



Training
Qualifications UK

Transitioning your Functional Skills to Training Qualifications UK



Excel, excite, inspire

Welcome to Training Qualifications UK. We're delighted to introduce you to our Functional Skills offering and tell you a bit about who we are and what we're all about.

Andrew Walker, Managing Director at TQUK

Since our formation more than ten years ago, we've grown from an emerging awarding organisation to a top ten exam board and end-point assessment organisation that's proud to be a member of the AQA Group.

We're successful because we're driven by our desire to be the best in technical education.

We keep our ear to the ground so everything we develop meets current and upcoming skills demand.

We use the latest technology to streamline processes and fit

seamlessly around customers' and learners' busy lives.

And we provide the very best customer support with lightning-fast response times and comprehensive resources that give you the support you need when you need it.

This pack explains everything you need to switch your Functional Skills to TQUK. We're here to take away the stress, create seamless processes and let you do what you do best – creating exceptional learning experiences that help your learners excel.

It's fantastic seeing first-hand the amazing work Training Qualifications UK does with apprenticeships and work-based training. Colleagues at AQA have particularly welcomed their spark and energy and, on a personal note, I have been hugely impressed with their infectious passion and ambition to keep delivering to even higher standards.

Colin Hughes,
Chief Executive at AQA

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Get in touch!

Our team of customer service specialists is passionate about helping you. Get in touch using the details below and we'll respond within 24 working hours.

 0333 358 3344

 support@tquk.org

 8.30am – 5pm
(Monday to Friday)

Driven by excellence and experience

With years of industry experience under their belts, our Executive Team shapes the future of our organisation, ensuring that we're relentless in our pursuit of excellence.



Andrew Walker

Managing Director

Andrew has been at the helm since day one, launching us into the market back in 2013. His background lies in training and operational management at a training provider and he combines an appetite for success with graft and commitment to excellence that filter down through everything we do.



Kelle McQuade
Chief Operating Officer

Kelle joined in 2017 after 14 years at a further education college. Teaching, curriculum planning, quality improvement and a host of other things fell within her remit and she brings the same dedication to her role as our COO.



Katie Orr
Chief Regulatory Officer

Katie came on board in 2014 after working at Ofqual. She oversees all things quality, compliance, product and assessment, and has a keen eye for regulatory detail that means however brightly we colour, it's always between the lines.



James Rennie
Finance Director

James brings years of experience in business improvement and financial forecasting to the table. Managing our Finance and Business Partnering Teams, he juggles spreadsheets and data to make sure everything adds up for our customers.

Our Functional Skills Qualifications

Our Functional Skills qualifications and assessments map almost exactly to the ones you're used to delivering through AQA. This means you'll experience only minimal changes to existing your ways of working.

Over the next few pages, you'll see how TQUK and AQA's English and maths qualifications stack up against one another.

English



Qualification comparison

Number	Title	TQT	GLH
603/4284/5	AQA Functional Skills Qualification in English at Level 1	55	55
603/4285/7	AQA Functional Skills Qualification in English at Level 2	55	55
610/2626/8	TQUK Functional Skills Qualification in English at Level 1 (RQF)	60	55
610/2625/6	TQUK Functional Skills Qualification in English at Level 2 (RQF)	60	55

AQA's final Functional Skills series is in June 2025.

English – Reading

Assessment comparison

	TQUK	AQA
Structure	Level 1: 15 questions, reviewing 2 source documents Level 2: 10 questions, reviewing 3 source documents	Level 1: 9 questions, reviewing 3 source documents Level 2: 14 questions, reviewing 3 source documents
Timings	Level 1: 1 hour Level 2: 1 hour	Level 1: 1 hour Level 2: 1 hour
Marks	Level 1: 20 marks Level 2: 30 marks	Level 1: 26 marks Level 2: 30 marks
Weighting	N/A	N/A
Availability	On demand, with no minimum cohort size.	Held on one of four set days in the academic year.
Content	A wide range of question styles, including multiple choice and short response.	A wide range of question styles, including multiple choice and short response.
Delivery Method	Paper-based: available four times a year or on demand, or Online and on demand: centre or TQUK invigilated.	Paper-based: available four times a year.
Support Materials	Learners are allowed use of a single physical dictionary. Paper based: all working in exam question/answer booklet. Online: rough paper permitted.	Learners are allowed use of a single physical dictionary. Paper based: all working in exam question/answer booklet.
Status	Externally set and marked by TQUK.	Externally set and marked by AQA.

