**Language Skills for Work**

**Campus**

Matthew Boulton Campus, Jennens Road, Birmingham B4 7PS

**To book a place on this course please call JobSkills@BMet on 0121 362 1174**

**Hours and times per week**

2 days a week for 8 weeks

**Duration**

Courses have flexible entry points with on-going interviews, assessments and enrolment throughout the year.

**Course content**

If English is not your first language and you would like to improve your English through speaking and listening, reading and writing skills we can help you. This course is for all learners from beginners to advancedlevel. An in-depth interview and assessment will be conducted to ascertain your level of English. Our courses have a wide selection of activities to choose from, with each learner having their own learning record to chart progress. The course will cover:-

* **Speaking/Listening** e.g. making appointments/going shopping and telephone skills, preparing for job interviews
* **Reading** e.g. helping you to read signs, letters, application forms
* **Writing** e.g. form filling and writing letter.

**Progression Opportunities**

You will have the opportunity to work at your own speed and you can progress to the next level as soon as you are able. If successful you will gain a Trinity qualification in Speaking/Listening and Reading/Writing.

**Entry requirements**

All applicants will be initially assessed in order for the College to identify the right level of course for you. Applicants will need to be unemployed and provide proof of benefit in order to be assessed for full fee remission.

**ID Requirements**

You must bring with you Passport/Home Office Letter/ID Cards/Proof of benefit.