

Pecyn Cymorth
Sgiliau Hanfodol
Cymru



Wales
Essential Skills
Toolkit

WEST: Tutor 'Quick Start' Guide v1.3

TRIBAL

Screener

A learner can take a screener before they have an account on WEST as a registered learner.

If you want your learner to do this, direct them to click on the 'Take a 10 minute screener' link on the WEST start page.

You may need to advise them of the brief details (Organisation, Centre and ID) they need to enter.

Remember that a screener is a short test (15 questions) giving a rough guide to the learner's current skills level. You can use the result to help you set the appropriate initial assessment start level for the learner (see page 6 of this guide).

Choose your language

Pecyn Cymorth Sgiliau Hanfodol Cymru | Wales Essential Skills Toolkit

Croeso i Becyn Cymorth Sgiliau Hanfodol Cymru. Mae'r Pecyn Cymorth yn gadael i chi reoli eich dysgu ac yn rhoi i chi'r holl arfau a chefnogaeth mae eu hangen arnoch i lwyddo gyda Sgiliau Hanfodol.

Defnyddiwr sy'n dychwelyd? Mewngofnodwch >

Welcome to WEST – the Wales Essential Skills Toolkit. WEST puts you in charge of your learning and gives you all the tools and support you need for Essential Skills success.

Returning user? Sign in >

On the first screen of WEST, you can choose the language you want to use to sign in and view the website.

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Home Information Test Tutor Preferences Log out Cymraeg

Users Groups Learner resources Reports

Once signed in, you can change the language in which you are viewing the website at any point by using the language switcher button in the top toolbar.

Sign in

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Sign in

Please enter your username, password and organisation.

Username:

Password:

Organisation:

Forgotten your username or password? >

Sign in

When you sign in with your username and password, you will also need to choose your organisation from the list. If you're not sure which option to choose, contact your administrator.

When you sign in, you will see your list of learners straight away. You can browse through your list of learners; search for learners whose records you want to edit; or create new learners from this screen.

Before creating a new learner you'll need to establish what group the learner will belong to.

Creating a new group

Users Groups Learner resources Reports

Groups

New group

Click a group name to view or edit group membership. To create a group, select 'New group'.
To delete a group, or to assign courses to the learners currently in a group, select one or more checkboxes and click the appropriate 'Action' at the bottom of the list.
Use the search options to filter the list by keyword.

Tutor view

A group is a simple and flexible way of associating a set of learners with one or more tutors.

Both tutors and learners can belong to as many groups as required.

Learners need to belong to at least one group.

If learners are registered before groups are set up, learners can be allocated to the system's 'default' group and moved to the correct group later.

Press the **New group** button to create a new group.

Group

Group details

Name

Type the name of the group and press the **Save** button.

Creating a new learner

Users Groups Learner resources Reports

Users

Click a learner name to view and update an individual's learning plan and details.

To assign courses to learners, select one or more checkboxes and click 'Assign courses' at the bottom of the list.

Use the search options to filter the list by keyword, course, or group.

Courses: All Courses

Groups: All Groups

Search

New learner

Tutor view

Press the **New learner** button to create a new learner account.

(Alternatively, multiple learners can be created by administrators using the 'bulk import' tool.)

Learner profile

Fields marked with an asterisk must be completed. Click 'Save' to confirm.

Login details

Username*

Password*

Confirm password*

Personal details

First name*

Surname*

E-mail

Confirm e-mail

Groups*

Courses

Application of Number

Communication (English)

Choose assessment start level:

Communication (Welsh)

Save Cancel

Complete each of the fields in the 'Learner profile' form. Make sure you note the username and password you assign to the learner.

Learner passwords must be at least 4 characters long, are case sensitive, and must not be the same as another field, e.g. name, username.

All fields that show an asterisk by their names must be completed.

Remember that a learner can only be sent a reminder of their password if their email address is recorded on the system. (They can add this to their own profile later on.)

Select the group that the learner will be in.

Courses

Application of Number

Communication (English)

Choose assessment start level:

Entry 3

Entry 2

Entry 3

Level 1

Communication (Welsh)

Save

Cancel

Check the courses that you want the learner to complete and choose an assessment start level for each one from the dropdown list.

