

TRANSFERABLE SKILLS

*Updated 1st Dec 2019 ***

GUIDANCE NOTES

**** APPLIES TO ALL NEW APPRENTICES FROM 21/9/18 AND THOSE CURRENTLY ON PROGRAMME AND NOT YET SUBMITTED FOR CERTIFICATION ****

1st DECEMBER 2019 - Version 2

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SASE FRAMEWORKS - SOME GENERAL PRINCIPLES

In addition to the details within SASE, the following sections of this guidance document provide further clarity regarding the extended range of acceptable qualifications for the English, Maths and ICT requirements within Intermediate and Advanced SASE frameworks.

HIGHER APPRENTICESHIPS: Please note that from 01/08/2019 it is a funding requirement that those starting a Higher Apprenticeship have to achieve (or have achieved) English and Maths qualifications at minimum level 2, or equivalent.

The current SASE document **does not include** the full list of acceptable English, Maths and ICT qualifications. Please use this document in conjunction with the one published by the ESFA. If the qualification achieved by a learner does not match any of the qualifications listed (and their stated minimum grade/level criteria) then it cannot be accepted.

PLEASE NOTE:

- All English qualifications should refer **only** to those qualifications where English is the primary language, unless explicitly stated.
- GCSE qualifications should be ones regulated by Ofqual, CCEA and Qualifications Wales.
- British Sign Language qualifications are **only** acceptable where BSL is the Apprentice's primary language.
- English and Maths qualifications at a higher level (e.g Level 4 and above) will be acceptable. For Scotland this is qualifications at SCQF Level 7 or above.
- For exemptions to English and Maths minimum requirements please refer to Section 18 onwards of current SASE.

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SASE states **minimum** grade requirements for each type of qualification that is acceptable. These can be different for Intermediate and Advanced Apprenticeships. Where SASE does not state a **minimum** Functional Skills/Key Skills/GCSE grade requirement then any pass grade is acceptable.

NB: Please check the specific Apprenticeship framework requirements as framework developers may have set grades that are **above the minimum** level required by SASE.

CREDIT VALUES

Functional Skills/Key Skills/GCSE qualifications account for 5 credits each towards the total credit value of the framework

INTERMEDIATE APPRENTICESHIPS

INTERMEDIATE APPRENTICESHIP - ENGLISH

| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
|---|--|------------|--------------|
| Functional Skills – English | Min'm L1 | ✓ | |
| GCSE English - any with English in the title . Including:- <ul style="list-style-type: none"> • English Literature, English Language, English Studies English Communication • Short courses, Pilot courses • Double Awards (minimum grade acceptable EF) • International GCSE - any with English in the title • Level 1/2 Certificate English Literature/Language NOT acceptable is English as a Second Language. | Min'm Grade 2 or Min'm Grade E | ✓ | |
| Key Skills Communication / Literacy (Full certificate/All Units) | Min'm L1 | ✓ | |
| Basic Skills Certificate L1 - Certificate in Adult Literacy | Min'm L1 | ✓ | |
| A/AS Level English - any with English in the title . Including: - English Language, English Literature or English Language and Literature | Min'm Grade E or pre 1986 A Level "O" grade (= Ordinary Grade equivalent) | ✓ | |
| O Level English, English Language, English Literature or English Language and Literature | Min'm Grade E or pre 1975 evidence of a Pass | ✓ | |
| CSE English | 2 or 3 | ✓ | |
| Pre U Certificate Literature in English | P3 | ✓ | |
| Essential Communication Skills or Essential Skills Wales in Communication | Min'm L1 | ✓ | |
| Northern Ireland Certificate in Essential Skills Communication | Min'm L1 | ✓ | |
| British Sign Language - regulated qualification (ONLY where British Sign Language is the Apprentice's primary language) | Min'm L1 or Min'm SCQF L4 | ✓ | |
| Scottish Advanced Higher in English (SCQF Level 7) | Min'm Grade C | ✓ | |
| Scottish Higher in English (SCQF Level 6) | Min'm Grade C | ✓ | |
| Scottish National 4 in English (SCQF Level 4) | Pass | ✓ | |
| Scottish Intermediate 1 in English (SCQF Level 4) | Min'm Grade C | ✓ | |
| Scottish Standard Grade General in English (SCQF Level 4) | Min'm Grade 3 | ✓ | |
| Scottish National Certificate Unit Communication (SCQF Level 6) | Pass | ✓ | |
| Scottish Core Skill Unit in Communication (SCQF Level 4) | Pass | ✓ | |

