



BLUE LION
TRAINING ACADEMY

FUNCTIONAL SKILLS

POLICY AND PROCEDURE

DOCUMENT HISTORY

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FUNCTIONAL SKILLS POLICY AND PROCEDURE

Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

OVERVIEW OF POLICY AND PROCEDURE

Blue Lion Training Academy is an approved training centre by Highfield Awarding Body for Compliance (HABC) to deliver qualifications in Math's and English Level 1 and 2 qualifications.

HABC are a global leader in compliance and work-based learning and apprenticeship qualifications and one of the UK's most recognisable awarding organisations. As such they are regulated by Ofqual, Qualifications Wales, SQA Accreditation, the Council for the Curriculum, Examinations and Assessment (CCEA), and the Security Industry Authority (SIA). In addition to they are also a government-regulated end-point assessment organisation (EPAO).

Functional Skills is ideal for learners who did not get a grade 4 (or a C) at GCSE and who want to re-sit.

Functional Skills are necessary to get onto an apprenticeship, all learners who do not have the qualification will need to successfully complete functional skills as part of their apprenticeship standard. Level 1 is equivalent to a GCSE Grade D-E and a Level 2 qualification is equivalent to GCSE Grade C.

For those learners who do have the qualification the next section covers guidance from the ESFA on acceptable current and prior equivalent qualifications for English and Math's minimum requirements in apprenticeships standards at level 2 and above:

ENGLISH AND MATH'S QUALIFICATIONS AT HIGHER LEVELS

Where the apprentice has a qualification at level 4 or above (SCQF level 7 and above such as an Advanced Higher) this is acceptable if the qualification is predominantly in the subject of English Language or English Literature and/or Mathematics.



OVERSEAS QUALIFICATIONS

Overseas qualifications will be acceptable where there is clear evidence from [UK ENIC](#) that the qualification is an equivalent level and grade to the minimum requirements for English and Math's. In order to be acceptable, the evidence must confirm that the qualification achieved is:

- comparable with the relevant English framework level (Regulated Qualifications Framework Level 1 / Level 2)
- comparable with the relevant English qualification (GCSE)
- comparable with the required minimum grades (for instance A* to C / 9 to 4 for level 2 and E / 2 for level 1)
- and additional comparison information confirmed (that the qualification is GCSE English and/or Math's equivalent)

Such evidence may be from a [statement of comparability](#) (which also confirms the student name and date grade/qualification awarded and whether this is comparable to GCSE A* to C / 9 to 4) or it may be from the [UK ENIC International Comparisons database](#). Where the UK ENIC database is used, this will only confirm the equivalency of the qualification to GCSE English and/or Math's it will not confirm that this is the qualification the individual achieved.

Therefore, where the database is used, evidence that the individual achieved the qualification and the date of their achievement, must also be provided.

ACCEPTABLE EVIDENCE

If an apprentice does not have a certificate and/or a provisional notification of results or a statement of results from the awarding organisation, the provider can ask the apprentice to get a replacement certificate from the relevant awarding organisation (there will be a cost for this). Guidance on obtaining replacement certificates and what to do if the examination board no longer exists can be found at <https://www.gov.uk/replacement-exam-certificate>

If it is not possible to obtain a replacement certificate, providers can accept one of the following as evidence of achievement in English and/or Math's

- a report generated from the apprentice's Personal Learning Record (PLR)
- a report from the school information management system (SIMS) or Candidate Management Information System (CMIS), which must be authenticated with a stamp from the relevant school/college or provider, and signed by the examinations officer or other equivalent authority
- a National Record of Achievement (NRA), which must contain relevant awarding organisation verifiable achievement

These types of evidence must contain as a minimum: the apprentice's full name, the full name of qualification (including awarding organisation name and/or qualification number), the grade awarded (where applicable),



and the date of achievement. In some cases, providers may need to validate the date of birth of the apprentice though other appropriate evidence.

A statement of results on headed paper from a school, college, or other provider **is not** acceptable evidence of achievement in English and/or Math's.

