

NATIONAL FUNCTIONAL SKILLS EMPLOYER GUIDE



Introduction

Functional Skills, also known as Skills for Life include Maths, English and Digital Skills. Holding these skills at level 2, equivalent to GCSE grade 4-9 (or A*-C), is a completion requirement of apprenticeships at level 3 and above. Holding these skills is also crucial for all staff, both for confidence and career progression, and supports their every day work.

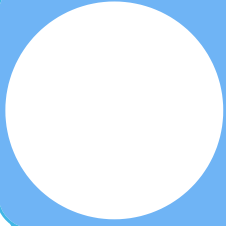
This guide will show you how to support different types of staff. The first step of this support is free access to market-leading, functional skills software package **basic key skills builder** (bksb for short). This allows learners to establish their current skill level and creates a personalised learning plan to build up from there.



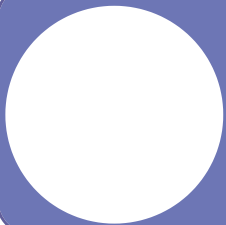
LEARNER JOURNEY



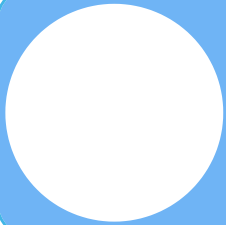
Employer emails hee@bksb.co.uk
Bksb will call employer back with a full phone consultation.



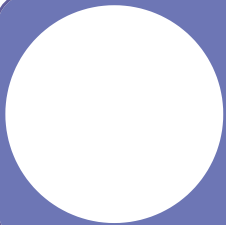
Learner/s take diagnostic assessment & baseline skill level is established. This can be done in conjunction with employer/locally specific support.



Follow Individual Learning Plan



Access additional learning resources on [HASO](#)
[Access online exams](#)



Feel more confident and take next career step

Where needed – Engage with [ESOL support](#).
Employer can also use the [ENIC](#) tool to check equivalency of qualifications gained overseas enic@hee.nhs.uk

SUPPLEMENTARY, FUNDED SUPPORT FROM NHS ENGLAND

Supplementary, funded support from NHS England

In addition to the support above, you can also directly support staff in the workplace in a way that gives you sight of an individual's progress and also helps build a supportive culture of learning that will encourage learners to succeed. **This includes the following:**

- Funded access to [ENIC](#) – a service that assesses the UK equivalency of overseas qualifications. This allows you and the learner to know whether they need extra study to progress in their career.
- Funded access to Functional Skills Qualification (FSQ) exams, delivered by [Open Awards](#). Through tools supplied by [bksb](#) and [Open Awards](#) you can assess when someone is ready to take an FSQ exam, which they can then do online or in person.
- [Training](#) for colleagues who want to support others who are struggling with maths.
- Specific resources to support speakers of other languages, often referred to as [ESOL](#).
- [Additional resources](#) supporting literacy, digital literacy and numeracy.



FURTHER SUPPORT



Your local FE College, Adult Education Service or independent training provider will be able to help you source functional skills education. You can also search for functional skills courses on the [**National Careers Service**](#).

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