

Skills for Life - Adult Literacy & Numeracy Courses 'PTLLS' Course Care 3 NVQ Level 2 Administration

Duration: variable – led by individual needs

Introduction/Summary

This course is for NVQ learners who want to improve their skills in Literacy and/or Numeracy and is delivered on a 1-1 basis in the workplace along side their NVQ qualification. The training will be a blended learning approach ranging from drop in taught sessions, 1-1 mentoring by the assigned assessor through to self study via web based, computer and/or paper based learning materials. All delivery options are dependent upon the individuals' preferred learning method/style.

Qualifications

Adult Literacy level 2
Adult Numeracy level 2

To gain the qualification a national based test must be taken either on line or using a paper based option. The tests are available at two levels and are designed to measure skills at an equivalent level to other national qualifications:

Levels

Adult Literacy & Numeracy tests	Key skills qualification	GCSE	GNVQ	NVQ
Level 1	Level 1	D-G grade	Foundation	Level 1
Level 2	Level 2	A-G grade	Intermediate	Level 2

Key Topics covered include:

Adult Numeracy:

- whole numbers, common measures, fractions, decimal and percentages
- Adult Literacy
- Grammar and punctuation, vocabulary and spelling, planning your writing and reading for a purpose

Pre requisites

You do not need any pre requisites to attend this course.