



Ministry
of Defence
Police

Frequently Asked Questions: Qualification requirements for MDP New Recruits

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1. Why do I need English and Maths at Level 2?

When you join the MDP as a New Recruit, you will complete an Apprenticeship/Diploma at Level 4. Level 2 Maths and English qualifications are the required entry level standards, for candidates to be eligible to complete the Level 4 Apprenticeship/Diploma.

2. What qualifications are accepted?

Candidates must hold Maths and English Level 2 qualifications, as a minimum: if you have English and Maths at a higher qualification level those will also be accepted. You will be required to provide certification to evidence attainment of those qualifications to the required standard.

A full list of qualifications accepted is available in the [Apprenticeship Standards for English and Maths](#) guidance on [GOV.UK](#). You should specifically refer to 'Level 3 Apprenticeships' which covers the requirements for Level 3 apprenticeships/diplomas and above.

3. I am not able to evidence my qualification, what should I do?

To evidence your English and Maths qualifications, you must provide copies of qualification certificates or statements of results from the relevant awarding body. If you are unable to

evidence your qualifications, you should first speak to your school or the relevant examination board about obtaining new certificates as proof of attainment.

If an examination board no longer exists, you can visit GOV.UK to find details on [how to obtain a replacement certificate](#).

If it is not possible to obtain a replacement certificate, we can accept one of the following as evidence of your English and Maths qualifications:

- report generated from your [Personal Learning Record \(PLR\)](#) as an apprentice
- report from the School Information Management System (SIMS) or Candidate Management Information System (CMIS), which must be authenticated with a stamp from the relevant school/college or provider and signed by the Examinations Officer or other equivalent authority
- National Record of Achievement (NRA), which must contain information on the verifiable achievement from the awarding organisation

The above must each include, as a minimum: your full name, the qualification title (including the awarding organisation's name/and or qualification number), the grade awarded (where applicable), and the date of achievement.

Please note: A statement of results on headed paper from a school, college, or other provider is **NOT** acceptable evidence of achievement in English or Maths.

4. I do not have Level 2 in either English or Maths, what should I do?

If you do not have Level 2 functional skills, GCSE Maths and/or English, or equivalents (such as SCQF Level 5 qualifications at Standard Grade with Credit and Intermediate Level 2 or above in Scotland), you can work to obtain these by completing training sessions (face-to-face or online). You should make initial contact with a functional skills training provider to find out what courses are available, and upon completion of the training sessions you will be required to take an exam. If you successfully meet the Level 2 standard, with certification to confirm, you will then be eligible to apply.

5. I am taking an online course, should I be doing the exam face-to-face?

Yes, you can complete the course online, but the exam must be taken face-to-face: please make sure the selected provider offers this option, as the exam will need to be invigilated at an approved training centre to be valid for consideration in-line with our entry requirements.

6. How much will it cost to obtain English and Maths qualifications?

If you do not have a Level 2 or above in English and/or Maths, then you should be able to study for the qualifications free of charge. Please ensure to check the terms and conditions of the relevant provider.

7. What are the English and Maths qualification options?

There are two available options to gain a Level 2 qualification in either English and/or Maths:

- **GCSEs in English and/or Maths or equivalents in other countries** are widely recognised as being qualifications which are studied during secondary school but, they are also available for adult learners. An educational institution will normally offer adult learners the opportunity to attend day or evening classes, over a period of approximately 9 months, to complete course material and take an exam.
- **Functional Skills Level 2 in English and/or Maths** are an alternative qualification to GCSEs in English and Maths, available for adult learners. The curriculum for Functional Skills focuses on the “functional” aspect of English and Maths. It provides realistic contexts for the application of knowledge, skills and understanding.

An educational institution may offer flexibility in the way in which they deliver Functional Skills qualifications. For example, they may deliver the learning in a shorter timescale. Functional Skills examinations take place when the learner is ready.

8. How can I access the learning?

Options available to access learning include:

- Higher or Further Education institutions, for example colleges or universities.
- Training Providers: for example, organisations such as Learn Direct. Some training providers may offer a variety of different learning methods to achieve Functional Skills.

You can use the Internet to search for learning providers best suited to your location and style of learning: a helpful [National Careers Service search tool](#) is also available to assist on GOV.UK.

Note: Please ensure you check the terms and conditions of all providers you consider using (including the aforementioned), taking in to account the cost of the study and assessment. You must ensure that the exam/exams will be invigilated at a training centre.

9. What if I am ready to sit a GCSE or Functional Skills examination without needing to undertake learning?

Some educational institutions will offer you the opportunity to make a payment and sit an examination, without you having to complete a full curriculum of learning. An Internet search should enable you to identify institutions where this opportunity is available.

10. I have qualifications from outside the UK, how do I know if they are equivalent to a Level 2?

If you have a qualification that is not from the UK, to confirm equivalency you will require a statement of comparability from the [ENIC](#) (UK National Information Centre for the recognition and evaluation of International qualifications and skills). You will be required to make payment to obtain this documentation.

It is an Educational Skills and Funding Agency (ESFA) requirement that a learner holds the statement of comparability to confirm equivalency to required UK qualification standards.

For certification to be accepted, the statement of comparability must confirm that the qualification achieved is comparable with the:

- relevant English/Maths framework level (Regulated Qualifications' framework - Level 2)
- relevant English/Maths qualification (GCSE)
- required minimum grades (for instance A*-C/ 9-4 for Level 2)

The statement should also provide additional comparison information to confirm that the qualification is equivalent to GCSE English and/or Maths. If you use the [ENIC](#) database, evidence of the qualification achieved, and completion date, must also be provided.