

# WEA Course information sheet 2020-21



**Adult Learning  
Within Reach**

<b>Course title:</b> ESOL for Work		<b>Course ID:</b> C3128201
<b>Start date:</b> 04/01/2021	<b>End date:</b> 17/03/2021	<b>Day(s)/time(s):</b> Mon 13:00, Tue 13:00, Wed 13:00
<b>Number of sessions:</b> 30	<b>Hours per session:</b> 1.5	<b>Tutor:</b> Karl Allen
<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> £144.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable): £.00		
<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. <b>Community Engagement</b></p>		

## Course Aim

This course will help you to feel more confident using English for work and in other everyday situations.

## Course Description

We will look at how English is used when looking for work and performing everyday tasks in the workplace. You will learn new words, practise asking questions, listening for information, and develop good pronunciation so you can communicate better in a variety of everyday and work-related situations. You will practise your reading and writing skills and learn how to understand and follow simple instructions. This course will help you to feel more confident using English for work and in all areas of your life, with lots of practice using real-life situations.

## 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.

- This course is suitable for beginners and improvers

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

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

1. Feel more confident using English for everyday life and work
2. Understand and follow simple written instructions re work
3. Improve reading and writing skills for work based scenarios

### **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 may be asked to undertake additional work in your own time to support 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
- You will be encouraged to consider other students work and give your opinions and suggestions
- 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?**

- 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>

### **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>

- 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
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>

### **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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