

Attaining Level 2 English

I am not able to evidence my qualification, what should I do?

If you are unable to evidence your qualifications, you should first speak to your school or examination board about obtaining new certificates as proof of attainment. If your examining board no longer exists, you can visit gov.uk to find details on how to obtain a replacement certificate.

I do not have Level 2 in English what should I do?

If you do not have level 2 functional skills or GCSE in English, you can obtain these by approaching a functional skills training provider to find out what courses they are running which will allow you to attend training sessions (face to face or online), take the exam and then be able to apply.

I am taking an online course, should I be doing the exam face to face?

Yes, you can take the course online, but the exam must be taken face to face. Please make sure the provider you select offers this option when it comes to your exam as it will need to be invigilated at a training centre.

How much will it cost?

If you do not have a Level 2 or above in English, then you should be able to study the qualifications for free. Please ensure that you check the terms and conditions of the provider you are looking to use.

What are the qualification options?

English is widely recognised as being qualifications which are studied during secondary school; however, they are also available for adult learners. An educational institution will normally offer adult learners the opportunity to attend day or evening classes, over a period of approximately 9 months, to attain the knowledge. The GCSE examination(s) will be sat at the end.

Functional Skills level 2 in English an alternative qualification to GCSEs in English. They are available for adult learners. The curriculum for Functional Skills focuses on the “functional” aspect of English. It provides realistic contexts for the application of knowledge, skills and understanding. An educational institution may offer flexibility in the way in which they deliver Functional Skills. For example, they may deliver the learning in a shorter timescale. Functional Skills examinations will be sat when the learner is ready. How can I access the learning? There are numerous higher or further education institutions across Surrey and Sussex which could offer these qualifications (e.g., Colleges and Universities).

Functional Skills UK have funding for Surrey and Sussex Police applicants to take functional skills via the Adult Education Budget. Visit www.functionalskillsuk.co.uk for more information and eligibility criteria.

Here are a few examples of other providers that you could consider contacting, who may also have funding available through the Adult Education Budget:

- Brooklands College
- East Surrey College

There are online training providers if you would prefer to study at home. Here are a few examples of the organisations you could contact:

- Learndirect
- Runway Training

You can also use the Internet to search for providers more suited to your location and style of learning. The Government offers an internet search tool which you might find helpful. NOTE: Please ensure you check the terms and conditions of all provides you consider using (including the above mentioned) in relation to costs of the study and exam. The exam will need to be invigilated at a training centre.

What if I am ready to sit a GCSE or Functional Skills examination without needing to undertake learning?

Some educational institutions will offer you the opportunity to sit an examination without having delivered a full curriculum of learning. Please note that there would be a cost to this. The best way to identify these institutions is through conducting an internet search.

I have qualifications from outside the UK, how do I know if they are equivalent to a Level 2?

If you have a qualification that is not from the UK then you will require a NARIC statement of comparability if you wish to use to use these qualifications. There is a cost to this, however it is an Educational Skills and Funding Agency (ESFA) requirement that a learner holds one of these in those circumstances