



Department  
for Education

Glenys Stacey  
Chief Executive  
Office of Qualifications and Examinations Regulation  
Spring Place  
Coventry Business Park  
Herald Avenue  
Coventry  
CV5 6UB

7 October 2014

Dear Glenys

## REVIEW OF FUNCTIONAL SKILLS

It was good to meet you on 2 September. Among other things, we discussed your current Review of Functional Skills at Level 2.

As I said in the meeting, it is very important that Functional Skills qualifications provide consistent standards and a robust assessment of English and maths knowledge and skills. Functional Skills will continue to be one of the types of qualification that learners have available to them as they progress towards GCSE attainment. For students that are not able to achieve a GCSE they must provide a reliable test of their literacy and numeracy skills. The need to improve all students' application of basic literacy and numeracy skills in real world contexts is essential; it is one of the reasons we recently reformed English and maths GCSEs.

You offered to provide me with advice on the findings of your Review. Please let me know when you expect to be ready to publish your Report.

You also offered to provide advice on the branding of Functional Skills qualifications to improve their recognition and position them as providing the English and maths necessary for success in vocational training and work. I would like to understand what is involved in rebranding qualifications and how long it would take for a new brand to become established.

I would ask that your staff work closely with my officials to ensure that your advice covers the full range of issues with which we need to be concerned.

**NICK BOLES MP**



Department  
for Business  
Innovation & Skills

Minister for Skills and  
Equalities

1 Victoria Street  
London  
SW1H 0ET  
T +44 (0) 20 7215.5000  
E [enquiries@bis.gov.uk](mailto:enquiries@bis.gov.uk)  
[www.gov.uk/bis](http://www.gov.uk/bis)  
[www.education.gov.uk](http://www.education.gov.uk)