| INTERMEDIATE APPRENTICESHIP - ENGLISH | | | |
|---|---------------------------------------|------------|---|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Scottish Workplace Core Skill Unit in Communication (SCQF Level 4) | Pass | ✓ | |
| Scottish National Unit in Literacy (SCQF Level 4) | Pass | ✓ | |
| Scottish Ordinary Grade in English (SCQF Level 5) | Min'm Grade C | ✓ | |
| IBO Middle Years Programme Level 1/2 Certificate in Language & Literature | Min'm Grade 2 | ✓ | |
| International Baccalaureate Diploma Standard or Higher Level Qualification in: <ul style="list-style-type: none"> English A: Literature or; English A: Language & Literature or; English Literature and Performance | Min'm Grade 3 | ✓ | |
| Overseas qualification are acceptable with clear evidence from NARIC (a certificate/statement of comparability)** that qualification is an equivalent level to the min'm SASE requirements and additional information that confirms qualification is equivalent to GCSE A*-C. | Min'm Grade equivalent to GCSE A* - C | ✓ | |
| International Certificate of Christian Education - ICCE (General or Advanced) English | Min'm Grade E | ✓ | <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> |
| GCSE English as a Second Language | | | |
| Access to Higher Education Diplomas | | | |
| FE Access Programmes in Literacy | | | |
| GNVQs | | | |
| Qualifications that are nation specific to other countries - unless supported by a suitable NARIC statement | | | |

** For an example of a suitable NARIC Statement of Comparability, please refer to Additional Evidence Types Guidance section of the ACE Acceptable Evidence web pages.

INTERMEDIATE APPRENTICESHIP - MATHS

| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
|---|--|------------|--------------|
| Functional Skills – Maths | Min'm L1 | ✓ | |
| GCSE Maths - any with Maths in the title . Including:- <ul style="list-style-type: none"> • Short course, Pilot courses • Double Awards (minimum acceptable EF) • Linear Maths, Modular Maths • Application of Maths • Methods in Mathematics • Additional Maths • Use of Mathematics • International GCSE - any with Maths in the title • Level 1/2 Certificate Mathematics | Min'm Grade 2 or Min'm Grade E | ✓ | |
| Key Skills Application of Number/Numeracy (Full Certificate/All Units) | Min'm L1 | ✓ | |
| Basic Skills Certificate L1 - Certificate in Adult Numeracy | Min'm L1 | ✓ | |
| A/AS Level Maths - any with Maths in the title . Including: Pure Maths, Further Maths, Use of Maths | Min'm Grade E or pre 1986 A Level "O" grade (= <i>Ordinary Grade equivalent</i>) | ✓ | |
| O Level Mathematics | Min'm Grade E or pre 1975 evidence of a Pass | ✓ | |
| Essential Application of Number Skills or Essential Skills Wales in Application of Number | Min'm L1 | ✓ | |
| Northern Ireland Certificate in Essential Skills Application of Number | Min'm L1 | ✓ | |
| CSE Mathematics | Min'm 2 | ✓ | |
| Core Maths Level 3 (where included in performance tables) <ul style="list-style-type: none"> • Mathematical Studies • Using and Applying Mathematics • Quantitative Problem Solving • Quantitative Reasoning • Mathematics in Context • Mathematics for Work and Life | Min'm Grade E | ✓ | |
| Level 2 Freestanding Mathematics qualification - Foundations of Advanced Mathematics | Min'm Grade E | ✓ | |
| Pre U Certificate in Mathematics or Further Mathematics | Min'm P3 | ✓ | |
| Scottish Advanced Higher in Mathematics (SCQF Level 7) | Min'm Grade C | ✓ | |
| Scottish Higher in Mathematics (SCQF Level 6) | Min'm Grade C | ✓ | |
| Scottish National 4 in Mathematics or Life Skills Mathematics or Applications of Mathematics (SCQF Level 4) | Pass | ✓ | |
| Scottish Intermediate 1 in Mathematics (SCQF Level 4) | Min'm Grade C | ✓ | |

