

Literacy

Employees with a good level of literacy are a critical success factor for all organisations. This means being effective at written and verbal communications. Being able to produce effective professional business correspondence, as well as present ideas within meetings. All of these skills help employees to be confident and get on at work.

Skills for Life (SfL) – Literacy Level 1 & 2

The Adult Literacy qualifications are available at levels 1 and 2. Upon starting a detailed assessment is carried out to determine the appropriate level and the areas that need to be developed.

Common areas that learners address are:

- Report writing/ Summary writing skills
- Use of apostrophes & commas
- Presentation skills
- Spelling and grammar

Delivery of the topics through methods that work for you. These may be:

- Interactive learning with your tutor
- On-line quizzes and games
- Workbook study between visits

We will try to present the topics to suit your interests and your work.

How will I be assessed?

Your allocated tutor will deliver your training one-to-one or group based, either in your workplace, or at our centre. You only study the topics you need. When you are ready you will sit an electronic or paper based test at our centre.

How can I enrol onto the Skill for Life programme?

Speak firstly to your Supervisor/Line Manager and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your supervisor at work.

How much will it cost?

In certain circumstances, we can deliver the training at NO COST to you and your organisation. If you are not eligible for government funding, then the latest price for this qualification can be found on our website. www.acorn-training.com

