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This document is part of the Academic Regulations, Policies and Procedures which govern The University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

3B – Admissions Policy: Apprenticeships

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1 SCOPE AND PURPOSE

- 1.1 Bournemouth University (BU) is committed to the applicant experience and ensuring its admissions practices for apprenticeships and entry requirements are transparent, consistent, followed fairly and do not generate unnecessary barriers to recruitment in accordance with the QAA Quality Code for Higher Education¹.
- 1.2 This policy is available to applicants to BU apprenticeship programmes, their employers and all University and Partner staff (both validated and franchised). Those involved in the admission process are required to comply with them during the course of recruiting to a BU apprenticeship programme.
- 1.3 This policy aligns with our commitment to widening access and inclusivity as outlined in our Access and Participation Plan² and the BU2025 Strategic Plan³.
- 1.4 The University adheres to the eligibility outlined in the apprenticeship funding rules, and agrees to consider all apprenticeship applications on an equal basis if received on or before the relevant deadline (set on a per programme, per cohort basis).

2 KEY RESPONSIBILITIES

- 2.1 Admissions policies and procedures are reviewed on a cyclical basis by the Admissions Manager under direction of the Head of Student Administration to ensure that they continue to:
 - a. support the vision and strategic objectives of the University and
 - b. they remain current and valid in the light of changing circumstances, such as amendments to relevant legislation or reformed qualifications.
- 2.2 Apprenticeships Board and Academic Standards and Education Committee will recommend any major policy changes to Senate for approval.
- 2.3 The Apprenticeships Compliance Manager is responsible for ensuring admissions policies and procedures for apprentices are adhered to.

3 ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#).
 - *3A – Standard Admissions Regulations: Taught Programmes*
 - *3C - Admissions Appeals and Complaints Policy and Procedure*
 - *3D - Admissions Policy and Procedure for Applicants with a Disability, Medical condition or Other Support Need*
 - *3E - Admissions Policy and Procedure for Applicants with a Criminal Record*
 - *3P - Recognition of Prior Learning (RPL) Policy and Procedure*
 - *4B – Programme and Unit Modifications: Policy*
 - *Management of Published Course Information: Policy and Procedure*
- 3.2 Other documents with direct relevance to this are:
 - [Equality and Diversity Policy](#)
 - [Admissions and Support for Students Entering University under the Age of 18: Policy and Procedure](#)

4 GENERAL PRINCIPLES

- 4.1 Bournemouth University's policies, procedures and guidelines for the recruitment, selection and admission of apprentices are based on the following principles:
 - i the University's commitment to academic standards;

¹ [Admissions, Recruitment and Widening Access \(qaa.ac.uk\)](https://www.qaa.ac.uk)

² <https://www.bournemouth.ac.uk/students/help-advice/important-information>

³ <https://www.bournemouth.ac.uk/about/bu2025-our-vision-values-strategic-plan>

- ii the identification of apprentices who are likely to succeed in the University's programmes;
- iii the identification of apprentices for whom an apprenticeship is the most appropriate way to satisfy a clear training need as determined by their employers;
- iv full compliance with the apprenticeship funding rules;
- v the encouragement of broad access to the University's academic programmes by students from diverse backgrounds as emphasised in the [Access and Participation Plan](#);
- vi equity of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, disability, gender reassignment, marital status, pregnancy, maternity/paternity, race (colour, ethnic or national origin), religion or belief, sex, sexual orientation, trade union membership activity or political belief in accordance with its policies on equality and diversity and relevant legislation.
- vii fair, consistent and transparent application by staff who are well trained and have access to, and comply with, the University's policies and procedures, including those at partners.

