

# Course Information Sheet

## English Functional Skills

### ENGLISH



[OCSW ENGLISH English Functional Skills \(oncoursouthwest.co.uk\)](http://oncoursouthwest.co.uk)

This course is designed to help you improve your English reading, writing, speaking and listening skills in practical, everyday contexts.

#### **Course Description:**

Improve your English skills and gain a valuable qualification! This course is designed to work at the level that's right for you, whether you're a beginner or looking to build on your existing knowledge.

#### **What will I learn?**

- **Grammar and Punctuation:** Master the building blocks of clear and concise writing.
- **Writing Techniques:** Develop your writing skills for different purposes, such as emails, reports, and applications.
- **Reading Comprehension:** Learn strategies to identify key information and understand the purpose of different texts.
- **Speaking and Listening:** Enhance your communication skills for confident participation in discussions and presentations.

#### **How will I be assessed?**

Your learning will be assessed through a combination of reading, writing, and speaking and listening tasks.

#### **Who is this course for?**

This course is designed for everyone – regardless of your motivation, whether it's for everyday communication, professional advancement, personal development, or even to prepare for further

education. It caters to a wide range of learners by equipping you with the necessary English skills to achieve your goals.

### **Progression Opportunities:**

- **Entry Level 1, 2 and 3 :** These are the starting points for complete beginners. Upon successful completion, you can progress to Level 1.
- **Level 1:** Develop your skills further and prepare for Level 2.
- **Level 2:** Achieve a qualification equivalent to a GCSE English pass.

**Career or Job Enhancement Pathways:** Functional Skills qualifications are valued by employers as they demonstrate your competence in using English effectively. Additionally, this course can help you prepare for apprenticeships and other opportunities that require strong communication skills.

### **How do I enrol?**

To apply for this course online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713. You will be invited to undertake an initial assessment to ascertain your levels of English and maths prior to entry on this course of study.

### **How will the course be delivered?**

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

### **Will I need to practise outside the classroom?**

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

### **How will I know I'm making progress?**

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

**What will I need?**

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

**Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

