

Essential Skills



SKILLS
for life & work

springvale
employment & learning

About this Pre-entry Advice and Guidance.

This guidance will provide you with:

1. Course information – including what you will learn and how you will be assessed
2. Course entry requirements
3. Progression pathways – future learning and/or employment
4. Your next steps

This guidance should help you decide if this is the right course for you.

Essential Skills

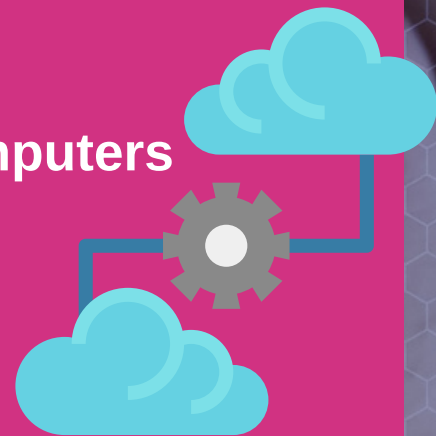


Information & Computer Technology (ICT)

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 self-confidence & get the most out of life

Essential Skills

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 such as spelling and punctuation
- Preparing notes and shown techniques to improve listening skills
- Numeracy

Essential 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.

Additional Info

Additional Support

Additional support is available for you in class and for exams if you have a confirmed disability, learning difficulty or long-term medical condition.

You just need to fill out a form and you will be referred to Ability Action for support.

Essential Skills

OCN qualifications available in: Literacy and Numeracy at Entry Level, Level 1 and Level 2 and in ICT from Level 1 to Level 2. Compulsory component of your course if you do not have a GCSE Grade C in English and Maths. Essential Skills Level 2 is comparable to GCSE Grade C.

What Happens next?

Enrol for your course online at www.springvalelearning.com

We will contact you by mobile telephone to confirm your details and arrange a tour of our facilities.

You will then fill in an expression of interest form.

We will then send you out an offer letter.

Then simply contact us to confirm that you are accepting your place on our course.



Programme Manager : Shelly Higgins

T: 02890 894430 M: 07485359861 Ext 2102

E: shelly.higgins@springvalelearning.com

Essential Skills Tutor: Lynsey Fleck

E: lynsey.fleck@springvalelearning.com

Application enquiries: T: 028 90 242362

E: info@springvalelearning.com

**Enrol
today**

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