



GMP APPRENTICESHIPS

DELIVERY OF FUNCTIONAL SKILLS MATHS & ENGLISH LEVEL 2

November 2021

GMP FUNCTIONAL SKILLS PROGRAMME

FUNCTIONAL SKILLS -MATHS AND ENGLISH - LEVEL 2

The delivery of all Level 2 English and Maths functional skills will not be delivered by GMP as this will be a pre-join entry requirement for all Apprenticeships. At an early stage of our recruitment process applicants are asked to evidence (certificate) their functional Level 2 skills. If they cannot do this they are signposted to Rochdale training who are our preferred provider as they will assess, develop and certificate the applicant (usually within 12 weeks) to allow them to access the Apprenticeship they are applying for. All of this skills development is delivered at no cost to the applicant as it is funded by the Adult Education Bursary and it is an entirely flexible offer as it can be delivered fully remotely, or a blended learning with some remote sessions, face-to-face group sessions or one-to-one support either remotely or face-to-face .

Structure of the Programme:

INITIAL ASSESSMENT/INDUCTION

- All learners will undertake an initial assessment using the learning platform BKSb – learners would need to be at level 1 to gain functional skills at level 2 within three to 6 months
- A diagnostic assessment identifies areas of strength and improvements required for each subject area.
- An individual learning plan based on the diagnostic results assigns learning modules and group sessions via zoom/teams are delivered on generic areas for improvement topics, e.g. percentages, ratios, grammar. The focus is based on targeting area's for improvement in order that learners pass the exam

DELIVERY LOCATION

The approach to delivery of this package is completely flexible. There is a venue at Rochdale where some delivery takes place but also (for smaller groups) delivery can take place at any Police Estate across the Force area. In addition, if preferred training can be either fully/partly on line remote using BKSb platform and Zoom/Teams or on-site group/workshops with 1:1 support if required. Rochdale Training also offer drop in sessions if needed.

- Group sessions on generic topics either on site or remote
- Support workbooks /handouts/resources tailored to the needs of individuals in addition to BKSb modules
- 1:1 Tutorials – if a learner requires more support, either on site or remote
- Master Classes – based on common areas for improvement
- Revision sessions / exam preparation, including mock exams.

IMPACT

- All learners will be allocated a Tutor and receive additional 1:1 support if required.
- All learners will gain access to BKSb, Master classes and exam preparation. It is a requirement that learners pass at least one mock exam paper prior to sitting exams.
- All learners' progress will be tracked and reported to the main contract holder monthly.
- A high proportion of learners will pass the functional skills exam at the first attempt. Further revision and support will be given for those learners that require to re-sit exams.

QUALITY ASSURANCE REPORTING:

- Quality Assurance - In house Rochdale Training systems report on progress of learners and are monitored following the Education Inspection Framework.

BUSINESS CONTINUITY:

- Rochdale training have a comprehensive business continuity plan to ensure learning continues if it is activated.
- Single points of contact and communication leads have been identified across all training areas and there is a clear cascade of information and communication plan.
- If our building is compromised we have an evacuation plan which is tested biannually.
- The building can be isolated and closed if required by Emergency services and learning would then switch to online, as it did during the Covid pandemic when our continuity plan was fully exercised and tested.
- Rochdale Training did not lose any learners over the lockdown period and leaning continued with live teaching, but just on line.
- Learners who do not have access to kit to allow on line learning were supported so they had an appropriate device (even if that was just loaned forth duration of their training) to ensure that their learning and development could continue.
- Rochdale Training had no issues with data loss as our systems were not compromise and fully accessible remotely however, even if there was a breach our data is backed up every 24 hours so any loss would be minimal
- Rochdale Training review our leaner progression and attrition data monthly we are confident that our business continuity plan worked well in the previous 12 months as we still attained a 100% pass mark for all leaners on the programme and did not have any breaks in learning or increase in attrition.

CONTACT

- Applicants wishing to participate in this skills development should contact Peter Thomas. Peter is Rochdale Training lead on Functional Skills. Applicants can be signposted to Peter at: pthomas@rochdaletraining.co.uk 07860 919 376
- Business Continuity contacts;
- jnagy@rochdaletraining.co.uk 01706 631417

ESFA	Contact ESFA - https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-f9f4f5a1-936f-448b-bbeb-9dcdd595f468/AF-Stage-8aa41278-3cdd-45a3-ad87-80cbff8b992/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen			DfE 0370 0002288
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Functional Skills Process

