

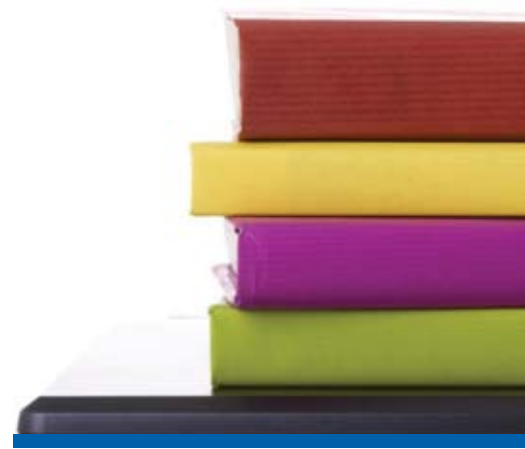


BSA at NIACE

PUBLICATIONS

SPRING

2009



BSA at NIACE

niace



Publications Spring 2009

I am very pleased to introduce BSA at NIACE's Spring 2009 Publications catalogue. Inside you will find information about our latest and key publications.

NIACE has recently merged with the Basic Skills Agency (BSA), so we now offer an even broader range of resources for adult learners and teachers. For up-to-date information on NIACE resources, see our separate NIACE Spring 2009 Publications catalogue, also available to download from our new online bookshop at www.niace.org.uk/publications. Here you can browse the full list of NIACE and BSA publications, and order them together simply and quickly.

You can also order publications by telephone or mail. Please use the order form at the back of this catalogue for 'BSA at NIACE' publications, and the form at the back of the separate NIACE catalogue for NIACE publications. A single, complete catalogue of all our publications, with one ordering system, is planned for April 2009.



David Shaw

Head of Publications, NIACE

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Adult financial capability framework

A1957

Free

This resource sets out the financial skills, knowledge and understanding required by adult learners in an easily accessible way. It is mapped to the core curricula, and supports the development of contextualised literacy, language and numeracy programmes.

The framework is an invaluable resource and will save hours of time with its comprehensive coverage of finance related topics.



Literacy and numeracy in a financial context: Modular programmes

A1959

£10.00

These nine literacy and nine numeracy Level 1 lesson plans can be used as part of a course or as stand-alone sessions. Literacy modules include *Understanding financial texts*; *Writing a business letter to a financial organisation*; and *A roof over your head*. Numeracy modules include *Percentages*; *Data handling*; and *Time*. Each module includes objectives, activities, curriculum mapping and suggested resources.



Financial literacy: Short programmes

A1958

£10.00

These ten three-hour short programmes for delivering literacy and numeracy within a financial context may be run as a course or as individual tasters. Each module covers literacy

and numeracy between Entry Level 1 and Level 2. Modules include *Keeping track of your money*; *Why bother with insurance?*; and *Supermarket best buys*. Each module is outlined, highlighting its aims, content and objectives, and is mapped to the core curricula and *Adult financial capability framework*.



Mapping materials: Supporting the adult literacy and numeracy core curricula

A1960

£10.00

This resource provides mapping materials for both the Literacy and Numeracy Core Curricula from Entry Level 1 to Level 2 to financial skills and provides great ideas for embedding literacy



and numeracy into real-life financial contexts. They have been suggested by practitioners from around the country. Themes include buying a computer, food tasting, comparing prices and value, and setting up a community club.

Financial products resource pack

A1961

£10.00

Learners can use example forms, certificates and policies to practice reading, writing, form-filling, and find out about proof of identity and small print in financial documents. These handy resources include activities mapped to the *Adult financial capability framework* and the core curricula.

Moneyscenes: Photos to support financial learning programmes

A1956

£5.00

Moneyscenes contains photographs to inspire speaking and listening activities. Scenes include *At the supermarket*; *At the Post Office*; and *At a railway station*. Each area includes suggested activities and key words, and is mapped to speaking and listening skills at Pre-entry and Entry Level 1 and 2.

Financial literacy with trade unions in the workplace

A2361

Free

This report outlines the project developed by Cornwall Adult Learning Service to deliver literacy and numeracy to employees in their workplaces. The work illustrates the effectiveness of using personal finance as a way of engaging both employers and learners. The project shows working with trade unions to be an effective model for developing the type of demand-led approach advocated by the Leitch Review of Skills.



