

## SKILLS FOR LIFE

Almost half the adults in the UK have difficulty with Maths, and 1 in 7 have difficulty with literacy skills. Research shows that more than 1.3 million people go to work each day without the skills they need to do their job efficiently. Gaps in English and Maths may often be hidden. This affects business productivity, costing industry around £6 billion per year.

Skills for Life qualifications are designed to help employees develop the skills used in everyday life, such as reading, writing and maths. Support for these qualifications is central to achieving the Leitch Review target of 95% of the population being functionally literate and numerate by 2020. Skills for Life programmes provide individuals with the essential knowledge and skills of literacy, numeracy and ICT.

### What can we offer you?

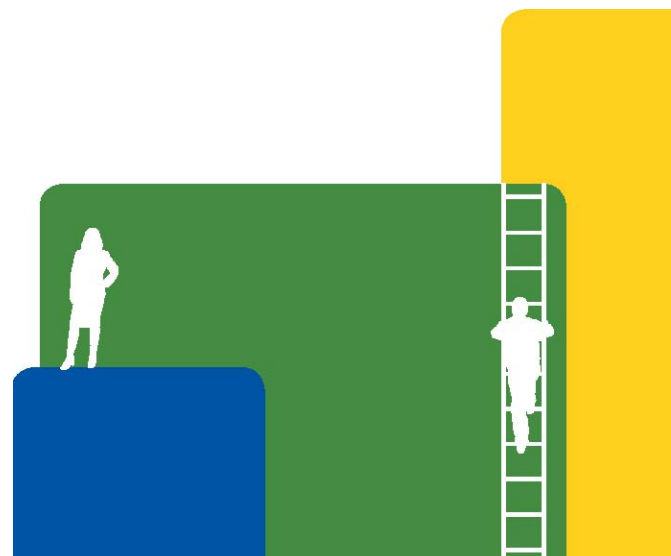
Castle College will deliver highly responsive and excellent training and development to meet the business needs of employers. We provide an individually tailored service for your business to identify training solutions that meet your specific business needs. Our training will equip your workforce with knowledge, skills and relevant qualifications that benefit your organisation.

### How can this programme benefit my business?

- **Help reduce simple mistakes** that cost your business time and money. It is likely that Skills for Life training, rather than NVQ training, may help improve literacy and numeracy skills.
- **Improve productivity** – Poor literacy, numeracy and ICT skills are one reason for relatively low productivity in our economy. When asked to look at the alphabetical index of the Yellow Pages, people who are not functionally literate cannot locate the pages for plumbers.
- **Improve workforce retention** - Employees are more likely to stay with the business if they feel valued and have the opportunity to further develop themselves.
- **Add value** – increased motivation, improved working practices, better team working and staff who are generally better able to communicate at work.

### Who is this programme aimed at?

These programmes are ideal for anyone needing to improve their literacy, numeracy or ICT skills. The development or enhancement of knowledge and skills provided as part of this programme may be tailored to meet the needs of the individual within their job role and the needs of the business.



## Programme Overview

In your workplace, you may notice signs that suggest members of your team would benefit from Skills for Life support. These may include:

- Being unsure about answering questions about time or weights and measures
- A limited range of punctuation when writing
- Giving out the wrong change
- Reluctance to take on any responsibility with money
- Struggling with putting items in ranked order
- Incorrect spelling of simple words
- Reluctance to take on tasks involving writing things down (e.g. taking phone messages)
- Poor handwriting

## What does the programme contain?

Individual programmes at various levels include

- **Literacy** - reading, comprehension, understanding writing techniques and spelling, punctuation and grammar
- **Numeracy** – Interpreting and calculating mathematical information
- **ICT (Clait)** – File management, word processing, spreadsheets, databases

These programmes can be tailored to individual business requirements to take into account:

- Health and safety information
- Operational manuals
- Following verbal instructions
- Taking messages, orders and notes
- Timesheets
- Calculating using money
- Developing estimating skills
- Effective time management

## Programme duration:

An average of 3-9 months to complete the programme dependant on business and individual training needs.

## Programme cost:

Full funding may be available.

Further opportunities are available via detailed information, advice and guidance sessions.

Please call us to find out more.



For more information  
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