

# TRANSFERABLE SKILLS

## GUIDANCE NOTES

February 2014

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## INTRODUCTION

The purpose of this document is to give some further guidance and clarity around the issue of Transferable Skill (English, Maths and ICT) requirements within Apprenticeships in England. The document focusses mostly on SASE compliant frameworks but does also include a small overview section on earlier Blueprint (BP) frameworks. There have been no registrations on BP frameworks since mid-2011 however, there are learners who registered prior to this date, who are still undertaking these pre-SASE frameworks and Apprenticeship Completion Certificate claims are still submitted.

### BLUEPRINT (BP) FRAMEWORKS

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

#### Key Skills Exemption Summary

There are two distinct forms of Key Skills ‘exemption’, which are often confused:

**Proxy Exemption;** 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 complete the other relevant Key Skills qualification assessment requirements, they can be awarded the Key Skills qualification.

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 may vary.

**Relaxation;** this is exemption from being *required to achieve* specified Key Skills qualifications, for the specific purpose of Apprenticeship framework completion. The term ‘relaxation’ dates from 2001, and originally exempted some learners on Apprenticeships from being required to achieve Key Skills qualifications if they had previously achieved A\*-C GCSEs in English and Mathematics. Relaxation has always been *separate* from the proxy exemption regulations that operated *within* the Key Skills qualifications.

### PROXY EXEMPTIONS- WHICH QUALIFICATIONS ARE PROXY QUALIFICATIONS?

Awarding Organisations are responsible for granting proxy exemption, since this 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 could be accepted for this purpose.

The QCDA Proxy List remains the current list of proxies for Key Skill requirements in a Blueprint framework. A copy can be downloaded from here: [www.acecerts.co.uk/web/knowledge-base](http://www.acecerts.co.uk/web/knowledge-base)

Only qualifications that appear on the “Proxy exemptions for Key Skills list” can guarantee that learners were assessed in the appropriate skills and knowledge. The approved proxy qualifications list used to be reviewed periodically; however, in 2006, QCDA decided that no further qualifications would be added.

If a proxy qualification **only** exempts for the Key Skills test component then a portfolio **must** still be achieved.

For example the Adult Literacy Level 2 qualification only exempts for the test component of the L1 or L2 Communication Key Skill and a portfolio **must** still be achieved.

Providers are responsible for contacting an appropriate Awarding Organisation and presenting the proxy evidence. This will be evidence of the achievement of a suitable proxy qualification and, where required, a portfolio of evidence. If approved, the Awarding Organisation will award the equivalent Key Skill. Please note that the full Key Skill achievement certificate is required for BP frameworks and a test or portfolio certificate on their own are **not** sufficient achievement evidence.

The time limit for proxy qualifications is currently 5 years – i.e. if it was achieved within 5 years of the **start date** of the Apprenticeship then it is an acceptable alternative to Key Skills.

There are now no further registrations for Key Skills qualifications and **the last date for certification is the end Sept 2013**. However, some Awarding Organisations may have different (earlier) end dates for certification so this should be checked with each Awarding Organisation.

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### RELAXATION RULE

The relaxation ruling allows Apprentices to complete their framework without being required to undertake Key Skills in either Level 1/2 Communication or Application of Number. In order to meet the relaxation requirement Apprentices must have started the Apprenticeship after September 2001 and achieved one of the 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 or;
- GCE A/AS level at Grade A-E in Mathematics, Pure Mathematics, or Further Mathematics.

**Please note that the relaxation rule does NOT include ICT.**

From 1st August 2004, it was stated that achievement of the GCSE or A/AS level qualification must be no longer than **5 years** prior to the date of registration on the Apprenticeship framework (this replaced the previous 3 year limit). For framework completion purposes, and calculating qualification currency, those achieving a GCSE or A/AS level in English or Mathematics in the summer exam season are deemed to have been certified on the 31 August of that year while the date for those achieving during the winter months is deemed to be 31 March of the following year.

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### FUNCTIONAL SKILLS

Functional Skills were available from 1st September 2010 and were designed as a replacement for Key Skills. There are **no proxies available for Functional Skills**. However, to facilitate a period of transition to Functional Skills from Key Skills, the acceptance of Key Skills, GCSEs and A/AS Levels are incorporated into SASE regulations and can be accepted within a SASE Apprenticeship. This is the case, providing that it was **achieved before September 2012**, the learner starts their Apprenticeship **within 5 years of the achievement date** of the acceptable qualification, and that the stated grade requirements in SASE, are met. 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.