Financial literacy in community groups

A2313

Free

Groundwork Coventry and Warwickshire delivered financial learning opportunities to a wide variety of community groups. The project developed the financial skills of people mainly in Coventry's 'Building Sustainable Neighbourhoods' areas, which were some of those scoring highly on measures of deprivation. Learning programmes were aimed at learners involved in community groups, projects and activities. This included working on the knowledge and skills within the group as a whole, as well as on individual needs. Community activities were also used to provide an opportunity to engage potential learners who would otherwise be hard to reach, with the aim of developing short courses based on personal finance.

Financial literacy and family learning in children's centres

A2225

Free

Newcastle Family Learning Service developed the 'Pots of Gold' family finance programme which was strongly based on learner input to the financial skills content whilst still including literacy and numeracy. The learning was delivered at schools and children's centres across Newcastle to existing learners on family learning programmes.



Financial literacy for vocational learners in further education

A2186

Free

This guide is aimed at FE practitioners and managers seeking to embed financial skills and literacy, language or numeracy in vocational programmes. Work at York College trialling this approach in two NVQs proved highly successful. This report summarises the reasons for this, provides hints and tips and links to free resources developed by York College.



Financial literacy and family learning: Tutor resources

A2377

Free

This is a series of family learning session plans and activities developed by Newcastle City Council Family Learning Service. The six sessions cover baby budgeting; buying goods and services; introduction to the Child Trust Fund; managing money; savings; and talking about money. The sessions are designed specifically to support family literacy and numeracy tutors to deliver the adult literacy and numeracy curricula in a financial context.



Confident consumer

A1138

£15.00

The *Confident consumer* pack is built round a CD-ROM featuring young people's consumer dilemmas. It gives learners the skills to deal with budgeting and banking, basic rights and responsibilities, writing letters of complaint, and making responsible choices. The pack gives details of how to run a range of learning activities for young adults and in schools. The resources are mapped to the core curricula and the *Adult financial capability framework*, as well as English and Maths programmes of study in school.



Colossal cards

A1407

£10.00

Help your students get to grips with non-cash payments using these giant payment cards, gift tokens and cheques. Learners can use a wipe-off pen for practice payments and work through photocopyable activity sheets that accompany the sessions on saving, spending and paying in advance. *Colossal cards* is linked to the *Adult financial capability framework* and the core curricula.

Making the most of your money

A1207

£10.00

Making the most of your money covers essential financial matters such as understanding loans, taxes and insurance. Each topic includes sections focusing on words, text and sentences. These photocopyable materials enable group discussion and individual progress.

Money-go-round CD-ROM

A1363

£11.50

This best-selling CD, now in its second edition, covers Entry 3/Level 1 numeracy. Topics include budgeting; planning saving and spending; sorting out money problems; and getting advice. The CD enables learners to build up a portfolio of relevant topics based on the 'Moneyspinner' initial assessment quiz and save their individual learning topics. There is also an interactive percentage tool for learners. For tutors there is a dedicated area to create a tailored quiz, assign topics to students and print relevant resources. The CD can be used across computer networks or on multiple machines at no extra cost. An accompanying manual can be downloaded free from the NIACE website.



Money-go-round: Money skills for young people CD-ROM

A1718

£40.13

This CD was developed from the original Money-go-round resource. It is designed for young people at Key Stages 3 and 4 with mathematics and reading and writing skills at Levels 3, 4 and 5 of the National Curriculum.

Moneytalk CD-ROM

A1762

£11.50

This interactive resource based on speaking and listening activities is mapped to Entry Level 3 of the Adult Literacy Core Curriculum. It is also an excellent resource for ESOL learners. Activities are based in shops and financial services companies on the high street. Learners can check their knowledge, learn and practice skills in the following areas: paying for goods; understanding the small print; opening

bank accounts; saving money; getting financial advice; and understanding payslips. The CD is also mapped to the Basic Level of the *Adult financial capability framework*. An accompanying manual can be downloaded free from the NIACE website.

MoneyPower CD-ROM

A1455

£11.50



MoneyPower sends learners on interactive missions to help them understand day-to-day financial topics such as pensions, savings accounts, taxation and bill payments. There are tools to help out, and answers can be recorded, and work saved for a later date. *MoneyPower* focuses on Levels 1 and 2 of the Adult Numeracy Core Curricula and the developing and extending levels of the *Adult financial capability framework*.