The default start level for each course is Entry 3. You can choose to set it to Entry 2 or Level 1 depending on what is appropriate for the learner. Note that this only sets the level of the first set of questions in the initial assessment: after that the assessment routes the learner according to their answers.

Press the **Save** button at the bottom of the screen to finish.

You can edit a learner's profile later on by clicking on their name in the list of learners and pressing the **Learner profile** button.

Please note that usernames cannot be changed.

Initial Assessment

Learner view

Overview Learning record

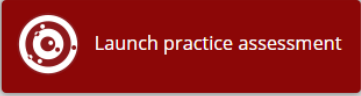
Welcome, Tom Evans.

Before you start your learning, you need to complete an **initial assessment in Application of Number**.

The results will help us to find out **what you can do already** and **where you can improve**.

Try it out

- Work through the practice assessment first as **this will show you how** the real questions work.
- Your final result won't be affected, so take your time and **make sure you understand** what you need to do.

 Launch practice assessment

When you're ready, **click on the button below** to start your assessment. Before you do, **read these instructions**:

Prepare

- Have a **pen and paper** ready for making notes or working things out.
- An on-screen **calculator** is provided. (You can use your own if you prefer, but **don't** use it for any questions that don't show a **calculator button** on-screen.)
- You'll need **headphones** if you want to listen to the questions. (You can switch sound on in your **audio settings**.)

Remember

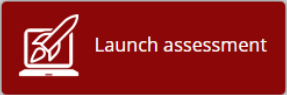
- Your assessment will have **40 or 50 questions**. Answer each one honestly, without help from anyone else.
- **Take as much time as you need**. You don't have to finish in one go – just stop and log out. Later, you can pick up from where you left off.
- For more help, press the **help button**. You'll see how to answer the questions, how to play the audio, and how to change the way pages look if you have difficulty seeing them clearly.
- If you have any problems, please **talk to your tutor**.

Start

- **Once you've answered** a question and moved on to the next one, you **can't go back** to change your answer.
- **If you're stuck** on a question, you don't have to answer straight away – leave it alone and move on. You **can go back** later to see any questions you **skipped**.
- If you **skip** questions, sooner or later you must go back and give them a go, or leave them **blank** and have them marked **wrong**.
- Questions come in **sets of 10**. At the end of each set, if you skipped any questions, you have **one last chance** to give them a go.

Finish

- At the end of the assessment, you'll see your **results** straight away. These are also added to your **learning record** so you and your tutor can look at them again later.
- Close the assessment window by clicking on the **close button**.
- **Talk to your tutor** about what to do next. If you've already discussed this, you might want to start looking at your **learning plan** straight away.
- Remember to **log out** when you've finished.

 Launch assessment

When a learner logs in, after clicking **Start** on a course in their 'My courses' list, they arrive on this screen and can begin the assessment.

Press this button to launch the practice assessment. This helps learners to understand how the assessment questions work and how they need to be answered – for example by multiple choice, drag and drop, fill the gap, select words, and so on.

The learner presses this button to start the assessment proper.

An assessment does not need to be completed in a single session. If need be, learners can exit and log out, and then later pick up from where they left off in another session or on another day.

Communication (English) Assessment


ENGLISH

Cymraeg

Bryn is attending safety training for a new job.
Listen carefully. What is this part of the training about?

00:08 00:59

- How smoke detectors set off the alarm.
- How to leave the building safely if there is a fire.
- How to keep your belongings safe if there is a fire.
- What the fire exit signs look like.



< [Progress Bar] >

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Example questions from the Communication (English) Assessment and Application of Number Assessment.

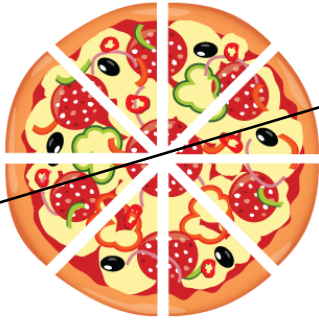
The learner can press the **Settings** button to change various settings.

