

ESOL WORK SKILLS

Course Name	Start Date	End Date	Site	Total Fees
ESOL - Work Skills Day - Lower	30/04/2025	09/07/2025	ENDERBY ADULT LEARNING CENTRE	66.00
ESOL - Work Skills Day - Higher	07/05/2025	16/07/2025	ENDERBY ADULT LEARNING CENTRE	66.00
ESOL - Work Skills Day - Lower	01/05/2025	10/07/2025	LOUGHBOROUGH MOIRA CENTRE	66.00
ESOL - Work Skills Day - Lower	09/04/2025	02/07/2025	MARKET HARBOROUGH SYMINGTON BUILDING	66.00
ESOL - Work Skills Day - Higher	22/11/2024	14/02/2025	MELTON LIBRARY	66.00
ESOL - Work Skills Day - Lower	07/04/2025	07/07/2025	COALVILLE LIBRARY	66.00
ESOL - Work Skills Day - Higher	31/01/2025	25/04/2025	OADBY LIBRARY	66.00

01. Who is this course for?

Do you need extra some extra help with useful words and terms used at work? This short course will cover words often used at work, names of equipment used, how to answer the phone, Job search, CVs, application forms, and interviews.

02. What will I learn?

The material for the course can be discussed, but will cover vocabulary used at work, greetings, using the telephone, asking questions and understanding instructions; giving messages to other people; understanding job adverts; letter writing; sending and receiving emails with attachments.

03. How will I learn?

When.....

- You can use English better at work and with more confidence
- You achieve targets in your learning plan
- Other people tell you that you have improved
- Your tutor gives you feedback on your progress. When you are comfortable using online platforms.

04. What will I need to bring?

You will need to bring a pen, paper and other writing materials.

06. How will I be assessed?

Your tutor gives you feedback on your progress as you go.

08. How will I be supported in my learning?

We aim to support all learners to succeed. Our tutors will work with all learners to meet individual needs by using a range of resources and teaching methods. When you enrol on your course you will be asked if you have any additional learning needs or disabilities which may affect your learning. This might include physical disabilities, neurodivergent needs (e.g. Autistic Spectrum Disorder, ADHD, dyslexia or dyspraxia, etc.) visual and auditory

neurodivergent needs (e.g., Autistic Spectrum Disorder, ADHD, dyslexia, or dyspraxia, etc.), visual and auditory impairments, or a medical condition which might affect your learning. Your tutor will contact you prior to joining the course to discuss what support can be put in place. For some learners, this may mean organising extra time in exams or arranging for a Learning Support Assistant to support your learning in class. We also offer a wide range of assistive technology such as reader pens, screen readers, large print keyboards and screens, alongside in-class resources such as coloured overlays, large-print resources and more.

09. Is help available with course fees?

Many of our courses are FREE to all learners. For fee-paying courses, if you are in receipt of state benefits or have a low income (£26,211.90 before deductions) you could be entitled to enrol on your course for FREE, or at a 70% Reduced Fee cost. If your course is accredited (working towards a formal qualification) your course may be FREE if you earn under £25,000 before deductions. Some exclusions apply, eligibility for fee reduction is subject to change, and you may be required to provide evidence of earnings. If the amount you must pay for your course is over £50, we offer instalment plans which break down the cost of learning into a set number of easy monthly payments. If you need help with the wider costs of study, such as childcare, resources, travel, and transport costs, you may be eligible to have these costs reimbursed through our Discretionary Learner Support Fund. Visit us online for more details, and to download the online application form.

10. How do I choose the right course for me?

If you are unsure about which course may be right for you, our team of Learning and Work Advisers are on hand to offer FREE and impartial information, advice and guidance on learning and work options available to you. To book your free, confidential, and impartial appointment, please call FREEphone 0800 988 0308 or email LALS.LWA@leics.gov.uk.