

Additional Learning Needs and Functional Skills



Additional Learning Needs (ALN) Support

Helping Every Learner Succeed



What is it?

- Additional Learning Needs (ALN) refers to any individual with a learning difficulty, disability, or health condition affecting their ability to learn or work
- As a Training Provider, we can arrange for tailored assistance to help learners complete their apprenticeship successfully



Who is Eligible for Support?

- Any learner who feels like they would benefit from additional support whilst on programme will be able to request it
- The learner does not need to have a formal diagnosis
- Support can also be provided for things such as; exam stress/anxiety, time management and revision techniques



How is Support Determined?

- As part of the onboarding process, learners will be asked to complete a questionnaire
- The questionnaire is used to highlight any difficulties they may be experiencing or learning needs they are aware of
- Learners identified as wanting additional support are then allocated to an Inclusive Learning and Skills Development tutor

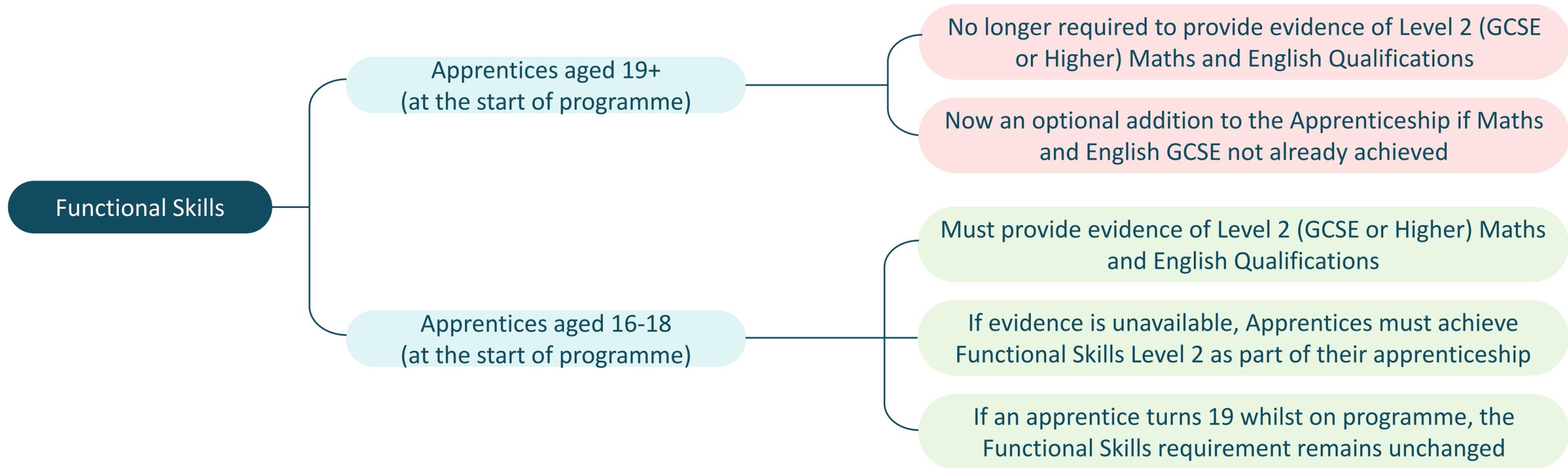


What Support is Provided?

- Learners will be invited to attend 1-2-1 support sessions with their Inclusive Learning and Skills Development Tutor
- Sessions are bespoke to each learner and use a variety of techniques including:
 - The Pomodoro Technique
 - Eisenhower Matrix
 - Executive Wheel Function
- Sessions will continue for the duration of the programme, or until the learner decides they are no longer needed

English and Maths Functional Skills

What you need to know



To Note:

- As a training provider, we encourage apprentices to pursue Functional Skills where appropriate. This will be outlined in pre-onboarding sessions led by Customer Success Managers (CSMs), but the final decision rests with the Line Manager
- If you as the Line Manager decide to include Functional Skills Level 2 in Math, English, or both, the apprentice must attempt the respective exam(s)
- Apprentices can also Opt back in at anytime whilst on programme, if they have previously opted out

English and Maths Functional Skills

What are the benefits?

Functional Skills differ from GCSEs by focusing on practical application rather than theory. They are used daily—whether managing finances, communicating with colleagues, or problem-solving in the workplace and help apprentices. Additionally, many careers and further education opportunities require Level 2 qualifications in these subjects, which Functional Skills can provide at any stage of life. It is also essential for most job roles in the financial service industry.

Functional Skills help to:

- Develop essential numeracy, literacy, and ICT skills for daily life and technical qualifications
- Apply knowledge in real-world situations
- Face and overcome new challenges
- Strengthen initiative, problem-solving, and persistence

Why Study Functional Skills with Davies?

Flexible Learning

Study at your own pace with access to online resources (Thrive, BKSB, workbooks, and selected websites).

Dedicated Tutor Support

Monthly one-on-one sessions tailored to learning styles, including fast-track options if suitable.

Onscreen or Paper Exams

Choose when and how to take assessments, provided you have a laptop and a stable internet connection.

Fully Funded

Costs are covered within the apprenticeship, and the qualification is yours for life!

Contact Details

If you have any questions regarding Additional Learning Needs (ALN) Support or Functional Skills, please feel free to contact the below teams with your queries:

Client Success Manager / Client Support Team:
clientsupport@davies-group.com

Onboarding Team:
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