

NATIONAL FUNCTIONAL SKILLS EMPLOYER GUIDE



Introduction

Functional Skills, also known as Skills for Life include Maths, English and Digital Skills. Holding these skills at level 2, equivalent to GCSE grade 4-9 (or A*-C), is a completion requirement of apprenticeships at level 3 and above. Holding these skills is also crucial for all staff, both for confidence and career progression, and supports their every day work.

This guide will show you how to support different types of staff. The first step of this support is free access to market-leading, functional skills software package **basic key skills builder** (bksb for short). This allows learners to establish their current skill level and creates a personalised learning plan to build up from there. The HEE (Health Education England) regional relationship managers can also add further support in understanding everything in this landscape; to find your relationship manager, **[click here](#)**.

You can also see page 4 of this guide for our recommended list of providers and how to access them. These providers have gone through a rigorous quality assurance process to demonstrate that they will deliver quality teaching. Please also read the below section, **Supplementary, funded support from HEE.**

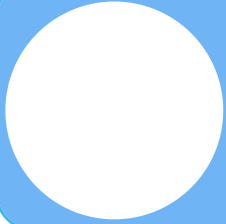
<https://haso.skillsforhealth.org.uk/>



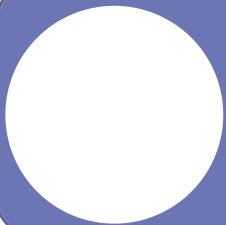
LEARNER JOURNEY



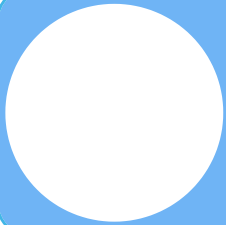
Employer emails hee@bksb.co.uk
Bksb will call employer back with a full phone consultation.



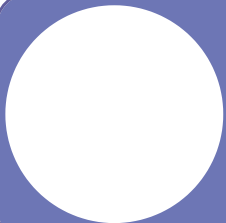
Learner/s take diagnostic assessment & baseline skill level is established. This can be done in conjunction with employer/locally specific support.



Follow Individual Learning Plan



Access additional learning resources on [HASO](#)
[Access online exams](#)



Feel more confident and take next career step

Where needed – Engage with [ESOL support](#).
Employer can also use the [ENIC](#) tool to check equivalency of qualifications gained overseas enic@hee.nhs.uk

SUPPLEMENTARY, FUNDED SUPPORT FROM HEE

Supplementary, funded support from HEE

In addition to the support above, you can also directly support staff in the workplace in a way that gives you sight of an individual's progress and also helps build a supportive culture of learning that will encourage learners to succeed. **This includes the following:**

- Funded access to ENIC – a service that assesses the UK equivalency of overseas qualifications. This allows you and the learner to know whether they need extra study to progress in their career.
- Funded access to Functional Skills Qualification (FSQ) exams, delivered by Open Awards. Through tools supplied by bksb and Open Awards you can assess when someone is ready to take an FSQ exam, which they can then do online or in person.
- Training for colleagues who want to support others who are struggling with maths.
- Specific resources to support speakers of other languages, often referred to as ESOL.
- Additional resources supporting literacy, digital literacy and numeracy.



GUIDANCE ON ACCESSING QUALITY PROVISION

Background

Salisbury NHS Foundation Trust's Managed Procurement Services, in partnership with Health Education England, and on behalf of employers nationally, have conducted a national competition to appoint a group of quality providers to teach functional skills to learners in the health and care sector. Providers may be accessed by direct award, by sending a completed URN (Unique Reference Number) form to Salisbury, or by requesting a further competition against local criteria run through Salisbury's team.

Appointed Providers

The organisations on page 4 are available via this Procurement, Reference Number C1546.370.

Any employer can access any provider but should be aware of potential travel costs – further details are on the Providers' information packs available from Salisbury.



APPOINTED PROVIDERS

Providers Appointed	Locations delivered
Dynamic Training Ltd	Nationally*
Luminate Education Group	Nationally*
J&K Training Ltd	Following postcodes: TS, DL, SR and DH
Northern Skills Group	Following postcodes: DH, DL, SR, TS, YO. Other regions potentially possible.

* **Note** - May not be able to deliver to all areas depending on the allocation of devolved authority budgets - please check with Salisbury.

If the above list does not include provision in your area, please speak to your regional relationship manager about accessing quality local provision. To find your relationship manager, [click here](#).

Accessing Providers

Organisations wishing to use the Framework should, in the first instance, contact the named point at the top of this information sheet. Organisations already using Salisbury's services will not need to complete a separate Access Agreement. Salisbury will then provide the Provider(s) Bid Response (any or all can be requested) and the Employer can then decide to Direct Award (within criteria) or conduct a further competition via Salisbury's team. Employers ready to enrol learners with the provider need to complete Salisbury's URN form available from simon.dennis@nhs.net.

Contracting

Contracts will be under NHS Terms & Conditions, with Provider bid response, commercial response, and Employer/Provider written agreements already inserted. Employers can then complete the Contract Call Off and exchange with their selected provider, with a copy to Salisbury. Employers and Providers then need to report learner start numbers to Salisbury throughout the life of the Framework contract. All Providers have been advised they must not issue contracts or employer agreements (excluding learner commitment statements) outside the NHS contract. If a provider requests you to sign standalone contracts, please refuse and refer them to Salisbury.

EDUCATION & TRAINING PROCUREMENTS - CONTRACTING PROCESS FOR EMPLOYERS

Select Provider via Trust, STP,
or regional procurement via
Salisbury.

Select Provider from HEE /
Salisbury national
procurement or framework.



Confirm learner places and start dates with your
chosen provider.



Request URN (order number) form from Salisbury
or simon.dennis@nhs.net.



Salisbury issue URN number to employer, and
issue URN to contract to provider via Salisbury's
Bravo system.



Provider completes and signs contract, and sends
direct to employer named contact.



Employer enrolls learners and manages supplier
payments process.



Employer confirms learner start dates and number
of learners either to Salisbury or to STP contact
(where apprenticeships are managed at STP level).