

# TRANSFERABLE SKILLS

## GUIDANCE NOTES

September 2014 - Version 3

### CONTENTS

INTRODUCTION	<a href="#">2</a>
- Blueprint (BP) Frameworks and Key Skill Requirements	<a href="#">2</a>
- Proxy Exemption for Key Skills	<a href="#">2</a>
- Relaxation Rule for Key Skills	<a href="#">3</a>
- Functional Skills Qualifications	<a href="#">3</a>
- SASE Frameworks - Some General Principles	<a href="#">4</a>
Dates of Achievement; Continuous Learning; GCSEs with Enhanced Functional Content; Grade Requirements and "Equivalent" Qualifications	
INTERMEDIATE APPRENTICESHIPS	<a href="#">6</a>
- Intermediate Apprenticeships - ENGLISH	<a href="#">7</a>
- Intermediate Apprenticeships - MATHS	<a href="#">10</a>
- Intermediate Apprenticeships - ICT	<a href="#">13</a>
ADVANCED APPRENTICESHIPS	<a href="#">15</a>
- Advanced Apprenticeships - ENGLISH	<a href="#">16</a>
- Advanced Apprenticeships - MATHS	<a href="#">18</a>
- Advanced Apprenticeships - ICT	<a href="#">21</a>
HIGHER APPRENTICESHIPS	<a href="#">23</a>

## 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. The document focuses mostly on The Specification of Apprenticeship Standards for England (SASE) compliant frameworks but does also include a small section on the requirements of the previous Blueprint (BP) frameworks. There have been no registrations on BP frameworks since mid-2011 however, there are still learners who will have registered prior to this date, and are still undertaking these pre-SASE frameworks and BP Apprenticeship completion certificate claims are still

### BLUEPRINT (BP) FRAMEWORKS AND KEY SKILL REQUIREMENTS

BP frameworks require Apprentices to achieve mandatory Key Skills in Communication and Application of Number. ICT is an optional Key Skill and is only required where specified in a framework document. In order to avoid unnecessary repeated learning, a Key Skills "exemptions" process was introduced.

There were two distinct forms of Key Skills "exemption", which are often confused. One was relating to Proxy qualifications and the other around relaxations.

#### PROXY EXEMPTION FOR KEY SKILLS

This is the **achievement** of an actual Key Skills qualification without having to complete all of the associated assessment components. Proxy qualifications are qualifications that assess the same knowledge and skills as aspects of the Key Skill. As a result of this overlap, learners can claim exemption **from all or part** of a Key Skills qualification assessment. If a learner can show evidence of completing the proxy qualification and then also complete the other relevant Key Skills qualification assessment requirements, they can be awarded the Key Skills qualification.

The most common proxy exemptions are for the test component of a Key Skill with the requirement for achievement of a portfolio still being required. For example, the Adult Literacy Level 2 qualification only provided exemption for the test component of the L1 or L2 Communication Key Skill and a portfolio must still be achieved. Evidence of achievement of both the qualification (acting as a proxy exemption for the test) and the portfolio component was required to be submitted to an Awarding Organisation before they would issue a full Key Skill certificate. Awarding Organisations were responsible for granting proxy exemption since they relate to qualification achievement. The Qualifications and Curriculum Development Agency (QCDA) set out the regulatory position on proxy exemption.

Proxy exemption applies to Key Skills qualifications in Communication, Application of Number and ICT, regardless of Awarding Organisation or delivery context, although the administrative procedures for checking and claiming could vary.

Awarding Organisations were responsible for granting proxy exemption since it relates to qualification achievement. The Qualifications and Curriculum Development Agency (QCDA) set out the regulatory position on proxy exemption and produced a list of approved proxy qualifications that were acceptable for this purpose. The QCDA listing has not been reviewed or added to since 2006 but it remains the approved proxy list for Key Skill requirements in a BP framework. A copy can be accessed here: [www.acecerts.co.uk/web/knowledge-base](http://www.acecerts.co.uk/web/knowledge-base)

Please note that for BP frameworks, the full Key Skill certificate is required as evidence of a learner's achievement of each required Key Skill and separate test or portfolio certificates on their own are not sufficient achievement evidence and will not be acceptable.

The qualifying time limit for a qualification to act as a Key Skill proxy is 5 years – i.e. if it was achieved within 5 years of the start date of the Apprenticeship then it is acceptable to be used as a proxy qualification.

