



Business Support – Essential Skills

Literacy, Numeracy and ICT Qualifications with Northern Regional College

What are Essential Skills?

Essential Skills qualifications are nationally recognised and can be achieved at a range of different levels to suit you, from complete beginners to achievement at Level 2, which is comparable to GCSE standard.

Being able to communicate, use numbers, handle information and use technology is essential to almost every aspect of work and life.

There are three Essential Skills:

- Literacy/Communication
- Numeracy/Application of Number
- Information and Communication Technology (ICT)

Literacy Communication

Literacy/Communication helps you to develop and use your speaking and listening, reading and writing skills.

Topics covered include:

- Grammar
- Spelling and vocabulary
- Reading
- Discussions
- Creative writing
- Listening skills
- Handwriting
- Comprehension

Numeracy/Application of Number

Numeracy/Application of Number helps you to develop and use your skills in working with figures and numbers.

Topics covered include:

- Addition and subtraction
- Multiplication and division
- Fractions and percentages
- Calculating area and perimeter
- Rounding and estimating
- Measures
- Shapes
- Averages

ICT

ICT helps you to develop practical computer skills to use in your current or future workplace and for your own personal need.

Topics covered include:

- Microsoft Word
- Microsoft Excel (spreadsheets)
- Microsoft Power point (slide show)
- Internet
- Email
- Computer health and safety
- File management and storage

For further information contact:

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