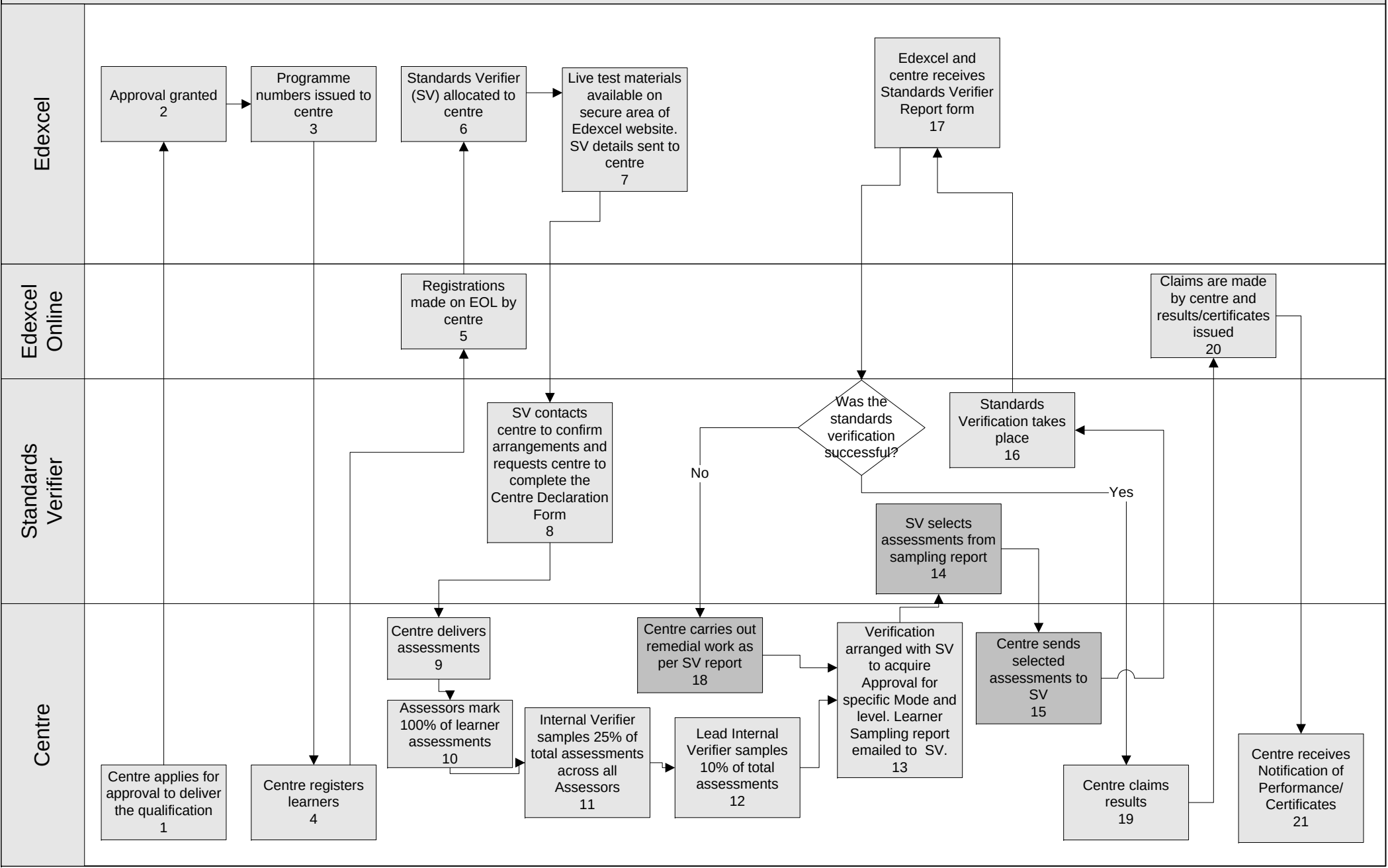Entry Functional Skills and Adult Literacy and Numeracy Entry Level - Administration Process