The last date for Key Skill qualification registration was the 30th September 2012 with the last certification date being 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 both BP and SASE frameworks.

### RELAXATION RULE FOR KEY SKILLS

The term 'relaxation' dates from 2001 and it originally exempted some learners on Apprenticeships from being required to achieve the mandatory Key Skills qualifications at Level 1 or 2 in Communication and Application of Number if they had previously achieved A\*-C GCSEs in English and/or Mathematics.

Relaxation has always been separate from the proxy exemption regulations that existed for Key Skills qualifications

In order to meet the relaxation requirement Apprentices must have started the Apprenticeship after September 2001 and achieved one of the qualifications listed below:-

- Grade A\*-C GCSE in English/English Literature
- Grade A\*-C GCSE in Mathematics
- GCE A/AS level at Grade A-E in English Language, English Literature or English Language and Literature
- GCE A/AS level at Grade A-E in Mathematics, Pure Mathematics or Further Mathematics

**Please note that the relaxation rule did NOT include GCSEs/A/AS levels in ICT.**

From 1st August 2004, the relaxation ruling changed to include the requirement that achievement of the GCSE or A/AS level qualification must be no longer than 5 years prior to the start date of the learner's Apprenticeship (this replaced the previous 3 year limit). This became known as the "5 year rule".

For Apprenticeship framework completion purposes, and for calculating a qualification's currency, those achieving a GCSE or A/AS level in English or Mathematics during the Summer exam season are deemed to have been certified on the 31 August of the year of achievement whilst the date to be used for those who achieved during the Winter exam season is deemed to be 31 March of the year following their year of achievement. For example, a GCSE English achieved in June 2008 is valid for Apprenticeship starts up to, and including, 31 August 2013. A GCSE English achieved in November 2009 is valid for Apprenticeship starts up to, and including, 31 March 2015.

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### 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. However, there are some limitations relating to the date of achievement and also grade achieved. These are as follows:

- The qualification must have been achieved before the end of September 2012 (except for Key Skills that are acceptable if achieved up until the end of September 2013)
- The learner's Apprenticeship start date must be within 5 years of the achievement date of the acceptable qualification
- The stated grade requirements in 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.

## 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 SASE was revised in March 2013 and 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 criteria) then it cannot be accepted.

Here are some key principles to consider when trying to establish whether or not a qualification is acceptable within SASE:-

### DATES OF ACHIEVEMENT

- When checking that the stated "date of achievement" criteria in SASE are appropriately met by a qualification, calculations should be made from the start date of the learner's Apprenticeship.
- Exam currency (i.e. meeting the 5 year rule): When calculating the validity dates for GCSE/O Level/AS Level & A Level qualifications the following applies:- Qualifications achieved as part of Summer Exams are valid to 31 August of the same year of achievement and those achieved as part of Winter exams are valid to 31 March of the year following the year of achievement. Please note that no additional flexibilities or extensions on dates are permitted - even those that are only a few days/weeks over the 5 years.
- Key Skills are valid from the actual date of their achievement. So when calculating the 5 year currency requirement it needs to be worked out from the actual date of achievement on the Key Skills certificate or evidence provided to the start date of the Apprenticeship. No flexibility or extensions on the dates are permitted. Under SASE only actual Key Skills certificates are acceptable (i.e. not the constituent parts of separate test and portfolio certificates) or any proxy certificates which were previously accepted for Blueprint frameworks.
- Functional Skill qualifications are acceptable regardless of when the qualification was achieved. They have no expiry and the 5 year rule does not apply.
- Any A/AS Levels achieved after 30 Sept 2012 will not be acceptable under SASE. Eventually all Apprentices will be required to achieve, or have achieved, Functional Skills or GCSEs with Enhanced Functional Content (EFC).
- References in SASE to "before September" are to be taken as "before the end of September" i.e. by the 30 September. This is consistent with other policy documents which state, for example, that Functional Skills replaced Key Skills from 1 Oct 2012 and the last date for Key Skills registration was 30 Sept 2012, with the final date for Key Skills certification being 30 Sept 2013.
- SASE refers to: "a Key Skills qualification (in relevant subject) to either Level 1 or Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship." For guidance, a Key Skills qualification can be accepted within a SASE framework if it was achieved before the end of Sept 2013, and within the 5 years immediately prior to starting the current Apprenticeship.

