Functional Skills



Entry Level Functional Skills FAQs

English

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General qualification information

What are the TQUK Entry Level Functional Skills Qualifications in English?

These qualifications assess learners' English skills in practical, real-life contexts. They are available at Entry Levels 1, 2, and 3, with separate assessments for **Speaking, Listening and Communicating (SLC)**, **Reading**, and **Writing**. Learners must pass all three components at the same level to achieve the qualification.

Are the qualifications graded?

No. All Entry Level Functional Skills English qualifications are **pass/fail** only.

What is the Total Qualification Time (TQT)?

Each qualification has a **TQT of 60 hours**, which includes Guided Learning Hours (GLH) and independent study or preparation.

Are these qualifications funded?

Yes. They are eligible for funding for **14–16, 16–18, and adult learners** under current DfE funding rules. Centres should check the ESFA's Learning Aims database for up-to-date funding information.

Assessment structure and delivery

What are the three assessment components?

- **SLC:** Internally set and marked, video/audio recorded performance tasks.
- **Reading:** Externally set, paper-based controlled assessment, internally marked.
- **Writing:** Externally set, paper-based controlled assessment, internally marked.

How long are the assessments?

Component	Entry Level 1	Entry Level 2	Entry Level 3
Reading	35 mins	40 mins	40 mins
Writing	45 mins	50 mins	55 mins
SLC	~10 mins	~15 mins	~20 mins

Can the assessments be taken on different days?

Yes. Each component can be taken on separate days, as long as all are conducted within a controlled environment.

Is remote delivery allowed?

Yes, but **only for the SLC component**. Reading and Writing must be completed in-centre under controlled conditions.

Resits and assessment availability

How many times can learners attempt each assessment?

Learners may attempt each assessment **up to four times per TQUK cycle** (1 September – 31 August), including one initial attempt and up to three resits.

Is there a waiting period between resits?

No fixed interval is required, but centres must ensure learners have received sufficient support and are ready before resitting.

What happens if a learner only fails one SLC task?

They only need to resit the task they did not pass. Each resit must use a new assessment task.

Centre delivery and quality assurance

What is required for centres to deliver these qualifications?

Centres must:

- Be recognised by TQUK.
- Gain qualification approval for each level.
- Have suitable staff, facilities, and resources.
- Demonstrate secure handling of assessment materials.

Can centres create their own assessments?

Only for the **SLC component**. Centres may use, adapt, or create their own Centre-Devised Assessments (CDAs), but these must be **approved by TQUK at least 4 weeks before use**.

What is the process for gaining Direct Claim Status (DCS)?

Centres must demonstrate consistent marking accuracy across **15 consecutive assessments** for each component and level. EQAs will verify sampling and IQA processes before awarding DCS.

Marking, IQA and EQA

Who marks the assessments?

All components are **internally marked** by centre assessors and **externally quality assured** by TQUK.

How does TQUK ensure consistent marking?

Centres must hold **standardisation meetings**, record assessor judgements using Learner Assessment Records (LARs), and participate in EQA sampling. Exemplar materials are provided to support consistent marking.

What is the marking tolerance?

TQUK applies a **10% tolerance** for acceptable marking variation across assessors to maintain fairness.

Reasonable adjustments and special considerations

Are reasonable adjustments allowed?

Yes. Centres must seek TQUK approval before applying reasonable adjustments or special considerations. Guidance is available in TQUK's Reasonable Adjustments and Special Considerations Policy.

Are exemptions available?

Yes. In certain cases where learners have no accessible means to demonstrate the knowledge and skills of an assessment, an exemption may be applied for. Guidance on exemptions is available in TQUK's Reasonable Adjustments and Special Considerations Policy.

Can learners use sign language in SLC?

Yes. **BSL or SSE** may be used as long as all participants can understand. Other languages cannot substitute English.

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