## HEE NE&Y Functional Skills Application Form

Functional Skills are practical skills in English, Maths and ICT. Functional Skills provide an individual with essential knowledge, skills and understanding that will enable them to operate confidently, effectively, and independently in life and work. Functional Skills are important because they provide young people and adults with the skills, knowledge and understanding that they will need to progress and succeed in education, work and life. They are also an essential requirement in many job roles within the NHS including higher apprenticeships.

Working in conjunction with a range of providers, we have provided information on how to access up to level 2 Functional Skills in English and Maths. Level 2 FS’s are equivalent to a GCSE A\*-C grade. You may need to complete a lower level prior to level 2 depending on the outcome of your Initial Assessment. There is support available for applicants with learning difficulties and disabilities. **Please complete the form below and email to: apprenticeships.ne@hee.nhs.uk**

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| **Applicant Name** |  |
| **Current highest English Grade** |  |
| **Current highest Maths Grade** |  |
| **Chosen Provider**  |  |
| **Applicant Email** |  |
| **Applicant Phone** |  |
| **Home Address and Postcode** |  |
| **Work Address and Postcode** |  |
| **Line Manager Email** |  |
| **Line Manager Phone** |  |

[ ]  *I consent for HEE to contact me and share my data with their awarding bodies, funding bodies and providers. HEE and their awarding bodies, funding bodies and providers may contact me directly and request additional information as required by government guidelines. I agree to be contacted and consent to the sharing of the information provided.*

[ ]  *I confirm that I will provide copies of all existing certificates in English and maths, proof of employment and National Insurance number at induction. I agree that I may need to study at a lower level prior to level 2 depending on the outcome of my Initial Assessment.*

[ ]  ***I confirm that I am aged 19+, do not already possess a level 2 qualification in English and/or Maths, have not previously attained a GCSE grade A\*-C or grade 4, or higher in English and/or Maths, not already enrolled on an apprenticeship or other UK Department for Education funded programme, ordinarily resident in the European Economic Area (EEA) for three years.***

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| **Applicant Name** |  |
| **Applicant Signature**  |  |