

## Evidencing personal literacy and numeracy skills; FAQs

**Q:** What do I do if my qualification is not on the list of approved qualifications on SVUK's website?

**A:** The approved lists for evidencing personal literacy and numeracy skills at level 2 will be reviewed and updated every 6 months (July and January). However, we do not envisage a significant number of additions. If you hold a qualification that you believe should be considered for addition to the lists, please contact the Lifelong Learning UK Information and Advice Service on 0300 303 1877 or by email [advice@lluk.org](mailto:advice@lluk.org).

Alternatively:

i) you may submit evidence, other than the qualifications that are included on the approved lists, that demonstrates your personal literacy and numeracy skills at level 2 as part of your professional formation portfolio for review by the Institute for Learning.

or

ii) undertake the national tests in literacy and numeracy at level 2 which do appear on the lists of approved qualifications and are widely available. Information on the tests can be found on the ReadWritePlus section of the Excellence Gateway: <http://rwp.excellencegateway.org.uk/readwriteplus/NationalTestLeaflet> or you can contact learndirect: <http://www.learndirect.co.uk/> tel: 0800 101 901.

If you wish to take this route please be aware that eligibility rules may apply; contact your chosen test centre for details.

**Q:** I have completed literacy and numeracy level 2 key skills embedded within a BTEC National. Can I use this to evidence my personal skills in literacy and numeracy at level 2?

**A:** If you have specific evidence e.g. a statement of achieving the 'Communication' and 'Application of Number' elements of the key skills, either separate to or detailed on your BTEC certificate, this can be used to evidence your personal literacy and numeracy skills.

If, however, your literacy and numeracy skills were developed in combination with your vocational skills (embedded\*) leading to you achieving your BTEC qualification, you can submit other evidence that demonstrates that you have personal literacy and numeracy skills to a minimum of level 2 and this will be reviewed as 'other evidence' by the Institute for Learning.

The same can be applied to other qualifications that include key skills as separate elements or embedded in other provision.

See above for alternative routes for evidencing personal literacy and numeracy skills.

\*'Embedded teaching and learning combines the development of literacy, language and numeracy with vocational and other skills.'

[<http://www.dcsf.gov.uk/readwriteplus/raisingstandards/glossary/word.cfm?word=227>]

**Q:** I have a Level 3 BTEC National Mathematics which was taken as a stand alone unit in 1986. Could you please confirm if my BTEC National Level 3 in Mathematics is recognised for the purposes of working towards QTLS status?

**A:** The approved lists for evidencing personal literacy and numeracy skills at level 2 will be reviewed and updated every 6 months (July and January) if necessary. However, we do not envisage a significant number of additions. If you hold a qualification that you believe should be considered for addition to the lists, please contact the Lifelong Learning UK Information and Advice Service on 0300 303 1877 or by email [advice@lluk.org](mailto:advice@lluk.org).

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**Q:** Please can you clarify the position regarding assessing maths skills for DTLLS. In view of the position with QTLS - that holders of a level 2 Maths qualification are not, at this time, going to be asked to take a test, is it now necessary to assess the Maths skills of DTLLS students who hold such qualifications?

**A:** These two processes need to be distinguished: initial teacher training, leading to CTLLS/DTLLS and Professional formation leading to Qualified Teacher Learning and Skills (QTLS) or Associate Teacher Learning and Skills (ATLS).

ITT candidates may have the necessary personal literacy and numeracy skills on joining a course; they may also be acquired during initial training or post completing the qualification. ITT providers are responsible for assessing trainee teacher's personal literacy and numeracy skills in order to determine whether that person's individual learning plan needs to include personal literacy/numeracy skills support.

Professional formation is the process by which the Institute for learning will assess the suitability of an individual practitioner for licensed status, Q/ATLS. A mandatory element of this process is evidencing personal literacy and numeracy skills. This can be evidenced either through holding a qualification on the approved lists or by submitting other evidence to be reviewed by IfL and which demonstrates the applicant's personal literacy and numeracy skills at level 2 as a minimum.

