

## **English & Maths Policy and Procedure**

### **Policy Statement**

Improving the level of skill and confidence for our students in English and Maths ensures that they are well prepared for their future studies and future employment.

Students on 16-19 study programmes, without 9 – 4 grades in GCSE English and Maths, will follow courses that provide progression and stretch, as they work towards achieving grade 4 or above. This includes learners with an Education, Health and Care Plan (EHCP) 16-25.

Students with an EHCP and who are assessed as not able to study either GCSE or other English and Maths qualifications can, where appropriate, be exempted from a formal Maths and /or English qualification. Progress and achievement for such students will be monitored via the college's RARPA process.

Adult students will be assessed and where they demonstrate an ability to study at Level 2 they will be enrolled onto GCSE English and Maths qualifications.

Apprentices (16-18) will undertake English and Maths Functional Skills in line with the Apprenticeship standard. Apprentices (19+) will undertake English and Maths Functional Skills where required by the employer. All Apprentices will also be required to develop their contextualised English and Maths skills in line with the level expected in their standard.

### **Procedure**

Entry criteria for all Study programmes are agreed by each department and are published on the College website. Each pathway is designed to ensure both confidence and skills development for individual learners.

Students on 16-19 study programmes that have already achieved a grade 2 or 3 in GCSE English and/or Maths, will continue to study GCSE.

Students on 16-19 study programmes that have already achieved a grade 1 (or below) in GCSE English and/or Maths will study Functional Skills at Entry Level, unless their diagnostic assessment indicates they are capable of achieving on a GCSE course.

Students on 16-19 study programmes progressing within the College, who have already achieved Functional Skills Entry Level 3 or Level 1, will study GCSE.

ESOL students enrolled on full-time study programmes will undertake diagnostic assessments, to determine the appropriate course for English and Maths.

Adult students enrolled on part-time courses will undertake diagnostic assessments, to determine the appropriate course for English and Maths.

For students with international qualifications, we will also use NARIC (ENIC-NARIC - gateway to recognition of qualifications) to determine the equivalency of their international qualification, to GCSE qualifications in English and Maths.

It is recommended that all Study programmes provide a focus on skills development in English and Maths and follow the broad topics set out in the schemes of work, developed by the English and Maths team.

Additional learning support is provided to students who have been identified through the enrolment, information, advice and guidance process.

Version	
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<b>Senior Manager responsible:</b>	Deputy Principal