

Course Description and Outline

Course Title	Introduction to Functional Skills – English Literacy.	Term	A8413
Level of Course	Entry 3	Course Code	
Duration in Weeks	12	Total Sessions	24 (2 per week)
Brief Description of Course What will the course cover?	<p>This is an accredited literacy course at entry 3 level. The course is designed to develop your skills in all four skills speaking, listening, 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. 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 entry level 2 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"> ○ Identify reading and writing skills needed for preparation of exams. 		
2	Reading Skills: <ul style="list-style-type: none"> ○ Practise proofreading your writing to find any mistakes and make corrections. 		
3	Writing Skills: <ul style="list-style-type: none"> ○ Write a formal letter using the correct layout and features. 		
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 Entry 3 Reading and Writing exams at the end of the term B.

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?

Come and see one of our experienced and friendly advisors. For further information, email ideastore@towerhamlets.gov.uk and a member of the team will get back to you.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.

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