



ENGLISH FUNCTIONAL SKILLS (ENTRY LEVEL 3)

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	Various
Level	Various



Course Overview

All students are able to undertake Functional Skills at a level appropriate to them. Levels available are Entry 2, 3, Level 1, Level 2. You will work on your own and in small groups within a relaxed and supportive atmosphere. A wide range of materials will be used and related as much as possible to your life experience.

Adult English:

You will revise and develop your reading and writing skills, including spelling, grammar and punctuation and apply them to a variety of everyday situations, including:

- Filling in forms
- Writing enquiry and complaint letters and emails
- Writing articles
- CV writing
- Reading for understanding
- Speaking and listening skills, including presentations

Adult Maths:

You will develop maths skills including:

- Using a calculator efficiently

- Ways to multiply
- Fractions
- Percentages
- Charts and graphs
- Metric measures
- Statistics

Functional Skills English Assessment: Three exams: reading, writing and speaking and listening.

Functional Skills Maths Assessment: One exam.

Exams are either on-line or paper based at an appropriate level.

Entry Requirements

An interview and initial assessment will be completed prior to starting on the course to establish the level you are working at.

After your course

The workshops will develop your employability and transferable skills, which will be useful for all career paths.

Fees

Course fees are per year. The current fee information is related to the 2019/20 academic year and is subject to change before the start of the course. Fees for 2020/21 will be updated in the Spring Term. There may also be additional costs associated with the course.

This course is funded by the government and may be free if you are:

- Aged 16-18 on 31/08/19
- Aged 19-23 on an Entry Level or Level 1 course with intent to progress to a Level 2 course
- Aged 19-23 on your first full Level 2 or Level 3 course
- Aged 19-23 on your first Level 4 course (if you haven't already got a Level 3 qualification)
- Aged 19+ on Functions Skills or GCSE English or Maths
- Unemployed and in receipt of JSA/ESA(WRAG)/Universal Credit or another eligible state benefit on an Entry Level, Level 1 or Level 2 course
- Member of a low income household & in financial hardship on an Entry Level, Level 1 or Level 2 course