

# WEA Course information sheet 2020-21



<b>Course title:</b> FREE Functional Skills English Level 1 (accredited) T&C apply		<b>Course ID:</b> C2344592
<b>Start date:</b> 22/02/2021	<b>End date:</b> 24/06/2021	<b>Day(s)/time(s):</b> Mon 10:00, Thu 10:00
<b>Number of sessions:</b> 27	<b>Hours per session:</b> 1.5	<b>Tutor</b> Nusrat Bhatti
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b> If you are not eligible for ESFA funding an hourly fee will apply, for more information about eligibility contact Support Services on 0300 303 3464		
<b>Awarding body (if any):</b> City and Guilds <b>Title of qualification to be gained:</b> Functional Skills <b>Qualification in English at Level 1</b>		<b>Level:</b> Level 1
<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): £20.60		
<b>Venue:</b> Online Learning, Online, ZZ99 9ZZ		
<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> <p>1. <b>Employability</b>    2.</p>		

<p><b>Course Aim</b> 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.</p>
<p><b>Course Description</b> 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.</p> <p>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 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. You will look at how we change our communication depending on who we are talking to. You will develop skills to predict the meaning of a text when reading, using vocabulary, grammar and other clues.</p>

Please note: Before you can join the course, you will need to attend an initial assessment session to make sure that this course is the right one for you.

### **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 and presentations, listening carefully and responding appropriately to others, explaining my personal views clearly and with reference to research where appropriate.
2. Identify the purpose, main arguments and tone of a piece in a range of pieces of writing, e.g. informative leaflets, fiction, websites and letters.
3. Use an appropriate layout and structure (e.g. paragraphs, headings, bullet points) to write a letter, email, blog or article showing a logical order of events or information.
4. Use strategies and prior knowledge to spell the majority of words accurately
5. 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'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
  - WEA classes are friendly and supportive.
- You will work together with other students and the tutor, as well as working on your own. Everyone is encouraged to take part as much as they can.

#### **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
  - At the start of the course, the tutor will help you to choose individual learning goals.
- Regular feedback will help you to see what you can do and the things you need to keep working on. The tutor will explain what the exam will be like, and give you lots of practice so you know what to expect.

#### **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>
- The tutor will give you work for most lessons and can tell you about other books or websites that will help if you want to study more at home.

### **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>
- You do not need to do anything before the course. However, it is useful if students are reading 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
- 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
- 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 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)



