Essential Skills

What is Essential Skills?

Essential Skills is comprised of 3 core elements: Communication, Application of Number and Information and Communications Technology. This course will help the learner develop core skills such as problem solving, working with others and effective communication.

Information and Computer Technology (ICT)

Essential Skills ICT aims to give you the opportunity to develop practical computer skills to use in your current or future workplace and for your own personal needs. Springvale can assist with the completion of this course at Level 1 or Level 2 to ensure you that no barriers will hold you back in the future.

There are nine learning areas in which you will be taught to improve your communication skills:

- IT Basics
- File Management;
- Health, Safety and Security using computers
- Email & Internet
- Presentations & Spreadsheets
- Word Processing
- Databases

Springvale will assist to improve these nine learning areas through the various methods below:

- Learning to solve problems using ICT
- Manage your finances better
- Improve your chances of getting a job
- Giving you skills to develop personally
- Improve your self-confidence and get the most out of life

Communication

Millions of people in the UK do not have the standard communication skills or numeracy skills necessary for employment, further education or even every day purposes. Springvale can assist with the completion of this course to ensure you that no barriers will hold you back in the future.

There are four key skills which you will be taught to improve your communication skills:

- Reading
- Writing
- Speaking
- Listening

Springvale will assist to improve these four areas through the various methods below:

- Being taught how to read and understand various types of documents, letters, reports etc,
- Assisting in furthering communication skills, using various types of grammar, spelling punctuation
- Preparing notes and shown techniques to improve listening skills
- Numeracy

There are three main areas to improve your Numeracy Skills:

- Numbers
- Measures, shapes and space
- Handling Data

These areas will include calculations, common measures of money, time, temperature, perimeter, area and volume and presenting information on graphs and charts.

Your tutor will guide you from your current level of ability to reach the next level. You will work at your own pace to guarantee steady improvement. Independent learning will be encouraged so you achieve your maximum level during your time at Springvale Learning.

Enrol Now

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