A load of dosh (DVD)

A2336

Free

A load of dosh is a 35-minute film in DVD format that is designed to be used by any adult financial learning practitioners or teachers, primarily in family learning situations. It is made up of short clips of parents and children talking about money and savings. Often learners do not wish to discuss their own financial situation so this DVD can be used to stimulate discussions about money among learners based on examples from the DVD. This resource is limited to one copy per organisation but is copyright free.



More financial learning publications can be found in our NIACE Publications Catalogue. Download a copy at www.niace.org.uk/publications/catalogues

Key words dictionaries

Developed in consultation with the National Literacy Strategy and the National Numeracy Strategy, the *Key words dictionary literacy* and *Key words dictionary numeracy* include definitions of key words that children learn and use at school, for them to refer to and add their own definitions. These dictionaries have been enormously popular with teachers and parents.

Key words dictionary numeracy

A1246

£2.45

Key words dictionary literacy (second edition)

A2317

£2.45



200 WAYS TO SAY WELL DONE

A1812

(English pack of 10)

This dictionary of praise will help parents and carers find the right words of encouragement to give their child confidence in reading. Some schools have found that it can also help new teaching assistants and students. It has been such a success that we've translated it into ten community languages. Now you can encourage even more parents and carers to nurture their child's learning.

There is a *200 ways to say well done* guidance leaflet that is available to download from our website at

www.niace.org.uk/publications

	One copy	Pack of 10
	£1.00	£7.50
Arabic	A2007	A2028
Bengali	A2008	A2029
Cantonese	A2016	A2037
Greek	A2009	A2030
Gujarati	A2010	A2031
Hindi	A2011	A2032
Punjabi	A2012	A2033
Somali	A2013	A2034
Turkish	A2014	A2035
Urdu	A2015	A2036



Count on me

200 ways to help with mathematics

A2086

(Pack of 10) £12.50

Count on this handy booklet to help parents and carers give their child



the right words of encouragement.

Following the success of *200 ways to say well done*, *Count on me* contains words of praise and support that parents and carers can use to help their child feel confident with maths. These ideas can also be helpful to new teaching assistants and students.

- Words of praise for different areas of maths
- Tips for when a child is stuck
- Fun games for learning maths

FUN ... BOOKLETS

These six delightful booklets are packed with activities designed to help parents, childminders and carers support a child's development through play. All the activities align with the Early Years Foundation Stage and have been tried and tested in a wide range of settings. Practical advice is given for all the games and adults are shown how they are helping their children with language and maths. There are suggestions of what to say for every game and all the activities described are simple to do at home – no need to buy expensive or specialist equipment.

There is a 'Using the fun with ...' booklets leaflet that is available to download from our website at www.niace.org.uk/publications



Fun outdoors (Pack of 10)	A1809	£12.00
Fun with role play (Pack of 10)	A1810	£12.00
Fun with games (Pack of 10)	A1811	£12.00
Fun with signs, notices and messages (Pack of 10)	A1820	£12.00
Fun at home (Pack of 10)	A1821	£12.00
Fun with stories, songs and rhymes (Pack of 10)	A1822	£12.00
Pack of one of each (6 booklets)	A1965	£9.00
Pack of five of each (30 booklets)	A1966	£30.00

More family learning publications can be found in our NIACE Publications Catalogue. Download a copy at www.niace.org.uk/publications/catalogues

GRANDPARENTING RESOURCES

Skills for grandparents (CD-ROM)

Extending family literacy, language and numeracy

P1061

£19.57

As a family literacy, language and numeracy (FLLN) teacher or manager, you will find this resource has the information and materials you need to run courses involving grandparents. There are Schemes of Work for four different FLLN courses and over 40 ready-made activity sheets for you to use. It also contains training sessions and materials that can be used to give you and your colleagues the knowledge and skills you need to work with grandparents. In addition to these you will find a wealth of information, good advice and details of further support to help you run courses that engage with grandparent learners.

Keeping in touch postcard pack

Includes: Things to do when you're apart (36-page booklet) and postcard pack (24 pre-printed postcards)

A1977

£4.89

This pack will help you to get grandparents to incorporate learning into their relationship with their grandchildren even when they are separated by a distance. The *Things to do when you're apart* booklet gives grandparents loads of ideas for fun activities including great ways to use audio recordings, letters and text messages. The postcard pack is a book of 24 delightful postcards, pre-printed with ideas to encourage written communication between grandparents and their grandchildren.



