



Training
Qualifications UK

Entry Level Functional Skills FAQs

October 2024

What Levels are available for the Entry Level Functional Skills qualifications?

We are currently developing Functional Skills qualifications at Entry Levels 1, 2 and 3 in both English and Mathematics.

Who is the target audience of the Entry Level Functional Skills qualifications?

Entry Level Functional Skills qualifications in English and Mathematics are ideal for learners seeking to build practical, transferable skills that enable them to work confidently, effectively, and independently in everyday life. These qualifications are suitable for a diverse range of individuals and are essential for the successful completion of broader qualifications and frameworks, such as Foundation Learning.

Why would a learner want to pursue an Entry Level Functional Skills qualification?

Learners may want to pursue an Entry Level Functional Skills qualification for several reasons: they provide a solid foundation in the subject, develop practical skills for everyday life and the workplace, and help build confidence. Many employers recognise these qualifications and they are designed to be accessible to all learners, regardless of their previous educational background.

What are the entry requirements for the Entry Level Functional Skills qualifications?

These qualifications are suitable for learners aged 14+. There are no specific entry requirements, but an initial assessment should be undertaken to determine a learner's knowledge and skills to inform the most appropriate starting level for them.

Can Entry Level Functional Skills qualifications be delivered in schools?

Yes, Entry Level Functional Skills qualifications will be available for learners aged 14+ and therefore can be taught in schools.

Will Entry Level Functional Skills qualifications be available internationally?

Yes, Entry Level Functional Skills qualifications will be available internationally, providing they are assessed and delivered in the English language.

What are the Guided Learning Hours (GLH) and the Total Qualification Time (TQT) for the Entry Level Functional Skills qualifications?

For all Entry Level Functional Skills qualifications, the Guided Learning Hours (GLH) is 55 and the Total Qualification Time (TQT) is 60 hours.

How will the mathematics qualifications be assessed?

The assessment for the mathematics qualifications involves an externally-set controlled assessment devised by TQUK. They are paper-based and are based on practical, real-life scenarios to test their skills in a variety of contexts. The assessment will be internally marked and internally quality assured by the centre then externally quality assured by TQUK.

How will the English qualifications be assessed?

The assessment for the English qualifications involves an externally-set controlled assessment devised by TQUK. They are paper-based and are based on practical, real-life scenarios to test their skills in a variety of contexts. The assessment will be internally marked and internally quality assured by the centre then externally quality assured by TQUK.

They differ from the approach for the mathematics qualifications as they involve three separate tasks covering reading, writing, and a speaking, listening, and communicating (SLC) component.

The SLC component is an internally-set controlled assessment that is devised by the centre and internally marked and quality assured by the centre then externally quality assured by TQUK.

These assessments may be taken on different days, depending on the centre's calendar. Each task focuses on the everyday functional use of English.

Do the Entry Level Functional Skills qualifications have an online assessment?

Not currently. The controlled, externally-set assessments are paper-based only and will be available for approved centres to access via our online portal. However, the provision of online assessments is something we will keep under review and consider should there be sufficient demand.

How many assessments will be available each year?

TQUK will publish four new assessments, per level and subject area, every year. These will be available for download for approved centres only.

Can learners resit the assessments?

Yes, learners can resit the assessments. Resits will be managed by centres in accordance with our delivery guidance. Centres can administer the resits within a limit of four paper-based assessments per learner per year. It is important for centres to manage the resits effectively within this framework.

Are Entry Level Functional Skills qualifications funded?

We are currently going through a technical evaluation process. Once approved, the Entry Level Functional Skills qualifications will be eligible for funding for the 14-16, 16-18, and adult learner groups.

How are the Entry Level Functional Skills qualifications quality assured?

Centres are responsible for delivering, marking, and internally quality assuring all assessments to maintain high standards. TQUK conducts external quality assurance reviews to ensure consistency and uphold the integrity of the qualification delivery and assessment processes across all centres.

What support materials are available for centres and learners?

We provide a range of support materials, including guidance documents, sample assessments, and mark schemes, available through our website and online portal for approved centres.

What are the progression opportunities after completing an Entry Level Functional Skills qualification?

Learners who achieve an Entry Level 1 or 2 Functional Skills qualification can progress to the next level. On successful completion of Entry Level 3, learners can advance to a TQUK Functional Skills qualification in English or Mathematics at Level 1.

Do learners have to start at Entry Level 1 before moving to Entry Levels 2 and 3?

No, learners do not have to start with an Entry Level 1 Functional Skills qualification. They can begin at a level that matches their current skills and knowledge. Centres should ensure that learners have an initial assessment to determine the most appropriate starting level.

If a learner fails only one component in an assessment (e.g. Speaking, Reading or Writing in English or Section A or B in Mathematics) can they resit just that component or would they have to resit both components?

For mathematics, learners receive a total mark across both sections and are graded pass/fail for the entire paper. It is not possible for learners to resit only one section of the externally-set controlled assessment for mathematics; if they fail the assessment, they will need to resit both Sections A and B.

For English, if a learner fails a specific component, such as the speaking, listening, and communicating component; reading; or writing, they can resit the individual component they did not achieve rather than having to resit the other components. This allows the learner to focus on improving the specific area where they struggled. There is no minimum duration between the resit attempts, but it is advisable to give learners sufficient time to address any areas of development.

What are the registration fees for the Entry Level Functional Skills qualifications?

Fees for Entry Level Functional Skills qualifications are still to be confirmed.

What are the pass marks for the Entry Level Functional Skills? qualifications

The pass marks will be included in the mark schemes for the externally-set controlled assessments, which will be made available along with each assessment at the start of each academic year.

Will standardisation guidance be made available?

Yes, we will provide standardisation guidance for centres. Additionally, training resources will be available to support standardisation and the marking process for assessments.

How long will the English assessments last?

Qualification	Reading	Writing	Speaking, Listening, and Communicating (SLC)
English Entry Level 1	35 minutes	45 minutes	A minimum of 10 minutes
English Entry Level 2	40 minutes	50 minutes	A minimum of 15 minutes
English Entry Level 3	40 minutes	55 minutes	A minimum of 20 minutes

How long will the mathematics assessments last?

Qualification	Section A Non-Calculator	Section B Calculator	Total
Maths Entry Level 1	20 minutes	65 minutes	85 minutes
Maths Entry Level 2	25 minutes	70 minutes	95 minutes
Maths Entry Level 3	30 minutes	75 minutes	105 minutes

Will learners be allowed to sit Sections A and B at different times or must they complete both sections at the same time?

Yes, centres have the option of scheduling the controlled assessment across a maximum of two sessions. In this event, we recommend that the first session is used for the assessment of Section A and the follow-up session for Section B.

Will learners be able to have extra time for the assessments?

Yes, extra time in the form of a reasonable adjustment may be requested by the centre on behalf of a learner. Centres should refer to our [Reasonable Adjustments and Special Considerations Policy](#) for more information that is accessible on our website.