

ENGLISH & MATHS BASIC SKILLS TRAINING

**HOSPITALITY
PATHWAYS**
For Employees

English and maths and other related skills are crucial for people to succeed in work; for people to find work and earn more.

In a working environment it is essential that people understand the world around them and Maths and English are the building blocks for not only future skills and qualifications, but for us to develop as people too.



Important information Classes taught remotely via Teams or face-to-face in a classroom are delivered to a) a mixed group of employees from across London's hospitality sector or b) if an employer has 8 or more staff for a training session we can then put on a dedicated class for that organisation.

Listen and Respond (level 1)

This course is taught by a tutor during one 2 hour teaching session each week for 5 weeks. The aim of this course is for participants to learn how to listen and respond to extended and detailed spoken language in a range of different contexts.

Examples include:

- Identify and record relevant information
- Respond to extended questions on different topics
- Respond appropriately to constructive criticism
- Make constructive critical responses

Write to Communicate (level 1)

This course is taught by a tutor during one 2 hour teaching session each week for 8 weeks. Participants will learn about writing to communicate ideas for different audiences and purposes.

Examples include:

- Identify the purpose and audience for writing
- Use language, format and structure that are suitable for purpose and audience
- Proofread and revise writing for accuracy and meaning

Write to Communicate (level 2)

This course is taught by a tutor during one 2 hour teaching session each week for 8 weeks. Participants learn how to write to communicate information, ideas and opinions clearly and effectively.

Examples include:

- Gather and organise information for own writing
- Work through sub-stages of planning and drafting to determine content, length, language and structure appropriate to purpose and audience

Like you, we are looking to the future

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Making Calculations (level 1)

This course is taught by a tutor during one 2 hour teaching session each week for 8 weeks.

This course aims to enable learners to manipulate numbers and decimals and make calculations in order to use and understand numbers in everyday use.

Examples include:

- Add, subtract, multiply and divide whole numbers and decimals
- Solve problems with and without a calculator



"You are all a great team, always happy to assist when we needed a helping hand. Hope to work with you again in the future!" (Andreea-Maria Enache)

Making Calculations (level 2)

This course is taught by a tutor during one 2 hour teaching session each week for 8 weeks.

This course aims to provide learners with the knowledge and understanding to be able to carry out calculations when solving problems.

Examples include:

- Add, subtract, multiply and divide whole numbers, fractions and decimals up to 3 places using written and mental methods
- Solve problems involving positive and negative numbers

Money, Time and Temperature (level 1)

This course is taught by a tutor during one 2 hour teaching session each week for 8 weeks.

The aim is to provide learners with the knowledge and understanding to interpret and communicate mathematical information.

Examples include:

- Add and subtract sums of money
- Record sums of money using appropriate conventions
- Add and subtract times in hours and minutes

Money, Time and Temperature (level 2)

This course is taught by a tutor during one 2 hour teaching session each week for 7 weeks.

This course aims to provide learners with the knowledge and understanding to carry out calculations when solving problems.

Examples include:

- Round money to the nearest £
- Convert currencies
- Add and subtract time
- Convert between units of time
- Work with temp below freezing

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