Learning with grandparents

Good practice cards

A2125

£4.89

These 13 cards are packed with ideas and suggestions to help you get grandparents to incorporate learning into the time they spend with their grandchildren. Each card takes a different activity (like gardening or television) and shows grandparents how it can be used to help develop their grandchild's speaking, listening, reading, writing and number skills. (These are also available as part of the *Learning with grandparents pack*.)



Information for grandparents pack

Includes A jargon-busting ABC of primary schools (16-page booklet) and It doesn't take much to stay in touch (8-page booklet)

A2004

£2.50

This pack will help you to get grandparents to incorporate learning into their relationship with their grandchildren whether they are close together or far apart. A *Jargon-busting ABC of primary schools* will help grandparents become more knowledgeable about what is happening in schools. This will help them understand many terms including year groups, brain gyms and mind maps. You can give the *It doesn't take much to stay in touch* booklet to grandparents to provide them with some commonsense principles to support their grandchildren's speaking, listening, reading, writing and number skills.

Learning with grandparents pack

Includes: Grandparents and grandchildren learning together (DVD), Grandparents and grandchildren learning together (13-page booklet) and Good practice cards – doing things together (13 cards)

A2252 £7.34

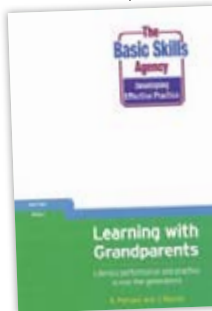
This pack will show you how to benefit from grandparents' experience, expertise and commitment to their grandchildren by getting them involved in your school or children's centre. The DVD, *Grandparents and grandchildren learning together*, is a short film that will show you the positive impact grandparents can have on learning. The *Grandparents and grandchildren learning together* booklet gives you the basics of how to start getting grandparents involved and where to go for more information. The *Good practice cards* will give you loads of

ideas to pass onto grandparents about how they can incorporate learning into the time they spend with their grandchildren (the *Good practice cards* can also be bought separately).

Learning with grandparents Good practice guide

A1967 £5.00

This good practice guide will give you lots of information on how to effectively encourage grandparents to support the development of their grandchildren's basic skills. It will show you a number of schools that are successfully engaging grandparents in this way and the lessons that can be learned from them. The guide will also give you a great list of books, websites, resources and organisations that you can go to for further information and support.



Learning with grandparents Literacy performance and practice across the generations

A2126 £3.00

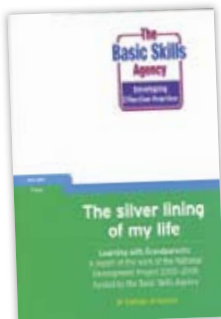
This short research report will show you the links between the literacy and language skills of grandparents and the skills of their grandchildren. The report analyses the wealth of data from the 1970 British Cohort Study – a longitudinal study where everyone born in Britain in the first week of April 1970 has been followed, assessed and interviewed over the years. The report will show you how reading difficulties or aptitude in families can cross generations through a variety of methods.

The silver lining of my life

Learning with grandparents: A report of the work of the National Development Project 2005–2006 funded by the Basic Skills Agency

A2124 £5.00

This report will give you an understanding of the role that grandparents can and do play in supporting their grandchild's literacy, language and numeracy development. It will show you the findings from a number of focus groups and interviews that were conducted with grandparents across the country. It will provide you with details of the good practice that was discovered.



A free report, called *Learning with grandparents – Trialling the materials* (A2293) is available to download from www.niace.org.uk/publications. It gives details of an exercise where these grandparenting resources were trialled with Year 1 children, their teachers and their grandparents.

TALK TO ME

Encourage parents and carers to develop children's language skills with *Talk to me!* These materials provide exciting ideas for exploiting speaking and listening opportunities in the home.

Teachers' handbook

A2000 £10.00

This handbook includes whiteboard presentation for parents and carers, photocopiable leaflets and information on extras to download.



Talk to me good practice guide

A1971 £5.00

This guide includes findings from the *Talk to me!* research project and case studies showing examples of effective practice.



Meaning to talk

Talking to improve basic skills in Years 7 and 8

A1827 £5.00

Who talks in your classroom? How do learners rehearse and develop their ideas? How do you keep Year 7 and 8 learners 'on the boil'? This set of case studies helps to identify key strategies to engage students in speaking and listening. Learn from effective techniques that have been pioneered in real classrooms.