All of the Blue Lion Training Academy Apprenticeships offerings require Math's and English at Level 2. You can get details [here](#) on, up-to-date ESFA guidance relating to the Level 2 Apprenticeships rule for Functional Skills.

HIGHFIELD FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH AT LEVEL 2 (REFORMED)

This qualification includes three mandatory components:

- (1) **Speaking, listening & communication** – This component is internally assessed and quality assured by Blue Lion Training Academy and externally moderated by HABC. Learners must complete 2 assessed tasks
 - A Group discussion on a chosen subject (10 minutes)
 - A formal presentation and Q&A (20 minutes)

Tutors/assessors record observational evidence of the assessment on the Highfield Functional Skills Qualification. Speaking, Listening and Communication Centre Guidance can be found [here](#)

- (2) **Reading** – Learners must complete one written examination that is set, marked and moderated by HABC. (1 hour) Dictionaries are permitted for reading exams.
- (3) **Writing** – Learners must complete one written examination that is set, marked and moderated by HABC (1 hour) Dictionaries are not permitted for writing exams.

The reading and writing examinations are available on demand in both an on screen and a paper-based format.

HIGHFIELD FUNCTIONAL SKILLS QUALIFICATION IN MATHEMATICS AT LEVEL 2 (REFORMED)

This qualification consists of 2 mandatory components. Learners must complete both the Non-Calculator and Calculator written examinations that are set, marked and moderated by Highfield. The assessments will test a learner's knowledge, analysing and interpreting skills using numbers, geometry and statistics in realistic contexts.

Mathematics examinations are available on demand in either on screen or paper-based format.



Using Calculators and Dictionaries during Covid-19

In line with government guidance, HABC have adjusted their policies on the use of calculators and dictionaries during Functional Skills exams.

It is now possible for learners to bring their own calculator or dictionary with them for a Functional Skills exam, in order to minimise contact with a communal item. To ensure consistency and fairness, we will ensure that both calculators and dictionaries comply with Highfield's standard practice of acceptable equipment, i.e. Calculators must be basic with only four main functions (addition, subtraction, multiplication and division). **Calculators with scientific or advanced functions are not permitted.** We will ensure there are no written notes within dictionaries or anything that could provide a learner with an unfair advantage.

Please note that it is still permissible for learners to use calculators or dictionaries provided by Blue Lion Training Academy, we will ensure they follow government guidelines for hygiene and cleansing of these items of equipment.

TUTOR SUPPORT

We will provide all learners with support from a qualified tutor, this support may be provided in a 1-1 setting group session and through regular email correspondence. Tutoring sessions will be delivered using online platforms.

REMOTE LEARNING

Internet access and a computer is required in order to ensure that learners are able to access the course content, tutoring sessions and sit the exam.

For the exam, a webcam, and a smartphone are required in order to ensure that full assessment conditions are adhered to accordingly. For tutor support, individuals should also have access to a functioning email address and/or access to our online learning platform 'bud'.

PRACTICE EXAMINATIONS

HABC practice examinations are available to support learners in their preparation for their examination of functional skills and are available in both paper-based and on-screen formats. On-screen practice examinations help learners to familiarise themselves with the various features of the system such as how to navigate through the exam, opening and resizing pop-up images and text, using the graph creator tool and using the method calculator, etc. Please however note that on-screen practice examinations are for familiarisation purposes only and responses cannot be saved. Therefore, if a tutor would like to mark the learner's responses, they must review the learner's answers prior to the learner finishing the examination.



Please select the links below to access the practice examinations:

To access the on-screen mock exams, please visit <https://www.highfieldcore.com/> and select 'Mock Exams'. Guidance and tutorials on how to use the system are included.

