

Course Descriptions

Skills for Jobs							
Course code	Start Date	End Date	Duration	Day	Time	Cost	AIG
SJOB1M/09	22/09/09	17/12/09	12 weeks	Tuesday and Thursdays	9:30 – 12:00	£ 99	3 hour assessment session
SJOB2M/09	11/01/10	31/03/10	12 weeks	Tuesday and Thursdays	9:30 – 12:00	£ 99	3 hour assessment session
SJOB3M/09	20/04/10	15/07/10	12 weeks	Tuesday and Thursdays	9:30 – 12:00	£ 99	3 hour assessment session

Who is this course for?

The course is for those who are looking for work and want to develop their English language and literacy skills as well as improving their numeracy and computer skills.

What is the level of the course?

E3 – L1

What previous knowledge/experience is required?

This course is for students who can read and understand a variety of short English texts; write sentences using simple present and past tenses and some ways of talking about the future; can understand and respond to simple questions about the present, past and future; and can communicate feelings and opinions on familiar topics. Students will do a written assessment and the tutor will do a diagnostic assessment with students to ensure the work is pitched at the right level for them.

What will the course cover and what can I expect to do by the end of it?

Learning needs will be set to help your individual needs and will cover, as appropriate to your level the following topics:

- Listen, respond and engage in discussion in many different contexts e.g. as customer, dealing with a customer either by phone or a range of settings including via computer.
- Reading strategies to deal with different kinds of text
- spelling strategies to learn the spelling of words students will need for work
- Writing styles for different purposes - letters (formal and informal including emails), CVs, Memorandums etc.
- Reading and comprehension for work
- Set text study on grammar, punctuation and number appropriate for work. Where ever appropriate use of computers and technology (with built in instruction sessions) will be maximised

What teaching and learning methods will be used on the course?

Teaching and learning methods will be those appropriate to adults. Students are expected, under the guidance of their teacher, to assume a large measure of responsibility for their progress. Learning situations will include individual work, pair work, small groups as well as whole group learning. There will be aspects of the course that take place outside the classroom in a work or personal development context. At some point this will involve short commuter journeys by public transport. All materials and worksheets are provided. The Academy provides access to up-to-date learning technology, including interactive electronic Smartboards.

How will we assess your progress on the course?

Each student will have an Individual Learning Plan. This plan, which is regularly reviewed and updated, will provide each student with his or her short and longer term learning priorities. In addition there will be one-to-one and small group tutorials.

What type of qualification will passing this course give me?

Upon successful completion of the appropriate assessments students will receive an externally accredited qualification from City & Guilds or Open College Network Certificates.

What can I do after completing this course?

At the end of this course students should be able and have the confidence to use their improved language skills in a variety of situations, including employment. Course progression is to work or higher level study.

What extra study/practice do we expect you to do outside the class?

Students are expected to complete the homework assignments given by their teacher. In addition students are encouraged to bring into the classroom any language literacy and numeracy problems they may meet outside. Your teacher is there to help you.

Are there any other costs? (e.g. materials, equipment or books I need to buy before or during the course)

None

Who can I contact for further information?

Main Reception 020 8841 4511 or email: aec@westlondonacademy.co.uk

Last updated: Friday, 07 August 2009



Appointment lines: 020 8841 4511

West London Academy
Bengarth Road
Northolt
Middlesex UB5 5LQ
Fax: 0208 541 4480

Website: www.wlaaec.co.uk

