

## **Multiply: Numeracy Skills at Work BA**

### **Course overview**

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This course is designed for learners taking the Business Administrative course at the college. This course will support learners in completing their unit Numeracy Skills at Work.

### **What will I study?**

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You will:

- Select Numeracy Skills: Identify and choose the appropriate numeracy skills needed for various straightforward workplace tasks.
- Apply Numeracy Skills: Gather necessary information and apply the chosen numeracy skills effectively and systematically to workplace tasks, ensuring accuracy through checking procedures.
- Interpret Results: Analyse findings to develop appropriate solutions for straightforward work-related problems.
- Communicate Findings: Clearly explain and present simple conclusions and solutions to others.

### **Assessment method**

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Learners will be assessed through in class activities, homework and ILP's

### **Entry requirements**

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This course is suitable for anyone studying the BA Certificate in Administration and Retail.

### **What should I bring with me?**

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You will need to bring a pen, paper or any other note-taking device for this session. You will need to have access to a mobile phone or any other electronic device. Please speak to your teacher if you have issues with online access.

You may wish to bring any of your personal electronic equipment and budgets to use for the in class activities.

## Key information

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This course will take place Parsloes Avenue and Ripple Road Campus

By the end of this course, participants will have the confidence and proficiency applying to jobs and taking the next steps to employment.

## Possible next steps

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Following the successful completion of this course, once you are ready you will be supported to enroll on one of our introduction courses or progress onto any other relevant courses at the college.

## Contact us.

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



call: 020 8270 4722