Meaning to talk

A guide for teachers working with fathers, mothers and carers of young people at Key Stage 3

A1828

£2.00

What is the best way to encourage parents and carers to develop speaking and listening with their children? This booklet describes how to hold a workshop to engage parents and carers with practical ideas. Activities look at constructive talk in different contexts and are accompanied by downloadable worksheets.



Meaning to talk

A leaflet for fathers, mothers and carers of young people

A1835

£1.00

Give this to parents or carers to help them to understand how to relate to their children when they start to crave independence. It includes practical advice on developing a strong relationship and a checklist for asking and answering questions without ending up arguing.



Count and figure it out together

A800

£5.00

Developed from our work with family numeracy projects, this highly popular pack of 23 inserts is designed for parents to use with children aged 3–5. It is a useful resource for parents who want to begin developing their children's early numeracy, particularly as they approach school entry. All the activities are specifically designed so they can be done as part of everyday routines and only use objects found around the home.

- Provides an insight into how a young child learns maths
- Contains ideas for activities to do together
- Gives advice on how to recognise a child's progress
- Indicates the resources for maths learning that are available

Read with me

A1579

£2.00

Read with me is a beautifully illustrated book for parents and carers who want to read with their children. Parents and other caring adults have an essential part to play in giving children a love of reading and an interest in books, which will give them a strong foundation for their education. The advice in this book will give confidence and enthusiasm to those who want to read regularly with their children and start them off on a lifetime of pleasure in reading. The book includes three delightful stories by authors whose books are loved by children and grown-ups all over the world.



Involving Asian families in learning

A toolkit for practitioners

A2302

£25.00

This toolkit is a flexible resource designed to help practitioners working in schools to engage more effectively with Bangladeshi and Pakistani families, to improve children's literacy, numeracy and language skills. The resource draws out ideas from case studies of effective practice and suggests development activities following on from these. It also outlines two models for delivering staff development sessions to help involve all staff in the initiative.



Communication friendly spaces

A2120

£10.00



Nurture and encourage the communication skills of young children by creating the right learning environment. This challenging resource will help Early Years Foundation Stage practitioners understand more about the effect the physical and emotional environment can have on a child's learning experience – and why it is so important to plan it carefully. Includes a *Positive learning environments* DVD and an audit workbook for assessing your current learning environment. The wisdom in the book combines a wide range of international research with comments from practitioners.

RAISING EXPECTATIONS

This series supports practitioners in helping young parents to improve their literacy, language and numeracy for education, employment and training. The series gives tips on good practice and includes materials to hand out to young parents.

Raising expectations

Case studies: working with teenage

parents and parents-to-be

A survey of current practice

A1976

£10.00

Effective strategies from real life settings to develop teenage parents' literacy and language. Check your current practice against the six key features of good practice illustrated by the case studies in this guide. The guide draws on success in a range of settings and also identifies the key barriers to progress, as identified by education professionals and young parents themselves.



Raising expectations tutor pack

A2149

£45.00

The *Tutor pack* supports the delivery of programmes targeted at young parents and parents-to-be. It includes guidance, ideas and activities for you to use with young parents. This will develop their literacy, language and numeracy skills within the context of broader parenting or personal development programmes. It also includes activities to develop understanding, and flags up the skills needed to successfully complete each element. There are also activity sheets for young parents to use for additional practice of specific skills.

The *Tutor pack* includes a copy of the *Learner pack*, which is available individually (A2150) or in a pack of 10 (A2085).



Raising expectations learner pack

A2150 (single copy) £2.50

A2085 (pack of 10) £20.00

The *Learner pack* provides learners with activity sheets to complement the activities in the tutor resource (A2149) and includes skills practice and checklists for evaluation.



Raising expectations leaflets

A1996

£1.00

Help motivate your students with these real-life stories of young parents improving their reading, writing and maths skills in four different contexts. Designed for you to distribute to learners, each leaflet provides a skills check and other sources of help and advice. They come as a set of four, including one of each leaflet.

- Health matters
- Parenting
- House and home life
- Schools, college and work

Raising young parents' aspirations

A2311

£75.00

This pack provides resources for professionals working with young parents and parents-to-be, with the aim of improving their basic skills and employment prospects. It provides strategies and activities for helping young parents to develop these skills within contexts that are relevant to them. It is a useful starting point full of ideas and strategies, which are fully explained for tutors with little or no experience of embedding literacy or numeracy skills in their courses. Some sections have additional resources that can be printed from the accompanying CD-ROM for use with learners.



