



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title: ESOL E3 Writing

Fee:

Level and Qualification: Ascentis ESOL Skills for Life (Writing) (Entry3) (QCF) **(by exam)**

Start Date: September 2021

End Date: February 2022

Course Length: 2 sessions per week over 16 weeks (AM or PM or Eve)

Or a 3 hour session per week on Saturdays over 16 weeks.

You will track your progress in Google Classroom by accessing your online learning plan (ILP), at the start and at the end of the course. You will build a portfolio using Google Classroom to provide the evidence necessary to achieve the qualification. There is approximately 2-3 hours of homework per week.

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
- Improve your writing skills at Entry 3 standards.
- produce text relevant to purpose and audience
- group main points into paragraphs
- use a range of simple, compound and complex sentences
- Plan, draft and write a variety of texts on familiar and unfamiliar topics such as complex application forms, personal statements, emails, letters, short articles and information sheets.

What is required to attend the course?

- You will need an initial assessment.
- You need to have English skills at Pre-Entry Level or above.
- 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 will need to join the Google Classroom using this account.

After this course you will be able to:

- Enrol onto another Adult Learning course, develop your knowledge further 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.