

Core Skills

This section includes courses that will help you to improve or develop skills in day-to-day things like reading, writing and working with numbers. You'll find courses that will help you work and communicate with other people as well as plan personal goals and think creatively.



Core Skills

Communication & Numeracy

Communication Methods

When you have information to communicate your first task is to decide which method of communication you will use, whether verbal or written. This course will go through the different options open to you and the effects that choice of method will have on your message.

Level: *Beginner*

Time to complete: 30 Minutes

English Grammar 1

Developed by the National Union of Journalists as an online interactive tool providing grammar and literacy skills. Each module of the course covers a different aspect of English usage and regulation, and is comprised of information pages, interactive exercises and quizzes. This module focuses on grammatical terms.

Level: *Beginner*

Time to complete: 45 Minutes

English Grammar 2

Developed by the National Union of Journalists as an online interactive tool providing grammar and literacy skills. Each module of the course covers a different aspect of English usage and regulation, and is comprised of information pages, interactive exercises and quizzes. This module expands on the material covered in Grammar 1.

Level: *Intermediate*

Time to complete: 45 Minutes

English Punctuation 1

Developed by the National Union of Journalists as an online interactive tool providing grammar and literacy skills. Each module of the course covers a different aspect of English usage and regulation, and is comprised of information pages, interactive exercises and quizzes. This module focuses on punctuation.

Level: *Beginner*

Time to complete: 45 Minutes

English Punctuation 2

Developed by the National Union of Journalists as an online interactive tool providing grammar and literacy skills. Each module of the course covers a different aspect of English usage and regulation, and is comprised of information pages, interactive exercises and quizzes. This module expands on the materials covered in Punctuation 1.

Level: *Intermediate*

Time to complete: 45 Minutes

English Spelling

Developed by the National Union of Journalists as an online interactive tool providing grammar and literacy skills. Each module of the course covers a different aspect of English usage and regulation, and is comprised of information pages, interactive exercises and quizzes. This module focuses on spelling, abbreviations and acronyms.

Level: *Intermediate*

Time to complete: 45 Minutes

Gaelic for Parents

The course aims to give you some common basics of the Gaelic language that will allow you to interact with your child using your new language skills throughout the day.

Level: *Beginner*

Time to complete: 2 Hours

Learn a New Language – English for BSL users

Delivered in British Sign Language using video and interactive media to support deaf learners in the development of their English literacy skills.

Level: *Beginner*

Time to complete: 2-4 Hours

Let's Communicate

Gives an introduction to how and why we communicate and barriers to communication. Each module introduces the learner to a different aspect of communication, including reading and writing, talking and listening, verbal and non-verbal and finally how to break through the barriers of communication.

Level: *Beginner*

Time to complete: 2 Hours

Letters

This course will assist you in understanding what makes up a letter, using templates to complete a letter and different types of letters. This course will also help you work out which type of letter you might like to send, depending on your message.

Level: *Beginner*

Time to complete: 30 Minutes

Local Investigations

If you are interested in doing some historical research on a topic that interests you, use the tools and advice within this learning byte to help you structure, write and evaluate your historical investigation report. Useful guidelines include assessing your skills, choosing your topic, information sources and investigative tools, then producing your plan, writing your report and reviewing the results.

Level: *Beginner*

Time to complete: 30 Minutes

Memos

This course will help you understand what a memo is, when you might use one, the different formats you can adopt and give you some templates to get you started.

Level: *Beginner*

Time to complete: 30 Minutes

Reading Non-verbal Communication

Know how to read body language and tone of voice by watching and listening for underlying meaning.

Level: *Beginner*

Time to complete: 1 Hour

Reports

This byte will go through everything you need to know to write a report. Whether for work or home use, this course will help you to understand what a report is, different types of reports and how to write one, using the templates provided.

Level: *Beginner*

Time to complete: 30 Minutes

Simple, Powerful English

This course will teach you how to use simple, powerful English.

Level: *Beginner*

Time to complete: 25 Minutes

Core Skills

Communication & Numeracy

Target Skills for Industry

Please refer to the Sector Skills section for further details of this range of literacy and numeracy courses that draw upon examples from specific industries such as construction, care and retail.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills Literacy NQ Level 1

Covers reading and writing at text, sentence and word level, as well as speaking and listening.

Level: *Beginner*

Time to complete: 2-4 Hours

Target Skills Literacy NQ Level 2

Covers reading and writing at text, sentence and word level, as well as speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills Numeracy NQ Level 1

Covers many of the core curriculum elements of number, measures, shape and space, and handling data, including new, less familiar topics such as tessellation, symmetry and probability.

