

WEA Course information sheet

2019-20

Course title: Functional Skills Qualification in English Level 1		Course ID: C3127389
Start date: 11/02/2020	End date: 03/06/2020	Day(s)/time(s): Tue 09:15, Wed 09:15
Number of sessions: 26	Hours per session: 2	Tutor: Nudrat Ali
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): City and Guilds Title of qualification to be gained: Functional Skills Qualification in English at Level 1		Level: Level 1
Fee: £202.80 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable): £20.00		
Venue: St Vincent's Catholic Primary School, Vauxhall Grove, Birmingham, West Midlands, B7 4HP		
<p>Theme(s): The WEA has four themes it uses for planning its provision.</p> <p>Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – 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"> 1. Employability 2. 		

Course Aim

This course will help you to practise your reading, writing, speaking and listening skills in English. This course leads to the Functional Skills English assessment at Level 1.

Course Description

This course will help you to communicate confidently in a wide range of everyday and formal situations. You will develop your planning skills to help you to write sequentially and coherently, and improve your reviewing skills so you can identify and correct a range of errors in a text. You will consider the use of sentence grammar and punctuation to ensure you communicate effectively and clearly. We will look at how we adapt our communication depending on who we are talking to. We will develop skills to predict the meaning of a text when we are reading, using vocabulary, grammatical features, and indirect cues.

Do I need any particular skills or experience?

What will I achieve?

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

1. Take part in a range of formal and informal topical discussions: explaining my personal views clearly, listening and responding appropriately, using information about the situation and the speaker.
2. Read and identify the main points in a range of pieces of writing, e.g. informative leaflets, fiction, websites and letters.
3. Identify the tone of a piece of writing from the vocabulary used, e.g. formal/informal, humorous/serious, personal/impersonal
4. Use an appropriate layout and structure (e.g. paragraphs, headings, bullet points) to write a letter, article or short story, showing a logical order of events or information.
5. Use strategies and prior knowledge to spell the majority of common words accurately. Write simple and more complex sentences accurately, with consistent and appropriate use of grammar and punctuation.

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
- You will be encouraged to consider other students work and give your opinions and suggestions
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress

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

- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
 - Official document(s) showing the correct spelling of your name, address and date of birth. Certificates for any Maths qualifications you already have.
- A folder, some paper and a pen/pencil to every lesson.

Pre-course work, reading and information sources

- No pre reading or pre course work is required
- It is useful if students are reading simple books for pleasure and information.

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

- Progress to another WEA course
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

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



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