

Workbased

Essential Skills For Work



Course Code	Medium	Level	Duration
100437BS001	Online	One	10 hours

Description

If you are in work or looking for employment, then studying Essential Skills For Work could help you to make the most of your personal potential. The course has been developed for people who wish to develop and practice a range of essential work skills covering reading, writing, numbers and speaking and listening.

The course is divided into six major sectors, each one providing learning scenarios relevant to their sector – so you can choose to learn from just one sector, or all of them if you so wish. The six major sectors covered in the course are:

- Care
- Cleaning and Support
- Construction
- Haulage and Distribution
- Manufacturing
- Retail

Essential Skills For Work gives you the chance to learn and then practise a wide range of new and valuable skills – from taking part in meetings to dealing with difficult customers, from writing reports to using graphs, tables and charts.

Don't stand still at work – Essential Skills For Work will give you the confidence and the skills to really get ahead!

Learning objectives

On completion of this course you will be able to:

- Use different reading strategies to find and obtain information
- Understand technical words and instructions
- Read, understand and complete information on forms
- Read and write messages and reports clearly and carefully
- Listen, follow and give clear spoken instructions
- Measure and record weights, areas, temperatures and volumes
- Use maps, plans, mileage charts and estimate distances and times

Course modules

- Health and Safety
- Read and follow work instructions
- Form filling and recording information
- Read and write messages
- Dealing with people
- Taking part in meetings and training
- Labels, tables and charts
- Numbers at work
- Money skills for retail
- Weights and measures in Manufacturing and Construction
- Quality control checks
- Using graphical information
- Time management and planning

Previous knowledge required

None

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