

**ESSENTIAL SKILLS**

# Communication

**Following a discussion with your ACT member of staff, you can now choose the most appropriate skills sessions for you.**

Our skills sessions are designed to develop your numeracy skills and help you to prepare for your City and Guilds Essential Skills, Application of Number Controlled Task.

From your WEST initial assessment result, you may feel confident in some areas,

but not in others. The tables listed below explain what to expect at each session, and will help to determine which sessions you would find most beneficial. Attending all sessions is recommended, especially if you need to upskill by one level or more.

All learners **MUST** attend a preparation session, whether this is within the skills session weeks, or as a standalone session, so you are familiar with the Controlled Task assessment. This will greatly increase your chance of success.

ESSENTIAL SKILLS	WEST IA	REQUIRED LEVEL
<b>COMMS</b>	<b>E3</b>	<b>L1</b>
WEEK 1	Basic literacy skills	
WEEK 2	Spelling, punctuation and grammar, (SPAG) skills	
WEEK 3	Reading skills, highlighting, annotating and text types	
WEEK 4	Writing skills, paragraphing, planning and proof reading	
WEEK 5	Controlled Task preparation	
WEEK 6	Controlled Task mock paper	
WEEK 7	Controlled Task	
WEEK 8	Confirmatory Test	

ESSENTIAL SKILLS	WEST IA	REQUIRED LEVEL
<b>COMMS</b>	<b>L1</b>	<b>L2</b>
WEEK 1	Spelling, punctuation and grammar (SPAG) skills	
WEEK 2	Reading skills, highlighting, annotating, summarising	
WEEK 3	Writing skills, text type, purpose, audience	
WEEK 4	Paragraphing, planning and proof reading	
WEEK 5	Controlled Task preparation	
WEEK 6*	Controlled Task mock paper	
WEEK 7*	Controlled Task	
WEEK 8*	Confirmatory Test	

ESSENTIAL SKILLS	WEST IA	REQUIRED LEVEL
<b>COMMS</b>	<b>L2</b>	<b>L3</b>
<b>WEEK 1</b>	Advanced spelling, punctuation and grammar, (SPAG) skills	
<b>WEEK 2</b>	Reading skills, highlighting, annotating, summarising, synthesising	
<b>WEEK 3</b>	Writing skills, text types, purpose and audience	
<b>WEEK 4</b>	Paragraphing, planning and proof reading	
<b>WEEK 5</b>	Controlled Task preparation/mock paper	
<b>WEEK 6</b>	Controlled Task	
<b>WEEK 7</b>	Controlled Task continued	
<b>WEEK 8</b>	Confirmatory Test	

Preparation session only:

ESSENTIAL SKILLS	WEST RESULTS	REQUIRED LEVEL
<b>COMMS</b>	<b>L1</b>	<b>L1</b>
<b>PREPARATION SESSION ONLY*</b>	Controlled Task overview, including preparing for discussions, reading text, planning and drafting documents	

ESSENTIAL SKILLS	WEST RESULTS	REQUIRED LEVEL
<b>COMMS</b>	<b>L2 OR L3</b>	<b>L2 OR L3</b>
<b>PREPARATION SESSION ONLY*</b>	Controlled Task overview; including preparing for discussions and presentations, reading and summarising information and planning and drafting documents. At Level 3, additional skills will include synthesising and writing more detailed documents.	

*\*A suitable date for the Controlled Task can be chosen with your Essential Skills Tutor at this session*

## Communication Skills Sessions Dates Available until July 2020



Sessions starts at  
9:30am to 12:00pm



Sessions starts at  
1:30pm to 4:00pm



Controlled Task  
preparation session

### E3 TO L1 SESSIONS

LOCATION	DAY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Cardiff	Friday	09/10/19	16/10/19	23/10/19	30/10/19	06/11/19	13/11/19	20/11/19	27/11/19	
Cardiff	Wed	Prep only session								
Cardiff	Friday	10/01/20	17/01/20	24/01/20	31/01/20	07/02/20	14/02/20	21/02/20	21/02/20	
Cardiff	Friday	Prep only session					20/03/20			
Cardiff	Thurs	Prep only session								
Cardiff	Friday	24/04/20	01/05/20	08/05/20	15/05/20	22/05/20	29/05/20	05/06/20	12/06/20	
Cardiff	Friday	Prep only session					03/07/20			

\* Week 7, Live Controlled Task, 4 hours required. As the live Controlled Task is a 4 hour assessment, your Essential Skills Tutor will discuss a slight variation in times to accommodate.

