



FUNCTIONAL SKILLS POLICY



M.E.A.T **(Ipswich) Limited**

English and Maths (Apprentices)

Literacy and numeracy skills are fundamental because they;

- Are vital to the success of apprentices being able to acquire and apply vocational skills in the workplace;
- Are necessary to secure and develop skilled employment and progression to higher learning;
- Are vital to working as a professional in the meat industry;
- Support apprentices add value to their employer.

We will support all stakeholders recognise the importance and value of literacy and numeracy skills through conversations and case studies.

M.E.A.T

“... ensuring that young people and adults have good English and maths skills is the single most important thing that education can do for them. If they don’t, doors everywhere shut in their faces and it is extraordinarily hard for them to come back into education, do well in training programmes, start businesses, win promotions, lead successful lives, manage their affairs”

Alison Wolf, Review of Vocational Education 14 – 19

Initial Assessment

All learners undertake initial assessment of literacy and numeracy skills through;

- Discussion and interviews;
- Application forms;
- Diagnostic and initial assessment testing;
- Employer information gathered through recruitment, induction and supervision;
- Learning Record Service of prior achievement;
- Observation in the workplace.

The results of the initial assessment are recorded in the Learning Plan and discussed with the learner, employer and parent /carer where appropriate. Where entry requirements are not met, alternative pathways onto an apprenticeship are discussed and agreed. Where a support plan can be put in place to allow access to an apprenticeship – this will be agreed with all stakeholders.

Exemptions

Where a learner wishes to study for an apprenticeship, they may meet the minimum requirements for literacy and numeracy skills from their prior achievement. This will be checked in all instances and then a discussion with the learner to encourage further study in these areas where it meets the aspirations of the learner and their employer (such as potential promotion and development of responsibilities).

Where an exemption is used, the training team will follow the awarding body requirements to evidence this and make the claim for exemption.

Teaching and Learning

We recognise not all learners may come to us with a positive prior experience of learning literacy and numeracy. Key to our success is embedding English and Math’s into all teaching and learning – so it is seen as integral to the apprentice’s success and provides meaning and context.

All staff delivering teaching and learning in the workplace and off the job will be trained and confident embedding English and Math’s into the context of the meat industry.



Apprentices without exemption, or studying towards higher level English and Math's skills, will have timetabled sessions at the appropriate level.

Assessment

Where English and/or maths assessment is required, we will follow the awarding organisation requirements – including local verification and external moderation. We aim to use on-screen assessment wherever practicable. Any identified learning needs will be discussed with the awarding organisation to ensure we make reasonable adjustments to provide fair access.

Quality Assurance

English and maths are embedded into all teaching and learning – both face to face and distance learning. Lesson observations and reviews (from apprentices, employers and teaching staff) will include reference to the effective development and application of English and maths skills. Any areas for improvement will be designed into future teaching and learning sessions and resources.

Responsibility

All staff designing, delivering and quality assuring teaching and learning are responsible to embed English and Math's. The Managing Director has overall responsibility for how effectively we do this.

Signed

JANE DALE

Managing Director

Reviewed: April 2024

To be Reviewed: April 2025