| INTERMEDIATE APPRENTICESHIP - MATHS | | | |
|---|---------------------------------------|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Scottish Standard Grade General in Mathematics (SCQF Level 4) | Min'm 3 | ✓ | |
| Scottish Core Skill Unit in Numeracy (SCQF Level 4) | Pass | ✓ | |
| Scottish Workplace Core Skill Unit in Numeracy (SCQF Level 4) | Pass | ✓ | |
| Scottish National Unit in Numeracy (SCQF Level 4) | Pass | ✓ | |
| Scottish Ordinary Grade in Mathematics (SCQF Level 5) | Min'm Grade C | ✓ | |
| IBO Middle Years Programme Level 1/2 Certificate in Mathematics or Mathematics-Extended | Min'm Grade 2 | ✓ | |
| International Baccalaureate Diploma Standard or Higher Level Qualification in: <ul style="list-style-type: none"> • Mathematical Studies or; • Mathematics or; • Further Mathematics | Min'm Grade 3 | ✓ | |
| Overseas qualification are acceptable with clear evidence from NARIC (a certificate/statement of comparability)** that qualification is an equivalent level to the min'm SASE requirements and additional information that confirms qualification is equivalent to GCSE A* - C. | Min'm Grade equivalent to GCSE A* - C | ✓ | |
| International Certificate of Christian Education - ICCE (General or Advanced) Mathematics | Min'm Grade E | ✓ | |
| Access to Higher Education Diplomas | | | X |
| FE Access Programmes in Numeracy | | | X |
| GNVQs | | | X |
| Qualifications that are nation specific to other countries - unless supported by a suitable NARIC statement | | | X |

** For an example of a suitable NARIC Statement of Comparability, please refer to Additional Evidence Types Guidance section of the ACE Acceptable Evidence web pages.

| INTERMEDIATE APPRENTICESHIP - ICT | | | |
|---|--------------------------------|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Functional Skills – Information and Communications Technology (ICT) | Min'm L1 | ✓ | |
| GCSE ICT either with or without Enhanced Functional Content (EFC) at any tier - including the following: <ul style="list-style-type: none"> • International GCSEs • Short courses/Pilot courses • Double Awards (minimum acceptable EF) • Applied ICT • Computing or Computing Studies • Computer Science (from 2016) | Min'm Grade E or Min'm Grade 2 | ✓ | |
| Key Skills ICT NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable | Min'm L1 | ✓ | |
| A/AS Level ICT - including the following: <ul style="list-style-type: none"> • A/AS Level Applied ICT • A/AS Level Computing | Min'm Grade E | ✓ | |
| O Level ICT | Min'm Grade C | ✓ | |
| GNVQs | | | X |
| Qualifications exclusive to Scotland, Northern Ireland or Wales e.g. Core Skills, Standards/Highers & Essential Skills Wales | | | X |
| Also any qualifications that are nation specific to other countries | | | |
| GCSE Double Awards (where the achieved grade is FF or less) | | | X |
| GCSE in Business and Communications Systems or Information Studies | | | X |
| Access to Higher Education Diplomas | | | X |
| Any other ICT qualifications not specifically listed in SASE e.g. BTEC, DiDA, CLAIT, ECDL, OCR etc | | | X |
| Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE | | | X |