### L1 TO L2 SESSIONS

LOCATION	DAY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Newport	Friday	13/09/19	20/09/19	27/09/19	04/10/19	11/10/19	18/10/19	25/10/19	01/11/19	
Cardiff	Wed	Prep only session					13/11/19			
Cardiff	Wed	30/10/19	06/11/19	13/11/19	20/11/19	27/11/19	04/12/19	11/12/19	18/12/19	
Cardiff	Wed	Prep only session					22/01/20			
Cardiff	Wed	08/01/20	15/01/20	22/01/20	29/01/20	05/02/19	12/02/20	19/02/20	26/02/20	
Newport	Friday	10/01/20	17/01/20	24/01/20	31/04/20	07/02/20	14/02/20	21/02/20	28/02/20	
Cardiff	Thurs	Prep only session					12/03/20			
Cardiff	Friday	Prep only session					24/04/20			
Cardiff	Friday	24/04/20	01/05/20	08/05/20	15/05/20	22/05/20	29/05/20	05/06/20	12/06/20	
Cardiff	Wed	Prep only session					17/06/20			
Newport	Friday	24/04/20	01/05/20	08/05/20	15/05/20	22/05/20	29/05/20	05/06/20	12/06/20	
Cardiff	Wed	01/06/20	08/06/20	15/06/20	22/06/20	29/06/20	06/07/20	13/07/20	20/07/20	

\* Week 7, Live Controlled Task, 5 hours required. As the live Controlled Task at week 7 is a 5 hour assessment, your Essential Skills Tutor will discuss a slight variation in times to accommodate.

## L2 TO L3 SESSIONS

LOCATION	DAY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Newport	Thurs	13/09/19	20/09/19	27/09/19	04/10/19	11/10/19	19/10/19	25/10/19	01/11/19	
Cardiff	Thurs	26/09/19	03/10/19	10/10/19	17/10/19	24/10/19	31/10/19	07/11/19	14/11/19	
Cardiff	Thurs	31/10/19	07/11/19	14/11/19	21/11/19	28/11/19	05/12/19	12/12/19	19/12/19	
Cardiff	Tues	Prep only session					10/12/19			
Cardiff	Thurs	09/01/20	16/01/20	23/01/20	30/01/20	06/02/20	13/02/20	20/02/20	27/02/20	
Newport	Thurs	16/01/20	23/01/20	30/01/20	06/02/20	13/02/20	20/02/20	27/02/20	05/03/20	
Cardiff	Wed	Prep only session					11/03/20			
Cardiff	Wed	22/04/20	29/04/20	06/05/20	13/05/20	20/05/20	27/05/20	03/06/20	10/06/20	
Cardiff	Friday	Prep only session					19/06/20			
Cardiff	Wed	10/06/20	17/06/20	24/06/20	01/07/20	08/07/20	15/07/20	22/07/20	29/07/20	

\* Week 6 & 7, Live Controlled Task, 8 hours. As the live Controlled Task is an 8 hour assessment, your Essential Skills Tutor will discuss a slight variation in times to accommodate this for weeks 6 and 7.

## Delivery Locations

### CARDIFF

Head Office & Cardiff Skills Centre  
Ocean Park House  
East Tyndall Street  
Cardiff  
CF24 5ET  
**T:** 029 2046 4727

### BRIDGEND

Bridgend Skills Centre  
70A Nolton Street  
Bridgend  
CF31 3BP  
**T:** 01656 768888

### EBBW VALE

Ebbw Vale Institute (EVI)  
Church Street, Ebbw Vale  
Blaenau Gwent  
NP23 6BE  
**T:** 01495 301354

### NEWPORT

Newport Civic Centre  
Godfrey Road  
Newport  
NP20 4UR  
**T:** 029 2046 4727 (ACT Head Office)

### CAERPHILLY

Caerphilly Skills Centre  
Market Street  
Caerphilly  
CF83 1NX  
**T:** 029 2240 8023