***However, please note that some Awarding Organisations have continued to issue Key Skills certificates dated AFTER 30 Sept 2013 and these will be accepted as valid Key Skill achievement evidence, despite the fact that they were achieved after the "official" last certification date of 30 Sept 2013.***

## CONTINUOUS LEARNING

Where a learner progresses from one Apprenticeship to another, with a maximum of a 6 months gap, we can accept evidence for the achievement of the required transferable skills (e.g. Key Skills, GCSEs or AS/A Levels) where they were in date at the start date of the previous Apprenticeship but have expired against the start date of the current Apprenticeship. Please note that where the Apprenticeships are at different levels, there can be different Level and Grading requirements and these must be met.

### CALCULATING CONTINUOUS LEARNING ELIGIBILITY

To calculate if “continuous learning” can be claimed, use the date of achievement for the previous Apprenticeship (taken from the Apprenticeship Completion Certificate or the Certificate Printed Date from ACE, where you have access to either of these) and the Start Date for the current Apprenticeship. If the gap between the two dates is less than, or equal to, 6 months then continuous learning can be claimed.

In cases where the gap between Apprenticeships is greater than 6 months then a claim for continuous learning will not be possible and the learner will be required to update their transferable skills by undertaking, and achieving, the required qualification/s as stated in their current framework document. Evidence of their achievement of these will need to be uploaded as part of the current Apprenticeship Completion Certificate claim on ACE.

### EVIDENCE REQUIREMENTS

Where the “continuous learning” concession can be claimed, the ACE claimant is responsible for providing suitable achievement evidence of the previous Apprenticeship. This achievement must be no more than 6 months prior to the start date of the current Apprenticeship. Acceptable evidence of previous Apprenticeship achievement is either a scanned copy of the previous Apprenticeship Completion Certificate or the learner’s previous ACE number, where accessible. If evidence of the achievement of the previous Apprenticeship cannot be provided then a claim for “continuous learning” cannot be made and the learner will be required to update their transferable skills by undertaking, and achieving, the required qualification/s as stated in their current framework document. Evidence of their achievement of these will need to be uploaded as part of the current Apprenticeship Completion Certificate claim on ACE.

## 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 are 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

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## 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		
<p>GCSE English with EFC* (all variations, including short courses are accepted)</p> <p>NOT acceptable are English Literature and English as a Second Language. Double Awards need to be minimum of EE (L1 equivalent) or CC (L2 equivalent)</p> <p>International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012)</p> <p>*Enhanced Functional Content</p>	<p>Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)</p>	<p>From Summer 2012* onwards</p> <p>(*June - August)</p>		
<p>Key Skills Communication</p> <p>NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable</p>	L1 or L2	Achieved before end of Sept 2013 & within 5 years immediately prior to starting an Apprenticeship		
<p>GCSE English at any tier - including the following:</p> <ul style="list-style-type: none"> <li>- Short courses</li> <li>- Pilot courses</li> <li>- Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship)</li> <li>- International GCSEs (IGCSEs)</li> <li>- GCSE English Language</li> <li>- GCSE English Studies</li> <li>- GCSE English Communication</li> </ul>	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level English Language	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level English Literature	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		

INTERMEDIATE APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level English Language & Literature	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level English	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Language	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Literature	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Language & Literature	Min'm Grade A	Any date before Sept 2012		
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				



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		
<p>GCSE Maths with EFC* (all variations, including short courses are accepted)</p> <p>Double Awards need to be minimum of EE (L1 equivalent) or CC (L2 equivalent)</p> <p>International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012)</p> <p>*Enhanced Functional Content</p>	<p>Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)</p>	<p>From Summer 2012* onwards</p> <p>(*June - August)</p>		
<p>Key Skills Application of Number</p> <p>Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable</p>	L1 or L2	Achieved before end of Sept 2013 & within 5 years immediately prior to starting an Apprenticeship		
<p>GCSE Maths at any tier - including the following:</p> <ul style="list-style-type: none"> <li>- Short courses</li> <li>- Pilot courses</li> <li>- Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship)</li> <li>- International GCSEs (iGCSEs)</li> <li>- GCSE Linear Maths, Modular Maths</li> <li>- GCSE Application of Maths*</li> <li>- GCSE Methods in Mathematics*</li> <li>- GCSE Additional Maths</li> <li>- GCSE Use of Mathematics</li> <li>- GCSE Free Standing Mathematics Qualification (FSMQ)</li> </ul> <p>* These 2 qualifications can also be achieved as a "Linked Pair" and this is also acceptable</p>	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		

