

Literacy at work

**Red Kite
Learning**

Red Kite Learning's Literacy courses are an opportunity for people to improve their reading, writing, speaking and listening skills and confidence needed on a daily basis for work and life generally.



Flexible

Delivered within the workplace or at a Red Kite Learning centre, at a time that suits both you and your employer.

Free

Funded by the European Social Fund (ESF), the London Development Agency (LDA) and the Learning and Skills Council (LSC).

Relevant

Develop real skills for real situations, such as:

- Understanding and completing forms.
- Following written instructions.
- Communicating to a colleague, e.g. shift handovers.
- Understanding a variety of written information, e.g. health and safety signs.
- Using formal and informal language appropriately.
- Writing with improved spelling, punctuation and grammar.

Gain a Qualification

City & Guilds Certificate in Adult Literacy, at Entry 1, Entry 2 or Entry 3.

One assignment is used to assess the whole qualification, which you can take whenever you are ready.

For more information about this qualification, visit www.cityandguilds.com.

OCR Certificate in Literacy, at Level 1 or Level 2.

A 1-hour multiple choice test of 40 questions is used to assess the qualification.

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

Move On

On completion, you can advance to further learning opportunities to achieve another qualification. You will also be in a better position to advance in the workplace and in your career.

**For more information: Tel 020 7378 5497
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