

<b>Course title:</b> Essential English Skills		<b>Course ID:</b> C3843737
<b>Start date:</b> 31/10/2019	<b>End date:</b> 05/12/2019	<b>Day(s)/time(s):</b> Thu 14:00
<b>Number of sessions:</b> 6	<b>Hours per session:</b> 2	<b>Tutor</b> Joseph Crowe
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Entry 2
<b>Fee:</b> £.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> Eden Rural Foyer, The Regent, Old London Road, Penrith, Cumbria, CA11 8ET		
<p><b>Theme(s):</b> The WEA has four themes it uses for planning its provision.  <b>Employability</b> – helping students to get a job or to make progress in their employment  <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing  <b>Community Engagement</b> – encouraging students to be positively involved in their communities  <b>Culture</b> – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> <li><b>Employability</b></li> <li><b>Health and Wellbeing</b></li> </ol>		

**Course Aim**

Help clients with limited literacy skills recognise important information either by letter or by text and how to reply. Other aspect will be how to fill in forms.

**Course Description**

The course will involve recognising junk mail from important mail. Skimming, scanning important information from letters received and how to reply. Other areas will include how to read and reply to text messages and voice mail. Form filling will be another aspect i.e. contact details giving the correct address.

**Do I need any particular skills or experience?**

**What will I achieve?**

**By the end of the course I will be able to:**

1. Skim and scan, read letters and text for important information.
2. How to listen and reply to voice mail.
3. Understand what they read and hear.
4. How to recognise important mail from junk.
5. How to complete a form correctly. i.e. correct address.

**What teaching methods will be used and will there be work outside of the class?**

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning
- You may be asked to undertake additional work in your own time to support your learning

**What kind of feedback can I expect from the tutor?**

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning
- A file of work will be kept which will help to record your progress

**What else do I need to know? Is there anything I need to bring?**

- All materials will be provided
- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)

**Pre-course work, reading and information sources**

- No pre reading or pre course work is required

**Possible next steps after this course (including career opportunities if appropriate)**

- Progress to another WEA course
- Progress to a course with another provider

**Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB  
Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)



Education & Skills  
Funding Agency



European Union  
European Social Fund

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