Application of Number Assessment

Cymraeg

Gita has one quarter of a pizza.
How many slices does she eat?
Click on the correct number of slices.

- 1 slice
- 2 slices
- 4 slices
- 6 slices



< [Progress Bar] >

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The learner can navigate through the assessment using the previous and next arrows. If they get stuck, they can skip a question and come back to it. However, once a question has been answered, the answer cannot be changed.

The progress bar indicates to the learner how far through the assessment they have progressed.

Settings

To listen to every question, tick this box:

Auto play page audio

To change colour scheme, select a link:

- Default
- Yellow on black
- Blue on pale blue
- Blue on cream


In the 'Settings' panel, the learner can choose to:

- Turn audio narration on or off for each question (it is set to play unless they turn it off).
- Change the colour scheme of the assessment pages, for example to a high contrast view (see below).

Application of Number Assessment

Gita has one quarter of a pizza.
How many slices does she eat?
Click on the correct number of slices.

1 slice
 2 slices
 4 slices
 6 slices




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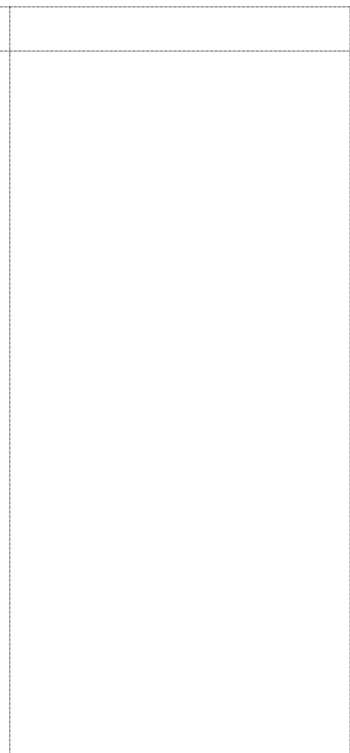
Application of Number Assessment

Dylan drives to a meeting, 25 miles from his home. He claims petrol costs for the journey **there and back**. His car does 12 miles to the litre and he pays £1.52 per litre.
How much money does Dylan claim to the nearest 10p?

£3.20
 £6.30
 £18.24
 £76



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On some questions in the Application of Number Assessment there is a calculator button which opens an on-screen calculator.

Learners may use their own calculator if they wish, but only for questions that show a calculator button on-screen.



The final page of the assessment shows the result and gives an overall appraisal of the learner's current skill levels.

This symbol represents the highest level at which the learner has shown some skills.

This symbol shows that the learner already displays a firm grasp of skills at this level.

Some skills are not defined at lower levels (or are not assessed at all).

Your assessment result

Name: Tom Evans
Date completed: 22 Oct 2014
Time completed: 16:37

Your result: Level 2

The results show that you are currently assessed in Communication (English) at Level 2.

Your profile

	E1	E2	E3	L1	L2	L3
Communication (English)	→	→	→	→	→	→
Speaking and Listening	→	→	→	→	→	→
Reading	→	→	→	→	→	→
Read and understand words	→	→	→	→	→	→
Read and understand text	→	→	→	→	→	→
Read text to find information	n/a	→	→	→	→	→
Writing	→	→	→	→	→	→
Write relevant and appropriate text	→	→	→	→	→	→
Spell correctly	→	→	→	→	→	→
Punctuate correctly	→	→	→	→	→	→
Use correct grammar	→	→	→	→	→	→

Key

n/a	These skills are not assessed at this level
→	You have skills at this level
→	This is the highest level at which you have shown skills
→	You have not reached this level

You can find out which questions you got right and which you got wrong in your learning record.

Next steps

- You should be able to do a Communication (English) programme at Level 2.
- You need to improve your skills in these areas:
 - Reading
 - Read and understand words
 - Read and understand text
 - Read text to find information
 - Spell correctly
 - Use correct grammar



Communication (English)

Learning plan | Learning record

Learning plan

Your current level is: Level 2 | Your target level is: Level 2

Well done, Tom Evans. Your initial assessment result was Level 2. Below are some activities for you to work through to improve your skills and reach your target.

