

English – Brush Up Your Skills

For more information, contact:

Kettlethorpe High School
Maths and Computing College
Community Learning Centre
Standbridge Lane, Sandal
Wakefield WF2 7EL
Telephone: 01924 229071
Email: info@khsccl.co.uk
Website: www.khsccl.co.uk

Specific Class details

Wednesday 16th September 2009
6.00pm-8.30pm

Who is this course for?

The course is designed for anyone who already has a foundation in English speaking skills who wants to improve and gain further skills to help them progress in everyday life and work.

What will I learn?

In agreement with your tutor, you will work on everyday themes and topics such as spelling and punctuation to help you to write. You will have your own individual learning plan with learning targets based on assessments and an informal discussion.

How will I learn?

You will learn at your own pace guided by your tutor who will regularly discuss your progress with you. You will learn through small group and paired activities, through using computers and the internet and through your own individual tasks. You will have a regular review with your tutor to check your progress.

How long is the course?

12 weeks starting in September but because you will be working at your own speed on topics of your choice, you can join at any time of the year. Classes usually last for 2 or 2.5 hours but if transport, work or family commitments mean you have to arrive late or leave early, please talk to your tutor so they can plan your work to fit in. Absences should be explained.

How much does it cost?

The course is free and exam fees are free. You will need your own pen and paper/file.

Are there any entry requirements?

You do not need any qualifications to start the course but you do need a good level of spoken English.

What happens in the first class?

Your tutor will give you a diagnostic assessment and complete a learning plan with you.

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Is there a need for additional work outside the class?

Homework is not compulsory. If you want to improve quickly then your tutor will provide you with work and give you feedback after marking.

What extra help is available?

If you feel you may need extra help because you are disabled or have a learning disability, please discuss this with the centre organiser before the start of the course; more information is available in our disability statement.

Recognising and Recording Progress and Achievement (RARPA)

All ACES programmes work to the RARPA quality standard. This means that your tutor will: (1) set clear programme aims; (2) find out what you already know and what you want to achieve; (3) work with you to agree learning outcomes for you; (4) assess your progress during the course and give you feedback on this; (5) assess your achievement with you at the end of the course. Your tutor will explain this more fully during the course.

Additional Information

You are expected to attend class regularly. There is flexibility, for example for childcare /employment reasons, but this will need to be discussed with your tutor at the start of the course. Three unexplained absences results in your place being given to another learner.

Where next?

Your tutor will be able to give you advice and guidance on other courses or employment support that may be available to you.

We are committed to ensuring that all members of the community have equal access to our programmes and an equal chance to succeed within them.

The Adult and Community Education Service reserves the right to close or cancel courses at their discretion, owing to for example, unavailability of tutors, facilities, or insufficient enrolment. If an entire course is cancelled, your fee will be refunded in full unless we can offer you a reasonable alternative.

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