ENGLISH, MATHS & ESOL POLICY

POLICY STATEMENT:

Train'd Up is committed to supporting people to be successful learners, confident individuals, effective contributors and responsible citizens through the provision of English, Maths and English for speakers of other languages (ESOL) training in accordance with ESFA funding rules.

Train'd Up's commitment is to ensure learners have the opportunity to gain sector specific qualifications and to progress into further training and/or learning and provide additional training support to enable this.

TO ACHIEVE THIS AIM TRAIN'D UP WILL:

- Provide an initial assessment of strengths, learning needs, learning styles and prior learning for all learners in order to identify any additional support requirements
- Negotiate an Individual Training Plan on the results of initial assessment for all learners, and in training progress assessment
- Ensure staff have the appropriate skills, qualifications and experience in order to be able to conduct initial assessment and provide support
- Support learner grammar, punctuation and spelling in both learner e-portfolios and in underpinning knowledge sessions (highlight and record any errors and support the learner to correct them)
- Adapt training and assessment to meet individual learner needs
- Encourage life-long learning beyond the 'basic' requirements of an apprenticeship or qualification (e.g. encourage GCSE progression post Functional Skills delivery), utilising and signposting to external resources which are available on the Train'd Up website: BBC Bitesize GCSE English, Maths + ICT Learning Resources - Train'd Up (traindup.org)
- Identify and source external support such as ESOL as required.

Following initial assessment learners will be provided with suitable training provision to meet English, Maths or ESOL requirements. English and Maths delivery is provided by in-house by our dedicated Functional Skills team, whereas specialist ESOL provision is sourced externally. Train'd Up will ensure a written agreement is in place covering all aspects of this provision to meet the learners needs.

Following initial assessment learners will be provided with suitable training provision to enable them to achieve their programme of learning and to support any other future career and learning aims as identified in their Individual Training Plan.

Following initial assessment, and if applicable, learners will be supported by Train'd Up to secure appropriate ESOL support to meet their current and future needs.

This policy will be monitored both through learner feedback and achievement and retention rates to ensure learner needs both current and for progression are fully met.

DIRECTOR POLICY APPROVAL:

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

Train'dUp
Respecting People – Developing Business