

## Skills for Life Literacy, Language Skills and Numeracy



### 1) BACKGROUND

These courses will enable individuals to prepare their skills prior to taking their NVQs or to support them through the NVQ process and offer an opportunity to gain up-to-date qualifications up to Level 2.

### 2) BRIEF SUMMARY OF QUALIFICATIONS

The aim of these qualifications is to enhance the skills needed within your organisation to function effectively in English and Maths.

### 3) WHO IS THE COURSE FOR & WHAT ARE THE BENEFITS?

#### Who is the course for?

Any employee who needs to improve their Literacy, Language and Numeracy skills to succeed at work and/or as part of NVQ vocational training programmes.

#### Benefits to employer

- These courses will develop employees' literacy, language and numeracy skills, plus vocational and other skills. The skills acquired will provide employees with the confidence, competence and motivation necessary to progress at work and in the community, to gain qualifications, succeed at work, and achieve self development.
- Invaluable skills will be gained and improve employee skills, bringing essential capabilities to your workforce.
- Courses are normally free under Train to Gain funding but some criteria applies.
- Training will be provided with an 'embedded' approach, using specific company paperwork, reflecting precise industry needs wherever possible and aligned to the NVQ framework.
- Improving individual literacy, language and maths leads to greater self-confidence resulting in enhanced staff retention and higher NVQ success rates in the future.
- Improved communication and maths skills will help to enhance performance within your company.
- Courses can be provided on individual organization premises at a time convenient to the enterprise to minimize disruption of daily operations.

#### Benefits to employees

- This is an opportunity to refresh or gain qualifications, to improve personal self-confidence, and give motivation to carry out a wider variety of roles within the organisation.
- Training will take place on company premises and will help individuals carry out your actual day-to-day role more productively and professionally.
- Courses provide an opportunity to refresh individual English and Maths skills in order to prepare people for progressing to NVQ.

### 4) HOW IS THE COURSE RELEVANT TO MY BUSINESS?

This opportunity will enable your employees to undertake a relevant NVQ whilst also providing basic life skills that are essential for success and progress at work and in everyday life.



### 5) COURSE CONTENT – WHAT DOES THE COURSE COVER?

Following an initial screening and review process, each course will be planned according to answer individual needs of each employee and structure the work involved according to personal work skills required plus those needed to achieve the qualification.

#### Achievement

Successful delegates will achieve a national qualification in English, English Language and Maths, at a level that is relevant to their needs.

### 6) HOW WILL INDIVIDUALS BE ASSESSED?

Through initial screening, through discussion with a personal tutor, by using diagnostic assessment, by on-going assessment involving supportive and friendly tutors and finally through practice tests.

### 7) WHERE DOES LEARNING & ASSESSMENT TAKE PLACE?

On company premises at times convenient to the employee/ employer in small groups or on a distance-learning basis.

### 8) HOW MUCH WILL THE COURSE COST ME?

There may be government funding available to subsidise the cost of these courses. Each provider has a different delivery model and cost.

### 9) WHAT QUALIFICATION WILL MY EMPLOYEES GAIN?

Up-to-date qualifications in both English and Maths are offered up to Level 2.