Truth about it

A2108

£12.00



Engage young people in discussion to improve their understanding of citizenship. This resource includes a CD-ROM –

created by young people for young people – with ideas for activities to help improve students' speaking and listening skills. Use the quiz to develop students' understanding of different drugs and the consequences of taking or possessing them. Help young people to build self-awareness through role play and to think critically as they form views and opinions. The activities in this resource could be used in a wide range of settings: schools, youth groups, Pupil Referral Units, Learning Support Units and Young Offenders' Institutions.

Paul's story (with CD-ROM)

Using speaking and listening to teach literacy and citizenship at Key Stage 3

A2045

£15.00



Develop your students' speaking and listening skills as they follow the experiences of Paul, who gets into trouble because

of his graffiti. This resource gives you 8 lessons that you can use to introduce the key concepts of crime and the youth justice system, increase their knowledge and understanding of these, and encourage students to consider their rights and responsibilities. The CD-ROM includes photographs, worksheets and audio files to use in your lessons. Each lesson links in with teaching objectives and learning outcomes for citizenship and literacy at Key Stage 3.

Dumbstruck! Using drama to develop the oracy skills of young people in custody

A2358

£45.00



This publication is the result of work that investigated the use of drama as a means of developing the oracy skills of young people (aged 15-18) in custody.

Speaking and listening underpin learning of all kinds. They are closely bound up with social and emotional contexts. Developing speaking and listening skills contributes to the achievement of learning aims, improves employability and enables young offender learners to cope better with the oracy demands of the justice system. Drama is an effective means of developing oracy. It encourages creativity and addresses the social and emotional aspects of learning explicitly.

More than containment

A1998

£5.00

Find new ways to increase motivation and encourage 14 to 16-year-olds to re-engage with education. *More than containment* provides examples from the work of five programmes that have been successful with young people most at risk of becoming disengaged. Approaches to integrating literacy and numeracy into existing courses are explored and the needs of individual establishments are considered.



Many right answers

Learning in mathematics through speaking and listening

A2208

£20.00

Refresh your approach to teaching mathematics. This book provides a focus on speaking and listening as an effective tool for learning mathematics. *Many right answers*:



- shows the reality of teaching and learning in some classrooms;
- explores the complexity of teaching and learning, and of speaking and listening;
- recognises that teachers are highly trained and reflective professionals, and portrays them as such;
- encourages teachers to try out new things inspired by discussion with other practitioners.



Improving
Literacy &
Numeracy

PLUS – Improving Literacy and Numeracy Course Materials

PLUS – Improving Literacy and Numeracy courses give you the resources you need to help young people improve their basic literacy and numeracy skills as they engage in exciting projects such as designing clothes, writing music or performing dance routines. Download the catalogue of these resources at www.niace.org.uk/publications/catalogues and take a look through it to see the full range of exciting projects that you could run.

TALK AND WORK

A2084

£20.00

Develop young people's communication skills for the workplace.

Use this booklet and DVD to build or reinforce the bridge from education into the workplace. The

DVD shows young people who have recently started work talking about the speaking and listening skills they now see that they need in the workplace. Comments from their employers and tutors help to highlight the skills that young people need.

This resource also includes one copy of each of the following leaflets:



Talk and work leaflet for teachers and trainers

A2196

(Pack of 10) £3.50

Help your students to make the most of their first experience of work. This leaflet summarises the skills young people need, the issues they face and what you can do to help them develop the confidence they need when they go to work.

Talk and work leaflet for employers of young people

A2197

(Pack of 10) £3.50

Help your young employees to make the most of their first experience of work. This leaflet, based on interviews with employers and young people, summarises the skills young people need, the issues they face, and suggests what you can do to help.

Talk and work leaflet for parents and carers of young people

A2198

(Pack of 10) £3.50

Help your children to make the most of their first experience of work. This leaflet helps you guide children to make the most of opportunities and to prepare and present themselves well at work.

Talk and work leaflet tips for young people

A2199

(Pack of 10) £3.50

Make the most of your first experience of work. This leaflet lets you in on the views of young workers, and helps to show that all young people have concerns when they start out at work. Also includes useful tips on using your speaking and listening skills to get on at work.



