

Course Information Sheet



Course Code and Name: GL0051519 Beginners English For Work

Venue: Gardners Lane Children's Centre
Gardners lane
Cheltenham
Gloucestershire
GL51 9JW

Start Date: 08 January 2019
End Date: 02 April 2019
Day: Tuesday
Time: 12:30 to 14:30
Weeks: 12

Tutor: Polly Jones

Course Provider: Adult Education in Gloucestershire

Course Summary:

If your first language is not English, this may be the course for you. This course is for people with very little or no knowledge of English as a second language. You will develop your skills and practice how to: have basic conversations with work colleagues/your boss and others in English; how to make simple phone calls and leave voicemail messages e.g. to call in sick to work and change work days/shifts/appointments; and how to complete simple cvs and job application forms.

Eligibility:

You must be aged 19 at the start of the course. You will need to be eligible for this course, a tutor will check your eligibility, please bring ID if you have been in the UK for less than 3 years.

How will the course be taught?

This course is delivered by a professionally qualified tutor. There will be a mixture of group, paired and individual work. You will also receive homework tasks each week.

How will I know how well I am doing?

You will receive written feedback in your learning log each week along with having your work marked and verbal feedback during the sessions.

Prior Knowledge:

This class is for people who speak no English at all/only a few words. You will do an assessment at the start of the course to find out what level you are currently working towards.

What do I need to bring?

Bring yourself. It is a good idea to bring a notepad, ring binder and pens.

How do I join the course, or find out more?

If you are interested in this course please contact us by telephone on 0800 542 1655 or email foundationenglish@gloucestershire.gov.uk

Cost:

This course is free to those on benefits/low income . You will need to bring proof of benefits/low income. There is a fee for others.

What course can I do next?

Your tutor will be able to advise you of any follow on or suitable courses.

Information and Advice for Progression:

Information on progression is available. Contact your tutor for further information.

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course.

Further information:

No information provided