



This course is a requirement as part of the Apprenticeship scheme unless you provide a Maths and English GCSE certificate from within the last 5 years, or a Key Skills certificate at level 2, at registration.

Day:	Tuesdays 11am-2pm from September until January OR evenings for GCSE
Course Title and Level :	Key Skills in Maths and English
Course Fee:	FREE
Tutor:	Mel Hargreaves

Who is the Course for?

Do I need any prior experience? No

Will I need an Interview? No

What could I do next? Progress on to English or Maths GCSE

What are the aims of the course?

Course aim: Most employers require you to have a good level of Maths and English. As the apprenticeship is sponsored by the Department for Business apprentices are required to prove competence in Maths and English.

What topics will I cover? You will cover presentation skills, research skills, Report writing, and basic Maths.

What will the sessions consist of?

There will be taught sessions and two online tests. You will complete 4 or 5 written tasks overall to show competence—this will include a presentation, a discussion, and some research projects. If you have GCSE Maths and English within the last 3 years and they are graded A-C then you are not required to attend this course.

If you would prefer to attend in an evening course we can enrol you on our GCSE course or Adult Numeracy course or Literacy with IT course. Some learners who have a good level of literacy and numeracy but may not have a current certificate prepare the portfolio themselves and then present themselves for the short assessment. Please discuss these options at interview.

How is the course assessed?

Your portfolio of evidence is assessed by your assessor and then by one of our Internal Verification team.

How can I prepare for the course?

Key Facts

Awarding organisation: OCR

See www.ocr.org.uk for more information.

**What Next?
Contact us**

Adult Learning, The College of Richard Collyer
Hurst Road, Horsham, RH12 2EJ
Phone: 01403 216597
Email: apprenticeships@collyers.ac.uk