5 ADDITIONAL ENTRY REQUIREMENTS

- 5.1 Applicants must have a set of skills required to fulfill the demands of the programme they wish to study. Standard entry requirements are listed in 3A - *Standard Admissions Regulations: Taught Programmes* which can be found on our website at <https://www1.bournemouth.ac.uk/students/help-advice/important-information>.
- 5.2 Some apprenticeships may have additional entry requirements where qualifications alone do not demonstrate an individual's potential to succeed. Accredited or regulated programmes may have additional requirements to satisfy the guidelines of the relevant organisation. Any additional entry requirements will be listed on course webpages.
- 5.3 Some apprenticeships might require applicants to evidence subject knowledge with an appropriate qualification and grade in a relevant subject area.
- 5.4 Apprenticeships that lead to a profession may require a level of experience in a relevant vocational area or similar work in closely related fields.
- 5.5 Applicants to healthcare programmes that lead to a professional qualification will need to undergo additional checks in relation to occupational health and criminal records. The outcomes of these will be taken into consideration as part of the admissions process because apprentices on these courses must meet the regulatory good health and good character requirements. Our website will indicate if these checks are required or not.
- 5.6 Applicants applying for a Nursing apprenticeship with advanced standing must be registered with the Nursing and Midwifery Council.
- 5.7 All applicants to apprenticeships are required to undertake a skills scan to assess their current level of knowledge and experience in the field, undertake English and maths assessment, and provide a personal statement.
- 5.8 Prospective apprentices are normally subject to an interview to assess competency in the field, communication skills, motivation to study or other attributes as required. The interview is also an opportunity to agree the skills scan and training plan with the employer and apprentice.
- 5.9 Applicants can be considered for exemptions from parts of their academic programme through the Recognition of Prior Learning procedure. This may involve the acknowledgement of existing credit from outside the University and/or the acknowledgement of prior learning undertaken outside of the system of formal education which can be evidenced for an academic purpose. Applications may also involve the acknowledgement of existing credit from one BU programme towards another. Please see 3P Recognition of Prior Learning (RPL) Policy and Procedure. Apprentices who are granted RPL must still have sufficient need for training to meet the minimum requirement of the apprenticeship funding rules. Where RPL is applied to an apprenticeship, a fee reduction reflecting the reduction in

learning required must be agreed with the employer (see 'Recognition of prior learning and experience' in the [apprenticeship funding rules](#)).

6 FUNCTIONAL SKILLS REQUIREMENTS

- 6.1 Bournemouth University has a responsibility to ensure apprenticeship applicants are capable of successfully completing a BU programme taught in the medium of English and that they hold acceptable level 2 qualifications in English and maths before they are permitted to undertake the End Point Assessment of a higher or degree apprenticeship.
- 6.2 All apprentices must hold ESFA approved level 2 qualifications in both English and Maths before they complete the apprenticeship. (see <https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>). Qualifications deemed acceptable by the Education and Skills funding agency are included in appendix 1.
- 6.3 Apprenticeship programmes may include specific entry requirements including English and Maths which may need to be evidenced on entry.
- 6.4 Where an apprenticeship programme does not require English and Maths on entry, applicants must agree to achieve these qualifications while completing the apprenticeship.
- 6.5 Applicants whose first language is not English are required to demonstrate English language proficiency for entry to an apprenticeship. In these cases, the qualifications outlined in section 6 of '[3B – Admissions Policy: Taught Programmes](#)' are accepted as evidence of proficiency, on the same basis as for students who require a student visa to study.

7 PROVISION OF INFORMATION, ADVICE AND GUIDANCE

- 7.1 Bournemouth University strives to ensure that all information, advice and guidance in relation to recruitment and admissions is relevant, accessible, and accurate at the time of publication to enable applicants to make informed decisions.
- 7.2 The University will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.
- 7.3 Entry requirements and programme information is published in a clear and accessible format and is available on the University website.
- 7.4 The University reserves the right to make changes to entry requirements or course content once the prospectus has been published for a specified intake/calendar period in extenuating circumstances. Any significant changes will be communicated to applicants and employers in a timely manner.
- 7.5 The Future Students Enquiry Team responds to admissions enquiries via telephone, email or live chat and can be contacted at futurestudents@bournemouth.ac.uk.
- 7.6 Information and guidance on how and when to apply can be found on our website at <https://www.bournemouth.ac.uk/study/undergraduate/studying-us/types-study/apprenticeships>. Employers interested in apprenticeships at BU should refer to <https://www.bournemouth.ac.uk/collaborate/work-bu/employer-apprenticeship-information>.

