

# English Functional Skills

---

## Course Outline

# Overview Functional Skills English

Functional Skills qualifications are available across the three Entry levels (Entry 1 to Entry 3) and are completed in our various community settings. Functional Skills higher level English qualifications are available across the two Levels (Level 1 and Level 2) and are completed in our various community settings.

---

## Level 1

### You will learn...

- ▶ Communicating in a business environment
- ▶ Using office equipment
- ▶ Using a filing system
- ▶ Making and receiving telephone calls
- ▶ Using e-mail and more...

### Upon completion...

You will have attained an accredited QCF qualification and the ability to apply the knowledge gained from the course to your work.

---

## Level 2

### You will learn...

- ▶ Principles of providing administrative services
- ▶ Understand working in a customer service environment
- ▶ Develop working relationships with colleagues and more...

### Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

---

## Level 3

### You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

### Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

---

# Entry Level 1-3 | Functional Skills English

## Overview



**6-12 Weeks**  
Duration



**9:30-3:30**  
Hours



**1-2 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Aged 19+
- ▶ Legal right to live and work in the UK\*
- ▶ You must have completed Initial Assessment and IAG with us
- ▶ Assessment Interview

## Qualifications you will receive upon completion...

- ▶ Functional Skills English (Entry Level 1-3)

## What you will study...

- ▶ English language to support you in reaching your future goals
- ▶ Communicating with your child and school
- ▶ Managing your well-being
- ▶ Telling your story
- ▶ Planning events
- ▶ English to help manage your money and bills better
- ▶ Methods of money management and where to get advice on money matters if necessary
- ▶ Techniques in writing covering letters and Job Application
- ▶ Making application for Volunteer work placement
- ▶ Write for different purposes e.g. Making complaints as a customer and your consumer rights
- ▶ Be able to provide their own opinions and ask questions in discussions with the ability to work in a team
- ▶ Be able to make a presentation in readiness for a Job Interview and developing confidence
- ▶ You will also have the opportunity to participate in a volunteering experience

## Progression

Achieving these qualifications should increase candidates' confidence and motivation, and the skills they gain will be valuable in the workplace or in any further learning.

On successful completion of the qualification, you could have the opportunity to progress on to the next level or job or apprenticeship (dependent on prior qualifications)

# Level 1 | Functional Skills English

## Overview



**6-12 Weeks**  
Duration



**9.30-3.30**  
Hours



**1-2 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Aged 19+
- ▶ Legal right to live and work in the UK.
- ▶ You must have achieved an entry 3 Functional Skills qualification in English (or similar), prior to the course or score at entry 3 in your initial assessment.

## Qualifications you will receive upon completion...

- ▶ Functional Skills English Level 1

## What you will study...

- ▶ Read and understand text in detail and identify the main points and ideas from the written text and identify suitable responses to written text.
- ▶ Write clearly with appropriate level of detail, use language, format and structure suitable for purpose and audience.
- ▶ Write using correct grammar, including correct and consistent use of tense check that written work includes accurate punctuation and spelling and that meaning is clear.
- ▶ Plan, take part and make relevant contributions to formal and informal discussions and exchanges with one or more people in a professional manner
- ▶ Present information/points of view clearly and in appropriate language to others in your everyday life

## Progression

Achieving this qualifications should increase your confidence and motivation, and the skills you need to progress onto Level 2 English or vocational courses.

# Level 2 | Functional Skills English

## Overview



**6-12 Weeks**  
Duration



**9.30-3.30**  
Hours



**1-2 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ Aged 19+
- ▶ Legal right to live and work in the UK.
- ▶ You must have achieved a level 1 functional skills qualification in English (or similar), prior to the course or score at level 1/level 2 in your initial assessment.

## Qualifications you will receive upon completion...

- ▶ Functional Skills English Level 2

## What you will study...

- ▶ Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions.
- ▶ Write a range of texts, including extended writing documents, communicating information, ideas and opinions, effectively and persuasively.
- ▶ Make a range of contributions to discussions in a range of contexts, including those that are unfamiliar, and make effective presentations.
- ▶ Engage in discussion with one or more people in a variety of different situations, making clear and effective contributions that produce outcomes appropriate to purpose and topic.

## Progression

Achieving these qualifications should increase your confidence and motivation, and the skills you need to progress onto vocational courses or employment.

## INFORMATION, ADVICE AND GUIDANCE (IAG)

IAG is confidential and impartial to ensure that all learners are offered the best support and the most suitable course.

MI ComputSolutions is also committed to Equality, Diversity & Inclusion, Safeguarding, Health & Safety, and Data Protection policies.

<b>FEES for 2018/2019 (please see chart &amp; notes below):</b> Category:	Type	Exam & Registration	Tuition	TOTAL
16-18 years olds (under 19 on 31 <sup>st</sup> August 2018)	A	Free	Free	Free
UK residents* - first Full level 3 aged 19-23	B	£335	Free	£335
UK residents* - aged 19+ if eligible for Advanced Learner Loan	C	£335	£2,547	£2,882
UK residents* No Funding available (Self-Funded)	D	£335	£2,547	£2,882

- Fees are non-refundable (unless MI ComputSolutions closes or changes the course)
- Payment in instalments may be negotiated with Course Advisors
- \*Places may be subject to eligibility such as UK residency
- MI ComputSolutions reserves the right to close or change any courses
- Qualification awards are subject to successful completion of the course

## Opening Times:

Monday – Friday 9:00am – 5:00pm

## Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: [www.micomputsolutions.co.uk](http://www.micomputsolutions.co.uk)

Email: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk)

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office  
MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
SW9 9UH

Tel: 0207 501 6450 ext: 301

Deptford Office  
MI Skills Development Centre  
19 Wilshaw Street  
London  
SE14 6TN

Tel: 0208 694 5721 ext: 201

