

TRANSFERABLE SKILLS - *For Modified SASE Effective 6/4/15*

GUIDANCE NOTES

**** ONLY FOR NEW STARTS ON, AND AFTER, 6TH APRIL 2015****

6 April 2015- Version 1

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INTRODUCTION

The purpose of this document is to give some additional guidance and clarity around the issue of the Transferable Skill (English, Maths and ICT) requirements within Apprenticeships in England, following the modifications made to SASE in February 2015 which are **effective ONLY for new Apprenticeship starts from 6th April 2015**.

FUNCTIONAL SKILLS QUALIFICATIONS

Functional Skills were first available from 1st Sept 2010 and were designed as a replacement for Key Skills. From 30 Sept 2012, no further Key Skills registrations were possible. From 1st Oct 2012, Functional Skill qualifications formally replaced Key Skills.

There are no proxies for Functional Skills. However, to facilitate the period of transition to Functional Skills from Key Skills, the acceptance of Key Skills, GCSEs and A/AS Levels was incorporated into SASE regulations and can continue to be accepted within a SASE Apprenticeship.

The stated grade requirements in the current SASE must be met. However, please note that the grades specified in SASE are the “minimum” acceptable grades and a framework developer may have set the “minimum” grade at a higher level. Please check individual framework documents for further details.

KEY SKILLS QUALIFICATIONS

Please note that the last date for Key Skill qualification registration was the **30th September 2012** with the last certification date being stated as **30th September 2013**. However, some Awarding Organisations have continued to issue Key Skills certificates after the 30th September 2013 deadline and these **will be accepted** as valid evidence for SASE frameworks.

SASE FRAMEWORKS - SOME GENERAL PRINCIPLES

In addition to the details within SASE, the following sections of this guidance document provide further clarity regarding acceptable qualifications for the English, Maths and ICT requirements within Intermediate and Advanced SASE frameworks. **Please note that Higher Apprenticeships no longer have English and Maths qualifications as mandatory requirements.**

When trying to establish if a learner has a qualification that is acceptable within a SASE framework, please refer to the list of qualifications included within SASE. Further details of the transferable skill requirements within SASE Apprenticeship frameworks can be found in the current SASE Guidance. If the qualification achieved by a learner does not match any of the qualifications listed (and their stated grade/level criteria) then it cannot be accepted.

DATES OF ACHIEVEMENT

- For Apprenticeship starts on, or after 6th April 2015 there are no longer any date achieved restrictions. The "5 Year rule" has been removed in addition to the requirement for certain qualifications to have been achieved "before September 2012"

GCSE WITH ENHANCED FUNCTIONAL CONTENT (EFC)

- GCSE qualifications with Enhanced Functional Content (EFC) are ones which were achieved as part of the Summer 2012 exam season onwards. They are acceptable regardless of when the qualification was achieved as they have no expiry. However, there are minimum grade requirements which still need to be met, depending on the level of Apprenticeship being undertaken. These are:- Minimum Grade E (Level 1 equivalent) for an Intermediate Apprenticeship and minimum Grade C (Level 2 equivalent) for an Advanced Apprenticeship. Please note that these are the minimum SASE requirements and some frameworks may set the minimum requirement to be at a higher grade.
- Please note that a GCSE certificate will NOT actually state that it contains EFC and you have to use the date of achievement to ascertain if EFC was included or not.

GRADE REQUIREMENTS

- SASE does state **minimum** grade requirements for each type of qualification that is acceptable. These can be different for Intermediate and Advanced Apprenticeships. Where SASE does not state a minimum grade requirement then any pass grade (A*-E) is acceptable. However, it is essential to check specific Apprenticeship framework requirements as framework developers may have set grades that are **above the minimum** level required by SASE.

"EQUIVALENT" QUALIFICATIONS

- **ONLY** the specific qualifications listed in SASE are acceptable. Qualifications quoted in other documents or websites etc as being "**equivalents**" to GCSEs, AS or A Levels **CANNOT** be accepted.

INTERMEDIATE APPRENTICESHIPS

INTERMEDIATE APPRENTICESHIPS - ENGLISH

English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – English	L1 (min'm) or L2	None - any achievement date acceptable		
GCSE English with EFC* (all variations, including short courses are accepted) NOT acceptable are English Literature and English as a Second Language. Double Awards need to be minimum of EF (L1 equivalent) or CD (L2 equivalent) * Enhanced Functional Content	Min'm Grade E (L1 equivalent) Min'm Grade C (L2 equivalent)	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills Communication NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L1 (min'm) or L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE English at any tier - including the following: - International GCSEs (IGCSEs) - Short courses - Pilot courses - Double Awards (minimum grade acceptable EF) - GCSE English Language - GCSE English Studies - GCSE English Communication	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level English Language	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level English Literature	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

INTERMEDIATE APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level English Language & Literature	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level English Language	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level English Literature	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level English Language & Literature	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE English Literature				
GCSE English as a Second Language				
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/ Highers & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is FF or less)				
Access to Higher Education Diplomas				
Adult Literacy Certificates				
FE Access Programmes in Literacy				
Baccalaureate Certificates				

INTERMEDIATE APPRENTICESHIPS - ENGLISH

English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Any other English awarded qualifications not specifically listed in SASE				
Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE				

INTERMEDIATE APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – Maths	L1 (min'm) or L2	None - any achievement date acceptable		
GCSE Maths with EFC* (all variations, including short courses are accepted) Double Awards need to be minimum of EF (L1 equivalent) or CD (L2 equivalent) * Enhanced Functional Content	Min'm Grade E (L1 equivalent) Min'm Grade C (L2 equivalent)	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills Application of Number NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L1 (min'm) or L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE Maths at any tier - including the following: - International GCSEs (iGCSEs) - Short courses - Pilot courses - Double Awards (minimum acceptable EF) - GCSE Linear Maths, Modular Maths - GCSE Application of Maths* - GCSE Methods in Mathematics* - GCSE Additional Maths - GCSE Use of Mathematics - GCSE Free Standing Maths Qualification (FSMQ) * These 2 qualifications can also be achieved as a "Linked Pair" and this is also acceptable	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

