## HEE Functional Skills in English and Maths Application Form

Functional Skills are practical skills in English and Maths for all learners aged 14 and above. Functional Skills provide an individual with essential knowledge, skills and understanding that will enable them to operate confidently, effectively and independently in life and work. Functional Skills are important because they provide young people and adults with the skills, knowledge and understanding that they will need in order to progress and succeed in education, work and life. They are also an essential requirement in many job roles within the NHS including higher apprenticeships.

Working in conjunction with a range of providers, we are able to offer fully funded level 2 Functional Skills in English and Maths. Level 2 FS’s are equivalent to a GCSE A\*-C grade. Each course lasts 2-3 days and is classroom based and involves group activities, group discussions, a presentation and online examinations. There is support available for applicants with learning disabilities. **Please complete the table below then scan and email to:** [**ben.park@hee.nhs.uk**](mailto:ben.park@hee.nhs.uk)

**Delivery Locations available: Sunderland, Leeds, Cheshire, Manchester. Online Delivery option also available.**

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| Applicant name | Applicant DOB (00/00/0000) | Current highest English grade | Current highest Maths grade | Preferred Delivery Location (above) | Applicant email | Applicant phone | Dates applicant not available | Applicant’s Home Postcode (For funding purposes) |
| John Smith | 01/01/1900 | D | C | Sunderland | John.smith@anemailaddress.com | 0123 456 7890 | 10-17th May | XXXX XXX |
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*I consent for HEE to contact the persons listed and share their data with our providers. HEE and our providers may contact the applicants directly and request additional information required by the funding bodies. The applicants above have agreed to be contacted and consent to the sharing of the information provided by you.*

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| Name |  |
| Job Title |  |
| Email |  |
| Signature |  |