When the assessment has been completed, the 'Learning plan' and 'Learning record' tabs become available.

Communication (English)

Learning plan | Learning record

Learning record: Tom Evans

Initial assessment | Skills checks | Learning

Results | Questions and answers

Question and answers

Select the tabs below for details of the results in each set of questions.

E3 | L1 | L2

Click on the question number to see the actual question together with your answer.

QUESTION	COMPETENCY/SKILL	RESULT
Q1	use a variety of ways to support the main points of your talk/presentation, including using images or other material	✓
Q2	read and understand specialist vocabulary	✗
Q3	select and use different types of continuous documents to obtain relevant information	✗
Q4	support your opinions and arguments with evidence	✓
Q5	use different styles of writing, including using formal and informal language, to suit different purposes	✓
Q6	construct complex sentences using a range of appropriate conjunctions	✗

'Learning record' tab

Selecting the 'Learning record' tab at any time allows the learner or tutor to see the initial assessment result, as well as diagnostic 'Skills checks' results and any subsequent learning that has been completed.

Selecting the **Questions and answers** option underneath the **Initial assessment** heading shows which questions the learner got right and which ones were wrong.

Clicking on a question number opens a window to show a 'greyed-out' (read-only) version of the question that was asked.

Communication (English) Assessment

Cymraeg

A residents' association needs £5,000 for a new community garden. Residents of all ages will work together to design, create and maintain the garden.

As far as you can tell from the available information, which of these grants would be suitable? Use the tabs to view 'Text 1' and 'Text 2'.

A SkillsUp grant

A LCRP grant

Both grants

Neither of these grants

Show correct answer

Text 1 | Text 2

SkillsUp Grants

Community and Voluntary Groups can apply for funding to provide services to young adults to help them develop work-related skills.

Criteria:

Eligible applicants must:

- use the grant to establish a new project that does not duplicate services already provided.
- target unemployed people aged 18–30.
- use the grant to provide non-accredited learning opportunities.

Please download the [Guidance Notes](#) for further information about eligibility and how we judge applications.

How much can you apply for?

Awards average £2,000–£4,000 and will not be more than £12,000.

What to do next:

Please ensure your project satisfies all the criteria and carefully consider the advice in the Guidance Notes before you complete the application form.

The 'greyed-out' question screen also shows the actual answer that the learner gave. (If no apparent answer is seen, then the learner skipped the question without answering it.)

If the learner got the answer wrong in the assessment, you will also see a 'Show correct answer' button on this screen.

Press the button to see what the answer should have been.

Communication (English) Assessment

ENGLISH

Cymraeg

A residents' association needs £5,000 for a new community garden. Residents of all ages will work together to design, create and maintain the garden.

As far as you can tell from the available information, which of these grants would be suitable? Use the tabs to view 'Te...

Correct answer

- A SkillsUp grant
- A LCRP grant
- Both grants
- Neither of these grants

What to do next:

Please ensure your project satisfies all the criteria and carefully consider the advice in the Guidance Notes before you complete the application form.

Communication (English)

Learning plan | Learning record

Learning record

Assessment | Skills checks | Learning

Read and understand words

TOPIC	Attempt 1 23 Oct 2014 10:34	Attempt 2 23 Oct 2014 10:38
Overall	Entry 3 Amber	Level 1 Amber
Words, signs and symbols	Red	Amber

Selecting the **Skills checks** option shows the results of the diagnostic 'Skills checks' that the learner has completed (see 'Learning plan' information below).

'Learning plan' tab



Communication (English)

Learning plan

Learning record

Learning plan

Your current level is: Level 2

Your target level is: Level 2

Well done, Tom Evans. Your initial assessment result was Level 2. Below are some activities for you to work through to improve your skills and reach your target.

