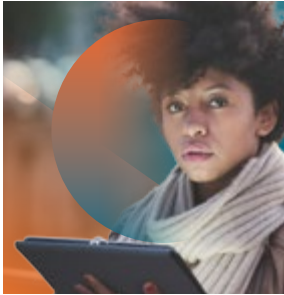


Learning around you

Online courses
for everyday
maths and English



Bedford College

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Online learning for Everyday Skills in maths and English

Do you want to improve your reading, writing or maths skills?

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 you to study alongside your busy work-life commitments and develop your maths and English skills at a pace that suits you. The topics are all relevant to work-life skills and you will improve your 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 you can choose the level that suits your ability and aspirations. These OpenLearn 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 you can study when you have time to spare or 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 (x), division (\div), basic fractions ($\frac{1}{4}$) and percentages (%). The course also includes working with money, measurements and shapes, and basic data handling.

Everyday Maths 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 you.

How will these courses benefit me?

Everyday Skills courses can provide you 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 course requirements?

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

What commitment do I need to make?

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

What study options do I have after these courses?

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

You then have the option to register for a Functional Skills qualification provided that you do not already have an equivalent qualification in maths and/or

English. After a short informal interview in college and an assessment to determine your skill level you can enrol on a suitable Functional Skills course and sit the exam when you are ready.

How do I get more information?

To find out more information about the Everyday Skills courses visit www.bedford.ac.uk/myskills call 01234 291000 or email 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. If you would like to develop your skills further, either now or after you have completed these OpenLearn courses, you can study for a Functional Skills qualification at a centre near you (see [Where can I 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 you may face on a regular basis and each course has videos, activities and interactive quizzes to support you with your learning.

How are the courses assessed?

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

Can I take the maths or English course or do I have to take both?

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

Can this course help me secure a job or university place?

Passing the course will give you an Open University statement of participation for your achievement which can be added to your employment profile and your CV. This will show education institutions or employers that you have a good standard of maths and English and have shown a commitment to complete the course. Some employers and universities may ask you for a Functional Skills qualification which can be studied at a centre near you (see [Where can I study for a Functional Skills qualification and what does it involve?](#)).

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

If you would like to study for a Functional Skills qualification visit www.bedford.ac.uk to find a centre near you and complete an initial assessment which will indicate what level of skills you have. To start a Functional Skills qualification you 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 you achieve this level.

Can I study a Functional Skills qualification online?

This will depend on the centre you register with to complete your Functional Skills qualification. To find out more about where and how you can study for this qualification go to www.bedford.ac.uk

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

Where and how you can sit an exam for this qualification will depend on the centre you register with to complete your Functional Skills qualification. To find out more about this go to www.bedford.ac.uk