ADVANCED APPRENTICESHIPS

ADVANCED APPRENTICESHIP - ENGLISH

| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
|--|--|------------|--------------|
| Functional Skills – English | Min'm L2 | ✓ | |
| GCSE English - any with English in the title . Including: - <ul style="list-style-type: none"> • English Literature • Short courses, Pilot courses • Double Awards (minimum grade acceptable CD) • English Language • English Studies • English Communication • International GCSEs - any with English in the title • Level 1/2 Certificate English Literature/Language NOT acceptable is English as a Second Language. | Min'm Grade 4 or Min'm Grade C | ✓ | |
| Key Skills Communication/Literacy (Full Certificate/All Units) | Min'm L2 | ✓ | |
| Basic Skills Certificate L2 - Certificate in Adult Literacy | Min'm L2 | ✓ | |
| A/AS Level English - any with English in the title . Including: - English Language, English Literature or English Language and Literature | Min'm Grade E or pre 1986 A Level "O" grade (= <i>Ordinary Grade equivalent</i>) | ✓ | |
| O Level English, English Language, English Literature or English Language and Literature | Min'm Grade C or pre 1975 evidence of a Pass | ✓ | |
| CSE English | Min'm Grade 1 | ✓ | |
| Pre U Certificate Literature in English | P3 | ✓ | |
| Essential Communication Skills or Essential Skills Wales in Communication | Min'm Level 2 | ✓ | |
| Northern Ireland Certificate in Essential Skills Communication | Min'm Level 2 | ✓ | |
| British Sign Language - regulated qualifications (ONLY where British Sign Language is the Apprentice's primary language) | Min'm Level 2 or SCQF Level 5 | ✓ | |
| Scottish Advanced Higher in English (SCQF Level 7) | Min'm Grade C | ✓ | |
| Scottish Higher in English (SCQF Level 6) | Min'm Grade C | ✓ | |
| Scottish National 5 in English (SCQF Level 5) | Min'm Grade C | ✓ | |
| Scottish Intermediate 2 in English (SCQF Level 5) | Min'm Grade C | ✓ | |
| Scottish Standard Grade Credit in English (SCQF Level 5) | Min'm Grade 2 | ✓ | |
| Scottish National Certificate Unit Communication (SCQF Level 6) | Pass | ✓ | |
| Scottish Core Skill Unit in Communication (SCQF Level 5) | Pass | ✓ | |
| Scottish Workplace Core Skill Unit in Communication (SCQF Level 5) | Pass | ✓ | |
| Scottish National Unit Literacy (SCQF Level 5) | Pass | ✓ | |

| ADVANCED APPRENTICESHIP - ENGLISH | | | |
|---|---------------------------------------|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Scottish Ordinary Grade in English (SCQF Level 5) | Min'm Grade C | ✓ | |
| IBO Middle Years Programme Level 1/2 Certificate in Language and Literature | Min'm Grade 3 | ✓ | |
| International Baccalaureate Diploma Standard or Higher Level Qualification in: <ul style="list-style-type: none"> English A: Literature or; English A: Language & Literature or; English Literature and Performance | Min'm Grade 3 | ✓ | |
| Overseas qualification are acceptable with clear evidence from NARIC (a certificate/statement of comparability)** that qualification is an equivalent level to the min'm SASE requirements and additional information that confirms qualification is equivalent to GCSE A* - C. | Min'm Grade equivalent to GCSE A* - C | ✓ | |
| International Certificate of Christian Education - ICCE (General or Advanced) English | Min'm Grade E | ✓ | |
| GCSE English as a Second Language | | | X |
| Access to Higher Education Diplomas | | | X |
| FE Access Programmes in Literacy | | | X |
| GNVQs | | | X |
| Qualifications that are nation specific to other countries - unless supported by a suitable NARIC statement | | | X |

** For an example of a suitable NARIC Statement of Comparability, please refer to Additional Evidence Types Guidance section of the ACE Acceptable Evidence web pages.

| ADVANCED APPRENTICESHIP - MATHS | | | |
|---|---|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Functional Skills – Maths | Min'm L2 | ✓ | |
| GCSE Maths - any with Maths in the title . Including the following: <ul style="list-style-type: none"> • Short courses, Pilot courses • Double Awards (minimum acceptable CD) • Linear Maths, Modular Maths • Application of Maths • Methods in Mathematics • Additional Maths • Use of Mathematics • International GCSE - any with Maths in the title • Level 1/2 Certificate Mathematics | Min'm Grade 4 or Min'm Grade C | ✓ | |
| Key Skills Application of Number/Numeracy(Full Certificate/All Units) | Min'm L2 | ✓ | |
| Basic Skills Certificate L2 - Certificate in Adult Numeracy | Min'm L2 | ✓ | |
| A/AS Level Maths - any with Maths in the title . Including: Pure Maths, Further Maths, Use of Maths | Min'm Grade E or pre 1986 A Level 'O' grade (= <i>Ordinary Grade equivalent</i>) | ✓ | |
| O Level Mathematics | Min'm Grade C or pre 1975 evidence of a Pass | ✓ | |
| Essential Application of Number Skills or Essential Skills Wales in Application of Number | Min'm L2 | ✓ | |
| Northern Ireland Certificate in Essential Skills Application of Number | Min'm L2 | ✓ | |
| CSE Mathematics | Min'm 1 | ✓ | |
| Core Maths Level 3 (where included in performance tables) <ul style="list-style-type: none"> • Mathematical Studies • Using and Applying Mathematics • Quantitative Problem Solving • Quantitative Reasoning • Mathematics in Context • Mathematics for Work and Life | Min'm Grade E | ✓ | |
| Level 2 Freestanding Mathematics - Foundations of Advanced Mathematics | Min'm Grade C | ✓ | |
| Pre U Certificate in Mathematics or Further Mathematics | Min'm P3 | ✓ | |
| Scottish Advanced Higher in Mathematics (SCQF Level 7) | Min'm Grade C | ✓ | |
| Scottish Higher in Mathematics (SCQF Level 6) | Min'm Grade C | | |
| Scottish National 5 in Mathematics or Life Skills Mathematics or Applications of Mathematics (SCQF Level 5) | Min'm Grade C | ✓ | |
| Scottish Intermediate 2 in Mathematics (SCQF Level 5) | Min'm Grade C | ✓ | |

