

## COVID-19 Functional Skills Flexibility Form

Apprentice's name:	
Apprentice's date of birth:	
Employer:	
Training provider:	

This document must be used as evidence at gateway for apprentices that are unable to attain their functional skill qualification prior to completing their end-point assessment.

To be eligible to take their EPA before achieving the required functional skills qualifications, the apprentice must:

- not be on a break in learning (an apprentice may return from a break in learning to take their end-point assessment)
- meet all other gateway criteria to progress to their EPA as specified in the apprenticeship standard (except meeting the English and maths requirements)
- have been confirmed by you and their employer as ready for both their EPA and to take a functional skills qualification assessment
- start their EPA on or before 31 May 2021

*NB: Apprentices on a level 2 apprenticeship standard who are due to take their EPA on or before 31 July 2021 do not have to attempt the level 2 functional skills English and maths assessment.*

Gateway requirement	Waiting to complete FSQ (Y/N)	
English level 1		
Maths level 1		
English level 2 (if required)		
Maths level 2 (if required)		
<b>Declaration</b>		
By signing this form, the training provider acknowledges and agrees to the following: <ol style="list-style-type: none"> <li>1. The apprentice meets the eligibility criteria (set out above)</li> <li>2. The training provider intends for the apprentice to continue and complete the relevant FSQ qualification(s) within 3 months of starting the end-point assessment</li> <li>3. all possibilities to access FSQ assessment via face-to-face and remote assessment have been exhausted</li> <li>4. The apprenticeship certificate and final grade will not be claimed by Highfield until the training provider evidences the calculated functional skills qualifications</li> </ol>		
<b>Signed on behalf of the training provider</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>