Key

- I need to work on this skill
- I am OK at this skill
- I am good at this skill

	CURRENT LEVEL	TARGET LEVEL
⬇ Read text to find information	Entry 3	Level 2
Alphabetical order		
📖 Dictionaries and indexes		
📖 Dictionary design		
📖 Recognising letters and words		
Find information		
📖 Reading: skimming and scanning		
📖 Scanning		
📖 Skim reading		
⬇ Use correct grammar	Entry 3	Level 2
⬇ Read and understand text	Level 1	Level 2

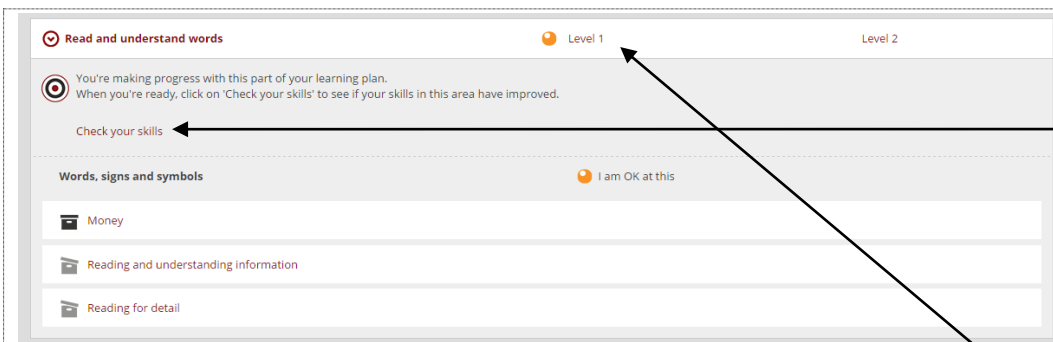
The 'Learning plan' tab shows the learner which areas they need to work on to reach their target level.

The Learning plan is generated automatically on completion of the assessment, with learning activities assigned based on the learner's current level in each category.

Categories with the largest gap between the learner's current and target levels are listed at the top of the Learning plan.

Some activities include short tests; some of which are marked and recorded in the Learning record immediately without requiring any input from the tutor.

The icon to the left of an activity link indicates whether a learner has visited that activity or not.



As the learner works through their activities, they will be prompted to take short, diagnostic, computer-marked tests to check their skills in each category when they are ready to do so.

The Learning plan will automatically update following each of these skills checks to show a Red, Amber or Green rating and a revised current level for a category. In addition, new learning activities will be listed.

The Red, Amber and Green ratings show the learner's 'strength' in a category at their **current** level, so indicating where skills are strong and where they need improvement.

Managing an individual learner

Tutor view

Select the **Users** option to manage your learners.

For learners assigned to a particular group, you can choose the group from this dropdown menu – the learners you are responsible for will appear below, together with the courses they are undertaking.

Click on a learner's name to find out about their learning.

This screen gives an overview of a single learner who is assigned to you as a tutor.

Click the **View learning plan** link next to the course title to find out more about their learning.

This box shows the learner's login history and the amount of time they have spent online.

Managing the learner's learning plan

Communication (English)

Learning plan | Learning record

Learning plan: Tom Evans

Current level: Level 2 | Target level: Level 2

Tom's initial assessment result was Level 2.

- You can change Tom's current and target levels on this page, if necessary, by making new selections from the dropdown menus and pressing 'Save changes'.
- You can change or choose more learning activities for Tom to work on by clicking the 'Select activities' button in each section.

Key

- I need to work on this skill
- I am OK at this skill
- I am good at this skill

	CURRENT LEVEL	TARGET LEVEL
Read text to find information	Entry 3	Level 2

Assign 'Check your skills'

When the learner is ready to move on in this category, assign 'Check your skills' using the link above.

Alphabetical order **Select activities**

- Dictionaries and indexes
- Dictionary design
- Recognising letters and words

Find information **Select activities**

- Reading: skimming and scanning
- Scanning
- Skim reading

Tutor view

Each learner has a learning plan which shows them which areas they need to work on to reach their target level.

The learner's assessment result is shown here. (For full details of assessment results, tutors can refer to page 10 of this guide.)

The tutor can change the learner's overall target level, and current level for each category.

Learning activities are automatically assigned based on the learner's current level in each main category.

The tutor can see which learning activities the learner has started and which ones they have not looked at yet.

Press the **Select activities** button next to a subcategory heading to change which activities are assigned to the learner in that area.

