding will continue to be available for English and maths qualifications for all apprentices, including those aged 19 and over, when either the employer or apprentice feels this is required.

Employers and providers will have until 1 April 2025 to agree with their existing adult apprentices whether to continue or discontinue studying towards English and maths and will need to update their training plans accordingly.

Once the decision is made that an adult apprentice aged 19+ is not going to proceed with English and maths their training plan will require updating and the employer must re-sign the training plan. There is no need to communicate this decision with PIABC Limited until Gateway.

PIABC Limited will require a completed “*English & Maths Requirements Declaration Form*” for Gateway purposes be signed by the employer and apprentice as evidence that they have both agreed the English and maths removal. This declaration form will be used at Gateway in place of the evidence of English and maths along with required date of birth evidence to replace the English and maths evidence on ACE360.

APPRENTICES WITH LEARNING DIFFICULTIES OR DISABILITIES

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 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 EPA 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 EHC Plan, a
- statement of SEN or an 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

PIABC Limited will accept equivalent qualifications for the purposes of prior attainment for English and mathematics in line with the ESFA 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 tables on the following pages for a full list of accepted qualification equivalents.

Level 2 Apprenticeships:

Qualifications	English	Mathematics	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	E
		Using and Applying Mathematics	
		Quantitative Problem Solving	
		Quantitative Reasoning	
		Mathematics in Context	
		Mathematics for Work and Life	
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	P3
		Further Mathematics	
O Level	English language	Mathematics	E (pre 1975 evidence of a Pass)
	English literature		
CSE	English	Mathematics	2 and 3
British Sign Language**** (Regulated Qualifications Framework level 1)	British Sign Language	N/A	Pass
(Scottish Credit & Qualifications Framework level 4)			
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 (SCQF level 7)	Certificate in Essential Skills Communication	Certificate in Essential Skills Application of Number	Pass
Scottish Higher (SCQF level 6)	English	Mathematic	C
Scottish National 4 (SCQF level 4)	English	Mathematics	Pass
		Life skills Mathematics Applications of Mathematics	
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 National Certificate Unit
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	2
		Mathematics - Extended	
International Baccalaureate Diploma	Standard or Higher level qualification in:	Standard or Higher level qualification in:	Grade 3
	English A: Literature	Mathematical Studies	
	English A: Language and Literature	Mathematics	
	Or English Literature and Performance	Further Mathematics	

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
Level 3 Apprenticeships:

language

Qualifications	English	Mathematics	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	E
		Using and Applying Mathematics	
		Quantitative Problem Solving	
		Quantitative Reasoning	
		Mathematics in Context	
		Mathematics in Work and Life	
Pre U Certificate	Literature in English	Mathematics	P3
		Further mathematics	
Free-Standing Mathematics level 2		Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	C
O Level	English language	Mathematics	
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	C
		Life skills Mathematics	
		Applications of Mathematics	
Scottish Intermediate 2 (SCQF level 5)	English	Mathematics	C
Scottish Standard Grade Credit (SCQF level 5)	English	Mathematics	2
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
Scottish National Unit (SCQF level 5)	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	Grade 3
		Mathematics - Extended	
International Baccalaureate Diploma	Standard or Higher level qualification in:	Standard or Higher level qualification in:	Grade 3
	English A: Literature	Mathematical Studies	
	English A: Language and Literature Or English Literature and Performance	Mathematics Further Mathematics	

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 confirm 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. PROCESS FOR CLAIMING PRIOR ATTAINMENT

Apprentices who have previously achieved their English and/or mathematics as specified above, must submit their qualification certificates to PIABC 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 PIABC Limited by contacting the issuing AO.

6. HOW PIABC LIMITED WILL DEAL WITH CLAIMS

PIABC Limited aim to review evidence submitted within 5 working days of receipt and confirm or reject evidence based on this policy. If PIABC Limited is unable to respond within 5 working days, PIABC 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 PIABC 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.

Evidence of date of birth of apprentices agreed 19 and above at the start of their apprenticeship will not be kept by PIABC Limited and will be deleted off ACE360 after confirmation by PIABC Limited that Gateway requirements have been met.

8. CONTACT DETAILS

If you have any queries about the contents of the policy, please contact the EPA team at:

Email: piabc@iom3.org

Telephone: +44 (0)1476 513884

Post: PIABC Limited, The Boilerhouse, Caunt Road, Grantham, NG31 7FZ

Website: www.piabc.org.uk