From **30 Sept 2012**, no further Key Skills registrations were possible. From 1st Oct 2012, Functional Skill qualifications formally replaced Key Skills. Learners currently registered for Key Skills qualifications have until end of Sept 2013 to complete their Key Skills qualifications.

## SASE FRAMEWORKS - 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.

Further details of the transferable skill requirements can be found in the current [SASE guidance](#).

- When checking that any qualifying date requirements are appropriately met by previously achieved and accepted qualifications, calculations should be made from the date the learner **started** their Apprenticeship.
- Please note that 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 the framework developer may have set grades that are above the **minimum** level required by SASE.
- Exam currency – When calculating valid dates for GCSE/O Level/AS Level & A Level qualifications the following applies: Summer Exams are valid to 31 August of the same year of achievement and Winter exams valid to 31 March of the following year. **No additional flexibilities/extensions on the dates are permitted.**
- 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 date of achievement on the Key Skills certificate to the start date of the Apprenticeship. **There is no flexibility or extensions on the dates permitted.**
- Functional Skill qualifications are acceptable regardless of when the qualification was achieved. **They have no time limit.**
- GCSE qualifications with enhanced functional content (EFC) are ones which were achieved from **Summer 2012 onwards**. They are acceptable regardless of when the qualification was achieved as they have **no time limit**. However, there are minimum grade requirements which still need to be met (at least grade E (Level 1 equivalent) or at least grade C (Level 2 equivalent)). The certificate will not state that it contains EFC, you have to use the date of achievement to ascertain if EFC was included.
- Please note that any A/AS Levels achieved after **1 Oct 12** will **not be acceptable** under SASE. Eventually all Apprentices will be required to achieve, or have achieved, Functional Skills or GCSEs.
- Under SASE only actual Key Skills certificates are acceptable – not the constituent parts (i.e. separate test and portfolio certificates) or any proxy certificates which were previously accepted for Blueprint frameworks.
- References in SASE to “before September” are to be taken as “before **the end of September**” This is consistent with other policy documents which state 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, the following Key Skills qualifications can be accepted within a SASE framework:
  - o A Key Skill qualification achieved before end of Sept 2013, as part of the **current** Apprenticeship or;
  - o A Key Skill qualification achieved between 1st Oct 2012 and end of Sept 2013, as part of a **previous** Apprenticeship and within 5 years of the start of the **current** Apprenticeship or;

- o A Key Skill qualification achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the **current** Apprenticeship.
  - o A Key Skill qualification achieved before end of Sept 2012, and within the 5 years immediately prior to starting the **current** Apprenticeship.
  - o A Key Skill qualification achieved before end of Sept 2012 and within the 5 years immediately prior to starting a **previous** Apprenticeship.
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- **ONLY** the qualifications listed in SASE are acceptable. Qualifications quoted in other documents/websites etc as being “equivalents” to GCSEs AS or A Levels cannot be accepted.
  - If you are 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. If the qualification achieved by an Apprentice **does** not meet any of the listed criteria then it 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	✓	
GCSE English (all variations accepted except English Literature or English as a second language) (with enhanced functional content-please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)	From Summer 2012	✓	
Key Skills Communication ..... 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	Achieved before end of Sept 2013, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L1 or L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L1 or L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	

## INTERMEDIATE APPRENTICESHIPS - ENGLISH

English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE English Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</li> <li>- GCSE English Language</li> <li>- GCSE English Studies</li> <li>- GSSE 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	✓	
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				✓



## INTERMEDIATE APPRENTICESHIPS - ENGLISH

English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE English (as a second language)				✓
GNVQs				✓
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/Highers, & Essential Skills Wales				✓
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 the SASE				✓

## INTERMEDIATE APPRENTICESHIPS - MATHS

Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – Maths	L1 (min'm) or L2	None	✓	
GCSE Maths (with enhanced functional content- please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)	From Summer 2012	✓	
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	L1 or L2	Achieved before end of Sept 2013, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L1 or L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L1 or L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	

## INTERMEDIATE APPRENTICESHIPS - MATHS

Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE Maths Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</li> <li>- GCSE Linear Maths, Modular Maths</li> <li>- GCSE Application of Maths* (pilot)</li> <li>- GCSE Free Standing Mathematics Qualification (FSMQ)</li> <li>- GCSE Methods in Mathematics*</li> <li>- GCSE Additional Maths</li> <li>- GCSE Use of Mathematics</li> </ul> * These 2 qualifications can also be taken as a Linked Pair and this is acceptable.	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship	✓	
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	✓	

