

What are functional skills?

Functional skills are applied skills in English and maths which help people gain the most from life, learning and work.

Who needs to develop their functional skills?

If an apprentice has not gained a level 2 qualification (GCSE A*-C) in English and/or maths previously they are required to study functional skills as part of their intermediate apprenticeship and achieve at least a level 1 and take the test for the level 2.

How can functional skills benefit your business?

- Improved productivity and efficiency
- Better communication skills (verbal and written)
- Improved commercial awareness and customer satisfaction
- Improved accuracy of work
- Future proofing your workforce
- Supports staff development to senior roles and/or increased responsibilities
- Gives staff the skills they need to undertake their apprenticeship
- Improves staff retention and recruitment

How are functional skills assessed?

- There is an online end test for all functional skills qualifications
- Functional skills English also includes a speaking and listening assessment

100% government funding

Functional skills up to level 2 is 100% funded by the government and will not affect your levy pot.

National delivery

This programme is delivered throughout the UK by members of The National Logistics Academy.



The National Logistics Academy functional skills programme:

- Highly qualified and experienced tutors
- Blended delivery includes online learning materials and face-to-face support
- Flexible approach to delivery – on your premises or at our Academy centres across the country
- Functional skills are stand-alone qualifications in their own right at entry level 1-3, level 1 and level 2
- A level 2 apprenticeship requires the achievement of functional skills at level 1 in English and maths
- A level 3 apprenticeship requires the achievement of functional skills at level 2 in English and maths

See overleaf for an example delivery options

Functional skills delivery options:

	OPTION 1: Pre-apprenticeship delivery	OPTION 2: Employer premises delivery	OPTION 3: Academy premises delivery
Where?	<ul style="list-style-type: none"> Employer premises OR In our training facility 	<ul style="list-style-type: none"> Do you have appropriate learning facilities in place? AND Can we access an internet/WiFi connection? 	<ul style="list-style-type: none"> We have local training centre available across the UK
When?	<ul style="list-style-type: none"> Block release (average 1 week per functional skill) OR Weekly sessions (minimum 2 hours) 	<ul style="list-style-type: none"> Block release (average 1 week per functional skill) OR Weekly sessions (minimum 2 hours) 	<ul style="list-style-type: none"> Block release (average 1 week per functional skill) OR Day release (1 day per week)
How?	<ul style="list-style-type: none"> Tutor-led activities Online independent learning Video tutorials/webinars Activities related to the workplace 	<ul style="list-style-type: none"> Tutor-led activities Online independent learning Video tutorials/webinars Activities related to the workplace 	<ul style="list-style-type: none"> Tutor-led activities Online independent learning Video tutorials/webinars Activities related to the workplace

How long will it take?

The table below is purely a guide and will also vary according to the number of tests required.

Diagnostic result	Actions	Timeframe
Above 90%	Independent learner practice test – actual test	Maths 4-8 hours English 6-10 hours
70% – 90%	Independent learner Individualised learning – practice test – actual test	Maths 8 – 16 hours English 10 – 20 hours
50% – 70%	Tutor group support/peer support required	Maths 12 – 24 hours English 16 – 30 hours
Below 50%	More one-to-one support required	Maths 15 – 30 hours English 24 – 40 hours