INTERMEDIATE APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Pure Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Further Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Use of Mathematics	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level Maths	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/Highers, & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is FF or less)				
Access to Higher Education Diplomas				
Adult Numeracy Certificates				

INTERMEDIATE APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
FE Access Programmes in Numeracy				
Baccalaureate Certificates				
Any other Maths qualifications not specifically listed in SASE				
Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE				

INTERMEDIATE APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – ICT	L1 (min'm) or L2	None - any achievement date acceptable		
GCSE ICT with EFC* (all variations, including short courses are accepted) Double Awards need to be minimum of EF (L1 equivalent) or CD (L2 equivalent) * Enhanced Functional Content	Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills ICT NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L1 or L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE ICT at any tier - including the following: - International GCSEs (IGCSEs) - Short courses - Pilot courses - Double Awards (minimum acceptable EF) - GCSE Applied ICT - GCSE Computing	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level ICT - including the following: - A/AS Level Applied ICT - A/AS Level Computing	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level ICT	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

INTERMEDIATE APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/ Highers & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is FF or less)				
GCSE in Business and Communications Systems				
Access to Higher Education Diplomas				
Any other ICT qualifications not specifically listed in SASE e.g. BTEC, DiDA, CLAIT, ECDL, OCR etc				
Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE				

ADVANCED APPRENTICESHIPS

ADVANCED APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – English	L2	None - any achievement date acceptable		
GCSE English with EFC* (all variations, including short courses are accepted) NOT acceptable are English Literature and English as a Second Language. Double Awards need to be minimum of CD * Enhanced Functional Content	Min'm Grade C	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills Communication NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE English at any tier - including the following: - International GCSEs (iGCSEs) - Short courses - Pilot courses - Double Awards (minimum acceptable CD) - GCSE English Language - GCSE English Studies - GSSE English Communication	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level English Language	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

ADVANCED APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level English Literature	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level English Language & Literature	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level English Language and/or Literature	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE English Literature				
GCSE English as a Second Language				
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/Highers & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is DD or less)				
Access to Higher Education Diplomas				
Adult Literacy Certificates				
FE Access Programmes in Literacy				
Baccalaureate Certificates				
Any other English qualifications not specifically listed in SASE				
Any qualifications described as "equivalent" to GCSEs, A or AS Levels but not listed in SASE				

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – Maths	L2	None - any achievement date acceptable		
GCSE Maths with EFC* (all variations, including short courses are accepted) Double Awards need to be minimum of CD * Enhanced Functional Content	Min'm Grade C	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills Application of Number NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE Maths at any tier - including the following: <ul style="list-style-type: none"> - International GCSEs (iGCSEs) - Short courses - Pilot courses - Double Awards (minimum acceptable CD) - GCSE Linear Maths, Modular Maths - GCSE Application of Maths* - GCSE Methods in Mathematics* - GCSE Additional Maths - GCSE Use of Mathematics - GCSE Free Standing Mathematics Qualification (FSMQ) * These 2 qualifications can also be achieved as a "Linked Pair" and this is also acceptable.	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Pure Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Further Maths	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level Use of Mathematics	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level Maths	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/Highers & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is DD or less)				
Access to Higher Education Diplomas				
FE Access Programmes in Numeracy				
Adult Numeracy Certificates				
Baccalaureate Certificates				
Any other Maths qualifications not specifically listed in SASE				
Any qualifications described as "equivalent" to GCSEs, A or AS Levels but not listed in SASE				

ADVANCED APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – ICT	L2	None - any achievement date acceptable		
GCSE ICT with EFC* (all variations, including short courses are accepted) Double Awards need to be minimum of CD * Enhanced Functional Content	Min'm Grade C	GCSEs with embedded EFC are those that were achieved from Summer 2012* (*examination period June 2012 onwards)		
Key Skills ICT NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L2	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
GCSE ICT at any tier - including the following: - International GCSEs (iGCSEs) - Short courses - Pilot courses - Double Awards (minimum acceptable CD) - GCSE Applied ICT - GCSE Computing	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
A/AS Level ICT - including the following: - A/AS Level Applied ICT - A/AS Level Computing	Min'm Grade E	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		
O Level ICT	Min'm Grade C	None - any achievement date acceptable (as long as Apprenticeship Start Date is on, or after, 6/4/15)		

ADVANCED APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GNVQs				
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards / Highers & Essential Skills Wales Also any qualifications that are nation specific to other countries				
GCSE Double Awards (where the achieved grade is DD or less)				
GCSE in Business and Communications Systems				
Access to Higher Education Diplomas				
Any other ICT qualifications not specifically listed in SASE e.g. those awarded by BTEC, DiDA, CLAIT, ECDL, OCR				
Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE				

HIGHER APPRENTICESHIPS

Please note that SASE was revised in March 2013 and Higher Apprenticeships were no longer required to have English and Maths qualifications as mandatory requirements.

However, please note that framework developers had until 5th April 2014 to comply with the new SASE requirements for Higher Apprenticeships. Therefore, please check the specific version/issue date of the Higher Apprenticeship framework that a learner was registered on as, at the time, it may still have had the requirement for English, Maths or ICT qualifications to be achieved as part of the Apprenticeship completion requirements.

The Apprenticeship Frameworks Online (AFO) library contains copies of all current and archived frameworks for England and can be found via the following link: <http://www.afo.sscalliance.org/frameworks-library>