Edit learning plan

Back to learning plan

Use the filters to find and allocate appropriate resources for Tom in **Use correct grammar: Word types**
Tom's current level in **Use correct grammar** is E3.
You can add resources to the learning plan at other levels if you wish.

Show **E3** | All types | and Search by keyword | Apply filter

Available resources

- Adjectives
- Adverbs
- Nouns
- Past, present or future tense
- Personal pronouns treasure hunt
- Pronouns
- Quiznet: 'The past'
- Reading sentences
- Using linking words

0 items selected | Add to learning plan

Allocated resources

- Verbs
- Verbs
- What are word types?

0 items selected | Remove from learning plan

Learning materials in the right-hand column called 'Allocated resources' are at the learner's current level in the selected area.

Clicking on one of the titles opens up a 'Details' window with further information about the resource.

Details about Verbs

General

Title: Verbs

Objective: Learn about verbs.

Level: E3

Skill:

- Use correct grammar: Word types

Skill area: verb tense

Keywords:
future, past, present, tense, tenses, verb and verbs

Module type: interactive module

Indicative learning time: 35 minutes

Language: English

Essential Skills Wales (ESW) Standards: CE3.3.1

Preview this resource

Click the **Preview this resource** link to have a closer look. You will see the activity the same way the learner sees it – the only difference being that any answers given in ‘preview mode’ are not stored on the system.

After closing the ‘Details’ pop-up, you can choose whether to add a target completion date to the activity by clicking on the date fields next to the title in the ‘Allocated resources’ list.

You can also add dates to several items at once by checking all the boxes to the left of the required titles and clicking the **Add dates to selected items** button. In the dates pop-up, simply add dates using the calendar icon and press **Save**.

To remove an activity that has been allocated, check the box to the left of the required title and press the **Remove from Learning plan** link. The item then moves over to the ‘Available resources’ list.

Edit learning plan

Use the filters to find and allocate appropriate resources for Tom in **Use correct grammar: Word types**. Tom's current level in **Use correct grammar** is **E3**. You can add resources to the learning plan at other levels if you wish.

Show **E3** and **All types** and Search by keyword **Apply filter**

Available resources

- Adjectives
- Adverbs
- Nouns
- Past, present or future tense
- Personal pronouns treasure hunt
- Pronouns
- Quiznet: 'The past'
- Reading sentences
- Using linking words

Allocated resources

Verbs

End date:

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Select all/none 0 items selected **Add to learning plan**

Select all/none 2 items selected **Add dates to selected items** **Remove from learning plan**

Edit learning plan Back to learning plan

Use the filters to find and allocate appropriate resources for Tom in **Use correct grammar: Word types**
 Tom's current level in **Use correct grammar** is **E3**.
 You can add resources to the learning plan at other levels if you wish.

Show **E3** **All types** and Search by keyword Apply filter

Available resources	Allocated resources
<input type="checkbox"/> Adjectives E3	<input type="checkbox"/> Verbs E3
<input type="checkbox"/> Adverbs E3	<input type="checkbox"/> Verbs E3
<input type="checkbox"/> Nouns E3	<input type="checkbox"/> What are word types? E3
<input type="checkbox"/> Past, present or future tense E3	
<input type="checkbox"/> Personal pronouns treasure hunt E3	
<input checked="" type="checkbox"/> Pronouns E3	
<input type="checkbox"/> Quiznet: 'The past' E3	
<input type="checkbox"/> Reading sentences E3	
<input type="checkbox"/> Using linking words E3	

Select all/none 1 item selected Add to learning plan
 Select all/none 0 items selected Remove from learning plan

Learning materials in the left-hand column called 'Available resources' are also at the learner's current level in the selected area. However, you can see resources for this skill area at other levels by choosing a different option from this filter dropdown.

Again, an item can be previewed by clicking on its title.

If you consider the resource appropriate, check the box to the left of the title and press the **Add to Learning plan** button. Add an end date if you wish, using the calendar, and save. The item then moves over to the 'Allocated resources' list.

Read text to find information Entry 3 Level 2

Assign 'Check your skills'

When the learner is ready to move on in this category, assign 'Check your skills' using the link above.

