

Futures
FOR BUSINESS

Functional Skills English

Adult Training Courses

Functional Skills are the essential skills needed for English, maths and ICT. As well as gaining an accredited qualification which is attractive to employers, this course will enable you to develop skills which you can use in everyday life.

Futures for Business offers Functional Skills English from Entry Level 3 to Level 2, allowing you to start working at a level suitable to your current abilities and allow natural progression onto higher qualifications.

Through our dedicated trainers, you will be able to develop your confidence in everyday English skills including reading, writing and communication which is delivered through a relaxed approach tailored to your individual abilities and at a pace that works for you!

Working across the East Midlands, we help people to gain the skills needed to enter into sustainable employment or progress in their chosen career.

All of our training courses come with accredited qualifications recognised by employers and support with entry into further education.



What will the course cover?

Futures can offer you the chance to increase your skills in English using a range of learning and assessment methods to ensure you reach your full potential. We will work with you to design a bespoke English programme to help tackle your areas for development based on a comprehensive assessment. We offer three levels of qualifications: Entry Level 3, Level 1 and Level 2 (equivalent to GCSE Grade C-A). All the levels cover the following topics:

- Identifying bias, inference and language techniques used by authors.
- Exploring the purpose of text.
- Discussions leading to speaking and listening assessments.
- Locating information, reading practice and skim, scan and detail reading techniques.
- Focusing on sentence structure and learning how to plan and write creatively.

What qualifications will I receive?

At the end of the course, upon satisfactory completion, all learners will gain a qualification accredited through City and Guilds:

- Functional Skills in English Entry Level 3/Level 1/Level 2

This course is delivered part-time for 2 days a week over a 6 week period*

How is the qualification assessed?

The qualification will be assessed through the completion of online or paper based exam in reading and writing as well as speaking and listening.

All learners will receive ongoing support and assessment through constructive feedback from our qualified trainers throughout the course.

Is it right for me?

- Do you lack confidence in reading and writing?
- Do you require an English qualification to find employment?
- Do your English skills need refreshing?

If so, this is the ideal opportunity for you.

Upon completion, the programme supports progression onto further qualifications such as apprenticeships or higher education.

* subject change based on chosen qualifications

What people say about our training

"The tutor was very informative, helpful and offered great guidance. I enjoyed all aspects of the course."

Get in touch

To find out more about our training courses email thehub@futuresforbusiness.com or call 0345 266 9799