

'Functional Skills English and Apprenticeships'

One Day Training Programme for VTCT

09.30: Arrival, registration and coffee. 'Your Objectives' flip chart activity

10.00: Welcome, domestics and introductions

10.10: 'Get it off your chest!'

10.30: The Functional English Standards:

- a brief overview of Reading, Writing & SLC
- factors affecting progression
- progression from Level 1 to Level 2 activity
- application to apprentices
- 'Top Tips'

11.30: Break

11.45: Assessment of Functional English:

- format of tests (Reading & Writing) and internal assessment (SLC)
- what's being tested
- main problem areas and how to overcome them
- marking activity
- 'Top Tips'

13.00: Lunch

13.45: Teaching and Learning of Functional English:

- how standards & assessment of Reading, Writing & SLC will affect T&L
- delivering Functional English within apprenticeships
- investigating delivery methods / preparing for tests
- developing effective Functional English exercises activity
- 'Top Tips'

15.00: Break

15.15: Plenary:

- feedback on activities/exercises
- revisiting issues and aims
- the way forward?

16.00: Close