

ENGLISH - UNLOCKING - WRITING AT WORK

Course Name	Start Date	End Date	Site	Total Fees
English - Unlocking - Writing at Work	29/06/2027	29/06/2027	Online Delivery	0.00
English - Unlocking - Writing at Work	27/07/2027	27/07/2027	Online Delivery	0.00

01. Who is this course for?

The course will help you to develop the confidence and skills to communicate effectively at work using emails and reports. The course activities and materials will link to everyday life and work experiences.

02. What will I learn?

To write clear and concise documents, using the active voice, eliminating jargon and unnecessary words and breaking down chunks of texts using organisational features such as bulleted or numbered lists, sub-headings and paragraphs.

03. How will I learn?

The learning will be via class discussion and practical activities. Games and quizzes will enhance your learning. Feedback from your tutor will help you to focus on individual areas of need.

04. What will I need to bring?

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

05. What skills or experience do I need?

You must complete an initial and diagnostic assessment on BKSb and a free writing task. A meeting with a member of the Skills for Life team will follow to discuss your individual needs and ensure this is the right course for you.

06. How will I be assessed?

There is no formal assessment. Your tutor will discuss your learning goals and provide individual feedback on to help you develop further.

07. What could I do after this course?

You can progress through the Functional Skills levels until you achieve a Level 2 qualification.

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 impairments, or a medical condition which might affect your learning. 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. Your course may be FREE if you are unemployed or earn under £26,800 before deductions. If you are in receipt of state benefits or have a low income (£28,733.50 before deductions) you could be entitled to enrol on your course at a 70% reduced fee cost. 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.