

Learning & Skills

“Learning for Life”



01325 405601 or 07932 869325

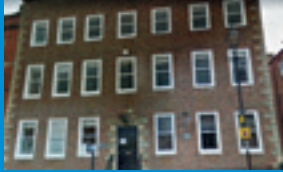


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L&S Bennet House
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Darlington, DL1 5PT



The Coleridge Centre
Coleridge Gardens,
Darlington, DL1 5AJ



Flexspace
Lingfield Way,
Darlington, DL1 4QZ

An inclusive approach

If English is not your first language and you would like more information about this document, or if you require any other print please ring 01325 405601

Urdu اگر آپ کو یہ کتابچہ انگریزی کے علاوہ کسی دوسری زبان میں درکار ہو تو براہ مہربانی ٹیلیفون نمبر 01325 405601 پر فون کر کے سوال نمبر پتہ کریں۔

Punjabi ਜੇ ਇਹ ਪਰਚਾ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਬਿਨਾਂ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਨੰਬਰ 01325 405601 ਤੇ ਫੋਨ ਕਰੋ ਅਤੇ ਰੈਫਰੈਂਸ (ਹਵਾਲਾ) ਨੰਬਰ ਦੱਸੋ।

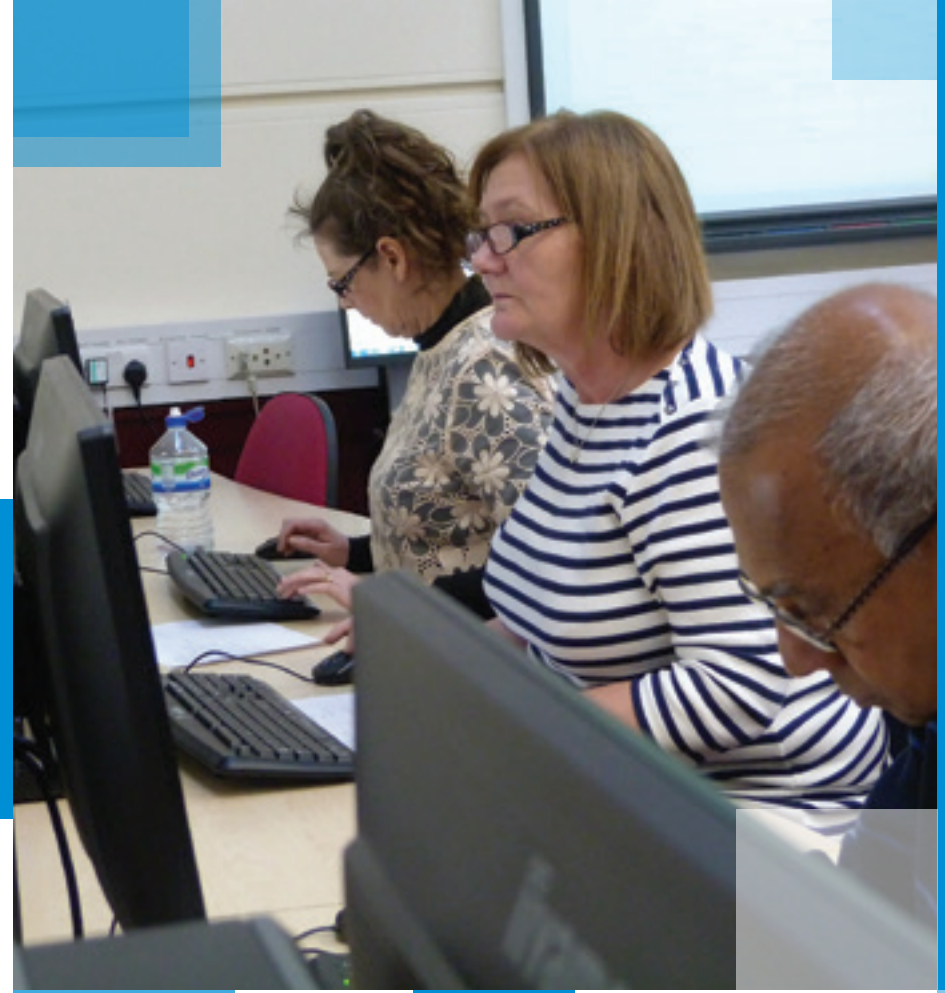
Hindi यदि आप यह प्रकाशन अंग्रेज़ी के अलावा अन्य भाषा में चाहते हैं तो कृपया संदर्भ नम्बर (रेफरन्स नम्बर) बताकर निम्नलिखित 01325 405601 पर संपर्क करें।

