

FINTACT COLLEGE OF GLOBAL EDUCATION LONDON

Functional English Skills

Introduction

The learners must make sure that their speaking, listening, reading and writing skills are up-to-date for the workplace. This course also includes employability units to further help and support Learner's job prospects. This course comprises of three Units.

Course Duration

6 to 9 months depending on ability of learning by students.

120 Credits with Guided Learning Hours (GLH) 1200

Course Description

Reading

- Text focus: Improving reading comprehension skills
- Sentence focus: Understanding grammar and punctuation usage
- Word focus: Vocabulary, word recognition and phonics

Speaking & Listening

- How to speak to communicate
- Engaging and contributing to discussions
- Listening and responding

Writing

- How to construct sentences
- Understanding the alphabet
- Correct spelling

Levels available: Entry levels (1, 2 and 3),

Our team will assess which level is suitable for Learner.

Course Fee: For UK Students: £1000

For Oversea Students: £3000

Entry Requirements:

For UK Students. Must not have attained a GCSE grade A* – C or grade 4 or above

For Oversea Students: Must have attained Secondary School qualification or above.

Study Skills

The development and application of study skills will enable the learners to achieve their current qualification in terms of higher education, support lifelong learning and progress in employment.

Verbal and Non-Verbal Communications	This unit aims to develop knowledge and understanding Of the conventional verbal and non-verbal professional communications used in workplace..
English: Reading and Writing	This unit aims to develop the learner’s competencies in English Reading and Writing .
English: Speaking and Listening	This unit aims to develop knowledge, understanding and skills of English for speaking and listening used in workplace.

In addition to above the following study skills will be developed and learners will use them in preparing the summative assignments. It will also be relevant to those in employment or seeking employment as it will improve their communication skills using the English language including those for whom English is a second language

- Critical thinking
- Planning, organising and time management
- Research
- Making Analysis
- Oral and written skills
- Academic skills
- Application of IT skills

Mode of Delivery

The College will deliver this qualification by keeping in view the needs of learners that will include full time by lectures and other supervised learning activities including induction, face to face speaking practice and essay writing.

METHOD OF ASSESSMENT

Assessment for each unit is completed which is based on achievement of Learning Outcome at the standards set that unit. The learner can therefore achieve a Pass, Merit and Distinction based on the quality of the work submitted and the assessor's judgement made against the criteria provided. This work is subject to internal verification process.

In addition to above an oral test will be taken before issuing certificate to learner.