

YOUR APPRENTICESHIP: FUNCTIONAL SKILLS

Do I need maths and English for my apprenticeship?



As part of your apprenticeship qualification you will also develop your maths and English skills which are needed for you to function confidently, effectively and independently in life and work.

If you do not already have a maths, English or ICT qualification, you will be required to do Functional Skills qualifications within your apprenticeship training.

The level you'll need to achieve will be set by the apprenticeship scheme, and this will be confirmed to you at a later date, depending on what your apprenticeship requires.

If you have already achieved a GCSE Grade C/4 in English and maths, you may be exempt from needing these Functional Skills. If so, you must provide evidence to JTL which can be done by emailing us a scanned copy of your certificate.

However, as with any skill it's important to practice, so as part of your training with JTL we will help you to continue with your maths and English learning.

What I need to do to start my maths and English learning at JTL?

You will be asked to complete a maths and English initial assessment. This is completed via a company called **bksb**. This is not a test, so there's no need to panic or get the revision timetables back out!

It's something you should take seriously as it includes a set of questions that will help us work out the level you are currently at for your maths and English skills.

Please note: as with any work, you should make sure this is your own. If it comes to light that you have received help with this assessment, this could affect you completing your qualification.



Why do I need to do a maths and English initial assessment?

To be able to help you on your personal learning journey, JTL needs to know and understand the level at which you are currently working. This will then help us to plan what you need to do in order to improve your skills, as well as achieve Functional Skills (if required). Without maths and English, you will not be able to achieve your full apprenticeship.

What help is there before I complete my initial assessments?

Sometimes, because it has been a while since you have done any maths or English learning, it may help if you have a refresher on some of the topics.

These websites offer some practice questions:

- bbc.co.uk/skillswise/learners
- learnenglish.britishcouncil.org
- nationalnumeracy.org.uk/improve-your-maths

How will I complete my maths and English initial assessment?

You will be sent an email from **bksb** with your login details and password. You are advised to check your junk mail folder when you are due to receive it in case it has been diverted there.

There will be a link in the email that you will need to access JTL's **bksb** system (jtltraining.bksblive2.co.uk). **You must only use this and not any other bksb link to complete your assessments.**

Completing the assessments

When you log in, you will be asked to change your password. This is normal and will make your account more secure: just remember to choose a memorable password.

Click on Functional Skills to access the initial assessments. You will need to complete both maths and English initial assessments. It should take you about 20 minutes for each. Read the questions carefully and avoid guessing the answers. If you are unsure of an answer, then just move onto the next question.

In normal circumstances, you will be invited to complete a diagnostic assessment under 'supervised' conditions. This means that there will be a JTL member of staff present while you complete your diagnostic assessment. This will be used by your tutors to help you to develop your maths and English skills further. **You must have completed your initial assessment before you attend the diagnostic assessment.**

After assessment



You will continue to practice your maths and English skills throughout your JTL apprenticeship on **bksb**.

We will continue to ask about your previous GCSE achievements so if you think you have comparable grades, please let us know.

If you don't have those grades, that's fine – you can complete Functional Skills instead. JTL will contact you directly or via your e-portfolio learning platform, Smart Assessor, and you will need to make yourself available to attend remote online learning sessions with a Functional Skills Trainer who will support you in developing your maths and English skills to prepare you for your Functional Skills test. You will then be invited to attend a face to face refresher session (one day for maths and two days for English) and also sit your test(s) on these days.

Anything else?

We're here to help. Your JTL Training Officer will be the person who primarily comes to visit you on site or at a training centre. They will assess your work and help you build the portfolio of evidence that you'll need to get your apprenticeship qualification.

Many of our Training Officers used to work 'on the tools' themselves, so they understand the industry and have probably seen most situations you may come across yourself. This means they can be a great source of advice.

If you have a general enquiry about Functional Skills our Customer Services are available Monday to Friday from 9am until 5pm on freephone 0800 085 2308, or you can email info@jtltraining.com.