

FUNCTIONAL SKILLS, LEVEL 1/LEVEL 2 PREPARATION COURSE

01. Who is this course for?

The preparation course is designed to allow learners to gain an insight into the Functional Skills Level 1/Level 2 courses. It is for learners who are interested in completing Level 1 or Level 2 with us and want to find out a bit more about the course. The course will allow you to increase your confidence in the course content. You will be in a small class of adults of a similar ability, be supported to build upon your existing skills and learn new skills/

02. What will I learn?

You will develop your understanding of the content of the Level 1 or Level 2 Functional Skills courses.

03. How will I learn?

Your tutor will set learning outcomes for each lesson. These will be based on the Functional skills course content. To support your learning, you will have access to: BKSB, GoLearn Virtual Learning Environment (Moodle). Plus, if you are studying maths, you will also have access to MathsWatch and MyMaths. If studying online, you will be provided with a Microsoft 365 Education account which you will use to access GoLearn VLE (Moodle), MathsWatch and MyMaths (if studying maths).

04. What will I need to bring?

Pen and paper and a folder to store your work. For online courses, you will need a laptop/PC or tablet computer, a good internet connection and be a competent user of IT. Smartphones are not suitable devices to use to study these courses.

05. What skills or experience do I need?

No qualifications are required but you do need to attend regularly, for at least 80% of sessions. You will be booked in for a phone or face-to-face conversation and assessment initially with a member of the team, who will advise if this course is best suited to your needs and longer term goals.

06. How will I be assessed?

This is a non-accredited course.

07. What could I do after this course?

You will be able to enrol on a Functional Skills course at the level you are working towards.

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. All our courses are delivered in a supportive environment. If you have any

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 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 (£27,976.16 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 £25,750 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 of your next steps, please contact us and one of our team will advise you about our courses or signpost you to other providers if necessary. Please call FREEphone 0800 988 0308 or email adult.learning@leics.gov.uk