

Maths and English (Functional Skills) Policy

Organisation: GLAS Business Solutions

Policy Owner: Quality Manager

Applies to: All staff, associates and learners

Version: 1.1

1. Policy Statement

GLAS Business Solutions is committed to ensuring that all learners develop, improve and apply English and maths skills that support their apprenticeship, professional competence and progression.

English and maths are integral to high-quality teaching, learning and assessment and are embedded throughout all programmes, regardless of whether a learner is required to achieve a Functional Skills qualification.

2. Scope and Learner Context

This policy applies to all learners enrolled on GLAS Business Solutions programmes, including apprentices and adult learners.

The organisation delivers English and maths through a combination of:

- Initial and diagnostic assessment
- Embedded delivery within vocational learning
- Targeted support where required
- Formal Functional Skills qualifications where applicable

3. Initial and Diagnostic Assessment

All learners complete an initial assessment in English and maths prior to, or at the point of, enrolment.

- Initial assessment is completed using an approved assessment tool
- Learners with prior qualifications (including GCSEs) also complete an initial assessment
- Assessment outcomes are used to:
 - Identify starting points
 - Inform individual learning plans
 - Determine support needs
 - Confirm qualification requirements

Initial and diagnostic assessment results are recorded on the organisation's management information system.

4. Qualification Requirements and Exemptions

Functional Skills requirements are determined in line with current funding and apprenticeship rules.

- Learners without the required prior qualifications are supported to achieve the appropriate Functional Skills level



- Learners who hold acceptable prior qualifications are exempt from re-sitting the qualification but are still expected to develop and demonstrate English and maths skills throughout their programme
- Acceptable qualifications are checked and recorded in line with published guidance

5. Embedding English and Maths

English and maths are embedded across all programmes to support learners' vocational development.

- This includes:
- Consistent attention to spelling, punctuation and grammar (SPAG) in written work
- Use of numerical data, charts, graphs and calculations in vocational contexts
- Development of verbal communication skills through discussions, presentations and professional dialogue
- Identification of English and maths opportunities within learning plans and delivery activities

Embedding is proportionate, contextualised and relevant to the learner's role and programme.

6. Teaching, Learning and Support

Where English and maths qualifications are required:

- Delivery is flexible and responsive to learner needs
- Teaching may be contextualised to vocational activity
- Progress is monitored regularly
- Learners are supported to progress and, where appropriate, move to higher levels

7. Roles and Responsibilities

Quality Manager

- Overall oversight of English and maths delivery and outcomes
- Quality assurance, standardisation and internal verification
- Monitoring achievement and progress

English and Maths Tutors (where applicable)

- Plan and deliver effective sessions
- Provide feedback and support learner progress
- Record progress and outcomes

Assessors and Trainers

- Embed English and maths within vocational delivery
- Reinforce accurate and professional communication
- Contribute to learner progress reviews

Data and Administration Support

- Maintain accurate records of assessments, progress and outcomes
- Identify learners at risk and inform the Quality Manager



8. Monitoring and Performance

GLAS Business Solutions monitors:

- Learner progress in English and maths
- Achievement and completion rates
- Effectiveness of embedding strategies

Monitoring is used to inform improvement actions and support learners effectively.

9. Review and Governance

This policy is reviewed:

- Annually, or
- Earlier where funding rules, guidance or provision changes

Formal approval, version control and review dates are managed through the organisation's policy register.