

## English (ESOL) E1a for JCP

Please note: To enrol on this course you will need to phone 01634 338400 to book an initial assessment.

This course is for learners who are starting out on their ESOL journey and have little spoken or written English but are not complete beginners. If you attend well and make progress, you can enrol onto the next course where you will prepare for exams.

It may be necessary to temporarily move your course online if the centre needs to close due to bad weather, or other unexpected events.

Start Date: 08 September 2025  
Start Time: 09:30  
Lessons: 12  
Weeks: 12  
Hours: 30.00

### **Venue**

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

### **What will I learn on this course?**

Speaking skills – asking questions, phoning for information, and taking part in interviews

Listening skills – answering questions face to face and on the phone

Reading skills – finding information, reading & understanding job advertisements, reading job applications

Writing skills - filling in application forms, writing covering letters or supporting statements.

Digital skills – Word process a document, make corrections to a document, search for jobs online, complete online application forms.

Maths skills – Basic math skills

### **Is this course suitable for me?**

This course is for people who have little written and spoken English.

If you attend regularly and make progress you can enrol onto the next course to further your learning.

You will complete an initial assessment prior to starting the course to ensure the course is right for you.

### **Is there anything I need to know about the course?**

- You should practise English outside the classroom and spend some time each week on homework.
- We expect you to attend all lessons so that you make progress.
- Your teacher will give you regular and helpful feedback to help you learn.

### **Will there be additional costs?**

This course is free if you meet the funding criteria. i.e. are unemployed and on a recognised benefit or on a recognised benefit or earning less than £25,000 per annum.

You will need to bring Pen, Pencil, folder for your work.

### **What could I go on to do after this course?**

From the start of the course, you will work towards targets and have regular assessments and reviews of learning. If you progress to the next course, you will prepare to sit the exams and you will have improved your chances of securing employment.

You could go onto further learning, training, voluntary work, or employment.

If you wish to explore your learning, work, or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice, please telephone 01634 338400.

### **Attendance Policy**

You are expected to attend regularly and complete all homework set so that you make progress.

If you are ill and unable to attend, please contact our Absence Line 01634 33816 and your Job Coach at the Job Centre.

We will let your tutor know, so they can give you any work you may have missed.

### **How are digital skills used and enhanced on this course**

You will have the opportunity to use computers either a tablet or laptop with internet access in class time, to carry out research or complete online forms.

The tutor will speak to you about useful websites, apps, and online resources which you may be asked to use for homework.

### **Health and Safety**

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

### **E-Learning Etiquette**

If your class needs to go online due to bad weather or other unforeseen circumstances, please make sure you and everyone at home are fully dressed when you are joining classes, and that no personal information (address, bank details) can be seen.