



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title: English Functional Skills Entry Level 3

Start Date: September 2021

End Date: January 2022

Course Length: 2 sessions per week over 16 weeks.

The course is blended so one session per week will be in the physical environment at Kingsley Academy and one session per week will be online in a Google Meet.

JJ299HDA – Tuesdays 9.30-11.30 at Kingsley and Thursdays 9.30-11.30 online

JJ299HEA – Tuesdays 12.30-14.30 at Kingsley and Thursdays 12.30-14.30 online

You will track your progress by accessing your online learning plan (ILP), from the start to the end of the course. You will respond to questions and feedback in the Google Classroom.

You will need to Pass 3 exams: Speaking and Listening, Reading and Writing to achieve the English Functional Skills E3 qualification which is accredited by Pearson Edexcel.

There is approximately 2-4 hours of homework per week.

The first four weeks of the course will give you an opportunity to see how you feel about learning this way. You can see how well you are keeping up with the work and whether the course is providing you with the right level of challenge. It will also be a time for us to evaluate whether we think this is the right course for you or whether a different course would be more suitable.

By the end of the course you will be able to:

- Access your learning through Google Classroom
- Become aware of your strengths and areas for development
- Develop your study skills
- Better understand a wide variety of different written texts and styles.
- Write a variety of texts such as letters and emails.
- Develop and use strategies to improve your spelling and punctuation.
- Discuss topics of interest, both familiar and unfamiliar.

What is required to attend the course?

- You will need an initial assessment.
- Access to a laptop or tablet with internet, camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
Link to download Chrome: <https://www.google.com/chrome/>
- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).

- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

After this course you will be able to:

- Enrol onto another Adult Learning course or develop your English skills further.

Who can I contact for further information?

For more information please call 0208 583 6000

Eligibility, Fee remittance, over 19's

Please see our website: www.hace.ac.uk

Hounslow Adult & Community Education

Code of Conduct (obligations of all)

We expect everyone:

1. to follow health and safety regulations and behave in a way which does not put you or others in danger;
2. to follow the HACE Equal Opportunities Statement at all times;
3. to respect all users of HACE, whether they are learners, staff, volunteers or visitors;
4. to be punctual and attend all classes;
5. to dress appropriately and avoid eating during the class time;
6. not to use a mobile phone for calls and text messaging;
7. to complete and submit your assignments on time and in line with the HACE Plagiarism Statement;
8. to respect the property of the service, staff and learners;
9. to keep the building/classroom clean and tidy;
10. to follow the HACE Digital Statement (including online safety) at all times.