Army basic skills provision: whole organisation approach

A2139

£5.00

Trying to tackle basic skills issues within your organisation? This publication is a strategic review of the lessons learnt during the Army's basic skills developments since 2001. It focuses on a whole organisation approach to addressing workforce basic skills issues within large organisations.



Build up: ESOL for construction

A1868

£4.50

Give students a good introduction to the construction industry. This resource helps you to prepare students for the requirements of the industry, giving them a grounding to retrain or to acquire further qualifications. It includes scheme of work with curriculum mapping as well as example lesson plans, learning plans and checklists.



The jobsearch reading disc

A825

£115.00

This CD-ROM helps jobseekers with the reading, writing, speaking and listening skills they need to get a job. It has five main areas of activity and an authoring tool so that tutors can add new content or tailor material to a learner's particular needs. The five main areas of activity are: *Focus on jobsearch*; *Writing a letter*; *The interview challenge*; *Reading exercises*; and *Case studies and experience exchange*.



Choices, not chances

Partnerships for helping adults back to work

A2342

£10.00

This toolkit will be of use to education providers, children's centre staff, employers and Jobcentre Plus staff. It provides information for staff on how each of these organisations works and gives examples of practice from each. It describes a partnership approach, gives practical tools for staff to use and contains real-life case histories of individuals who have been supported by these organisations.



More workplace learning publications can be found in our NIACE Publications Catalogue.

Download a copy at
www.niace.org.uk/publications/catalogues

The spelling pack: 21st-century edition

A2343

£40.00

The spelling pack is an essential resource for teachers of literacy and language to adults and young people. The pack has been extensively revised and updated to meet the needs of teachers and learners today, reflecting changes in practice such as an increased emphasis on vocational contexts and group activities, and especially the rapid growth in ICT as a resource for teaching and learning. It provides teaching and learning activities, strategies and approaches for teachers to use to support adults' spelling within any programme of study together with activities to carry out with colleagues to support Continuing Professional Development (CPD).

The pack includes a CD-ROM with interactive resources for teachers and learners, including a look, say, cover, write and check tool.



The starter pack

A2182

£75.00

The starter pack is one of our most popular resources and has been extensively revised and re-written, with new sections such as *Speaking and listening* and *Using ICT* in literacy teaching and learning. All tutors, both new and experienced, will find a wealth of teaching ideas and tips as well as a personal professional development record.

This comprehensive pack includes a CD-ROM containing all the materials, plus a wide range of links to further resources and relevant websites. Materials can therefore be customised to meet the needs of individual learners.

SUPPORTING SELF-IMPROVEMENT IN TEACHING LITERACY, LANGUAGE AND NUMERACY

This suite of materials was developed within the Better Teaching Partnership. It is designed to help you improve the quality of classroom practice. The materials provide a sharp focus on key aspects of teaching and learning in literacy, language and numeracy across a range of programmes, frequently identified by the inspectorates as areas in need of improvement.



Tools for managers

A2095

£30.00

Tools for managers helps you to gather clear and reliable evidence to inform your self-assessment review, and to add rigour to your analysis of strengths and areas of weakness in teaching and learning in basic skills. This will support your drive for continuous improvement and high quality teaching by allowing you to:

- audit existing practice in basic skills teaching and learning against specific criteria drawn from the Common Inspection Framework;
- develop and implement a training and improvement plan tailored to the weaknesses identified in the audit;
- review practice and evaluate improvement;
- improve basic skills teaching and learning across the organisation.

Tools for staff development

Tools for staff development can be used to deliver focused training activities to address areas identified for development through the use of *Tools for managers* (A2095). Each module addresses aspects of teaching and learning commonly identified as areas in need of improvement and can be used individually or as a full series, providing a comprehensive ready-made resource for continuous professional development. Each of the five modules (see pages 22 and 23) provides you with everything you will need to run sharply focused, practical staff development training sessions for adult and post 16 literacy, language and numeracy teachers. The modules include trainer notes; activity sheets; handouts; PowerPoint presentations (on CD-ROM); contextualised learner profiles and individual learning plans (on CD-ROM).

Module 1: Challenge and inspiration

A2097

£40.00

Module 1 highlights the importance of challenge and inspiration in successful lessons (Unit 1) and differentiation for effective learning (Unit 2). The materials are grounded in research and theory, but provide very practical experience and activities that can be applied immediately in the classroom in a wide range of adult and post-16 contexts and settings.