Alphabetical order Select activities

- Dictionaries and indexes
- Dictionary design
- Recognising letters and words

Find information Select activities

- Reading: skimming and scanning
- Scanning
- Skim reading

By default, WEST will automatically assign a skills check to a learner for a category once they have visited at least one activity in each subcategory (for example in this screenshot, 'Alphabetical order' and 'Find information' are the subcategories).

The learner will be reminded every seven days (via a pop-up message when they visit their Learning plan) that they can complete the skills check when they feel ready to do so.

If you wish to override the system and assign a skills check when you consider it appropriate, click the **Assign 'Check your skills'** link for the relevant category and

press the **Save changes** button at the bottom of the page.

Communication (English)

Learning plan | Learning record

Learning record: Tom Evans

Initial assessment | Skills checks | Learning

Add offline activity

SKILL	LEVEL	ACTIVITY	DATE	TIME	SCORE
Read and understand words: Words, signs and symbols Read and understand text: Understand/extract information	L1	Reading for detail	23 Oct 2014		
Read and understand words: Words, signs and symbols Read and understand text: Understand/extract information	L1	Reading and understanding information	23 Oct 2014		
Read and understand words: Words, signs and symbols Read and understand text: Instructions and directions	E3	Safety signs and labels	23 Oct 2014	4 secs	

To add a record of an Essential Skills activity completed by the learner outside of WEST, go to the 'Learning' section of their Learning record and press the 'Add offline activity' button.

Communication (English)

Learning plan | Learning record

Learning record: Tom Evans

Initial assessment | Skills checks | Learning

Add offline activity | Wales Essential Skills Toolkit - Google Chrome

Add offline activity

Activity title*

Date*

Time taken*

Score

Level*

Skill*

Comment*

Save Cancel

SKILL	SCORE
Read and understand words: Words, signs and symbols Read and understand text: Understand/extract information	
Read and understand words: Words, signs and symbols Read and understand text: Understand/extract information	
Read and understand words: Words, signs and symbols Read and understand text: Instructions and directions	
Read and understand words: Words, signs and symbols Read and understand text: Understand/extract information Read text to find information: Find information Write relevant and appropriate text: Proofread	
Read and understand words: Words, signs and symbols Read and understand text: Instructions and directions	

In the form that opens, complete the details about the activity and press 'Save'. A record of the activity will be saved alongside the learning activities that the learner has worked on within WEST.

Searching for resources

Tutor view

View the 'Learner resources' screen and select the WEST course you want to preview resources for.

Level	Section(s)	Resources
E3	Write relevant and appropriate text: Present information	A day out
E3	Read and understand text: Understand/extract information	Accident forms
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Write relevant and appropriate text: Proofread	Accurate writing
E2	Use correct grammar: Word types	Adjectives
E3	Use correct grammar: Word types	Adjectives
L1	Use correct grammar: Word types	Adjectives
E3	Use correct grammar: Word types	Adverbs
L1	Use correct grammar: Word types	Adverbs
E2	Find information: Alphabetical order	Alphabetical order
E2	Write relevant and appropriate text: Present information	An invitation
L1	Punctuate correctly: Apostrophes	Apostrophes
E3	Write relevant and appropriate text: Proofread	Application for a job

Each resource indicates its level and main focus.

Click on the title to preview the resource.

Details about Alphabetical order

General

Title: Alphabetical order

Objective: Learn to use alphabetical order.

Level: E2

Section: Find information: Alphabetical order

Skill: alphabetical order

Keywords: reference material, dictionary, alphabet, reference material, dictionary and alphabet

Module type: interactive module and interactive module

Source: Target Skills: Entry Literacy

Indicative learning time: 25 minutes

[Preview this resource](#)

Find resources

Show and

Search by keyword

Level	Section(s)	Resources
E3	Write relevant and appropriate text: Present information	A day out
E3	Read and understand text: Understand/extract information	Accident forms
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Write relevant and appropriate text: Proofread	Accurate writing
E2	Use correct grammar: Word types	Adjectives
E3	Use correct grammar: Word types	Adjectives
L1	Use correct grammar: Word types	Adjectives
E3	Use correct grammar: Word types	Adverbs
L1	Use correct grammar: Word types	Adverbs
E2	Find information: Alphabetical order	Alphabetical order
E2	Write relevant and appropriate text: Present information	An invitation
L1	Punctuate correctly: Apostrophes	Apostrophes
E3	Write relevant and appropriate text: Proofread	Applying for a job

The resource list can be searched by level, section, type or keyword.

