

AIM Level 1 English and Maths Skills for living and work Curriculum **(possible units)**

Unit - Reading	
1. Be able to read and understand different types of texts	1.1. Extract the main events, in continuous, descriptive, explanatory and persuasive text. 1.2. Extract detail and inferred meaning from texts
2. Understand that language and structure affect purpose.	2.1. Identify the different purposes of written text. 2.2. Identify how language is used to support the purpose of a text.
3. Be able to respond to the main points and ideas in a text.	3.1. Identify specific points and arguments in a text. 3.2. Show how these are presented. 3.3. Respond to information from the text.
4. Be able to use organisational and structural features to locate information.	4.1. Use organisational features to locate information. 4.2. Use secondary sources to assist in understanding meaning

Unit - Writing

1. Be able to use appropriate language in response to purpose and audience	1.1. Identify the purpose and audience of a text. 1.2. Select different writing tones as required. 1.3. Judge the length and detail of writing required.
2. Be able to format and structure a written response based on purpose	2.1. Use a range of formats linked to different purposes. 2.2. Select relevant information to suit the purpose. 2.3. Organise and structure information.
3. Be able to plan written work.	3.1. Outline a plan for writing listing key points. 3.2. Write a rough draft based on a plan.
4. Be able to proof read and revise text	4.1. Proof read and revise writing. 4.2. Produce final legible draft

Unit - Speaking	
1. Be able to communicate with others	1.1. Use formal/informal language according to the situation. 1.2. Express clearly facts, explanations, instructions, accounts and descriptions. 1.3. Make requests and ask questions to obtain information.
2. Be able to engage in discussion	2.1. Sustain and influence discussion. 2.2. Respect the turn taking of others. 2.3. Make contributions relevant to the situation and subject. 2.4. Use appropriate phrases for interruption

Unit - Money management	
1. Understand what is meant by income and expenditure	1.1. State possible sources of income. 1.2. State items of expenditure.
2. Know how to manage a personal budget.	2.1. Identify essential expenditure. 2.2. Identify non-essential expenditure. 2.3. State the consequences of not paying bills.
3. Be able to record income and expenditure	3.1. Prepare records of income and expenditure.

4. Understand methods of saving money.	<p>4.1. Outline the benefits of saving.</p> <p>4.2. Outline different ways to save money</p>
5. Know how to undertake financial transactions.	<p>5.1. Outline the process for opening an account for financial transactions.</p> <p>5.2. Outline different methods of paying money into an account.</p> <p>5.3. Outline different ways to pay bills.</p> <p>5.4. Identify potential charges that may occur as a result of failed direct debits and unauthorised overdrafts.</p>
6. Understand how to deal with debt.	<p>6.1. List organisations that can provide independent advice and support relating to debt problems.</p> <p>6.2. List ways to avoid build-up of debt.</p>
7. Be able to produce a simple budget plan.	<p>7.1. Produce a simple budget plan.</p>

Unit - Time and Dates	
1. Be able to use times written in different formats.	<p>1.1. Read and record time in 24-hour notation.</p> <p>1.2. Match 12 hour and 24 hour times.</p> <p>1.3. Convert between 12 hour and 24 hour times.</p> <p>1.4. Choose devices to measure different lengths of time.</p> <p>1.5. Extract simple information from timetables.</p>

2. Be able to use common date formats.	2.1. Identify common date formats. 2.2. Use common date formats. 2.3. Use a calendar to calculate the length of time between given dates.
3. Be able to calculate using time.	3.1. Identify uses of different units of time for activities and events. 3.2. Estimate the time different activities and events will take. 3.3. Calculate durations of time.