

Communication Skills for Work

Details

This course is for adults who would like to develop their verbal and written communication skills for the workplace. The course will include pre-employment skills such as interview skills and writing letters of application, as well as skills that you can use in the workplace such as writing letters and emails, verbal and non-verbal communication and using correct punctuation, spelling and grammar in written communication.

You will be encouraged to attend regularly.

Entry Requirements

You will need to provide evidence that you have any of the following:

- Been a resident of the UK for the past three years.
- Proof of immigration status
- You will need to complete an assessment before you join the course and advice will be given as to the suitability of the course for you. You must be committed to attending regularly and completing home study.
- Your English skills will need to be Entry 2 or above.

Location

This course is offered at venues across Sandwell.

The benefits of this course

This course will help you develop communication skills which will be useful to you when applying and interviewing for jobs and in the workplace. As the course progresses you will develop employability skills to help you in the world of work.

Teaching

Learning will take place in a supportive environment, where professional teaching will be differentiated for individual learner needs. Your course will be classroom based and you will take part in with one to one, paired and small group work. Full participation will require you to find some time to complete homework, which will be marked and commented on by the tutor with guidance to help you to know how to improve.



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How will progress be monitored and assessed?

Your individual learning goals will be agreed at the beginning of the course and recorded on your individual learning plan. The ILP will be used throughout the course to assess your progress. Progression will be monitored through assessment via observation of practical activities, marking of completed work and through group discussion. The tutor will assess your learning during the sessions and will provide you with individual feedback. You will be asked to provide feedback of your learning experience via a questionnaire.

After completing this course?

After this course you may want to progress onto qualifications in English, Maths and ICT to further support your career progression.

Are there any additional costs?

There are no fees charged to you. Your course fees are paid for through WMCA, which is government funding.

Equipment Required

Writing paper and a pen

This course is 20 Guided learning hours and runs for 10 weeks



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