8 SIGNIFICANT CHANGES TO PROGRAMMES

- 8.1 Where changes made to a published apprenticeship programme are material changes, as defined in 4B – Programme and Unit Modifications: Policy, applicants and employers will be informed of those changes as soon as possible by admissions staff in accordance with 4B – Programme and Unit Modifications: Policy and BU's Management of Published Course Information: Policy and Procedure.
- 8.2 Applicants will have the opportunity to be considered for an alternative programme, defer (if the programme has been suspended) or withdraw their application.
- 8.3 Should the applicant wish to be considered for an alternative programme, the application will be assessed against the entry criteria for that particular programme, provided there is sufficient space

available. It may not be possible to offer an alternative programme which can be funded as an apprenticeship.

9 FUNDING

Apprenticeships are funded through employers' apprenticeships service account. Funding may be drawn from the apprenticeship levy paid by employers with an annual pay bill of more than £3 million, or from a levy transfer for employers who do not pay the levy. Employers who do not pay the levy and those who have no levy funds left in their account may reserve funds as a government-employer co-investment using the apprenticeship service. Additional funding support is available for employers with less than 50 employees. Please refer to the latest [apprenticeship funding rules](#) for details of apprenticeship funding arrangements.

10 ELIGIBILITY

- 10.1 An apprenticeship service agreement between BU and an employer must be in place before applications from apprentices from that employer can be considered. If in doubt, contact the central Apprenticeships Team (apprenticeships@bournemouth.ac.uk) for advice on putting this in place, with sufficient notice bearing in mind this process can take several months.
- 10.2 Applicants' eligibility to undertake an apprenticeship is assessed in accordance with the [apprenticeship funding rules](#). Please refer to the funding rules directly for full details, however in summary prospective apprentices must meet the following eligibility criteria:
- Start the apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday
 - Be able to complete the apprenticeship within the time they have available
 - Not use a student loan to fund an apprenticeship. Where an individual transfers from a full-time FE or HE programme funded by a student loan, BU must be satisfied the loan has been terminated. If in doubt about current student finance status, seek advice directly from askbu@bournemouth.ac.uk
 - Not benefit from apprenticeship funding for any part of their programme where BU claims funding from another government agency or department for the same purpose
 - Not be undertaking another apprenticeship or training funded by the Adult Education Budget where this replicates learning aims of the apprenticeship (including English and maths), offers career related training that conflicts with the apprenticeship aims or takes place during working hours.
 - Not benefit from funding for any part of the programme that duplicates training or assessment received from any other source (see 'initial needs assessment' below)
 - Spend at least 50% of their working hours in England over the duration of the apprenticeship. These must be regular, planned working hours known at the start of the apprenticeship. See P388 of the funding rules for main providers for details of exceptions relating to members of the armed forces.
 - Have the right to work in England
 - Have an eligible residency status and spend at least 50% of their working hours in England over the duration of the apprenticeship
 - Not be self-employed as a sole trader, or be shareholder/director with no line manager to undertake the role of employer.
- 10.3 BU is also required to assess the current skill level of prospective apprentices via a 'skills scan' against the Knowledge, Skills and Behaviours outlined in the approved apprenticeship standard, undertaken as part of the onboarding process. If an apprentice already demonstrates some of the KSBs, a fee reduction must be negotiated with the employer. The results of the skills scan must evidence that the individual requires significant new knowledge, skills and behaviours to be occupationally competent in their job role, otherwise the individual is not eligible for apprenticeship funding. Further details of the skills scan and fee reductions are available within the BU apprenticeships compliance framework.
- 10.4 Apprentices' eligibility must be confirmed as part of the onboarding process using the eligibility checker template or equivalent.
- 10.5 Eligibility/admissions decisions will be based on the information supplied by the applicant and employer. The omission of pertinent information or the supply of inaccurate information may invalidate the application and any subsequent offer of a place, and may result in withdrawal from the programme if this comes to light after enrolment.