English – Writing

Assessment comparison

	TQUK	AQA
Structure	Two writing tasks.	Two writing tasks.
Timings	Level 1: 1 hour Level 2: 1 hour	Level 1: 1 hour Level 2: 1 hour
Marks	Level 1: 54 marks (27 marks per task) Level 2: 54 marks (27 marks per task)	Level 1: 27 marks Level 2: 30 marks
Weighting	N/A	N/A
Availability	On demand, with no minimum cohort size.	Held on one of four set days in the academic year.
Content	Formal and informal functional writing tasks for a range of purposes.	Formal and informal functional writing tasks for a range of purposes.
Delivery Method	Paper-based: available four times a year, or Online and on demand: centre or TQUK invigilated.	Paper-based: available four times a year.
Support Materials	Learners are NOT allowed use of a dictionary. Paper based: all working in exam question/answer booklet. Online: rough paper permitted.	Learners are NOT allowed use of a dictionary. Paper based: all working in exam question/answer booklet.
Status	Externally set and marked by TQUK.	Externally set and marked by AQA.
Materials	Learners are NOT allowed use of a dictionary.	Learners are NOT allowed use of a dictionary.

English – Speaking, Listening & Communication (SLC)

Assessment comparison

	TQUK	AQA
Structure	Speaking assessment.	Speaking exam.
Timings	Presentation Task: 5-7 mins followed by Q&A: 3-5mins Discussion Task: 10-15 mins	Presentation Task: 3-5 mins Discussion Task: 10-15 mins
Marks	Marks are not awarded. Instead, learners are graded pass/fail based on provided evidence.	Marks are not awarded. Instead, learners are graded pass/fail based on provided evidence.
Weighting	N/A	N/A
Availability	On demand, with no minimum cohort size.	Held on one of four set days in the academic year.
Content	A combination of presentation and discussion tasks. Exemplar assessment tasks are available across various topics, including an exemplar that can be contextualised to any topic providing flexibility for teachers and learners to choose their own tasks.	Taken at discretion of the centre when convenient but then submitted as a completed assessment at the designated 4 times a year.
Delivery Method	N/A	N/A
Environment	Paper based: all working in exam question/answer booklet. Online: rough paper permitted.	Paper based: all working in exam question/answer booklet.
Status	Grading is conducted by the centre, with a sample of work provided for quality assurance.	Grading is conducted by the centre, with a sample of work provided for quality assurance.

Our Functional Skills Qualifications

Maths



Qualification comparison

Number	Title	TQT	GLH
603/4257/2	AQA Functional Skills Qualification in Mathematics at Level 1	55	55
603/4258/4	AQA Functional Skills Qualification in Mathematics at Level 2	55	55
610/2623/2	TQUK Functional Skills Qualification in Maths at Level 1 (RQF)	60	55
610/2624/4	TQUK Functional Skills Qualification in Maths at Level 2 (RQF)	60	55

AQA's final Functional Skills series is in June 2025.

Maths – Calculator & Non-Calculator assessments

Assessment comparison

	TQUK	AQA
Structure	Written exam: Section A – Non-Calculator: 30 mins Section B – Calculator: 90 mins	Written exam: Paper 1 – Non-Calculator: 30 mins Paper 2 – Calculator: 90 mins
Timings	Section A: 30 minutes Section B: 90 minutes	Paper 1: 30 Minutes Paper 2: 90 minutes
Marks	Section A: 15 marks Section B: 45 marks	Paper 1: 20 marks Paper 2: 60 marks
Weighting	Section A: 25% Section B: 75%	Paper 1: 25% Paper 2: 75%
Availability	On demand, with no minimum cohort size.	Both question papers on one of four set days in the academic year.
Content	Section A (non-calculator): 8-10 marks for underpinning skills and 5-7 marks for problem solving. Section B (calculator): 5-7 marks for underpinning skills and 38-40 marks for problem solving.	Both papers split into: Section A (underpinning skills): a mix of multiple choice and short response questions. Section B (problem solving): short response questions.
Delivery Method	Paper-based: available four times a year, or Online and on demand: centre or TQUK invigilated.	Paper-based: available four times a year.
Environment	Paper based: all working in exam question/answer booklet. Online: rough paper permitted.	Paper based: all working in exam question/answer booklet.
Status	Externally set and marked by TQUK.	Externally set and marked by AQA.

Getting started with TQUK

Making the switch to TQUK is quick and simple, requiring minimal input from you.

1. Step 1 Confirmation

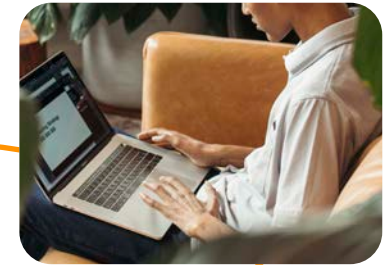
If you want to switch your Functional Skills delivery to us, all we need you to do is confirm as much in writing. Just email our Transition Team and we'll set up a call with you to get the process underway. At this stage, we'll also talk to centres running English to confirm whether you'd like to run our Speaking, Listening and Communication (SLC) component.



2.