Once you have set your search filters, press the **Apply filter** button.

Types of resources

'PDF' resources are paper-based.

Instead of opening an interactive activity, the link opens a 'portable document format' file (PDF). This can be printed out for the learner to complete while away from the computer.


Note: To view PDF files, you may require Adobe® Reader® (or another compatible viewer) on your computer.

Find resources

Show All levels All sections pdf worksheets and

Search by keyword

Level	Section(s)	Resources
E3	Read and understand text: Understand/extract information	Accident forms
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Write relevant and appropriate text: Present information	Accident reports
E3	Speaking and listening: Listen and respond	Careful listening
E3	Find information: Find information	Check your referencing skills
E3	Write relevant and appropriate text: Present information	Clear handwriting
L1	Write relevant and appropriate text: Relevant information	Completing accident records
L1	Write relevant and appropriate text: Relevant information	Completing accident records
L1	Write relevant and appropriate text: Appropriate language; Write relevant and appropriate text: Relevant information	Completing forms
L2	Speaking and listening: Speak to communicate	Dealing with complaints
L2	Speaking and listening: Speak to communicate	Dealing with complaints

 **Money and decimals** Cymraeg

What you will learn Contents

Money and decimals
Understand sums of money written in decimal notation; add and subtract sums of money and make approximate calculations.

Learn

Decimal notation
Understand money written in decimal notation, and how to round sums of money.

Practice

Shopping list
Round sums of money to the nearest 10p and add up the total.

Check your skills

Check it out
Check that you understand money in decimal notation and know how to add, subtract and approximate.

Online and interactive resources are structured in three parts: the teaching element – **Learn**; an activity to practise the skill – **Practice**; and finally a short test of your understanding – **Check your skills**. The scores attained here appear in the learner's record.

While these resources are designed to be used by learners on their own, many are excellent as the focus of a classroom-based discussion.

Find resources

Show All levels All sections Skillswise collection and

Search by keyword

Level	Section(s)	Resources
E3	Use correct grammar: Word types	Adjectives
L1	Use correct grammar: Word types	Adjectives
E3	Use correct grammar: Word types	Adverbs
L1	Use correct grammar: Word types	Adverbs
L2	Punctuate correctly: Apostrophes	Beat the clock apostrophes
E2	Punctuate correctly: Capital letters	Blown away

Some items are links to free internet-based activities provided by third parties. (Because these are external to WEST, neither times nor scores can be recorded in the Learning record.)

Reports

Users Groups Learner resources **Reports**

Reports

Learner reports

Screener reports

Show:

Please select...

Please select...

Learner activity

Overall initial assessment result

Application of Number initial assessment breakdown

Communication (English) initial assessment breakdown

Communication (Welsh) initial assessment breakdown

Digital Literacy initial assessment breakdown

Application of Number distance travelled

Communication (English) distance travelled

Communication (Welsh) distance travelled

There are a variety of reports you can run as a tutor to track the progress of your learners.

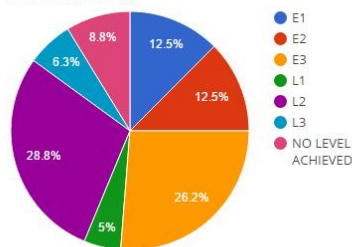
View the 'Reports' screen and select the report you want to run.

Overall initial assessment result

Summary of completed initial assessments:

Export as CSV

Overall result



Click a segment to see data for that segment only. Click it again to remove the filter and see all data in the report.

Most reports include a section at the top with a pie chart summarising the information. Click on a segment of the pie chart to filter your report.

Click on the 'Export as CSV' button to export your report as a csv file.

General information

For the following please see the information pages on the WEST website:

- FAQs
- Minimum system requirements
- Accessibility
- Contact us