- 10.6 Applicants will be asked to provide evidence of their right to work in the UK (e.g. a British passport, birth certificate and proof of national insurance number or biometric residence permit and foreign passport) and share code if applicable.
- 10.7 Entry onto an apprenticeship may be refused to previous BU students if they have been withdrawn for failing to comply with the University terms and conditions or if they are applying for entry to the same programme (or a programme with common units) and the maximum number of re-sit attempts have been exhausted. Entry may also be refused if a previous BU student's academic history demonstrates they do not have potential to succeed on the course or if a prospective apprentice's prior learning means they are ineligible for further training.

11 APPLICATION PROCESS

- 11.1 Applications for apprenticeships are jointly managed by the central Apprenticeships Team and Faculties. The application process normally includes an interview (which may also involve the employer) as part of a shortlisting process prior to the prospective apprentices making a formal application. Applications are normally made directly via the University's online admissions systems.
- 11.2 Applications received via the University's online admissions system must be submitted by the application deadline as advised by the Faculty.
- 11.3 When an applicant accepts an offer of a place at Bournemouth University, they are agreeing to the terms and conditions as stipulated in the Student Agreement. The latest version of the student agreement is on the BU website at www1.bournemouth.ac.uk/students/help-advice/important-information.

Deferral of a place to a later intake prior to commencing the course may be granted according to the circumstances of the applicant and if supported by the employer. Deferral for two intakes will not normally be possible and is likely to require a new application to be submitted. Any agreement to defer a place on an apprenticeship is subject to satisfactory confirmation of eligibility for funding for the academic year in which the apprentice will commence the apprenticeship.

12 WIDENING PARTICIPATION AND FAIR ACCESS

- 12.1 Bournemouth University is committed to fair access and widening participation and uses contextual data when assessing applications of students from a widening participation background.
- 12.2 The University recognises that, due to their characteristics or circumstances, some applicants may have potential to succeed in higher education which is not evident purely from their current attainment, experience or predicted attainment.
- 12.3 In addition to assessment of whether the standard information in their application meets the entry qualifications for the programme they wish to follow, certain applicants will be given additional consideration through the University's AccessBU scheme (see www.bournemouth.ac.uk/accessbu). This only applies to undergraduate apprenticeships where UCAS entry tariffs are specified as part of the entry requirements.
- 12.4 To be given additional consideration under the AccessBU scheme, applicants must either:
- 12.4.1 fall into one or more of the categories that are automatically assessed for apprenticeship applications (see the 'Eligibility' section at www.bournemouth.ac.uk/accessbu), or
 - 12.4.2 submit an AccessBU Application and supporting evidence to demonstrate that they fall into one or more of the categories that are not automatically assessed or that their personal circumstances have otherwise had a negative impact on their post-16 studies or performance at GCSE.
- 12.5 If an applicant is considered to be eligible for the scheme, they will receive a reduced offer up to 16 UCAS Tariff Points below the published entry requirements.
- 12.6 Any additional consideration given under the AccessBU scheme must be within the parameters of the [government's apprenticeship funding rules](#) in force at the time of the application.

13 APPLICANTS WITH DISABILITIES, MEDICAL CONDITIONS OR OTHER SUPPORT NEEDS

- 13.1 BU is committed to promoting diversity in its apprentice population and will make reasonable adjustments to enable apprentices with disabilities or medical conditions to participate in their chosen course
- 13.2 If an applicant with a disability, medical condition or other support need receives and accepts an offer, they are encouraged to inform the University of their support needs at the earliest opportunity to enable the University to assess what support or adjustments can be put in place. This assessment is undertaken in accordance with the *3D Admissions Policy and Procedure for applicants with a disability, medical condition or other support need*.