Step 2 Contact details

Once we've received confirmation, we'll work with AQA to gather your existing information, including the name of your centre, its address, your key contact, and the Functional Skills you're currently delivering. If AQA doesn't have this information, our team will reach out to you to gather it.



3.

Step 3

Centre recognition

a. If you already deliver any of our regulated qualifications, you're already a recognised centre and we'll have your delivery staff details (Assessor/Tutor and IQA) within our Registration and Certification (Reg & Cert) online system. If you need to add any further members of staff, you'll be able to follow your usual processes for doing so.



b. If you're already approved by us for end-point assessment, we need you to provide centre recognition details. Our Customer Service and EQA Teams will support you through this.

c. If you're not already approved by us for regulated qualifications or end-point assessment, we need you to provide centre recognition details and the details of your Functional Skills delivery staff (Assessor/Tutor and IQA).

4.

Step 4

SLC learner sign-off

If you're planning to deliver our SLC component, you'll need to provide access to the first 10 learners you're submitting for observation (either recorded or live) in order to be signed off.



The support you need when you need it

Once you're on board, we offer ongoing support and lightning-fast response times, allowing you to focus on what really matters: delivering exceptional educational experiences.



Access to our continuously-developed self-service knowledge base platform, which offers over 300 detailed FAQs, including a specific section about switching from AQA to TQUK.



Access to our live chat feature, which provides customers with a channel to speak directly to our Customer Service specialists via our website.



Rapid response times, with all emails to our Customer Service department being answered within three hours.



Access to live and recorded webinars, platform demos and a comprehensive library of support materials.



The ability to provide instant feedback on any email or live chat interactions through Net Promoter Score (NPS).



Dedicated Functional Skills technical support.

Managing learners

Progressing learners from registration to certification can be a time-consuming process, but it doesn't have to be. Our Reg and Cert management system allows you to save time on staff approvals and learner and exam registrations, while our fast, flexible and eco-friendly approach to certification means learners can get their certificates within 24 hours (for e-certs) or 48 hours (for paper-based). Simple, streamlined, and sustainable. It's the TQUK way.



Certifying success

Our certificates are available in two formats: paper-based and e-certs. We recommend our centres use e-certs because they get to learners faster, are available as PDFs making them more portable than paper-based, streamline processing time and remove the expense of covering postage and packaging. The fact they're also good for the environment only sweetens the deal!



Fees & Pricing

Our fees for centres making the switch can be seen in the following tables. If you have any questions, please reach out to our Transition Team and they'll be happy to provide clarity.

Centre acceptance and EQA costs

Centre Acceptance*	£0
EQA Activities (typically one EQA activity is required per year)	£450
EQA Activities (if centre is an AQA customer for general qualifications)	£225
EQA Activities (if centre spends £3,000+ with TQUK)	£0

Assessment costs

	Maths	English
Registration (Entry) Fee†	£16 per learner	£16 per learner
Remote Invigilation Fee‡	£30 per learner	£15 per learner
Paper delivery	£12.95 for up to 20 papers	£12.95 for up to 20 papers

*Any centres who transition must complete the following actions to qualify for free approval:

- Sign our transition proposal before 31 December, and
- Complete centre approval before 31 January.

From 1 February onwards any centre that wishes to transition can still do so but an approval fee of £900 (+VAT) will apply.

†Registration fee covers registration, assessment and certificate.

‡Remote invigilation is a surcharge if the centre opts into that delivery method.

§The first resit is free only if opting into remote. Otherwise, the fee is £16/£8 per component.

Resit fees

	Maths	English
First Resit Online (including remote invigilation)§	£0 per component assessment	£0 per component assessment
Second+ Resit Online (including remote invigilation)	£16 per component assessment	£8 per component assessment
Resit Remote Invigilation Fee	£30 per component assessment	£15 per component assessment
Second+ Remote Resit (including invigilation fee)	£46 per component assessment	£23 per component assessment
Paper/Online Assessment	£16 per component assessment	£8 per component assessment

Fees and Pricing: EQA Activities

To minimise burden on customers, TQUK will continue to use AQA Centre Monitoring where centres are continuing to have exams with AQA. There is an annual charge of £225 for this as TQUK will still carry out some administrative tasks and complete sampling of SLC components.

There may be some additional activities that we undertake if a centre is delivering other TQUK qualifications. Where this is required, instead of the £225 we will charge our full EQA Activity rate of £450. This activity includes:

- sampling of assessment evidence
- review of IQA activities
- review of assessment staff and policies, where required
- interviews with centre staff and learners, where required.


Where a centre no longer delivers exams via AQA, they will be subject to our Continued Recognition Activity. This is also charged at full EQA Activity rate of £450. This activity covers the bullets above and the checks that would have previously been completed by AQA.






Thanks for reading!

If you have any questions, just get in touch with our Transition Team using the details below.

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