

Maths and English Support Policy

Please note that this Sharepoint version of this policy is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

The Skills Centre define Maths and English Support as below:

- Learning Skills - generic skills considered important for success on a specific course (personal, learning and thinking skills)
- Maths and English - qualifications in literacy, numeracy and English for Speakers of other Languages (ESOL) from Entry Level 1 to Level 2
- Functional Skills – in English and Mathematics
- All 16-19 and 19+ learners will be offered opportunities to develop Maths and English skills to a level appropriate to qualification and progression aims, working at or to level 2.
- Attendance for English and Maths is compulsory.
- All Apprentices will be offered Maths and English at the appropriate level to enable them to complete their framework or Standard.

Access learners will be offered GCSE Maths and English to enable them to achieve grade C or above if they haven't already done so on entry. GCSE Maths and English at grade C or above will be essential to progress Access learners to higher level study where required.

Specific English and maths levels and qualifications obtained will be captured through the Recognition of Prior Learning document and process. Staff who register learners must ensure they complete this document including the English and maths requirements.

Additional learning support is offered to all candidates who require support in Maths and English to meet their course targets. All full-time learners are screened to identify their additional support needs.

All learners covered under Government guidelines will be registered for appropriate Maths and English qualifications, or equivalent qualifications.

Access to the Policy

All staff must be familiar with all policies and procedures, details can be found on Sharepoint.

Procedure

All full-time learners will undertake an initial screening. The range and level of skills developed and accredited through learners' programmes will be determined by initial screening, their previous skills profiles and future career aspirations. The decisions taken on entry will form part of their personalised learning programme, which will be monitored and amended throughout the learner journey at The Skills Centre.

Each main programme of study will identify the Maths and English support required for success on their course and information on how they will be assessed.

This information will:

- Be shared with learners through the scheme of work and course handbook.
- Where appropriate, opportunities to contextualise Maths and English should be embedded into the main programmes of study
- Build spelling, punctuation and grammar into the teaching, learning and assessment
- Applicants will be informed of the level of competency required in Maths and English required on entry for each course.
- Where Government requirements dictate, course teams will identify appropriate Maths and English qualifications for learners on their courses. Delivery methods should be serviced through the 6th Form School.
- Requests for delivery should be by schools using The Skills Centre's process. Learners will be screened using diagnostic testing to determine the appropriate level of qualification needed.
- The following qualifications will be on offer: GCSE English, GCSE Maths, Functional Skills and possibly other qualifications depending on the learners' needs.
- Additional learning support is offered to students who have been identified through the screening process. Support is provided on a one-to-one or group basis, by additional learning support specialist staff or learning support mentors.

Further Guidance

Further guidance is available on The Skills Centre's Sharepoint under 'Learning Support Document store'.

Staff training will be made available to staff wishing to improve their Maths and English skills.

Functional Skills information and procedures, including relevant forms, are also available on the Skills Centre's Sharepoint.

Online resources are available through The Skills Centre's portal and interactive software for Maths and English.