## INTERMEDIATE APPRENTICESHIPS - MATHS

Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Pure Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Further Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Use of Mathematics	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Pure Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Further Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Use of Mathematics	Min'm Grade A	Any date before Sept 2012		
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 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		
<p>GCSE ICT with EFC* (all variations, including short courses are accepted)</p> <p>Double Awards need to be minimum of EE (L1 equivalent) or CC (L2 equivalent)</p> <p>International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012)</p> <p>*Enhanced Functional Content</p>	<p>Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)</p>	<p>From Summer 2012* onwards</p> <p>(*June - August)</p>		
<p>Key Skills ICT</p> <p>Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable</p>	L1 or L2	Achieved before end of Sept 2013 & within 5 years immediately prior to starting an Apprenticeship		
<p>GCSE ICT at any tier - including the following:</p> <ul style="list-style-type: none"> <li>- Short courses</li> <li>- Pilot courses</li> <li>- Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship)</li> <li>- International GCSEs (iGCSEs)</li> <li>- GCSE Applied ICT</li> </ul>	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
<p>A/AS Level ICT</p> <ul style="list-style-type: none"> <li>- Includes Applied ICT</li> </ul>	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level ICT	Min'm Grade A	Any date before Sept 2012		
A/AS Level ICT	Min'm Grade A	Any date before Sept 2012		

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 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. 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		
<p>GCSE English with EFC* (all variations, including short courses are accepted)</p> <p>NOT acceptable are English Literature and English as a Second Language. Double Awards need to be minimum of CC</p> <p>International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012)</p> <p>*Enhanced Functional Content</p>	Min'm Grade C	<p>From Summer 2012*</p> <p>onwards</p> <p>(*June - August)</p>		
<p>Key Skills Communication</p> <p>.....</p> <p>Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable</p>	L2	<p>Achieved before end of Sept 2013 &amp; within 5 years immediately prior to starting an Apprenticeship</p>		
<p>GCSE English at any tier - including the following:</p> <ul style="list-style-type: none"> <li>- Short courses</li> <li>- Pilot courses</li> <li>- Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship)</li> <li>- International GCSEs (iGCSEs)</li> <li>- GCSE English Language</li> <li>- GCSE English Studies</li> <li>- GSSE English Communication</li> </ul>	Min'm Grade C	<p>Before Sept 2012 &amp; within 5 years immediately prior to starting an Apprenticeship</p>		
A/AS Level English Language	Min'm Grade E	<p>Before Sept 2012 &amp; within 5 years immediately prior to starting an Apprenticeship</p>		



ADVANCED APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level English Literature	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level English Language & Literature	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level English	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Language	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Literature	Min'm Grade A	Any date before Sept 2012		
A/AS Level English Language & Literature	Min'm Grade A	Any date before Sept 2012		
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 CC  International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012)  *Enhanced Functional Content	Min'm Grade C	From Summer 2012*  onwards  (*June - August)		
Key Skills Application of Number ..... Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L2	Achieved before end of Sept 2013 & within 5 years immediately prior to starting an Apprenticeship		
GCSE Maths at any tier - including the following:  - Short courses - Pilot courses - Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship) - International GCSEs (iGCSEs) - 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	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		

## ADVANCED APPRENTICESHIPS - MATHS

Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
A/AS Level Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Pure Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Further Maths	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level Use of Mathematics	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Pure Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Further Maths	Min'm Grade A	Any date before Sept 2012		
A/AS Level Use of Mathematics	Min'm Grade A	Any date before Sept 2012		
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				
FF Access Programmes in Numeracy				

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
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 CC  International GCSEs do NOT contain EFC and therefore are not acceptable if achieved AFTER 30 Sept 2012).  *Enhanced Functional Content	Min'm Grade C	From Summer 2012*  onwards  (*June - August)		
Key Skills ICT ..... Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable	L2	Achieved before end of Sept 2013 & within 5 years immediately prior to starting an Apprenticeship		
GCSE ICT at any tier - including the following:  - Short courses  - Pilot courses  - Double Awards (minimum acceptable CD overall if achieved within 5 years or AA if achieved more than 5 years prior to start of Apprenticeship)  - International GCSEs (iGCSEs)  - GCSE Applied ICT	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
A/AS Level ICT - Includes Applied ICT	Min'm Grade E	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship		
GCSE or O Level ICT	Min'm Grade A	Any date before Sept 2012		
A/AS Level ICT	Min'm Grade A	Any date before Sept 2012		

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>