14 APPLICANTS UNDER THE AGE OF 18

- 14.1 Additional considerations apply to the recruitment of apprentices applying to join the University before their 18th birthday and therefore the University has an additional policy which applies to the admission of such students and complements this policy and the related documents listed in paragraph 3. This can be found on our website at www1.bournemouth.ac.uk/students/help-advice/important-information.

15 ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS) CLEARANCE

- 15.1 Apprentices originally from outside of the UK who intend to study at postgraduate level in certain sensitive subjects are required to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK. Further information about the scheme can be found here: <https://www.gov.uk/guidance/academic-technology-approval-scheme>
- 15.2 The University will inform applicants made an offer for programmes which require ATAS of the need to apply and will provide guidance on how to do this.
- 15.3 Where ATAS clearance is required, the applicant must provide a copy of their ATAS certificate to the University before they can complete the apprenticeship onboarding process.

16 APPEALS AND COMPLAINTS

- 16.1 Should an applicant wish to request an appeal regarding the University's admissions process, they should follow the guidelines set out in the BU Admissions Appeals and Complaints Policy and Procedure which is available on our website at: www1.bournemouth.ac.uk/students/help-advice/important-information.
- 16.2 Employers who wish to lodge a complaint about any apprenticeships related matter (including the admissions and onboarding processes) should follow the procedure outline in '[7M – Employer Complaints \(Apprenticeships\): Policy and Procedure](#)'.

17 CRIMINAL CONVICTIONS

- 17.1 The declaration of a relevant criminal matter does not affect our assessment of an applicant's ability to meet academic requirements and is not an automatic bar to entry. However, the position of each applicant declaring a relevant criminal matter needs to be considered individually. See *3E - Admissions Policy and Procedure for Applicants with a Criminal Record*.

18 FRAUDULENT APPLICATIONS

- 18.1 The Admissions Manager and International Admissions Manager provides advice to staff and partners on suspected fraudulent applications and the application of this section.
- 18.2 All applications are assumed to be accurate and complete. At the time of application, applicants are required to agree that this is the case and the online apprenticeship application forms carry a personal declaration to that effect.

- 18.3 Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on their application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.
- 18.4 Where an applicant does not provide enough information for admissions staff to reach a decision as to the suitability of the applicant, admissions staff will contact the applicant, their referee or employer (as applicable) to obtain the additional information required.
- 18.5 A decision about whether or not to proceed with the application will only be made when sufficient information has been supplied by the applicant
- 18.6 When additional information is being requested, the applicant, referee or employer will be given a reasonable deadline to produce this. If the information is not forthcoming by the deadline, the University has the right to withdraw the application.

Suspected Fraudulent Applications

- 18.7 Where any application is suspected to be fraudulent or incomplete to the extent that it is misleading, the University has the right to withdraw the application. Prior to the withdrawal of the application, the applicant will be notified of the concerns and provided with the opportunity to explain any inconsistencies. If admissions staff still believe the application is fraudulent, or the applicant intended to deceive, the application should be cancelled.
- 18.8 Where an application is withdrawn, the applicant has the right of appeal in accordance with the BU's 3C Admissions Appeals and Complaints Policy and Procedure.
- 18.9 All relevant qualifications and photo ID will be checked before or at enrolment in accordance with [3F - Proof of Qualifications and Identification: Procedure](#).
- 18.10 If an applicant has declared qualifications which they do not hold (including forged certificates) or supplies fraudulent ID, the application will be considered fraudulent and treated in accordance with the policy outlined above.
- 18.11 Qualification or identification documents containing alternative names or inconsistent information and/or spelling must be supplemented with additional evidence.
- 18.12 Where an application is found to be fraudulent, admissions staff should liaise with the Admissions Manager.
- 18.13 The applicant should be notified in writing that their application has been cancelled, including the reason.
- 18.14 If an application is cancelled another application will not be accepted by BU within the same admissions cycle (a further application would be considered for the next intake of a given apprenticeship).
- 18.15 If an application is found to be fraudulent after the point of entry to the University, the apprentice will be dealt with under the 11F Student Disciplinary Procedure (see www1.bournemouth.ac.uk/students/help-advice/important-information). A place may be withdrawn at any point in the course if an application is subsequently found to have been fraudulent.

