

Literacy & Numeracy - Skills for Life Awards

Information Sheet & Application Form

Improve your qualification and skills in Literacy and Numeracy to help increase your productivity levels, efficiency and the profitability of the business for which you work.

Having better Skills for Life helps increase morale and confidence and motivates you to do more with your life. Good literacy and numeracy skills provide more opportunities for progression in the workplace and help you to demonstrate your competence to your employer.

Our literacy and numeracy courses are tailor-made for each individual and can be delivered on a one-to-one basis or to small groups.

Improve your skills in:

Literacy	Numeracy
<ul style="list-style-type: none"> • Listen and respond to instructions • Speak to communicate • Language in discussion • Reading comprehension • Grammar and punctuation in reading and in writing • Vocabulary, word recognition and phonics • Writing composition • Spelling and handwriting 	<ul style="list-style-type: none"> • Whole numbers • Fractions, decimals and percentages • Measures, shape and space • Common measures • Handling data • Probability

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the Always box if you carry out these duties as part of your job regularly, Sometimes if you do them less than once a week, and Never if you don't carry them out at all in your current job.

Subject	Title	Always ✓	Sometimes ✓	Never ✓
SLr	Listen and respond to requests for information			
SLc	Speak to communicate with others			
SLd	Use language in discussion			
Rt	Reading for understanding			
Rs	Reading showing understanding of grammar and punctuation			
Rw	Reading a range of vocabulary, recognising words and phonics			
Wt	Writing comprehension			
Ws	Writing using correct grammar and punctuation			
Ww	Writing using correct spelling and handwriting			
N1	Using whole numbers for basic calculations, addition, subtraction.			
N2	Using fractions, decimals and percentages			
MSS1	Measure shape and space using common measures			
MSS2	Measure shape and space			
HD1	Handling data			
HD2	Understanding probability			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	