

WEA Course information sheet 2020-21



Course title: Numeracy in the Workplace - Slough and RBWM		Course ID: C3746064
Start date: 24/02/2021	End date: 31/03/2021	Day(s)/time(s): Wed 09:30
Number of sessions: 6	Hours per session: 1.5	Tutor Adrian Arnold-Smith
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<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</p> <p>Health and Wellbeing – making a positive contribution to their own or others health and wellbeing</p> <p>Community Engagement – encouraging students to be positively involved in their communities</p> <p>Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. Employability 2. Community Engagement</p>		

<p>Course Aim</p> <p>Improve your maths skills for use in everyday situations whether to find work, improve prospects in current employment or about the home.</p>
<p>Course Description</p> <p>By the end of the course you can expect to be able to:</p> <ul style="list-style-type: none"> • Use and apply mathematical information including numbers, symbols, simple diagrams and charts. • Recognise, understand and use simple mathematical terms appropriate to the home and workplace. • Use the methods given above to produce, check and present results that make sense to someone else. • Put yourself in a strong position to cope with an accredited maths course leading to a Functional Skills Mathematics qualification at Levels 1 and 2.
<p>Do I need any particular skills or experience?</p>
<p>What will I achieve?</p> <p>By the end of the course I will be able to:</p> <p>1. Add, subtract, multiply and divide sums of money using a calculator.</p>

2. Calculate percentages of amounts of money using a calculator and calculate percentage increase and decrease (to include % wage increases and ‘%-off’ special offers).
3. Measure length, weight and capacity using the metric system of measurement and convert, for example, a length given in centimetres to metres.
4. Name and describe the properties of some common two-dimensional shapes (e.g. square and circle) and three-dimensional shapes (e.g. cube and cylinder). Calculate the perimeter and area of a rectangle and the volume of a cube.
5. Derive information from a bar chart, line graph and conversion graph. Calculate the mean and range of a set of data.

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 be expected to carry out a range of activities in your own time

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.
- You will be able to keep a digital portfolio of your work on WEA’s digital learning platform, Canvas.
- 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

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 also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- 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>
- You will need a calculator with a percentage function, a 30 cm ruler, paper and pens/pencils.

Pre-course work, reading and information sources

- It will be helpful to recall and practise your timestables (multiplication tables) in advance of this class.

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

- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>
- Get Ready for Functional Skills, Employability Pathways.

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



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