



## 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