

What are Essential Skills?

Essential Skills qualifications help you develop your ability to read, write, speak, listen, use numerical skills and technology at a level to help you progress better at work and in society in general.

Being able to communicate effectively, apply mathematics effectively and make good use of information technology is crucial in life, work or further learning.

Essential Skills cover three important skill areas:

- **Literacy** will give you the opportunity to develop your speaking and listening, reading and writing skills.
- **Numeracy** will give you the opportunity to develop your skills in working with figures and numbers.
- **ICT** will help you develop practical ICT skills to use in the area you are currently employed or wish to gain employment in and for your own personal needs.

Qualification

- Essential Skills Literacy and Numeracy qualifications are available across 5 levels, from Entry Level to Level 2.
- Essential Skills ICT is available at Level 1 and 2.
- Achievement at Level 2 is comparable to GCSE standard.

Assessment

- Literacy and Numeracy at Entry level; learners will complete a classroom based assessment.
- Literacy and Numeracy at Level 1 and 2; learners will complete an externally set and marked exam paper.
- ICT at Level 1 and 2; learners will complete a portfolio.

On average, it takes over 40 hours to complete an Essential Skills course. However, this will be determined by your needs and tutor's assessment. Classes can be held in a range of venues, from your local community hall to your local college or workplace.

To find out more, speak to your Union Learning Rep today!



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:

