

Functional Skills Apprenticeship Guidance for ICB/Providers

1. Lancashire and South Cumbria ICB and Providers

Lancashire and South Cumbria Integrated Care Board (ICB), Blackpool Teaching Hospital NHS Foundation Trust (BTH), East Lancashire NHS Hospital Trust (ELHT), Lancashire and South Cumbria NHS Foundation Trust (LSCFT), Lancashire Teaching Hospital NHS Foundation Trust (LTH), University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT), Lancashire and South Cumbria Primary Care training hub.

2. Guidance in Practice

16 – 18-year-old

- Apprentices aged 16-18 at the start of their apprenticeship are still required to secure up to a Level 2 Functional Skills Qualifications (FSQs) in English and maths, if they do not already hold one.

19-year-old and over

- Apprentices aged 19 and over are no longer automatically required to achieve Level 2 FSQs in English and maths. This decision now rests with the employer rather than the apprentice or training provider.

If the apprentice does not hold GCSE C / 4 (or above) or Functional Skills Level 2 in English and/or maths: -

- The employer may still require FSQs for clinical safety and career progression. Discussion will take place with the employer, apprentice, and line manager.
- If a training provider requires English and maths (GCSE C/4 or above) or suitable equivalent qualification as an entry requirement onto apprenticeship, where prior achievement evidence cannot be produced, the completion of FSQs will be necessary.
- If English and/or maths is a regulatory requirement or is an essential component of any mandatory qualification and forms part of the apprenticeship gateway requirement, it must be completed and evidenced as part of gateway requirements unless alternative acceptable evidence is produced.

3. Guidance for Staff and Employers

Speak with your HR or Apprenticeship Lead or Training Provider to clarify the requirement.

4. Summary Table

Group	Functional Skills Required?	Decision by
Apprentices under 19 or without GCSEs	Yes (Level 1 or 2)	National Policy
Apprentices 19+ with GCSE equivalence	Optional	Employer
Clinical/career progression staff	Often still required	Employer/apprentice/manager