



City & Guilds 3748 E1 – L2 Functional Skills

Duration: **30 Guided Learning Hours per Functional Skill.**

There are three Functional Skills: English, Maths and ICT, which can be studied at Entry Level 1, 2 or 3 and Level 1 and Level 2. A student is able to study each subject at a different level, depending on their ability, which is assessed at the beginning of the course.

The Functional Skills qualifications are for anyone who wants to develop their English, Maths or ICT skills which they will need in the workplace. You will learn to use these skills in real life, everyday situations.

What will I learn?

English

- Speaking & Listening
- Reading
- Writing

Maths

- Money
- Number: Adding & Subtracting
- Measure, Shape and Space
- Percentages
- Fractions and Decimals in real life situations
- Handling Data
- Time

ICT

- Word Processing
- Spreadsheets
- Internet Search and Access

Course Dates

September of each year for 36 weeks.

Entry Requirements

For Foundation Learning: No formal academic qualifications are required.

Methods of Assessment

Assessment is by a written test. All Entry Level papers will be internally marked and externally verified. For Level 1 and 2 these assessments are externally marked except part of the English assessment which is internally marked and then externally verified.

Progression

The qualification could contribute to the following destinations:

- Higher Level Qualifications
- Employment

Campus

The Lincolnshire Rural Activity Centre , (LRAC)
Kenwick Hill, Louth, Lincolnshire. LN11 8NR

How much does the course cost?

Contact the Admissions Officer Emma Moss on 01507 604945 for course fee costs and information on funding support.

Equal Opportunities

The Institute guarantees that it will deal fairly and effectively with all students, staff and visitors and offer equality of opportunity on the basis of age, creed, gender, impairment, learning difficulty, marital status, national origin, race, religion or sexuality.

Students have the right to expect that this will apply to them without prejudice or discrimination and that they also have the obligation to deal fairly and effectively with other students and staff regardless of age, creed, gender, impairment, learning difficulty, marital status, national origin, race, religion or sexuality.

The Grimsby Institute will endeavour to comply with the Disability Discrimination Act, Part IV, which requires public bodies to make every effort to support persons with disability.

Accreditation of Prior Learning (A.P.L.)

All Faculties of the Institute are committed to implementing an A.P.L service to ensure clients maximise the opportunity to gain qualifications based on experience and knowledge.