

# Adult Learning - Course Information Sheet



## XDD2ZS08 - Functional Skills English

**Doddridge Centre**  
109 St James Road  
Northampton

NN5 5LD      **Room** Doddridge Centre

Start Date: 17 September 2024  
End Date: 18 March 2025  
Start Time: 6:00PM  
End Time: 8:00PM  
Day: Tuesday  
Sessions: 27  
Tutor: Mrs Elena Marin

### Course aim

To develop your confidence and skills in English and gain a City & Guilds certificate at the level appropriate to your learning.

### Course outcomes

1. Develop reading and writing skills for emails, letters, articles and reports.
2. Apply reading and writing skills effectively in everyday situations.
3. Engage confidently in speaking, listening and communication.
4. Prepare for a Functional Skills qualification at the appropriate level

### How will the course be taught?

The course will be taught with lots of practical elements including group, pair and individual work.

If this is an online course, please check the email confirmation for the link to join your Google Classroom. This information is also on 'My Account' when you are logged in to the Adult Learning website. Find 'How to use Google Classroom' at <https://getgoing.nccadultlearning.ac.uk/it-tips/google-classroom>

### Could I gain a certificate?

Yes, you will work towards gaining a City and Guilds qualification at the level appropriate to your learning.

### What do I need to bring / have ready?

You may wish to have your own pen and notepad ready, but resources are provided in Google Classroom.

If this is an online course, a laptop, PC or tablet and a stable internet connection will be needed.

### Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact [alsreferrals@northnorthants.gov.uk](mailto:alsreferrals@northnorthants.gov.uk) or call 01536 535809 (answerphone available). Visit our website <https://www.northnorthants.gov.uk/adult-learning/fees-and-refunds> for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

### Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

**Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>**

