

## Maths – 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@khsclc.co.uk](mailto:info@khsclc.co.uk)  
Website: [www.khsclc.co.uk](http://www.khsclc.co.uk)

### **Specific Class details**

Wednesday 6<sup>th</sup> January 2010  
6.00pm-8.30pm

### **Who is this course for?**

Anyone who already has foundation level maths skills and wants to improve on these so they can progress in work and everyday life or help their children with schoolwork.

### **What will I learn?**

Your tutor will help you decide on which topics you want to focus. You will work at your own pace on those topics. Wherever possible your tutor will try to link the maths to everyday life such as using percentages to work out price savings.

### **How will I learn?**

You will learn at your own pace, helped by the tutor who will talk to you regularly about your progress. You will work on your own or in small groups using computers or from worksheets and textbooks. You will have regular reviews with your tutor usually at the end of each term to talk about your learning.

### **How long is the course?**

12 weeks starting in January 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?**

Maths classes are free but you will need to bring your own pens, pencils, paper and a folder.

### **Are there any entry requirements?**

You do not need any maths qualifications as the tutor will assess you to check the level you are working at and signpost you to the correct class.

### **What happens in the first class?**

You will work with the tutor to find out what maths skills you already have and those you would like to improve. Together you will begin your Individual Learning Plan, which says what you are going to work on. This plan will help you to keep track of your learning and progress on the course.

**Think family**

Wakefield Adult & Community Education Service  
Telephone: 01924 303 302  
Email: [aces@wakefield.gov.uk](mailto:aces@wakefield.gov.uk)

**wakefield**  
City of Wakefield Metropolitan District Council

### ***Is there a need for additional work outside the class?***

You do not have to do extra work but to help improve your skills you can ask your tutor for homework.

### ***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***

Regular attendance is necessary for you to be able to make good progress. If you need to miss a class please let the centre know so that they can inform your tutor.

*There are waiting lists for these courses so always keep your tutor informed of any necessary absences.*

### ***Where next?***

National qualifications through OCR and City & Guilds are available, depending on your qualification aim and level of ability. Your tutor will be able to give you advice and guidance on other courses or employment support that may be available to you.

Wakefield Adult & Community Education Service recognises how important it is for learners to be given the opportunity to improve their Maths and English so that they may access other courses to improve job prospects and increase community involvement.

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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