Level: *Beginner*

Time to complete: 2-4 Hours

Target Skills Numeracy NQ Level 2

Covers many of the core curriculum elements of number, measures, shape and space, and handling data, including less familiar topics such as probability.

Level: *Intermediate*

Time to complete: 2-4 Hours

Think, Behave and Say it Right

This course will teach you a strategy for effective, assertive communication.

Level: *Beginner*

Time to complete: 35 Minutes

Visual Aids

This course encourages the correct use of visual aids in presentations.

Level: *Beginner*

Time to complete: 1 Hour

Core Skills

Problem Solving

Creative Exercises

This collection of Creative Exercises gives you the opportunity to try out some of the strategies and techniques covered in the creative thinking series of learning materials, and practise thinking creatively. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 1 Hour

Creative Techniques

Introduces two practical ways to approach creative thinking – mind mapping and brainstorming, using animations and tools to develop the ideas. These techniques enable you to quickly come up with a wide range of ideas, then focus on those which will be most appropriate to the task in hand. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 30 Minutes

Creative Thinking 1

Introduces the concepts of reversal thinking and lateral thinking and suggests ways that you might use them. These techniques are often useful in finding a solution to a problem by looking at the issue from a different approach. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 30 Minutes

Creative Thinking 2

Introduces the concepts of six thinking hats and the journalistic six and suggests ways that you might use them. These techniques are particularly useful in ensuring that you have considered all options and answered all important questions in order to find the best way to carry out a task. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 30 Minutes

Creative Thinking and Goal Setting

Designed to enable candidates to develop their ideas and to create, implement, review and evaluate the process of setting a creative objective and their own self-directed goal plans. Outcomes:

- Produce a set of goals to achieve a creative objective.
- Carry out activities to achieve a creative objective.
- Review and evaluate the creative objective process.

This course comprises of the complete Creative Thinking learning bytes series and some additional topic areas, and may be delivered as part of an SQA approved National unit in Creative Thinking and Goal Setting.

Level: *Intermediate*

Time to complete:
8 hours online and 32 hours coursework

Creativity – Generating Ideas

Do you find it difficult to get started when you have to come up with a new idea? Sometimes it's hard to know where to look. On the other hand, some people have lots of ideas, but they just don't know how to take them on to the next stage. This learning byte presents a technique for using an online pack of cards which should give you a plan for finding and developing ideas. It is based on the idea of growing plants – you could call it an Ideas Hothouse. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 30 Minutes

Creativity Profile

The creative profile was designed to alert you to your own personal preferences for thinking creatively, and stimulate your interest in learning more. It includes a short overview of what is creativity and who is creative and a quiz to identify your own areas of creative interest such as music or words. Part of the Creative Thinking series of learning bytes.

Level: *Beginner*

Time to complete: 15 Minutes

Information Handling Skills

Learn to use a variety of information sources, build up your confidence in searching for information and develop skills that will help you in all aspects of life. The material contains interactive learning based around a family who both individually and collectively are involved in finding information about:

- Employment
- Leisure
- Research
- Shopping
- Travel

Each scenario has links to various learning bytes that explain, reinforce and help guide the learner through a variety of practical activities. This material underpins the SQA award in problem solving.

Level: *Beginner*

Time to complete: 90 Minutes

Core Skills

Working With Others

Disability Direct

An interactive course highlighting inclusion and accessibility issues faced by those with impairments, using real-life case study scenarios. The materials guide the learner through a range of problem situations which those with disabilities experience on a day-to-day basis as a result of poor awareness by others. The course also includes a games-style challenge to select an appropriate venue and resources to allow people with disabilities to attend a meeting.

Level: Beginner

Time to complete: 45 Minutes

Discriminate – Who Me?

This course is an introduction into understanding your own and other people's prejudice, stereotyping and discrimination. Each module explains a different aspect of Discrimination and how to tell the difference between them.

Level: Beginner

Time to complete: 45 Minutes

Discrimination

The course explains what discrimination is and how it takes place in practice. It also investigates some positive steps everyone can take to stamp it out where it occurs.

Level: Beginner

Time to complete: 45 Minutes

Equal Opportunities

This course will raise your awareness of how Equal Opportunities applies to you as an individual or a manager in the workplace.

Level: Beginner

Time to complete: 45 Minutes
