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**Skills
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Investing in jobs and skills

core skills

In the world of work, there are very few jobs that do not require basic literacy or numeracy skills. We recognise there are those who may need a brush up on a few skills to achieve proficiency in areas such as:

- Spelling
- Punctuation
- Grammar
- Decimals
- Fractions
- Percentages

Addressing these issues through extra support can help individuals to be more confident in both everyday life and work skills; help is available to:

- ensure more effective reading skills
- learn to write effective reports
- complete accurate records and forms
- understand the nature of company policies

Better literacy & numeracy will . . .

- equip employees with the skills the organisation needs them to have
- contribute to the workforce feeling more valued and recognised
- enable employees to have the confidence to take more responsibility
- help to create an environment for better team working
- give employers greater confidence so they are better able to handle changes to working practices

our Skills for Life programmes are based on the National Standards using the Core Curriculum & an embedded learning approach ensuring consistency & continuity for all learners

Qube can offer the following Skills for Life qualifications

- Entry Level 3, Level 1 or Level 2 - Literacy
- Entry Level 3, Level 1 or Level 2 - Numeracy

We also offer our own programme of **Support for Key Skills (SKS)** which is designed to give additional learning support to learners who are working towards their Apprenticeship. With the guidance of their SKS Learning Advisor, learners will progress through the core skill levels to be able to achieve their Key Skill projects and give them the ability and confidence to complete their Key Skills tests.