



## Course details

### Course title

Functional Skills English

### Course code

P00000004

### Course date

Start: 01/08/24

End: 31/07/25

### Fee:

Free

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

### Venue

Online

## Course overview

Get an English qualification to help you access a variety of work and study options. Functional skills courses in English teach you to read, write, and communicate confidently in English. Functional skills English isn't like learning English at school. This is an English course for adults created by adults. Develop practical English skills by learning language in context.

## Course description

Ongoing course start dates throughout the year. Please see the 'When are the courses running' for further information.

Functional Skills English courses teach you essential English skills employers look for. These skills can also help you excel in your studies. Gain confidence writing a range of texts and boost your reading skills. This adult English course teaches you skills to support you in learning and work situations. What we'll cover:

Make contributions to discussions on technical or abstract topics using a variety of expressions and phrases.

Listen to extended presentations or explanations and identify the key topics.

Identify different language features authors use to shape meaning or communicate with specific audiences.

Write well-structured texts using correct punctuation and complex grammar.

Use language features and registers to tailor your writing to specific purposes and audiences.

When you finish this functional skills English course, you will have assessments in three areas. They are: Speaking, listening and communicating; Reading; and Writing.

What to expect

The English courses are for adults and they take around 60 hours to complete.

English functional skills courses are accepted as a GCSE equivalent for many jobs and courses. At level 2, they can help you do an apprenticeship, higher education course, or go to university.

To take this English course you need to have a digital device such as a computer or laptop. You'll also need a stable internet connection. This is so you can access our digital learning platform, Canvas and the exam platform, Surpass. You also need a quiet place to learn and study, uninterrupted, for both the course and the exams.

The WEA is an experienced adult English course provider. We want you to get the most out of your studies and open doors to opportunities. Our tutors and staff will help you with any needs you might have.

The WEA is committed to providing accessible adult education. Please let us know if you have any special requirements to do this course.

Most of our courses are free for most of our learners. Please note that you need to reach the end of the enrolment process to see the discounts.

Who is this course for?

These courses are for adult learners, aged 19+, who do not already have an English Language GCSE grade C/4 qualification and who want to develop their skills and confidence in English.

How will I learn?

This is an online course with online exams. To access the course, you will need to use a laptop (not a phone, tablet, MacBook or a Chromebook) and a stable internet connection. You will attend sessions with your tutor in an online classroom. The course is hosted on Canvas, a virtual learning environment where you can access and submit assignments and join the online classroom. This is an interactive course. You will learn through group, paired or individual tasks and practice tests.

Exams

Functional Skills English has 3 exams: Reading, Writing and Speaking, Listening and Communication. The reading and writing exams take place in your own home on the City and Guilds Surpass website and are invigilated by a City and Guilds invigilator. Your exams will be booked towards the end of the course and are usually scheduled for the week after your course. The speaking, listening and communication assessment will take place in the online classroom and be assessed by your tutor.

Preparing for your exam

Your tutor will help to prepare you for your exam but there are a few things you should know beforehand. You must have a quiet, uninterrupted space to take your exams. If anyone walks into the room during your exam, including pets, the exam will be voided. Anything with writing on, such as a calendar, or personal items such as family photographs, on your desk, walls, etc, need to be covered up or removed before the exam. You also need to ensure your laptop does not have AI software on, such as Grammarly.

What happens after I apply?

When you apply for the course, please try and upload your ID, proof of residency in the UK and proof of address so we can check your eligibility for funding.

When we receive your application, a member of the team will email you to book in for an Information, Advice and Guidance (IAG) phone call. If you haven't yet uploaded your ID, we will also ask you to do this in the initial email.

After the IAG phone call, the team member will activate a BKSBS initial assessment. Don't worry, this isn't an exam. It's for us to make sure you get on the right course for your level.

After completion of the BKSBS initial assessment, the IAG phone call and checking your eligibility for funding, a member of the team will let you know which level is most suitable for you when the next available course is.

When are the courses running?

There are level 1 and level 2 functional skills English courses starting approximately every 6 weeks.

The courses run either 1 or 2 days per week, at 09:30am – 2:30pm. For courses that run 1 day per week, the course duration is approximately 13 weeks. For courses that run 2 days per week, the course duration is approximately 7 weeks.

There may be evening options available, subject to tutor availability. Evening courses run 2 evenings per week, 6:30pm – 9pm, for approximately 12 weeks.

Places on courses are subject to availability at the time of a completed application. We will be able to advise you on suitable courses with places available during the application process.

Level 1 Functional Skills English – Proposed course dates and times (subject to availability):

17th September 2024 – 5th November 2024. Tuesday & Thursday. 09:30am – 2:30pm.

17th September 2024 – 5th November 2024. Tuesday & Friday. 09:30am – 2:30pm.

24th September 2024 – 12th November 2024. Tuesday & Thursday. 09:30am – 2:30pm.

14th November 2024 – 7th January 2025. Tuesday & Thursday. 09:30am – 2:30pm.

19th November 2024 – 14th January 2025. Tuesday & Friday. 09:30am – 2:30pm.

10th January 2025 – 28th February 2025. Wednesday & Friday. 09:30am – 2:30pm.

28th January 2025 – 18th March 2025. Tuesday & Friday. 09:30am – 2:30pm.

12th March 2025 – 30th April 2025. Wednesday & Friday. 09:30am – 2:30pm.

25th March 2025 – 6th May 2025. Tuesday & Thursday. 09:30am – 2:30pm.

1st May 2025 – 31st July 2025. Thursday only. 09:30am – 2:30pm.

14th May 2025 – 2nd July 2025. Wednesday & Friday. 09:30am – 2:30pm.

16th July 2025 – 27th August 2025. Wednesday & Friday. 09:30am – 2:30pm.

22nd July 2025 – 2nd September 2025. Tuesday & Thursday. 09:30am – 2:30pm.

Level 2 Functional Skills English – Proposed course dates and times (subject to availability):

23rd August 2024 – 4th October 2024. Wednesday & Friday. 09:30am – 2:30pm.

11th September 2024 – 4th December 2024. Wednesday only. 09:30am – 2:30pm.

9th October 2024 – 27th November 2024. Wednesday & Friday. 09:30am – 2:30pm.

19th November 2024 – 14th January 2025. Tuesday & Thursday. 09:30am – 2:30pm.

11th December 2024 – 19th March 2025. Wednesday only. 09:30am – 2:30pm.

28th January 2025 – 18th March 2025. Tuesday & Thursday. 09:30am – 2:30pm.

30th January 2025 – 18th March 2025. Tuesday & Thursday. 09:30am – 2:30pm.

24th April 2025 – 23rd July 2025. Wednesday only. 09:30am – 2:30pm.

13th May 2025 – 1st July 2025. Tuesday & Thursday. 09:30am – 2:30pm.

20th May 2025 – 8th July 2025. Tuesday & Thursday. 09:30am – 2:30pm.

15th July 2025 – 26th August 2025. Tuesday & Thursday. 09:30am – 2:30pm.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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