

**Functional Skills English**

**Assignment brief 1**: Portfolio for a charity.

**Level 1**

**Instructions:**

You are to read all the information in the next 2 pages and highlight key information. The information will help you complete all the tasks. You need to ensure your completed work has been checked and you concentrate on making sure the following are accurate and correct.

Have you checked?

* Capital letters, (only for names of people, places, dates, months, seasons of the year and addresses and the start of sentences)
* Punctuation- have you used “?” at the end of questions? Full stops, commas and “ “ marks for quotations and speech.
* Paragraphs
* Use of bullet points in making a list
* Letter format putting the addresses in the correct places
* Email layout
* Signature and signing off
* Leaflet layout

**ASSIGNMENT DETAILS**

**A new charity needs your help?**

Bob Simpson and Trey Wilson have decided to set up a new charity called **Phoenix Guys**. The charity’s address is;

72, Chiltern Way. Milton Keynes. MK17 4BB. Buckinghamshire.

Email address; [info@phoenixguys.org.uk](mailto:info@phoenixguys.org.uk)

Phone number; 07885213262

Eight years ago Bob and Trey met in Aylesbury prison. These are their stories.

**Bob Simpson**

Bob is now 29. At the age of 7, Bob was placed in care. His father left the family when he was 2 and his mum raised him alone with 2 other older siblings. His mother, Clare, had started using cannabis and quickly moved to heroin. Bob was removed from her care on the grounds of neglect. He sees his mum occasionally. At first being in a foster family was alright but as he got older he got angrier and was moved home. Bob had 7 foster homes and eventually ran away becoming street homeless at the age of 14. He did what he needed to survive on the streets. This led to a string of arrests for street robbery. He had his last sentence at Aylesbury prison. He was released after 4 years and found it very difficult to cope on the outside.

He struggled to find accommodation, a job, and claim benefits. Social services were little help and it was only through a mate who had a job on a construction site that he managed to finally find work.

He now has his own plumbing company called “Ubend”. He employs some ex-offenders but now feels he is in a position to help others.

**Trey Wilson**

Trey is 28 and like Bob, found himself sentenced for 8 years for assault; he completed 4. Trey found school really hard. Reading and writing were too difficult. His mum worked shifts and he didn’t even know his dad. He grew up on a large estate in Hackney. When he was 10 a local gang leader offered to support him. He truanted school regularly and started to commit small crimes to please the gang leader. He needed to feel part of something.

In prison he met Bob. The two of them got on well and they both agreed never to get into trouble again. Upon release, Trey missed 2 probation appointments because he had no money to get to the probation office. He was recalled to prison for a further year. He also found it hard to cope outside prison. He still had Bob’s contacts so he called him. Bob gave Trey a place to stay and a job till he got on his feet. Trey went back to college and gained a qualification in electrics.

His company, “Sparks fly” is now 5 years old and doing really well. Bob and Trey met up recently and decided to see if they could help more ex-offenders as they left prison. The idea for the charity was born.

**Questions to assess your reading**.

1. Name 3 things that Bob and Trey have in common.
2. Name the two companies the men set up.



1. Why have the men decided to set up a charity?

**Task 1**

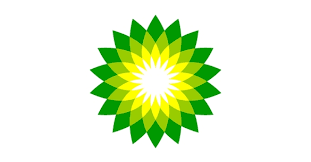
The new charity needs a logo. The name of the charity is; **PHOENIX GUYS**

What is a phoenix?

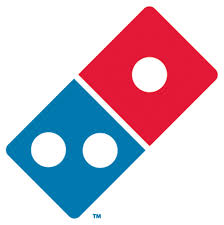
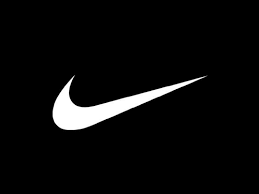
Definition:

Look at the logos below. The charity needs to have a design to use on leaflets, letterheads and publications. Logos are important. Can you name the company that goes with the following logos











Now design your own. You may want to sketch a few before choosing your favourite.

**Vision of the charity:**

We aim to support ex-offenders to reintegrate into society after they leave prison.

