



ENABLE

**The Voluntary and Community Sector
Learning and Skills Consortium**

English and Maths Procedure

Change History

First Published:	07/12/2014	Originally Created by:	Accreditation Lead	
Person Responsible for Policy:	Enable CEO			
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Contracts Manager	24 July 2018
13/09/2018	Standards Officer	No Changes	CEO	17/09/2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

Purpose

The purpose of this procedure is to describe how English and maths is developed and delivered across all Enable programmes. This approach can be described in three key areas

1. Developing the skills of all staff doing work for Enable. This includes delivery, management and administrative staff and the target is to have all staff with skills at least at Level 2
2. Helping member organisations to raise the English and maths skills within their workforce.
3. Raising the quality of English and maths teaching and learning within all Enable programmes.

Background

There are millions of people who currently have to cope with life and work without adequate everyday English and maths skills.

Good English and maths skills are essential to every aspect of people's lives - at work, in practical everyday activities at home and beyond, as consumers, in managing finances, as parents helping their children learn, as patients making sense of health information, as citizens understanding the world around them.

In a government survey in 2011 showed that only 3 in 5 people had English skills at level 2 or above. Whilst, only 1 in 5 had maths skills at level 2 or above or the equivalent.

- 1. Developing the skills of all staff and others doing work for Enable. This includes delivery, management and administrative staff and the target is to have all staff with skills at least at Level 2.**

This will be achieved using the following measures:

1.1. Recruitment:

All potential employees, without evidence of qualifications, will be given an English and maths screening assessment in order to ascertain their current levels of English and maths. These results will be used to make a judgement of their suitability for the role. The

expected standard will be set out in the job specification, but falling below this standard will not necessarily exclude a candidate from employment.

Depending upon the role, it may be possible for an employee to be taken on with skills levels below what is required in the job specification, so long as they commit to immediately develop their skills upon employment.

With staff that are appointed with only minimum necessary skills levels, it is policy of Enable to encourage all staff to further develop themselves and where possible to attain the national target of level 2 or above competency in these 'essential' skills.

Enable commits to allowing reasonable time during the working week to develop staff skills.

1.2. Enable Staff:

Staff who do not hold qualifications in English and maths, at or above level 2, will be entitled to an initial assessment and access to relevant training to gain the level 2 qualifications. The requirement, support arranged and progression will be tracked through annual performance reviews/appraisals.

Staff will be allowed reasonable time, during the working week, to up skill if required.

1.3. All teaching, assessing and advisory staff whose learners/clients have English and maths needs.

All training, training support staff and advisors working with learners/clients, some of whose English and maths skills are not yet at level 2, will be encouraged and supported by Enable to undertake continuing professional development in English and maths. This may take the form of attending seminars and workshops, brushing up on personal skills through the *Move On* website (or similar), or attaining higher English and maths qualifications.

1.4 Freelance tutors..

Freelance teachers and assessors have to demonstrate competence that is appropriate for the course that they will be conducting: including English and maths delivery. All delivery staff on Enable programmes must provide evidence of relevant qualifications.

2. Enable member organisations to raise the English and maths skills within their workforce.

This will be achieved in the following ways:

- 2.1 All Enable-funded courses/programmes and/or courses/programmes accredited using Enables centre approval will embed English and maths elements.
- 2.2 All learners/individuals who have not successfully achieved level 2 qualifications or equivalent will be offered an individual skills assessment and a learning plan will be developed taking any identified English and maths needs into consideration.
- 2.3 All courses/programmes that include elements of entry level, level 1 and 2 programmes will be mapped against the functional skills standards so that tutors can effectively implement 2.1
- 2.4 Enable will support members to design schemes of work and lessons plans that provide opportunities for learners to develop English and maths as appropriate for their own needs.
- 2.5 All learners on Apprenticeship/Traineeship programmes will undertake the appropriate English and maths development to match their framework requirements.
- 2.6 Enable will deliver the English and maths elements of the Apprenticeship/Traineeship programme at the front end of the framework.

3. To raise the quality of English and maths teaching, learning and support within all Enable programmes.

This will be achieved by:

- 3.1. Qualification information will be requested from tutors prior to commencement of delivery.
- 3.2. Providing appropriate methods to assess levels with clear development route ways if necessary.
- 3.3. Quality assurance visits and observations of teaching and learning will assess the development of learners English and maths skills.
- 3.4. Providing information regarding training development opportunities and availability of funding in the local area e.g. via the Enable website, weekly e-bulletins etc.
- 3.5. Securing funding and providing training opportunities which promote the support of English and maths needs of learners/clients/individuals.
- 3.6. Enable expects all English and maths teachers to hold the relevant subject specialism or to gain Enable approval. Approval can be achieved by completing the Enable training programme focused on delivering specifically English and maths programmes of learning.