The following link Introduces the Highfield Core https://www.youtube.com/watch?v=xwGY2_ea_hE

ON SITE – EXAMINATION/ INVIGILATION

Blue Lion Training Academy will follow the Highfield invigilator guide

[https://centres.highfieldqualifications.com/Assets/DownloadArea/\[29102019_0938\]_Highfield_Examination_and_Invigilation_Procedures.pdf](https://centres.highfieldqualifications.com/Assets/DownloadArea/[29102019_0938]_Highfield_Examination_and_Invigilation_Procedures.pdf)

All paper based completed examination/assessment materials will be posted back to Highfield within 48 hours of the exam taking place.

EXAM RESULTS /RESITS

Results are released from HABC within 10-working days. If a learner fails the exam, we will work with them and the tutor to arrange (if required) suitable training and re-arrange a resit.

REASONABLE ADJUSTMENTS & SPECIAL CONSIDERATIONS

We have measures in place in which the requirement for a reasonable adjustment and special consideration is identified prior to the learner undertaking the qualification and/or assessment.

This will be highlighted during the enrolment of the learner onto the qualification(s) and apprenticeship(s). Any adjustment will be based on the individual learner's need to access the assessment.

We will

- identify learners having or likely to have difficulties accessing assessment
- advise learners to make any adjustment or special considerations known to our staff at the earliest opportunity;
- ensure our staff decide, in conjunction with the learner, what adjustment may be required;
- when identifying the adjustment(s) necessary, take into consideration the learner's normal way of working and how previous assessment has been made during teaching, as well as the assessment requirements of the qualification

Once the appropriate adjustment, special consideration has been identified, the learner and a staff member from Blue Lion Training Academy will document the request and rationale for audit purposes on the Reasonable Adjustment & Special Consideration form (**Appendix 1**). Any application for Reasonable



Adjustment or Special Consideration will be supported, where appropriate, by information/evidence, which is valid, sufficient, reliable and justifies the decision.

HABC reserves the right to request a copy of this information/evidence to inform their decision or for audit purposes. If the Reasonable Adjustment or Special Consideration is permitted at the discretion of Blue Lion Training Academy, the Reasonable Adjustment application form (**Appendix 2**) must be completed and submitted to Highfield at the end of the assessment together with the associated examination/assessment materials.

Applications for Special Consideration must be completed on the Special Considerations Form. The completed form must be submitted to HABC by us on behalf of the learner. The form can be found in the Members Area of the Highfield website

Further guidance on learner needs can be found on the Institute for Apprenticeships and Technical Education ("IFATE") [website](#)

REASONABLE ADJUSTMENT PRINCIPLES

Adjustments to assessments will be based on the following principles:

- Adjustments should not compromise the assessment requirements or validity of the qualifications;
- They should not provide the learner with an unfair advantage;
- They should be consistent with the learner's normal way of working;
- They should be based on the individual need of the learner;
- They should allow learners an equal opportunity to show what they can do and what they know without altering competence standards;
- Adjustments should not pose an increased risk to the safety and/or wellbeing of the learner, assessor or invigilator;

The table below outlines some of the decisions on reasonable adjustments that can be made. However, we have a duty to seek advice from Highfield in any case where we are in doubt if an adjustment is needed or how it should be applied.



Permitted means: That the reasonable adjustment is permitted at the discretion of Blue Lion Training Academy without the need to notify Highfield beforehand.

Apply means: That Blue Lion Training Academy should seek permission from Highfield, prior to the assessment taking place.



Reasonable Adjustment	Assessments under examination conditions	Non-exam Assessments centre delivered	All EPA assessments including exams
Extra time up to 25 per cent of the total exam time	Permitted	Permitted	Apply
Extra time in excess of 25 per cent	Apply	Not applicable	Apply
Supervised rest breaks	Permitted	Permitted	Apply
Change in the organisation of assessment room	Permitted	Permitted	Apply
Assessment at an alternative venue	Apply	Apply	Apply
CCTV and OCR scanners	Apply	Apply	Apply
Use of coloured overlays, low-vision aids, tinted spectacles,	Permitted	Permitted	Apply
Use of assistive software	Apply*	Apply*	Apply
Use of bilingual and bilingual translation dictionaries	Apply	Apply	Apply
Assessment material in enlarged format	Apply	Permitted	Apply
Assessment material in Braille	Apply	Permitted	Apply
Language modified assessment material	Apply	Apply	Apply
Assessment material in British Sign Language	Apply	Permitted	Apply
Assessment material on coloured paper	Apply	Permitted	Apply
Assessment material in audio	Apply	Permitted	Apply
Use of ICT	Apply*	Permitted*	Apply
Responses using electronic devices	Apply	Permitted	Apply
Responses in BSL	Apply	Permitted	Apply
Responses in Braille	Apply	Permitted	Apply
Reader	Apply	Apply	Apply
Scribe	Permitted	Permitted	Apply
BSL Interpreter	Apply	Permitted	Apply
Prompter	Apply	Permitted	Apply
Practical assistant	Apply	Permitted	Apply
Transcriber	Apply	Permitted	Apply
Other	Apply	Apply	Apply



SPECIAL CONSIDERATION

A Special Consideration may be granted in instances where following a scheduled assessment, a learner:

- may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment;
- and/or who misses part of the assessment owing to circumstances beyond the learner's control.

Eligibility criteria (for learners who are fully prepared and have attended a scheduled assessment) which may qualify a learner for Special Consideration include:

- alternative assessment arrangements that were agreed in advance, but which through no fault of the learner, proved to be unworkable;
- where the learner's performance in other parts of the qualification is considerably better than part of the assessment where it is being asked that Special Consideration should be applied;
- part of an assessment is missed by a learner due to unforeseen circumstances beyond their control. Examples include bereavement or illness; and
- unforeseen circumstances during an examination such as excessive noise in the examination room, a fire alarm, gas leak or power cut.

The above list is not exhaustive.

In some circumstances it may be appropriate to offer a learner who is eligible for Special Consideration an opportunity to take the assessment at a later date.

Situations in which a learner will not be eligible for Special Consideration:

- An assessment (or part thereof) is missed due to unauthorized absence or annual leave;
- Preparation is affected by problems during the course, for example, industrial action; and
- No evidence (medical or otherwise) is presented by a learner in support of an application for Special Consideration.

The above list is not exhaustive.

We will adhere to the Highfield [Reasonable Adjustment](#) & [Special Consideration](#) Policy



FUNCTIONAL SKILLS PROCESS IN 6 STEPS

BKSB Initial Assessment

All apprentices regardless of evidence will go through the bksb Initial Assessment (English and Math's) during their registration process in our online learning platform 'bud' which meets the reformed functional skills standards for 2019 and covers Pre-Entry Level to Level 2. The Initial Assessment tool is dynamic and adjusts the level according to the answers given – allowing the learner to see what level they are currently working at. <https://youtu.be/oofYHtTT1x0>

For those learners who are unable to provide evidence of qualification they will be enrolled onto the functional skills programme and the following 6 steps will need to be completed in line with their apprenticeship programme and tutor guidance.

Step 1 – SkillsBuilder Diagnostic Assessment for Functional Skills

Skills Builder is a fantastic tool for diagnostic assessments, and for supporting learners to develop their English and maths capability. The Diagnostic Assessments (English and Math's) meet the reformed functional skills standards for 2019 and cover Entry Level 1 to Level 2. When a learner completes the Diagnostic Assessments in English and Math's, it provides them with an accurate level for Reading, SPAG and Writing (English) and Number, Measure, Shape and Space and Statistics and Data (Math's). It also shows the distance they are from progressing to the next level.

Both the initial and diagnostic assessments provide valuable tracking and reports for tutors and managers. This data is extremely insightful and assists greatly with lesson planning, learner management and for inspection evidence.

Step 2 – Tutor Checks your diagnostic results

Your tutor will use the information from your results to help plan your learning and will invites you to a teaching session to work on those areas where your result may have come back below the required standard, the learning must take place during your working hours preferably within the first 3 months of starting your apprenticeship.

