



ULRs

Everything you need to know about Essential Skills

Essential Skills qualifications are designed to prepare people for work or help those already in work. The courses are practical and allow people to apply their skills in real life work situations, giving them the learning tools to:

- apply their knowledge and understanding to everyday life
- engage easily with others
- solve problems
- develop personally

Essential Skills cover three important skill areas:

- **Literacy** – aims to give the learner the opportunity to develop and apply speaking and listening, reading and writing skills.
- **Numeracy** – aims to give the learner the opportunity to develop and demonstrate skills in understanding numerical information, for example, carrying out calculations, interpreting results and presenting findings.
- **Information Communication Technology (ICT)** – aims to give the learner the opportunity to develop practical and work related computer skills. The topics studied include; concepts of IT, using the computer and managing files, spreadsheets, internet and email.

Essential Skills qualifications:

- **Level 1** – Will suit learners looking for a solid set of skills, who might want to succeed in a job or move on to further study.
- **Level 2** - Will suit learners who have some knowledge and basic skills, who may already be using these skills at work, but want to gain confidence and take on more responsibility.
Achievement at Level 2 is comparable to GCSE standard.

Essential Skills are not just vital in the workplace, but are required to carry out every day activities such as shopping, paying bills and socialising with other people, both face to face and via social media.

Essential Skills are also a prerequisite for further learning and development. They form the foundation on which further learning and development can take place.



Courses in ICT, Literacy and Numeracy

Essential Skills courses are designed to help improve your reading, writing, maths or IT skills.

Essential Skills will provide you with the tools to:

- help your children with homework
- manage your finances
- communicate with social media
- get the most out of the internet

Essential Skills could lead you to:

- securing a place in further education
- securing a promotion

All Essential Skills courses are free. You can do them in a college or at work.

You will be able to:

- learn at your own pace
- practice how to use the skills you learn in everyday situations
- gain qualifications that employers will recognise

For further information please contact:

