

# English Functional Skills

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COURSE OUTLINE

WAVE  
BACKGROUND



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Entry Level 1 - Entry Level 3 FS English

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Level 1 FS English

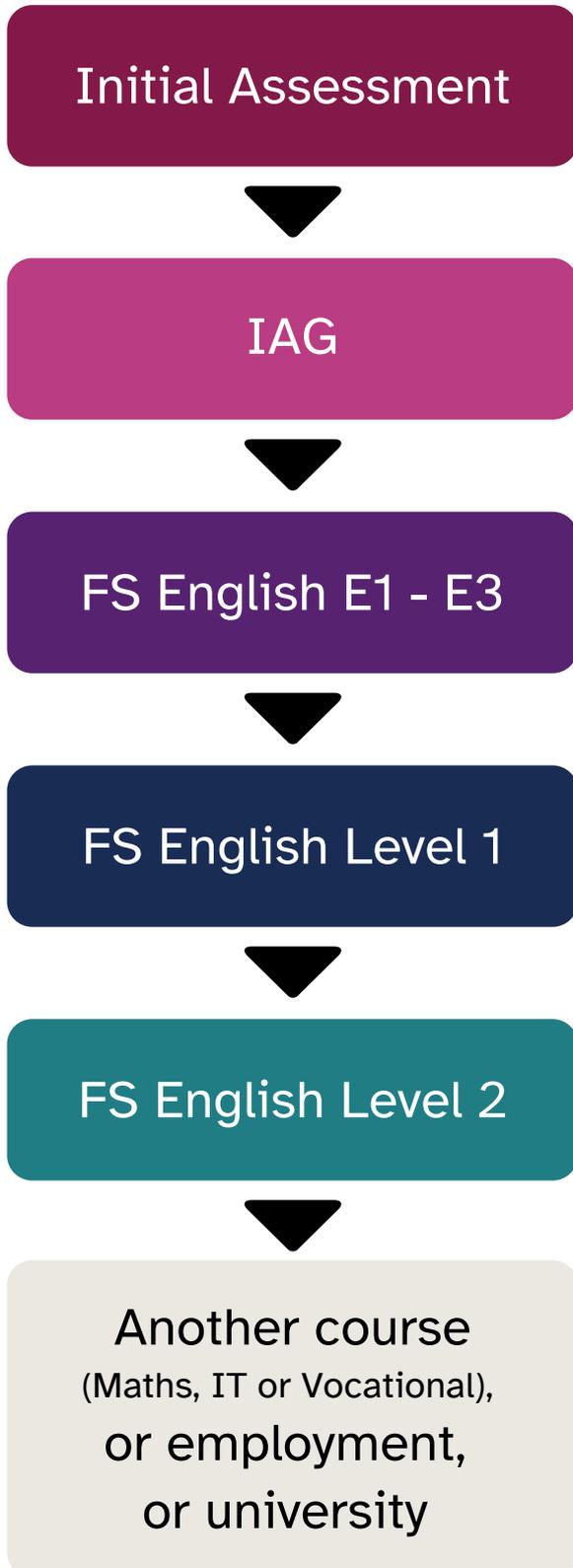
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Level 2 FS English

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Contact

# COURSE PROGRESSION



## BEFORE STARTING

- ✓ You will complete an Initial Assessment with us, which will confirm the course level you should start at.
- ✓ We will have an Information, Advice and Guidance (IAG) session to plan the best strategy to reach your goals

## AFTER COMPLETING THE COURSE

- ✓ You will either progress to another level, course, employment, volunteering opportunity or university.\*

*\*Please be aware that some of these are dependant on your qualifications and skills.*

**LEARN MORE ABOUT THE DIFFERENT LEVELS ON THE NEXT PAGES**



# ENTRY LEVEL 1 - 3

## Functional Skills English



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

City & Guilds Functional Skills English (Entry Level 1-  
Entry Level 3)

## COURSE CONTENT

- Use the English language to support you in reaching your future goals
- Communicate with your child and school
- Manage your well-being
- Tell your story
- Plan events
- Use English to help you manage your money and bills better
- Use techniques in writing cover letters and job applications
- Apply for volunteer work placement opportunities
- Write for different purposes
- Provide your own opinions and ask questions in discussions
- Make a presentation in readiness for a job interview and develop confidence
- Have the opportunity to participate in a volunteering experience

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To the next level of the programme:
  - from Entry Level 1 to Entry Level 2
  - or from Entry Level 2 to Entry Level 3
  - or from Entry Level 3 to Level 1
- To another course, such as:
  - Functional Skills Maths
  - Essential Digital Skills
  - Business IT for Office
- To employment (dependent on prior qualifications and experience)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

## ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an IAG session with us

## ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



<https://micomputsolutions.co.uk/english-functional-skills-2/>

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# LEVEL 1

## Functional Skills English



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

City & Guilds Functional Skills English Level 1

## COURSE CONTENT

- Read and understand text in detail
- Identify the main points and ideas from a written text and suitable responses for it
- Write clearly with the appropriate level of detail
- Use language, format and structure suitable for the purpose and audience
- Write using correct grammar, including the correct and consistent use of tense
- Check that the written work includes accurate punctuation and spelling, and that the 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 and points of view clearly and in appropriate language to others in your everyday life

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To the next level of the programme:
  - from Level 1 to Level 2
- To another course, such as:
  - Functional Skills Maths
  - Essential Digital Skills
  - Business IT for Office
- To employment (dependent on prior qualifications and experience)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

### COURSE REQUIREMENTS

- Have passed an Entry Level 3 English exam (or similar) prior to the course
- Or scored Level 1 in the Initial Assessment

### ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an (IAG) session with us

### ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



<https://micomputsolutions.co.uk/english-functional-skills-2/>

# LEVEL 2

## Functional Skills English



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

City & Guilds Functional Skills English Level 2

## COURSE CONTENT

- 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
- Communicate information, ideas and opinions effectively and persuasively
- Make a variety of contributions to discussions in a range of contexts, including those that are unfamiliar
- Make effective presentations
- Engage in discussion with one or more people in a variety of different situations
- Make clear and effective contributions that produce outcomes appropriate to the purpose and topic

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To another course, such as:
  - Functional Skills Maths
  - Essential Digital Skills
  - Business IT for Office
  - Or one of our vocational or Level 3 courses
- To employment (dependent on prior qualifications and experience)
- To university (this may depend on your qualifications)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

### COURSE REQUIREMENTS

- Have passed a Level 1 English exam (or similar) prior to the course
- Or scored Level 2 in the Initial Assessment

### ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an (IAG) session with us

### ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



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# Thank you!

At MI Skills, we always have our students and their goals in mind.

So whether you are unemployed, wanting to refresh your skills at work, go to university or simply learn new skills, we are here to support you no matter what.

## DO YOU NEED MORE HELP?

Contact Us



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