Funded by

Skills Funding Agency

Suffolk County Council

English for Care Support Staff

If you do not have a GCSE in English (grade A-C) or a CSE grade 1 and work in the care sector, then this is the course for you.

We are running a **FREE 20**-hour course, for care support staff, team leaders and/or managers who are confident of their skills but don't have a Level 2 (or equivalent) qualification in English. If you work in nursing, residential, day or community care settings, this course will help **you** feel more confident about the skills you need in your day-to-day work with vulnerable people.

The course will take account of your individual needs and will cover:

- Writing care plans, incident reports, handovers, telephone and informal messages
- Reading information, charts and health and safety procedures
- Ways of improving spelling and writing

There will be a short test at the end of the course to enable you to obtain a nationally recognised qualification in English. To see what the test looks like, visit www.move-on.org.uk.

All learning materials are sensitive to the General Social Care Council's Codes of Practice and the Health and Social Care Vocational Standards.

Start:	21st September 2010 **End:** 30th November 2010
Venue:	The Felixstowe Community Education Centre, Orwell High School Maidstone Road, Felixstowe, IP11 9EF
Day:	Tuesdays
Time:	13.30 – 15.30

If you are interested in taking part, please complete and return the reply slip below by Thursday 15th 2010 to Mahbubul Alam, The Felixstowe Community Education Centre, Orwell High School Grounds, Maidstone Road, Felixstowe IP11 9EF (Tel: 01394 284839)

I would like a place on the English for Care Support Staff Course

NAME:……

ADDRESS:……

DAYTIME TEL. NO.: ……

MANAGERS NAME……**TEL** ……

EMPLOYERS ADDRESS ……

community learning and skills development