

# WEA Course information sheet 2020-21



Adult Learning  
Within Reach

<b>Course title:</b> English for Speakers of Other Languages (ESOL) Entry 1 Writing		<b>Course ID:</b> C3844812
<b>Start date:</b> 07/09/2020	<b>End date:</b> 19/10/2020	<b>Day(s)/time(s):</b> Mon 09:30, Tue 09:30, Wed 09:30, Thu 09:30
<b>Number of sessions:</b> 25	<b>Hours per session:</b> 3	<b>Tutor:</b> Rukhsar Azam
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b> This course is only open to residents of Greater Manchester Combined Authority.		
<b>Awarding body (if any):</b> City and Guilds <b>Title of qualification to be gained:</b> Award in ESOL Skills for Life (Writing) (Entry 1) (QCF)		<b>Level:</b> Entry 1
<b>Fee:</b> £240.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable): £21.20		
<b>Venue:</b> Online Learning, Online Learning, ZZ99 9ZZ		
<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  The Theme(s) used in planning your course is/ are:  1. <b>Employability</b> 2.		

## Course Aim

This course will help you to feel more confident writing everyday English. This course leads to a City & Guilds Entry 1 Writing qualification.

## Course Description

Before you can join this course, you will need to talk to a member of staff and do an initial assessment to make sure the course is right for you. For more information and to book an appointment please call 0300 303 3464.

We will use everyday situations like travel and transport, house and home, health and going shopping to practise writing. You will learn some spelling and grammar rules, practice filling in forms and writing simple sentences and short texts about a range of everyday situations. This will help you to write your personal information that is often needed in application forms, and write simple letters (e.g. to a child's school, or landlord). This could help you to find a job, join in with local groups or activities, or just feel more independent in your everyday life.

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

- You will need your own personal email address so that you're able to login to the WEA's digital learning platform: WEA Canvas. You will need to be able to understand how to follow URL links to pages on the internet. If you want to understand more about Canvas please visit:

<http://bit.ly/WEAonline>

- You will need to be able to follow links to join our WEA live video learning platform: WEA Zoom. If you'd like to understand more about our video learning platform, Zoom please visit:

<http://bit.ly/WEAonline> and <http://bit.ly/ZoomSpec>

- This course is for a group of around 15 students studying in a live video-learning platform conference and an online digital learning environment platform from the comfort of your own home.

- • You must be able to communicate in spoken English in simple everyday situations.
- You do not need any English for Speakers of Other Languages (ESOL) qualifications.

### **What will I achieve?**

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

1. Feel more confident using my English in everyday life
2. Write the English alphabet in capitals and lower case letters, and numbers
3. Spell common words, about myself and everyday situations
4. Write simple sentences about things that are happening now, using the correct word order
5. Use punctuation (capital letters, full stops and question marks) to help you write simple sentences.

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

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit:

<http://bit.ly/WEAonline>

- 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 will do different activities in class with examples from real life situations so you can try your new skills quickly and confidently.
- You will work together with other students and the tutor, as well as working on your own.

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

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.

- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.

- • The tutor will work with you to choose an individual learning goal.

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

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>

- You will need a personal email address to join the WEA's digital learning platform, Canvas so that

you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit:

<http://bit.ly/WEAonline>

- Official document(s) showing your name, address, date of birth

Certificates for English / English for Speakers of Other Languages (ESOL) qualifications you have.

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

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>

- It is useful if you are already trying to use your English, e.g. talking to neighbours, reading signs, letters, and watching TV in English (maybe with subtitles).

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

- Progress to another WEA course

- Progress to a course with another provider

- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member

- Become involved as a volunteer for a WEA partner or another organisation

- • Some students feel ready to take more exams in the future. You can move onto an Entry 1 Speaking and Listening course, an Entry 1 Reading course, or continue with Entry 2 Writing.

### **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 most 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)



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