

Course Description and Outline

Course Title	Introduction to Functional Skills – English Literacy.	Term	A8410
Level of Course	Level 1 & Level 2	Course Code	
Duration in Weeks	10	Total Sessions	20 (2 per week)
Brief Description of Course What will the course cover?	<p>This is a mixed ability literacy course at Levels 1 and 2. The course is designed to develop your skills in reading and writing for the purpose of gaining an accredited qualification.</p> <p>It will give you confidence to recognise and produce everyday texts and take part in group discussions.</p> <p>The course will also provide you with a chance to review your skills by completing a mock reading and writing exam.</p>		
Entry Requirements	You will need to be fluent in English language and demonstrate reading and writing skills at Level 1 or above.		
Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:			
1	Exam skills: <ul style="list-style-type: none"> ○ Complete an assessment of your reading and writing skills and discover what you need to improve to pass the exams. 		
2	Reading Skills: <ul style="list-style-type: none"> ○ Identify three/four different types of work related texts and record your observations about their features. 		
3	Writing Skills: <ul style="list-style-type: none"> ○ Write a formal letter including an introduction, middle and conclusion. 		
4	Speaking and Listening Skills: <ul style="list-style-type: none"> ○ Take part in an informal discussion about a familiar topic. 		
What will I need to bring to class?	Learners need to provide their own folders, an A4 lined exercise book, pens and English dictionaries.		
What courses can I go on to?	<ul style="list-style-type: none"> ● Functional Skills English Terms B & C. ● GCSE English or ● Vocational courses (Further Education Colleges). 		

What examination or assessment will there be and what will it involve?

If you are ready, you will have an opportunity to sit Functional Skills English Level 1 or Level 2 Reading and Writing exams at the end of the term.

In addition, your tutor will observe and assess your participation in an informal discussion.

Your tutor will also set you individual goals to be reviewed during a 1-to-1 tutorial.

Please note on all examination courses, it is a requirement that you provide photographic proof of ID. This is for external awarding body and internal invigilation authentication purposes.

How will I know I am making progress?

Your tutor will inform you of your progress and you will complete regular progress reviews with your tutor.

You will also be assessed in class by one to one, summative and formative assessments and tutorials.

Is there anything else I need to know?

Please remember if you miss 3 classes in a row or your attendance is below 80%, you will lose your place on the course. When attending class, you must bring to class all equipment to study (pens, paper, dictionary etc.).

You must do your homework and any other tasks that your tutor asks you to do enable you to achieve your learning goals. If you do not, then your tutor can remove you from the course.

If you cannot finish the course, you must tell your tutor as soon as possible. If you cannot attend an exam that you have been entered for, then you will be liable to pay £50.

What if I want extra support? Contact the Learner Support & Advice Team

The Learner Support & Advice Team can support learners achieve their education and employment goals. Information, advice & guidance is given on a range of issues including, financial support and support available for learners who are disabled and learners with learning difficulties. Come and see one of experienced and friendly advisors who can help you make the next step. For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@towerhamlets.gov.uk** and a member of the team will get back to you.