Cantonese 如果你需要其它语言的版本, 請與以下電話聯係並報出參考號碼: 01325 405601

Bengali যদি আপনার ইংরেজী ছাড়া অন্য কোন ভাষায় এই প্রকাশনাটির দরকার থাকে, তাহলে নম্বরে ফোন করুন এবং সূত্র নম্বর উল্লেখ করুন। 01325 405601

Arabic إذا رغبتم الحصول على هذه النشرة بلغة أخرى غير اللغة الإنجليزية نرجو الاتصال بنا على رقم الهاتف التالي: 01325 405601 مع ذكر رقم الإشارة.

Polish Jeżeli chciał(a)by Pan(i) otrzymać polską wersję językową tego dokumentu, proszę zadzwonić pod numer 01325 405601 i podać numer identyfikacyjny dokumentu.



Functional Skills
English • Maths • ICT • ESOL



TEES VALLEY MAYOR



Functional Skills

Functional Skills are the fundamental skills that you need throughout your working and personal life. Here at Learning & Skills Darlington we offer Functional Skills qualifications in English, Maths, ICT and ESOL (English for Speakers of Other Languages).

These qualifications will improve your confidence in your everyday life to support yourself in a personal and professional capacity. You will learn in a friendly and supportive environment and at a pace that suits your needs.

You can achieve a qualification at entry level 1, 2 or 3 and/or full level 1 or 2 (with level 2 being equivalent to a GCSE grade 4). There is potential to use our Functional Skills courses as preparation for a full GCSE qualification in English and/or maths.

You can join a Functional Skills course anytime between September and April and the length of the course varies according to your pace of working. Lessons take place once per week (twice per week for ESOL) and are between 2 and 3 hours in duration. These accredited qualifications require you to sit an exam in our centre at the end of each level.

Courses

English

Develop confidence in using English, with a particular focus on reading and writing skills, speaking and listening skills and punctuation and grammar. Other topics covered include tenses and verbs, spelling, proof reading, language and texts and much more.

Maths

Develop confidence in your everyday maths skills, with a particular focus on number, measures and data. Other topics include addition, subtraction, multiplication and division, money, fractions and decimals, time, shapes, ratio and much more.

ICT/Digital Skills

Develop confidence in using ICT including PCs, laptops and other devices. Topics covered include Microsoft Office (Excel spreadsheets, Word documents, Powerpoint presentations), emails, internet use, online safety, file management, hardware/software and much more.

ESOL

(English for Speakers of Other Languages)

Learn the very basics of the English language, focusing on speaking, listening, reading and writing. ESOL is aimed at those who speak very little or no English. We have previous experience of using this course to help integrate refugees and asylum seekers from around the world into the UK and help boost their English language skills.

Initial Assessments

To start a Functional Skills qualification you must first take an initial assessment. This shows us your current working level and enables us to allocate you a class suitable to your level. The assessment is not a test. There is no charge for the assessment.

Assessments take place every Friday, 1pm-3.30pm at the Coleridge Centre in Darlington or online from home. Assessments do not take place on bank holidays or during school holidays.

There may be a waiting period between taking your assessment and starting a course.

To book an assessment please contact us using the details on the back page.

Entry Requirements

Functional Skills courses are free of charge if the following criteria are met.

Maths, English and ICT

- Available to adults aged 19+ residing in Darlington or the Tees Valley postcode areas (DL/TS)
- Have the right to live and work in the UK
- Have been a UK or EU resident continuously for the previous three years

ESOL

- Available to adults aged 19+ residing in Darlington or the Tees Valley postcode areas (DL/TS)
- Asylum seekers or refugees must have been in the UK for at least 6 months, or must have resided in an EU country for the previous three continuous years
- Must hold or have applied for and are awaiting a decision on settled status in the UK



We also offer GCSEs in English and maths. Please visit our website for further information.