Step 3 – Tutor 1-1 Support

We will provide all learners with support from a qualified tutor, this support may be provided in a 1-1 setting group session and through regular email correspondence. Tutoring sessions will be delivered using online platforms.



Step 4 – Practice Examinations

HABC practice examinations are available to support learners in their preparation for their examination of functional skills and are available in both paper-based and on-screen formats.

On-screen practice examinations help learners to familiarise themselves with the various features of the system such as how to navigate through the exam, opening and resizing pop-up images and text, using the graph creator tool and using the method calculator, etc. Please however note that on-screen practice examinations are for familiarisation purposes only and responses cannot be saved. Therefore, if a tutor would like to mark the learner's responses, they must review the learner's answers prior to the learner finishing the examination.

Please select the links below to access the practice examinations:

To access the on-screen mock exams, please visit <https://www.highfieldcore.com/> and select 'Mock Exams'. Guidance and tutorials on how to use the system are included.

Step 5 - Actual Examination

If you choose to do the Maths and English exams online, a webcam, and a smartphone are required in order to ensure that full assessment conditions are adhered to accordingly. A full set of instructions will be sent to you by email ahead of the exam. 2 Guidance videos are available in the links below.

1. [Video 1](#) – Qualify at Home – System Check
2. [Video 2](#) – Exam Setup and Ending an Exam

For onsite paper-based examinations all invigilators will follow the Highfield invigilator guide

[https://centres.highfieldqualifications.com/Assets/DownloadArea/\[29102019_0938\]_Highfield_Examination_and_Invigilation_Procedures.pdf](https://centres.highfieldqualifications.com/Assets/DownloadArea/[29102019_0938]_Highfield_Examination_and_Invigilation_Procedures.pdf)

Step 6 – Exam results

Results are released from HABC within 10-working days. If the learner has passed we will receive confirmation and certification from Highfield which will be forwarded to you for your records.

If a learner fails the exam, we will work with you to arrange suitable training and re-arrange a resit. Dependent on exam results, re-sits maybe required with additional tutoring.



APPENDIX 1

FUNCTIONAL SKILLS REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION REQUEST FORM

All applications for reasonable adjustments and special consideration must be submitted a minimum of 10 working days prior to the exam date.

Once approved you will be provided details on how to proceed to book your exam. Failure to submit your request within the minimum time stated above will result in your request being rejected.

Learner Details

Training Provider	
Learners Full Name	
Email address	
Contact Phone Number	
Examination Title	
Apprenticeship	

Why do you need Reasonable Adjustment(s) /Special Consideration? Please tell us more about the request so we can make sure we understand your needs and provide the appropriate support

Learning Difficulties		Hearing Impairment	
Visual Impairment		Temporary Illness or injury	
Long-term/permanent disability		Other, Please specify	

If Other please specify here:



What Reasonable Adjustment(s) / Special Consideration does the learner need and has access to as part of their usual way of working? (Tick or complete as appropriate)

Reader/Scribe		Larger Font	
English Interpreter		Coloured Paper (pink/blue/green/yellow)	
Rest Period/Comfort Break		Lip Speaker	
Extra Time		Other	

Please provide further details of requirement

Extra time required?

The standard time extension for HABC examinations is 25% upon submission of a suitable evidence

Requested additional time in minutes	
--------------------------------------	--

Please indicate the form of evidence that supports your request and return a copy of the report with this form: (Tick or complete as appropriate)

The original Health Professional report with specified allowance request clearly detailed	
A letter from another Awarding Body approving reasonable adjustments	
A written statement signed by an appropriate religious authority (only applicable on religious grounds)	
Other (please give details below)	
Tick the box to confirm that relevant evidence has been attached	



GDPR Statement

We collect your personal data to ensure that your request for reasonable adjustments is processed in the appropriate way. We will store your data in our systems for the duration of your apprenticeship.

Your personal data is fully protected in our system against any risk that can affect its confidentiality, integrity and availability. We do not use automated decision-making for processing your personal data. The information on this form is only passed on based on a 'need to know' basis. This would normally include our staff member who is dealing with your request and the invigilator who will be required to make adjustments as a result of your request.

