

# Learning around you

Online courses  
for everyday  
maths and English



## Bedford College

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# Online learning for Everyday Skills in maths and English

The Open University, in partnership with The Bedford College Group, Middlesbrough College and West Herts College, brings a range of exciting new free OpenLearn online courses to anyone who wants to improve and refresh their everyday skills in maths and English.

These free OpenLearn courses are designed to allow learners to study alongside their busy work-life commitments and develop their maths and English skills at a pace that suits them. The topics are all relevant to work-life skills and learners will improve their communication and numeracy skills whilst learning how to apply them in everyday situations.

The Everyday Skills maths and English online courses are available at two levels and learners can choose the level that suits their ability and aspirations. These courses are ideal for anyone looking to upskill for promotion, to support children with their homework or anyone continuing their studies onto a Functional Skills qualification for personal advancement or as part of an apprenticeship.

Start dates are flexible throughout the year and learners can study when they have time to spare or they can choose

to learn more quickly – each Everyday Skills maths and English course can be completed in as little as 48 study hours.

## Everyday English 1:

An introduction to basic English skills covering spelling, punctuation, grammar, reading for meaning and communication skills.

## Everyday English 2:

A more advanced English skills course on report writing, writing emails and letters, information gathering, critical thinking and presentation skills.

## Everyday Maths 1:

An introduction to basic numeracy skills covering addition (+), subtraction (-), multiplication (×), division (÷), basic fractions ( $\frac{1}{4}$ ) and percentages (%). The course also includes working with money, measurements and shapes, and basic data handling.

## Everyday Maths Level 2:

A more advanced maths skills course looking at percentage change and reverse percentages; how to convert values between fractions, decimals and percentages; how to calculate perimeters, areas and volumes; and currency conversions.

## Real life and workplace skills

Each OpenLearn Everyday Skills course focuses on problem solving and applies skills to real-life and workplace situations:

- Working with money
- Writing emails, letters and reports
- Communicating with people
- Working out percentages
- Solving problems
- Creating presentations
- Managing finances
- Gathering information
- Thinking critically.

## What are the OpenLearn courses like?

Everyday Skills online courses are divided into a series of easy-to-manage sections with interactive quizzes, information sheets and activities to motivate and inspire learners.

## What are the benefits for learners?

Everyday Skills courses can provide learners with a wide range of personal and professional benefits including:

- Supporting children with homework
- Building self-esteem and confidence
- Enhancing job prospects
- Improving communication skills
- Boosting employability skills and ability
- Completing forms and documents accurately.

## What are the benefits to local businesses?

Everyday Skills courses can have a positive impact on local businesses and they can benefit from:

- Improved efficiency
- Increased productivity
- Reduced staff turnover
- Enhanced customer satisfaction
- A rise in staff well-being.

## What are the course requirements?

Learners looking to enrol on these courses do not need any formal qualifications. However they must be aged 19 or over, a UK/EEA citizen and have a good level of spoken English.

### **What commitment do learners need to make?**

Everyday Skills courses can be accessed online anywhere and are designed to fit flexibly around busy schedules. It is recommended that learners commit to at least 5 hours each week for their online study. Learners should have access to IT equipment with an internet connection suitable for streaming video content.

### **What study options do learners have after these courses?**

Everyday Skills courses provide learners with an Open University statement of participation for their achievement which can be added to their employment profile and their CV.

Learners then have the option to register for a Functional Skills qualification provided that they do not already have an equivalent qualification in maths and/or English. After a short informal interview in college and an assessment to determine their skill level learners can enrol on a suitable Functional Skills course and sit the exam when they are ready.

### **How do I get more information?**

To find out more information about the Everyday Skills courses visit [www.bedford.ac.uk/myskills](http://www.bedford.ac.uk/myskills) call 01234 291000 or email [info@bedford.ac.uk](mailto:info@bedford.ac.uk)



# FAQs

## **Are these OpenLearn courses only for people who want to take a formal qualification?**

No, these online courses are for anyone looking to improve their everyday maths and English skills. Those who would like to develop their skills further, either now or after completing these OpenLearn courses, can study for a Functional Skills qualification at a centre near them (see [Where can people study for a Functional Skills qualification and what does it involve?](#)).

## **Is there any face-to-face teaching?**

No, the Everyday maths and English courses are online-only courses. The topics are designed around situations faced on a regular basis and each course has videos, activities and interactive quizzes to support the learning.

## **How are the courses assessed?**

Everyday maths and English courses have a quiz in each section to help check learner progress on the topic being studied. At the end of the course there is a final quiz with a pass mark of 60% or above.

## **Can people take the maths or English course or do they have to take both?**

The OpenLearn courses are designed to fit around their needs in basic maths and English. People can take either of the courses or both courses but we do recommend that they focus on one at a time.

## **Can this course help people secure a job or university place?**

Passing the course creates an Open University statement of participation for their achievement which can be added to an employment profile and a CV. This will show education institutions or employers that a good standard of maths and English has been achieved and there was a commitment to complete the course. Some employers and universities may ask for a Functional Skills qualification which can be studied at a nearby centre (see [Where can people study for a Functional Skills qualification and what does it involve?](#)).

## Where can people study for a Functional Skills qualification and what does it involve?

Those who would like to study for a Functional Skills qualification should visit [www.bedford.ac.uk](http://www.bedford.ac.uk) to find a centre near them and complete an initial assessment which will indicate what level of skills they have. To start a Functional Skills qualification they must achieve Level 1 or above in the initial assessment and have a good standard of spoken English. The OpenLearn online Everyday maths and English courses will help people achieve this level.

## Can people study a Functional Skills qualification online?

This will depend on the centre they register with to complete their Functional Skills qualification. To find out more about where and how people can study for this qualification go to [www.bedford.ac.uk](http://www.bedford.ac.uk)

## Do people have to go into college to sit a Functional Skills exam?

Where and how they can sit an exam for this qualification will depend on the centre they register with to complete their Functional Skills qualification. To find out more about this go to [www.bedford.ac.uk](http://www.bedford.ac.uk)