



Ministry of Defence Police

Qualification Requirements for New Recruits

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

When you join the MDP as a New Recruit, you will undertake 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 Maths and English at a higher qualification level those will 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.

A full list of acceptable qualifications is available on the document (Apprenticeship standards for English and Maths) via the link below. You should refer to the tab labelled **'Level 3 Apprenticeships'** which covers the requirements for level 3 apprenticeships/diplomas and above.

<https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>

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

To evidence your Maths and English qualifications, you must provide copies of qualification certificates or statements of results from the 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 your examining 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 achievement in Maths and English. These types of evidence must contain as a minimum, your full name, full name of the qualification including awarding organisations

name/and or qualification number, the grade awarded (where applicable), and the date of the achievement.

- A report generated from the apprentice: [Personal Learning Record \(PLR\)](#)
- A report from the school information management system (SIMS) or Candidate Management Information Systems (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.
- A National Record of Achievement (NRA), which must contain relevant awarding organisation verifiable achievement.

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

4. I do not have Level 2 in either Maths and/or English, 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 quals - Standard grade with Credit and Intermediate Level 2 or above in Scotland , you can obtain these by approaching a functional skills training provider to find out what courses they are running which will allow you to attend training sessions (face to face or online), take the exam and then be in a position to apply.

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

Yes, you can take the course online, but the exam must be taken face to face or invigilated online. Please make sure the provider you select offers this option when it comes to your exam as it will need to be invigilated either way.

6. How much will it cost?

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

7. What are the qualification options?

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

1. GCSE in Maths and/or English or equivalents in other countries are widely recognised as being qualifications which are studied during secondary school; however, 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 attain the knowledge.

The GCSE/examination(s) will be sat at the end.

2. Functional Skills level 2 in Maths and/or English Functional Skills are an alternative qualification to GCSEs in Maths and English. They are available for adult learners.

The curriculum for Functional Skills focuses on the “functional” aspect of Maths and English. 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. For example, they may deliver the learning in a shorter timescale. Functional Skills examinations will be sat when the learner is ready.

8. How can I access the learning?

- (1) Higher or Further Education institutions. For example, colleges or universities.
- (2) Training Providers. For example, an organisation like Learn direct. Training providers may offer a variety of different learning methods to achieve Functional Skills.

You can also use the Internet to search for providers more suited to your location and style of learning. The Government offers a [National Careers Service search tool](#), which you might find helpful.

NOTE: Please ensure you check the terms and conditions of all providers you consider using (including the above mentioned) in relation to costs of the study and exam.

The exam will need to 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 sit an examination without having delivered a full curriculum of learning.

Please note that there would be a cost to this. The best way to identify these institutions is through conducting an internet search.

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.