We provide support;

* In arranging housing and accommodation
* In getting to probation and other professional appointments
* For getting medical and therapeutic support
* Thorough counselling
* To apply for benefits
* To arrange legal advice
* In managing a budget
* In providing a post box for mail
* For CV writing, access to IT and letter writing
* In finding employment

**Task 2**

**Slogan:** Companies and charities use slogans to say in a few words their vision and purpose.

Now create a slogan for Phoenix guys:

Remember the purpose of the charity to help ex-offenders when they leave prison.



Slogan designs: You may want to draw a few and choose one.

**Task 3**

**Leaflet:**

The charity needs a leaflet:

1. To hand to prisoners before their release. The aim of the leaflet is to advertise the charity’s work and how they could help a prisoner. Think what you would want on a leaflet? What would you want to know? It should be colourful and clear. Use bullet points, lists, headings and sub headings. No more than 1 side A4.

In the space below list some of the information you should include on the leaflets.

**Task 4**

**Advert:** The charity is looking to employ a Support Worker. You need to write an advert that covers the following;

Name of the charity

Name of position advertised

Very short (1 sentence) aim of the charity

Hours: Full time 37.5 hours per week

Driving licence and use of own car essential

Pay £15,000 per annum/ year

Knowledge of and or experience with the criminal justice system

Key qualities you think will be needed

Who the apply to or contact for more information?

You have £300.00. The advert cost is £1.00 per word. Remember “a, it, is” etc are all words.

Layout you advert below.

**Task 5:**

**Person specification;**

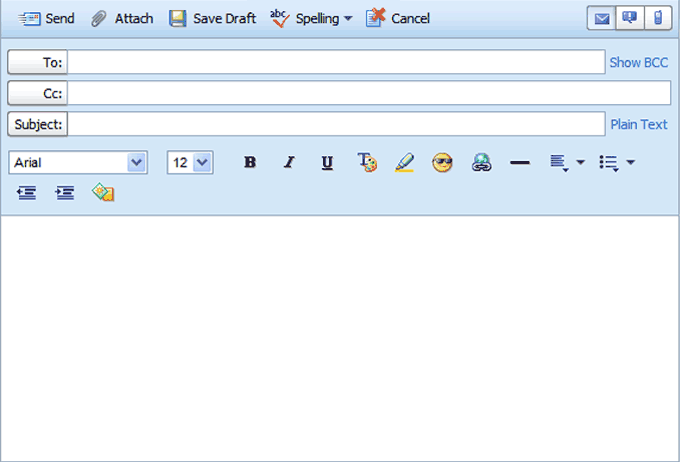
For all jobs a person specification is drawn up to match applicants against what is being recruited. Fill in the table below with qualities you think they should be looking for.

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| Area | Quality | Essential | Desirable |
| Knowledge and Skills | To have an understanding of the criminal justice system and probation | X |  |
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| Experience | To have worked with ex-offenders |  | X |
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| Personal Qualities | Patience | X |  |
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**Task 6**

**Email to the charity;**

You are about to be released. Write an email to the charity requesting their help upon your release. You need to outline;

* Why you are writing to them?
* What help you think you need?
* How they can contact you?
* Date of your release?

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**Task 7:**

**Letter writing;**

1. You are to write a letter from Bob Simpson of the Phoenix Guys charity to the Housing Manager, Beth Khumba. The address of the council is Civic Offices, 1, High Street. Aylesbury. HP20 1EE.

You are writing

* to ask to meet with her to explain the purpose of the charity
* to understand the housing system and how ex-offenders could be supported to be housed
* to see if you could work together to improve the lives of ex-offenders upon release

1. You are an ex-offender who has been supported by the charity and are now writing a letter to Bob and Trey to tell them;

* Thanks for all their help.
* How your life is going now?
* Suggestions for the future.

Use the space below to write the two letters,

**Task 8:**

Phoenix Guys charity has been awarded a grant of £20,000 from the Home Office. A reporter for the Aylesbury times has written an article on the charity, its founders and the grant. The article is quite positive in its tone. It also has some “quotations” from Bob and Trey in the writing.

Write the article. Remember to include;

* Headings and sub headings
* Paragraphs
* Accurate punctuation
* Information about the charity and its founders

You have now completed the assignment. Please check for any mistakes and spelling errors.