

The importance of Functional Skills



Functional Skills maths and English is an essential part of every apprenticeship course. As part of the apprenticeship Standard, apprentices are unable to sit their End Point Assessment without the completion of maths and English.

Apprentices receive their apprenticeship certification upon passing the End Point Assessment (EPA) when they are assessed by an independent EPA Organisation Assessor. So, supporting your apprentice with the knowledge and skills they gain from maths and English can support your business in a variety of ways and together these changes can lead to improvements in business performance.

- Improved maths skills can result in less margin for error when calculating job quotes
- Having gained problem solving skills, apprentices are better equipped to work independently
- Less time spent checking apprentices' calculations
- Improved maths skills enable apprentices to identify any errors in customer payments
- Improved speaking and listening skills will allow for effective communication with customers and suppliers
- The written communication skills gained, including correct spelling, grammar, punctuation, and properly constructed sentences improve apprentices' emails and letters to customers and suppliers
- Learning is related specifically to the sector; therefore, apprentices are better prepared for real life work situations.

Examples of maths and English related tasks

- M** measurement tasks and converting units when measuring cable lengths, copper pipes, and assessing distances
- A** adding up test results from testing socket circuits to calculate total electrical resistant reading or calculating water pressures
- T** transposition of formula required, such as Ohm's law and power formula when selecting size and types of cable
- H** how to use scale drawings to design electrical/plumbing installations
- S** solving problems related to electrical and plumbing fault finding.

- E** entering information onto testing certificates for electrical/plumbing installations
- N** noting down customer requirements for electrical/plumbing installations
- G** giving explanations to customers and confidently explaining how electrical/plumbing components work
- L** letter and email replies to customer queries and requesting materials from suppliers
- I** instructions on how to use hand and power tools safely
- S** spelling of key glossary terms used within the industry such as installation/insulation, inductance/impedance
- H** Health & Safety manuals – reading and understanding statutory legislation.

Assessment Gateway criteria for each apprenticeship Standard

Electrical – Assessment Gateway

Apprentice certification and grading to obtain the Electrotechnical apprenticeship certificate, apprentices must achieve the following,

- Level 3 Electrotechnical Qualification (Installation) or Level 3 Electrotechnical Qualification (Maintenance)
- AM2
- Level 2 maths and English qualification

Plumbing Assessment Gateway

Completion of the following will provide access to the End Point Assessment, once agreed by the employer and training organisation

- Level 3 Plumbing and Domestic Heating Qualification
- Level 2 maths and English qualification

H&V Service and Maintenance Assessment Gateway

- Confirmation from employer and training provider that the learner is ready to access the End Point Assessment, with the employer taking the final decision
- Level 2 maths and English qualification
- Record of Achievement

H&V Craftsperson Assessment Gateway

- Confirmation from employer and training provider that the learner is ready to access the End Point Assessment
- Level 3 Heating and Ventilating Craftsperson Qualification achieved
- Level 2 maths and English, and Level 1 Information & Communication Technology qualification

H&V Installer – Assessment Gateway

- Confirmation from employer and training provider that the learner is ready to access the End Point Assessment
- Level 2 Heating and Ventilating Installer Qualification achieved
- Level 3 maths and English, and Level 1 Information & Communication Technology qualification

Gas – Assessment Gateway

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the End Point Assessment

Property Maintenance

The Standard includes maths and English understanding and functional application at Level 1, enabling apprentices to aspire to the next level