

# Course Information

## English for Work

### Campus

Job Skills @ BMET, Matthew Boulton Campus, Jennens Road, Birmingham B4 7PS

**To book a place on this course please call the Employability Skills Team on 0121 362 1174**

### Hours and times per week

9.30am-3.30pm

### Duration

2 days a week for 8 weeks (Mondays and Fridays)

### Course content

This is an intensive course aimed at helping people gain an accredited Literacy Functional Skills qualification. We can offer support at Entry Level 3, Level 1 and Level 2 on this programme.

This course will support you in demonstrating good understanding of English text, grammar, spelling, vocabulary and punctuation. The course will support learners with gaps in their knowledge to ensure they are prepared for their exam.

Achieving this qualification will increase candidates' confidence and motivation, and the learning they gain will be valuable in the workplace or in any further learning.

### Key areas:

- Speaking and listening – making an oral presentation or report.
- Reading – reading and understanding information and instructions.
- Writing – writing accurately so that meaning is clear.

### Qualification

City & Guilds Functional Skills qualification in English (Entry 3, Level 1 or Level 2)

### Entry and eligibility requirements

Applicants will be required to complete an initial assessment of English to demonstrate their learning level. Due to the length of the course, applicants will need to show they are working towards the level required. A longer course may be more suited and recommended if required.

Applicants are expected to be motivated and willing to learn. Applicants will need to be unemployed and provide proof of benefits in order to be assessed for full fee remission.

### ID Requirements

Bank statement or other form of ID with address details on plus National Insurance Number.

### BMet

Jennens Road, Birmingham, B4 7PS

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