The invigilator will only be provided the minimum amount of information for them to conduct the extra time according to your requirements. The information completed here will not be shown on your certificate. In accordance with GDPR, you have certain rights that you can exercise free of charge.

You have the right to be informed about data processing, right of access to your data, right to rectification, right to erasure of your data ('right to be forgotten'), right to restriction of processing, right to data portability, right not to be subject to a decision based solely on automated processing including profiling, right to lodge a complaint with the supervisory authority, and the right to compensation and liability for damage suffered by improper handling of your personal data,

By signing this form, you express your free consent to the processing of your personal data according to and within the data processing purposes stated in this privacy and consent notice. You agree that you understand your rights to withdraw consent at any time, totally or partially, without affecting the lawfulness of processing based on your consent before its withdrawal. You acknowledge that if you wish to partially withdraw your consent, you can do that by revisiting this privacy and consent notice to state your objections to processing your personal data

I confirm that the information on this form is true and accurate and I agree with Blue Lion Training Academy processing my data.

Full Name	
Signature	
Date	

Please submit this form and supporting evidence to info@bluelioneta.com

If you require any assistance with completing this form, please contact our team during office hours 09:00 – 17:00, Monday to Friday on 01332 738625



OFFICE USE ONLY:

Blue Lion Training Academy Declaration

On behalf of Blue Lion Training Academy:

I confirm that I have read and understand the HABC Reasonable Adjustments and Special Considerations policy.

I accept that HABC will hold and process electronically the information given and may use it for any purpose deemed relevant to this request.

The learner, that this application relates to, has provided their consent to the processing of this application.

I confirm appropriate evidence to support this application will be available within Blue Lion Training Academy for inspection, if requested by HABC

I confirm that both Blue Lion Training Academy and the learner support this reasonable adjustment request.

Name of Centre	
Full Name	
Job Title	
Signature	
Date	

Outcome / Agreed decision/ Next steps

Date:



APPENDIX 2 – HABC REASONABLE ADJUSTMENT APPLICATION FORM

The *Highfield* Group



Appendix 1

REASONABLE ADJUSTMENT APPLICATION (Qualifications)

Please complete a separate form for each individual learner and send a completed copy to Highfield at least five working days before the start of the course.

Centre Name _____
Learner Number _____
Learner name _____
Examination/Assessment date _____
Qualification/Apprenticeship Standard title _____

Reason and details of Reasonable Adjustment.

Evidence in Support of the Application

Centres are required to hold evidence/information to support the application and make this available to Highfield upon request. This may include (but is not limited to):

- The Centre's assessments of learner's needs;
- History of provision within the Centre;
- Medical certificate; and
- Psychological or other professional assessment report

Declaration:

I confirm that the information provided above is accurate. The Centre will be able to provide the arrangements requested and the Reasonable Adjustments will be implemented in accordance with the guidance given by Highfield;

I will hold evidence to support the above application and will make this available to Highfield upon request

I am satisfied that the information provided on this form is accurate. I fully support the request and confirm that the learner is/will be appropriately entered for the assessment/examination and is able to demonstrate the skills, knowledge and/or understanding required by the qualification.

Name:Date

Signature:

Position in Centre:



Evidence in support of the application

Centres are required to hold evidence/information to support the application and make this available to Highfield upon request.

Please indicate below what type of evidence you hold to support the application.

- Medical certificate or doctor’s note
- Psychological or professional assessment report
- Education and Health Care Plan (EHCP)
- Screening test
- Other (please state below)

Declaration:

I confirm that the information provided above is accurate and provides an adjustment that is considered "reasonable" and in line with the learner's "normal way of working".

I hold evidence to support the above application and will make this available to Highfield upon request.

I fully support the request and confirm that the learner is able to demonstrate the skills, knowledge and understanding required by the assessment plan.

Name:	
Job title/position:	
Signature:	
Date:	

