



TRAINING

Functional Skills

Functional Skills Level 1 English and Maths

Functional Skills Level 2 English and Maths

Delivery Location:

85 High Street, Chatham, Kent, ME4 4EE

Initial Assessment Date & Time:

Course Dates:

3rd June 2019—28th June 2019

1st July 2019—26th July 2019

Course Times: Level 1 & 2 10.00am - 3.30pm

Please note you might be asked to stay slightly later than 3.30pm to complete end tests.

Functional Skills Level 1 English and Maths Timetable

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|--|---|--|--|---|
| <p>English Reading: Identify the main points and ideas in a variety of texts. Identify how the main points and ideas are presented. Read and understand texts in detail.</p> | <p>English Reading: Utilise information contained in texts. Identify suitable responses to texts. Practice Exam</p> | <p>English Reading: Live Exam Writing: Sequencing. Use language suitable for audience and purpose. Use format and structure suitable for audience and purpose. Verb Tense.</p> | <p>English Writing: Subject-Verb agreement and sentences. End of sentence punctuation. Commas. Apostrophes. Practice Exam</p> | <p>Writing: Live Exam</p> <p>Speaking and listening: Prep for assessment.</p> <p>Live speaking and listening assessment.</p> |
| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
| <p>Maths: Understand and use positive and negative numbers. Add, subtract, multiply and divide numbers using a range of strategies. Understand fractions, percentages and decimals.</p> | <p>Maths: Add and subtract decimals up to two decimal places. Solve simple problems involving ratio. Use simple formulae. Solve problems involving length, weigh and capacity.</p> | <p>Maths: Solve problems involving calculation with time and money. Work out area and perimeters in practical situations. Extract and interpret information from tables, charts and graphs.</p> | <p>Maths: Collect and record discrete data and represent information in different ways. Find mean and range. Use data to assess the likelihood of an outcome.</p> | <p>Maths: Practice Exam. Live Exam Prep. Live Exam.</p> |



TRAINING

Functional Skills

Functional Skills English and Maths Level 2 Timetable

Course Times: Level 1 & 2 10.00am - 3.30m

Please note you might be asked to stay slightly later that 3.30pm to complete end tests.

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|--|--|---|---|---|
| English Reading: Obtain and use relevant information. Examine Primary Themes. Identify the purposes of texts. Comment on how meaning is conveyed. | English Reading: Detect point of view. Detect fact and opinion. Analyse texts in relation to audience needs and consider suitable responses. Practice Exams. | English Reading: Live Exam Writing: Present information persuasively. Use a range of writing styles for different purposes. | English Writing: Punctuate accurately using commas. Punctuate accurately using apostrophes. Punctuate accurately using inverted commas. Practice Exam. | English Writing: Live Exam Speaking and listening: Prep for assessment. Live speaking and listening assessment. |
| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
| Maths: Understand and use positive and negative numbers of any size. Carry out calculations with numbers of any size. Understand, use, and calculate ratio and proportion. | Maths: Understand use equivalences between fractions, decimals and percentages. Understand and use formula and equations. | Maths: Find area and perimeter and volume of common shapes. Use, convert and calculate metric and imperial measures. | Maths: Use and interpret discrete and continuous data. Use statistical methods to investigate situations. Use probability to assess the likelihood of an outcome. | Maths: Practice Exam. Live Exam Prep. Live Exam. |

Please note: You will be required to provide a Valid Passport, Driving Licence or Birth

Certificate and a proof of benefit letter dated within 3 months of you starting the course.

Provider Contact: Lisa Kent / Shabnam Singh

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