## INTERMEDIATE APPRENTICESHIPS - MATHS

Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
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.				✓
GCSE Double Awards (where the achieved grade is DD or less)				✓
Access to Higher Education Diplomas.				✓
Adult Numeracy Certificates				✓
FE Access Programmes in Numeracy				✓
Baccalaureate Certificates				✓
Any other Maths qualifications not specifically listed in the SASE.				✓

INTERMEDIATE APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – ICT	L1 (min'm) or L2	None	✓	
GCSE ICT (with enhanced functional content- please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade E (L1 equivalent) or Min'm Grade C (L2 equivalent)	From Summer 2012	✓	
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	L1 or L2	Achieved before end of Sept 2013, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L1 or L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L1 or L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L1 or L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	

INTERMEDIATE APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE ICT Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</li> <li>- GCSE Applied ICT</li> </ul>	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship	✓	
A/AS Level ICT <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	✓	
GNVQs				✓
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards/Highers, & Essential Skills Wales				✓
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 the SASE e.g. BTEC, DiDA, CLAIT, ECDL, OCR etc				✓

## ADVANCED APPRENTICESHIPS

ADVANCED APPRENTICESHIPS - ENGLISH				
English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – English	L2	None	✓	
GCSE English (all variations accepted except English Literature or English as a second language)  (with enhanced functional content-please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade C	From Summer 2012	✓	
Key Skills Communication ..... 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, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Communication	L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	



## ADVANCED APPRENTICESHIPS - ENGLISH

English	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE English Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</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	✓	
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)				✓

## ADVANCED APPRENTICESHIPS - ENGLISH

English	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				✓
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 the SASE				✓

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – Maths	L2	None	✓	
GCSE Maths (with enhanced functional content- please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade C	From Summer 2012	✓	
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, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills Application of Number	L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE Maths Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</li> <li>- GCSE Linear Maths, Modular Maths</li> <li>- GCSE Application of Maths* (pilot)</li> <li>- GCSE Free Standing Mathematics Qualification (FSMQ)</li> <li>- GCSE Methods in Mathematics*</li> <li>- GCSE Additional Maths</li> <li>- GCSE Use of Mathematics</li> </ul> * These 2 qualifications can also be taken as a Linked Pair and this is acceptable.	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship	✓	
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	✓	

ADVANCED APPRENTICESHIPS - MATHS				
Maths	Level or Grade Criteria	Date Achieved Criteria	YES	NO
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				✓
GCSE Double Awards (where the achieved grade is DD or less)				✓
Access to Higher Education Diplomas				✓
FF Access Programmes in Numeracy				✓
Adult Numeracy Certificates				✓
Baccalaureate Certificates				✓
Any other Maths qualifications not specifically listed in the SASE				✓

ADVANCED APPRENTICESHIPS - ICT				
ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
Functional Skills – ICT	L2	None	✓	
GCSE ICT (with enhanced functional content- please note that International GCSEs do NOT include enhanced functional content) ..... Includes short course GCSEs	Min'm Grade C	From Summer 2012	✓	
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, as part of the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L2	Achieved between 1st Oct 2012 and end of Sept 2013, as part of a <b>previous</b> Apprenticeship and within 5 years of the start of the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L2	Achieved between 1st Oct 2012 and end of Sept 2013, outside an Apprenticeship, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L2	Achieved before end of Sept 2012, and within the 5 years immediately prior to starting the <b>current</b> Apprenticeship.	✓	
Key Skills ICT	L2	Achieved before end of Sept 2012 and within the 5 years immediately prior to starting a <b>previous</b> Apprenticeship.	✓	

## ADVANCED APPRENTICESHIPS - ICT

ICT	Level or Grade Criteria	Date Achieved Criteria	YES	NO
GCSE ICT Including: <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>- Any Tier: Foundation, Intermediate or Higher</li> <li>- International GCSEs</li> <li>- GCSE Applied ICT</li> </ul>	Min'm Grade C	Before Sept 2012 & within 5 years immediately prior to starting an Apprenticeship	✓	
A/AS Level ICT <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	✓	
GNVQs				✓
Qualifications exclusive to Scotland, Ireland or Wales e.g. Core Skills, Standards / Highers, & Essential Skills Wales				✓
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 the SASE e.g. BTEC, DiDA, CLAIT, ECDL, OCR etc				✓

## HIGHER APPRENTICESHIPS

Please note that SASE was revised in March 2013 and Higher Apprenticeships no longer have English and Maths qualifications as mandatory requirements. However, please note that framework developers have until 5th April 2014 to comply with the new SASE requirements for Higher Apprenticeships. Therefore, the current version of a Higher Apprenticeship framework may still have the requirement for English, Maths or ICT qualifications to have been achieved. Please check the current framework document for what is required.