

SKILLS FOR LIFE CLASSES

Adult Literacy & Numeracy

BACKGROUND

Having staff that possess good literacy and numeracy skills is a crucial success factor for most businesses. The Skills Pledge, launched on 14 June 2007 by the Education and Skills Secretary Alan Johnson, encourages businesses to sign up to a public pledge to train their staff, ensuring they have the skills needed to compete in the global workplace.

WHAT ARE SKILLS FOR LIFE CLASSES

These classes are designed to provide an opportunity for employees to update their literacy and numeracy skills. The classes offer an informal learning experience and can, in some cases, be bespoke to individual company needs.

WHAT ARE THE BENEFITS?

Better literacy and numeracy will:

- Equip employees with the skills the organisation needs them to have
- Contribute to the workforce feeling more valued and recognised
- Enable employees to have the confidence to take more responsibility for their work
- Help to create an environment for better team working
- Give employers greater confidence so they are better able to handle changes to working practices

Improving literacy, numeracy and language skills can be the first step (and part of every step) on an individual employees 'personal skills escalator', encouraging take-up of further learning, achievement and development and contributing more to employers.

WHAT SUBJECTS WILL I STUDY?

This will depend on assessment results as courses are designed with learners' needs in mind. However, for literacy you may cover subjects such as grammar, punctuation, spelling strategies, reading and writing. For numeracy you may cover subjects such as decimals, fractions, percentages, averages and ratio and proportion.

HOW ARE THEY ASSESSED?

Adult literacy and numeracy classes have an end exam which currently consists of 40 multi-choice questions. These exams are available as either paper based or on-line computerised tests.

WHAT QUALIFICATION WILL I ACHIEVE?

You will be working towards National Standards to gain a nationally recognized certificate.