**Q:** Could you please tell me the situation regarding Maths qualifications gained abroad, such as the Baccalaureate and the Irish Leaving Certificate with regard to QTLS.

**A:** The approved lists for evidencing personal literacy and numeracy skills at level 2 will be reviewed and updated every 6 months (July and January). However, we do not envisage a significant number of additions. If you hold a qualification that you believe should be considered for addition to the lists, please contact the Lifelong Learning UK Information and Advice Service on 020 7936 5798 or by email [ias@lluk.org](mailto:ias@lluk.org).

Alternatively:

i) you may submit evidence, other than the qualifications that are included on the approved lists, that demonstrates your personal literacy and numeracy skills at level 2 as part of your Professional formation portfolio for review by the Institute for Learning.

or

ii) undertake the national tests in literacy and numeracy at level 2 which do appear on the lists of approved qualifications and are widely available. Information on the tests can be found on the ReadWritePlus section of the Excellence Gateway: <http://rwp.excellencegateway.org.uk/readwriteplus/NationalTestLeaflet> or you can contact learndirect: <http://www.learndirect.co.uk/> tel: 0800 101 901.

If you wish to take this route please be aware that eligibility rules may apply; contact your chosen test centre for details.

**Q:** A student on our Certificate in Education course teaches accountancy. He has been told that he needs to get the Adult Certificate in Numeracy level 2 but he already has accountancy qualifications plus GCE University of Cambridge 1962 Maths O level. I have seen the certificate but it doesn't have grades on it.

**A:** There needs to be clarification as to whether the course provider has set a level 2 numeracy qualification as an entry requirement to the ITT course or if this was advice in respect of evidencing personal literacy and numeracy skills for gaining licensed status as conferred by the Institute for Learning. For the latter, there is no currency requirement for approved qualifications for evidencing personal literacy and numeracy skills, so an O level from 1962 is as valid as a GCSE from 2008. For the former, individual ITT providers can set their own pre-requisites for entry to their programmes.

**Q:** I have PGCE (FE 16+) and I am registered with IfL, but I don't know if I have to pass an exam for literacy and numeracy and IT having considered all my certificates

**A:** Lifelong Learning UK has developed guidance on evidencing personal literacy, numeracy and IT skills available at: <http://www.lluk.org/evidencing-the-personal-skills-requirement-for-teachers-tutors-and-trainers-24-september-2008.htm>

To check if your qualifications are eligible for evidencing literacy and numeracy skills, click here: <http://www.standardsverificationuk.org/evidencing-personal-skills-in-literacy-and-numeracy.htm>

Also, see responses above for alternative routes to evidencing your personal literacy and numeracy skills.

Please note: holders of ITT qualifications such as the PGCE achieved prior to the implementation of the 2007 Further Education Teachers' Qualifications (England) Regulations must register with the Institute for Learning and commit to the minimum CPD requirements; however gaining licensed status is voluntary.

**Q:** Are there any pre-entry qualifications for teacher training courses in the Lifelong Learning sector?

**A:** There are no nationally set pre-requisites for entry to ITT programmes either in general or specifically for personal literacy and numeracy skills qualifications. Individual ITT providers set their own pre-requisites for entry to their programmes which may include personal literacy and numeracy qualifications. However, ITT providers are responsible to ensure support for personal literacy and numeracy skills is included in the individual candidate's ITT learning plan.

**Q:** Are there any pre-entry requirements for numeracy/literacy/ESOL teaching?

**A:** In England, teachers of Adult Literacy, Numeracy and ESOL must hold a teaching qualification appropriate to the Full Teaching role together with the appropriate subject specialist qualification.

Entry requirements and guidance on the various routes available to teaching Adult Literacy, Numeracy or ESOL can be found here: [http://www.lluk.org/documents/new\\_entry\\_guidance.pdf](http://www.lluk.org/documents/new_entry_guidance.pdf)

A list of SVUK endorsed ITT qualifications including Subject Specialist Diploma and Additional Diploma for England plus the Awarding Institution is available here:

<http://www.standardsverificationuk.org/3196.htm>