| ADVANCED APPRENTICESHIP - MATHS | | | |
|---|---------------------------------------|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Scottish Standard Grade Credit in Mathematics (SCQF Level 5) | Min'm 2 | ✓ | |
| Scottish Core Skill Unit in Numeracy (SCQF Level 5) | Pass | ✓ | |
| Scottish Workplace Core Skill Unit in Numeracy (SCQF Level 5) | Pass | ✓ | |
| Scottish National Unit in Numeracy (SCQF Level 5) | Pass | ✓ | |
| Scottish Ordinary Grade in Mathematics (SCQF Level 5) | Min'm Grade C | ✓ | |
| IBO Middle Years Programme Level 1/2 Certificate in Mathematics or Mathematics-Extended | Min'm Grade 3 | ✓ | |
| International Baccalaureate Diploma Standard or Higher Level Qualification in: <ul style="list-style-type: none"> • Mathematical Studies or; • Mathematics or; • Further Mathematics | Min'm Grade 3 | ✓ | |
| Overseas qualification are acceptable with clear evidence from NARIC (a certificate/statement of comparability)** that qualification is an equivalent level to the min'm SASE requirements and additional information that confirms qualification is equivalent to GCSE A*-C. | Min'm Grade equivalent to GCSE A* - C | ✓ | |
| International Certificate of Christian Education - ICCE (General or Advanced) Mathematics | Min'm Grade E | ✓ | |
| Access to Higher Education Diplomas | | | X |
| FE Access Programmes in Numeracy | | | X |
| GNVQs | | | X |
| Qualifications that are nation specific to other countries - unless supported by a suitable NARIC statement | | | X |

** For an example of a suitable NARIC Statement of Comparability, please refer to Additional Evidence Types Guidance section of the ACE Acceptable Evidence web pages.

| ADVANCED APPRENTICESHIP - ICT | | | |
|--|--------------------------------------|------------|--------------|
| Qualification | Level/Grade Criteria | Acceptable | Unacceptable |
| Functional Skills – Information & Communications Technology (ICT) | Min'm L2 | ✓ | |
| GCSE ICT either with or without Enhanced Functional Content (EFC) at any tier - including the following: <ul style="list-style-type: none"> • International GCSEs • Short courses • Pilot courses • Double Awards (minimum acceptable CD) • Applied ICT • Computing or Computing Studies • Computer Science (from 2016) | Min'm Grade C or Min'm Grade 4 | ✓ | |
| Key Skills ICT NB: Key Skills awarded by the Northern Ireland Council for the Curriculum, Examinations and Assessment and the Welsh Awarding Organisation WJEC are also acceptable | Min'm L2 | ✓ | |
| A/AS Level ICT – Including the following: <ul style="list-style-type: none"> • A/AS Level Applied ICT • A/AS Level Computing | Min'm Grade E | ✓ | |
| O Level ICT | Min'm Grade C | ✓ | |
| Qualifications exclusive to Scotland, Northern Ireland or Wales e.g. Core Skills, Standards / Highers & Essential Skills Wales | | | X |
| Also any qualifications that are nation specific to other countries | | | |
| GCSE Double Awards (where the achieved grade is DD or less) | | | X |
| GCSE in Business and Communications Systems or Information Studies | | | X |
| Access to Higher Education Diplomas | | | X |
| Any other ICT qualifications not specifically listed in SASE e.g. those awarded by BTEC, DiDA, CLAIT, ECDL, OCR | | | X |
| Any qualifications described as " equivalent " to GCSEs, A or AS Levels but not listed in SASE | | | X |