

Did you  
know?

# Functional Maths and English

Improve your skills in everyday  
English and Maths

Join your **FREE** English or Maths  
class with Cumbria Adult Education.

Please complete the reservation form  
inside this brochure or phone the Skills  
Team on **01900 706114** or email  
**[emma.newstead@cumbria.gov.uk](mailto:emma.newstead@cumbria.gov.uk)**  
to reserve your place.

## Autumn 2013



Better  
services

# Functional Maths

**Thinking of doing a Maths course? Why not try our FREE Functional Maths course?**

This is an ideal course to set you on your way for the GCSE!

You can gain a Functional Maths qualification at a level appropriate to yourself. This course will prepare you to use mathematical skills in a broad range of familiar and working contexts, covering such topics as:

- basic arithmetical operations;
- factors, fractions and decimals;
- time and timetables;
- metric measurements and units;
- decimal places & significant figures;
- estimations;
- percentages and average speed;
- ratio & proportion;
- perimeter, area and 2D shapes;
- volume and 3D shapes;
- charts, simple statistical diagrams;
- mean, median, mode and range;
- probability.



| Functional Maths |            |                       |            |            |               |     |
|------------------|------------|-----------------------|------------|------------|---------------|-----|
| Course           | Location   | Centre                | Start date | Day        | Time          | Wks |
| MAT 01           | Carlisle   | Trinity AEC           | 26-Sept-13 | Thursday   | 18:00 – 21:00 | 16  |
| MAT 02           | Carlisle   | Pennine Way CDC       | 24-Sept-13 | Tuesday    | 09:30 - 11:30 | 22* |
| MAT 03           | Kendal     | Kendal Library        | 1-Oct-13   | Tuesday    | 18:00 – 21:00 | 16  |
| MAT 04           | Workington | St Joseph's School    | 23-Sept-13 | Monday     | 18:00 – 21:00 | 16  |
| MAT 05           | Millom     | Millom Network Centre | 27-Sept-13 | Friday     | 09:30 - 12:30 | 16  |
| MAT 06           | Whitehaven | Whitehaven School     | 24-Sept-13 | Tues/Thurs | 09:30 - 12:30 | 8** |

\*This course is run in partnership with Barnardo's – limited crèche places available – to book a crèche place ring Mags on 01228 593810.

\*\*This courses will lead straight into a GCSE Maths course, if appropriate, so attendance is required on both days a week.

**Courses are FREE and sessions include individual support/review time with your tutor.**  
**Please note courses need a minimum of 12 learners to run.**

## Functional English

**Thinking of doing an English course? Why not try our FREE Functional English course?**

You can gain a Functional English qualification at a level appropriate to yourself. This course will prepare you to use communication skills in a broad range of familiar and working contexts, covering such topics as:

- communicating effectively;
- contributing to discussions in a range of contexts;
- presenting information and ideas clearly;
- reading for meaning and understanding
- finding out information from a variety of texts;
- using correct punctuation and spelling;
- understanding the role of words in sentences;
- increasing and extending your vocabulary;
- writing for different purposes.

This is an ideal course to set you on your way for the GCSE!

| Functional English |            |                                 |            |           |               |     |
|--------------------|------------|---------------------------------|------------|-----------|---------------|-----|
| Course             | Location   | Centre                          | Start date | Day       | Time          | Wks |
| ENG 01             | Carlisle   | Trinity AEC                     | 25-Sept-13 | Wednesday | 18:00 – 21:00 | 16  |
| ENG 02             | Carlisle   | Carlisle West Children's Centre | 25-Sept-13 | Wednesday | 09:30 - 12:30 | 16* |
| ENG 03             | Workington | St Joseph's School              | 25-Sept-13 | Wednesday | 18:00 – 21:00 | 16  |
| ENG 04             | Barrow     | Barrow Island CDC               | 25-Sept-13 | Wednesday | 09:30 - 12:30 | 16  |
| ENG 05             | Whitehaven | Whitehaven School               | 26-Sept-13 | Thursday  | 18:00 – 21:00 | 16  |

\* This course is run in partnership with Barnardo's – limited crèche places available – to book a crèche place ring Sheila on 01228 223417

**Courses are FREE and sessions include individual support/review time with your tutor.**  
**Please note courses need a minimum of 12 learners to run.**

# Functional Maths/English Reservation Form

## Your details

Name

Address

Postcode

Telephone

Email

## Functional Maths and English

I would like to reserve a place on the following course:

☐ Functional Maths

☐ Functional English

Course code

Start date

Centre

I am unable to attend any of the courses but would like to know about future courses.

☐ Functional Maths

☐ Functional English

## New Start

I would like more information about the following courses:

☐ Confidence and communication

☐ Working in Adult Social Care

☐ Customer Service

☐ Computer basics

☐ Employability

☐ Work Ready

☐ Office Skills

☐ New Directions

## Where did you find this booklet?

☐ Your Adult Education Centre

☐ Vocational assessor

☐ Library

☐ New Start tutor

☐ Your school

☐ Family Learning tutor

☐ From your employer

☐ Skills for Life tutor

☐ CCC (state department)

☐ Other (please specify)

Please return the completed form to:  
**Emma Newstead**, The Skills Team, The Educational Settlement, Castle Hill,  
High Street, Maryport, CA15 6BQ.  
Telephone: **01900 706114** Website: **cumbriaadulteducation.org**