

Functional Skills: Evidence Requirements

Overview

If you want to start an apprenticeship in England, you need to show you have Level 2 qualifications in English and Maths. The government requires this for all apprenticeship programmes. This guide will help you, as a QA apprentice, learn how to submit the right evidence of qualifications and make your apprenticeship experience as easy as possible.

Submitting Evidence On-Programme

Once you start your apprenticeship and go to your Programme Launch session, remember you have up to 42 days to show proof of your previous qualifications that are the same as Functional Skills. If you miss this deadline or can't provide the proof, you'll be signed up for Functional Skills learning.

- Official school reports from SIMS or CMIS: These must be authenticated with a stamp and signed by the school's examination officer. The report must include your full name, full qualification name, the awarding organization name and/or qualification number, the

Types of Acceptable Evidence

Acceptable Evidence:

- Full certificates or certified statements of results: Clear and detailed showing your qualification info.
- Provisional results slip: These must include written confirmation that:
 - You did not undertake a resit.
 - You did not request any of the exam papers to be remarked.
 - Neither the school/college nor parent(s) requested a remark.
 - awarded grade, and the date of achievement.

Documents Not Accepted

- Certificates or results from exam boards not listed on the government's [acceptable evidence list](#) (e.g., IELTS, ESOL, Level 2 Entry qualifications).
- Cropped certificates.
- Certificates that don't display grades.
- Result slips from schools, unless they are stamped and signed SIMS/CMIS reports specifying the exam board and award date.
- Any unclear or illegible certificates

Evidence of Name Change

If the name on your qualification papers doesn't match your current registered name, you'll need to provide extra proof. You can use documents like marriage certificates, deed polls, or legal name change declarations.

UK Qualifications

Here is a list of specific UK qualifications that we accept as evidence to exempt you from having to complete Functional Skills. The full list can be found [here](#)

- **GCSE:** Any GCSE with 'Maths' or 'English' in the title (excluding English as a second language), minimum grade C or 4.
- **International GCSE:** Same criteria as regular GCSE.
- **Functional Skills Level 2:** Must include both English and Maths, with a passing grade.
- **Key Skills Level 2:** Titles should include 'Communication' for literacy and 'Application of Number' for numeracy, with a passing grade.
- **A Levels and AS Levels:** Must strictly have 'English' or 'Maths' in the title, with a minimum grade of E.
- **O Level:** Needs 'English' or 'Maths' in the title, minimum grade C.
- **CSE:** Only grade 1 is acceptable for English or Maths titles.
- **Degrees:** Only those specifically named 'English' or 'Mathematics', not just containing those subjects as units.
- **International Baccalaureate:** Only English A or A1; no other variants like A2 or B forms, with a minimum acceptable grade of 3.
- **PLR - Personal Learning Records:** Should comprehensively detail the qualification name, awarding organization, grade, and date of achievement.

International Qualifications

Do you have qualifications from outside the UK? We usually accept international high school Maths qualifications. But for English, you need to have studied it as your first language. We advise you to follow the steps to obtain a comparative statement from the UK ENIC. The steps on how to do this are outlined on the following page: [Statement of Comparability \(enic.org.uk\)](#)

Frequently Asked Questions

Why is university/degree/master's evidence rejected?

Guidelines specify that only qualifications with Maths or English explicitly in the title are accepted. This is to meet government standards.

Why is my international evidence not recognised?

Verifying international qualifications can be tricky and depends on third-party evaluations such as UK ENIC. We're here to help guide you through the verification process or towards completing any necessary exams.