19 DATA PROTECTION

- 19.1 BU collects and retains personal information about potential future students for a range of purposes, including the operation of our admissions process as described in this Policy and Procedure.

- 19.2 This personal information is personal data which we manage in accordance with the relevant data protection legislation, including the EU General Data Protection Regulations and the Data Protection Act 2018.

For further information about our use of applicant information, including information about when and why we share it with third parties, please read the relevant BU Privacy Notice which can be found here: <https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/student-recruitment-admissions-privacy-notice>

20 REFERENCES AND FURTHER INFORMATION

- 20.1 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in March 2021.
- 20.2 Contact details for further apprenticeships admissions information, policies or procedures:

Apprenticeships Team

Email: apprenticeships@bournemouth.ac.uk

English and maths minimum requirements for apprenticeships

Source: <https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>

Qualifications	English****	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title (Overall grade only - Speaking and Listening components are not acceptable equivalents)	Any GCSE with Mathematics in the title	C or 4**
Functional Skills level 2	English	Mathematics	Pass

Other acceptable current and prior equivalent qualifications

Qualifications	English****	Maths	Minimum acceptable grade
A Level	Any A Level with English in the title	Any A Level with Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
International GCSE (iGCSE)	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	C or 4
Level 1/2 Certificates	English English Language English Literature	Mathematics	C or 4
Level 1/2 GCSE in Additional Mathematics (pilot)		Additional Mathematics	C

Core Maths level 3***		Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3
IBO Middle Years Programme level 1/ 2 Certificate	Language and Literature	Mathematics Extended Mathematics	3
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics Mathematics: applications and interpretation Mathematics: analysis and approaches	3
Free-Standing Mathematics level 2		Foundations of Advanced Mathematics	C
British Sign Language**** Level 2	British Sign Language		Pass
O Level	English language English literature	Mathematics	C (pre 1975 Pass)
Certificate of Secondary Education (CSE)	English language English literature	Mathematics	1
Key Skills Level 2 (qualification or units)	Communication (Literacy)	Application of Number (Numeracy)	Pass
Basic Skills Certificates Level 2	Certificate in Adult Literacy	Certificate in Adult Numeracy	Pass

Access to Higher Education Diploma*****	English units	Maths units	Minimum of 12 credits for English and 12 credits for maths at level 2
International Certificate of Christian Education (General or Advanced)	English	Mathematics	E

Northern Ireland, Scotland and Wales acceptable current and prior equivalent qualifications

Qualifications	English****	Maths	Minimum acceptable grade
Essential Skills (Northern Ireland) level 2	Communication	Application of Number	Pass
Scottish Advanced Higher (SCQF level 7)	English	Mathematics	C
Scottish Higher (SCQF level 6)	English	Mathematics	C
Scottish National Certificate Unit (SCQF level 6)	Communication 4		Pass
Scottish Ordinary Grade (SCQF level 5)	English	Mathematics	C or 3
Scottish National 5 (SCQF level 5)	English	Mathematics Life Skills Mathematics Application of Mathematics	C
Scottish Intermediate 2 (SCQF level 5)	English	Mathematics	C
Scottish Standard Grade Credit (SCQF level 5)	English	Mathematics	2
Scottish Core Skill Unit (SCQF level 5)	Communication	Numeracy	Pass

Scottish Workplace Core Skills Unit (SCQF level 5)	Communication	Numeracy	Pass
Scottish National Unit (SCQF level 5)	Literacy English	Numeracy Mathematics	Pass
Essential Skills (Wales) Level 2	Communication Skills Communication	Application of Number Skills Application of Number	Pass