

Functional Skills Exam Support Policy for Opt-In Learners

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Version control

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Document Approval

Name	Position	Viewed / comments
Clare Dunne	Head of Quality	Approved

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1. Purpose

This policy outlines the support provided to learners who have opted in and are required only to *attempt* their Functional Skills assessments before entering End Point Assessment (EPA). It aims to balance learner support with timely progression and ensure readiness for EPA.

2. Eligibility

This policy applies to learners who:

- Have formally opted in under the updated EPA entry requirements, effective from the 11th February 2025.
- Are undertaking Functional Skills (English/Maths) as part of their apprenticeship.
- Have attempted their first assessment, regardless of the outcome.

3. Support Offer

3.1. Assessment Attempt Expectations

- Learners must make their **first attempt** at the Functional Skills assessment **within the first six months** of beginning FS learning.
- A **free re-sit** must be **scheduled and completed within 8 weeks** of the initial assessment attempt to maintain assessment readiness.
- Learners will proceed to EPA following their re-assessment attempt, even if they do not achieve a pass.
- Any delays or mitigating circumstances outside of these timeframes will only be considered under **exceptional circumstances**, subject to case-by-case review.

3.2. Free Re-Sit Window

- **One free re-sit** will be offered **within the 8 week window** to ensure the learner's knowledge remains current and timely progression.
- Missed re-sit deadlines may result in charges for subsequent assessments.

3.3. Self-Directed Study Expectation

- Learners are expected to engage in independent study through platforms such as **BKSB** or similar resources to strengthen their skills and consolidate learning.
- Engagement and progress will be monitored via BKSB usage logs and diagnostic outcomes.
- Evidence of learning must be present for each calendar month to show active learning.

3.4. Tutor-Led Support

- If a learner's assessment or BKSB diagnostics indicate **significant knowledge gaps**, they may be referred for additional **targeted tutor support** (e.g., small-group workshops or 1:1 sessions).
- This is determined by a tutor review or performance thresholds.

4. Communication and Accountability

Learners will be informed of:

- Their responsibility to engage with BKSB or similar platforms/resources
- The importance of the first attempt and re-sit timing.
- The overall EPA entry process and timelines.
- The need to evidence learning before any re-sit attempt. Progress will be reviewed at regular checkpoints and documented.

5. Quality Assurance

- Tutors and DLCs will track learner engagement with BKSB and assessment outcomes.
- Any exception to policy (e.g., additional re-sits, extensions) must be approved by the Director of Learning or VP of Operations and Delivery.

6. Review Cycle

This policy will be reviewed every 12 months or sooner if changes are made to EPA entry requirements or Functional Skills assessment protocols.

