

FUNCTIONAL SKILLS ENGLISH

SKILLS YOU WILL LEARN

- Spelling, grammar, and punctuation
- Writing strategies including letters of complaint, emails, and articles
- Reading strategies, identifying different types of texts and understanding language.

1



PERSONAL DEVELOPMENT

- Improving your English skills can develop your confidence & resilience in a range of situations.
- It can help you get ready for your next step into education, training or employment.

2



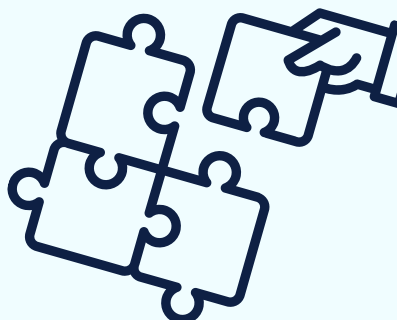
WHERE CAN IT TAKE ME?

Higher Education: Progress to level 3 qualifications, apprenticeships, or access courses.

Careers: useful in industries such as business marketing, childcare, and education.

Employability: Essential for job searching, CV writing, and developing communication skills.

3



EMPLOYABILITY

- Employers look for candidates to hold a level of English.
- This can support job searching such as CV & application writing.
- Can help you develop key skills employers look for such as leading and participating in discussions.

4



LOCAL LABOUR MARKET

- **Business and Professional Services:** The Tees Valley has a strong presence in business and professional services, making English skills valuable for roles in administration, customer service, and management.
- **Education and Childcare:** With a growing demand for education and childcare professionals, strong English skills are crucial for effective communication and documentation.

5



For support about your next steps, speak to your tutor or our
Information, Advice & Guidance Lead, Tara Dolan .

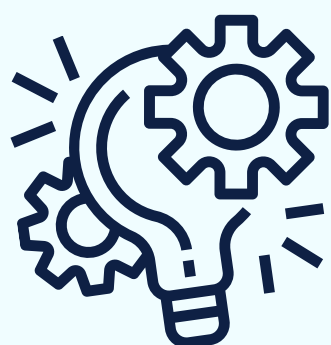
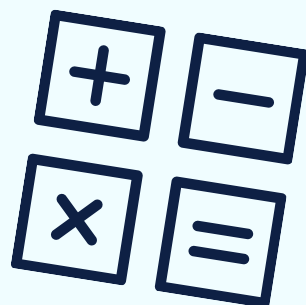
tara.dolan@redcar-cleveland.gov.uk

FUNCTIONAL SKILLS MATHS

SKILLS YOU WILL LEARN

- Addition, subtraction, multiplication, and division
- Fractions, decimals, and percentages
- Metric and imperial measurement
- Calculations with perimeter, area and volume
- Different strategies to support your maths skills in everyday life

1



PERSONAL DEVELOPMENT

- Improving your maths skills can develop your confidence & resilience in a range of situations.
- It can help you get ready for your next step into education, training or employment.

2

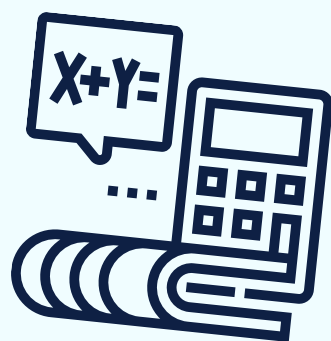
WHERE CAN IT TAKE ME?

Higher Education: Progress to level 3 qualifications, apprenticeships, or access courses.

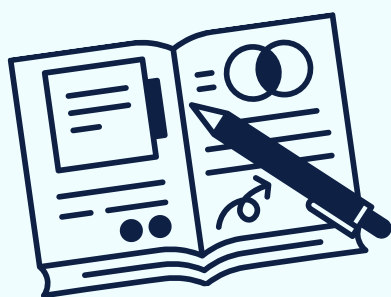
Careers: Useful in industries such as business marketing, accounting, and engineering.

Employability: Develops logical thinking and problem-solving skills.

3



4



EMPLOYABILITY

- Employers look for candidates to hold a level of Math
- Can help you develop key skills employers look for such as logical thinking and problem solving skills

LOCAL LABOUR MARKET

Advanced Manufacturing: The Tees Valley is known for its advanced manufacturing sector, where mathematical skills are essential for roles in engineering.

Accounting and Finance: With a significant number of opportunities in accounting and finance, maths skills are highly valued for roles in bookkeeping, financial analysis, and auditing.

5



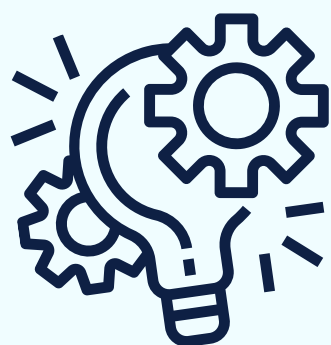
For bespoke and unbiased support about your next steps, speak to your tutor or our Information, Advice & Guidance Lead, Tara Dolan via tara.dolan@redcar-cleveland.gov.uk

FUNCTIONAL DIGITAL SKILLS

SKILLS YOU WILL LEARN

- Finding selecting and using information
- Developing , presenting and communicating information
- Word processing, spreadsheets and email
- Maintain safety and security when using data and devices
- Communicate socially and professionally

1



PERSONAL DEVELOPMENT

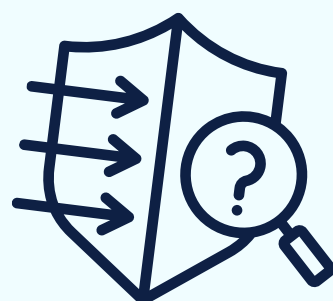
- Improving your digital skills can develop your confidence & resilience in a range of situations.
- It can help you get ready for your next step into education, training or employment.

2

WHERE WILL IT TAKE ME?

- **Higher Education:** Progress to Level 3 qualifications, apprenticeships, or access courses.
- **Careers:** Useful in industries such as business, digital marketing, cyber security, and game/web development.
- **Employability:** Essential for job searching, professional communication, and maintaining data security.

3



4



EMPLOYABILITY

- Most employers look for candidates to be able to hold a competent level of IT
- Can support with job searching strategies.
- Can help you develop key skills employers look for such as being able to communicate professionally.

LOCAL LABOUR MARKET

- **Cyber Security:** With increasing demand for cyber security professionals, digital skills are crucial for protecting data and systems in various industries
- **Digital and Creative Industries:** The Tees Valley has a growing digital and creative sector, making digital skills valuable for roles in digital marketing, web development, and IT support

5



For bespoke support about your next steps, speak to our
Information, Advice & Guidance Lead, Tara Dolan
via tara.dolan@redcar-cleveland.gov.uk