Functional Skills



Functional Skills Qualifications in English at Entry Level

Qualification Brochure 2025

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Qualification Overview

	VQA Functional Skills Qualification in English at Entry Level 1 (RQF)	VQA Functional Skills Qualification in English at Entry Level 2 (RQF)	VQA Functional Skills Qualification in English at Entry Level 3 (RQF)
Qualification number:	610/6263/7	610/6264/9	610/6265/0
Guided learning hours (GLH)	55	55	55
Total qualification time (TQT)	60	60	60
Registration fee:	£16.00		
Funding:	These qualifications are eligible for funding. Centres should check the funding hub regularly for current and accurate information on funding eligibility.		



About these Qualifications

Functional Skills qualifications are designed to provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace. They also provide a foundation for progression into employment or further technical education and support the development of skills for everyday life.

Purpose

The VQA Functional Skills Qualifications in English at Entry Level are regulated by Ofqual.

The VQA Functional Skills Qualifications in English at Entry Level enable learners to develop confidence, fluency, and a positive attitude towards English. Learners will be able to demonstrate their competence in English by applying their skills in familiar real-world situations, alongside a solid understanding of basic English knowledge.

The purpose of the Functional Skills Qualifications in English at Entry Level is to prepare learners for work, study, and everyday life. Achievement of these qualifications will enable learners to demonstrate the ability to read, write, speak, listen, and communicate in English at an appropriate level, and apply these skills effectively in familiar, practical contexts.

Subject content

The Department for Education (DfE) has specified the subject content which should underpin all Functional Skills qualifications, including the learning aims and outcomes that learners must achieve. The qualification specification provides full details of the subject content for the VQA Functional Skills Qualifications in English at Entry Level.

Direct claim status (DCS)

These qualifications are eligible for direct claim status.

Entry requirements

These qualifications are suitable for learners aged 14+.

There are no specific entry requirements, but an initial assessment would be beneficial to determine a learner's starting level.

Recognised prior learning (English only)

An Awarding Organisation must permit a learner to carry forward their result from a previous attempt at a Functional Skills qualification in English at the same level. This applies whether the result was awarded by the same or another Awarding Organisation. This includes circumstances in which a learner has not previously attempted all three components and would cover previous registrations onto Functional Skills qualifications with VQA and other Awarding Organisations.

Progression opportunities

Learners who achieve a Functional Skills qualification at Entry Level can progress to the next level. This structured pathway provides a foundation for learners to further develop their English skills which they can apply in employment, education, or everyday life.

Upon successful completion of Entry Level 3, learners can advance to a VQA Functional Skills Qualification in English at Level 1.

Centre approval

VQA has a systematic, process-driven approach to centre approval for all qualifications, including Functional Skills qualifications. To work with us, you will need to meet our centre requirements. Click here for a breakdown of what this includes.

Assessment Delivery

The Reading and Writing components of these qualifications are assessed through externally-set, controlled assessments.

The Speaking Listening and Communicating (SLC) component is assessed through an internally-set controlled assessment. Centres are responsible for delivering and marking all Entry Level Functional Skills assessments. All assessments are subject to internal and external quality assurance.

VQA will release four externally-set controlled assessment papers and associated mark schemes for each entry level qualification for all approved centres at the beginning of the VQA cycle (1 September – 31 August). The assessments will be available to download from our online portal.

Learners must achieve a pass grade in the three mandatory components:

- Speaking, Listening and Communicating (SLC)
- Reading
- Writing.

At Entry Levels 1, 2, and 3, each assessment component can be scheduled on different days, and the order in which the components are sat is determined by the centre.

Pricing

Our pricing is simple and transparent, making it easy for you to understand costs and budget effectively.

Fees

£16.00 registration fee per learner.



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