Module 2: Assessment for learning

A2098

£40.00

Module 2 supports teachers in making the best use of the outcomes of assessment so that learners learn effectively. Unit 1 covers assessment for learning and Unit 2 covers diagnostic marking and feedback. This module examines practical ideas for how to make the purpose of assessment clear to learners, set targets that learners can understand, and develop consistent approaches to giving oral and written feedback.



Module 3: Resources and the learning environment

A2099

£40.00

Module 3 considers managing the learning environment, and selecting resources (Unit 1) and working with learning supporters and co-workers (Unit 2). This module examines practical ideas for how to creating effective learning environments, create quality resources, and use multimedia and ICT resources.

Module 4: Teaching and learning approaches

A2100

£40.00

Module 4 provides teachers with practical tools to improve the quality of teaching and learning activities and enable learners



to achieve their objectives in literacy, language and numeracy. Unit 1 explores approaches that are particularly appropriate to adult learners, developing thinking skills and involving them in decision making and problem solving. Unit 2 emphasises paired and collaborative group work and speaking and listening, to help boost learner motivation and improve attainment.

Module 5: Integrating literacy language and numeracy into a range of contexts

A2101

£40.00

Module 5 develops the skills of staff across your organisation to successfully implement an embedded approach to LLN.

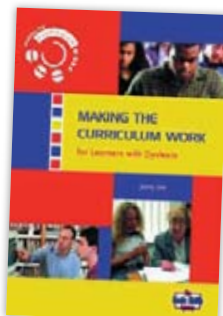
Unpacking the practical issues involved, this module will help specialist LLN teachers to work effectively with colleagues who teach other subjects, supporting a 'whole organisation approach' to developing literacy, language and numeracy.



Making the curriculum work for learners with dyslexia

A1529

£4.50



This handbook looks at ways in which teachers can identify and use opportunities in the Adult Literacy Core Curriculum to make it work well for learners with dyslexia. It covers information on how learners with dyslexia learn; how the curriculum does and does not work for them; developing learning programmes; and word, sentence and text level skills.

This handbook looks at ways in which teachers can identify and use opportunities in the Adult Literacy Core Curriculum to make it work well for learners with dyslexia. It

Diagnosing dyslexia

A guide to the assessment of adults

A1523

£4.95

Diagnosing dyslexia

has been used successfully by tutors supporting dyslexia learners for ten years, and has now been updated to incorporate current thinking. It outlines diagnostic methodology based on best practice for teachers offered by current research and knowledge on diagnosing adults. It also offers materials to support the assessment process.



Fast track

Fast track is a simple screening tool to identify those who have literacy skills below Level 1 and numeracy skills below Entry 3 of the National Standards for Adult Literacy and Numeracy and takes about 10 minutes to complete and mark.

Frontline advisers and outreach and development workers are often in contact with young people and adults with basic skills needs. Consequently, they are ideally placed to play a key role in identifying and supporting those adults with poor basic skills.

Fast track has been devised to support this. It will enable those working in these areas to make an early identification of basic skills needs and to make referrals for further diagnostic assessment.

Fast track 20 questions is a focused oral questioning paper. We also produce *Fast track written papers*. Papers are supplied in packs of 50 and include a *User guide* with information about administering and marking.

Fast track 20 questions

A1573

(pack of 50) £5.00

Fast track written papers

A1574

(pack of 50) £5.00



Initial assessment (CD-ROM)

A2283

£115.00

This test assesses literacy and numeracy and provides a clear indication of basic skills need. It is aligned with the National Standards for Adult Literacy and Numeracy (2000) from Entry 1 to Level 1. It takes 40 minutes to complete and can be administered and marked by non-specialists.

A hard-copy photocopiable version is also available.



Initial assessment (Hard copy)

A1328

£20.00



Tips cards

These pocket-sized cards contain key information and are a valuable point of reference for learners of all ages.

Each of the titles is sold as a pack of 50 and costs £2.45 per pack.

35 most common words	(A660)
Capital letters	(A665)
Days and months	(A664)
Metric units – length	(A667)
Metric units – volume	(A662)
Metric units – weight	(A666)
Multiplication square	(A663)
Numbers in words	(A468)
Percentages and fractions	(A661)



Tools for teachers: Spelling poster pack

A2148

£9.79 for 11 posters

This set of classroom posters and guidance notes will support both specialists and vocational teachers in helping learners to improve their spelling. The interactive approach will help learners to:

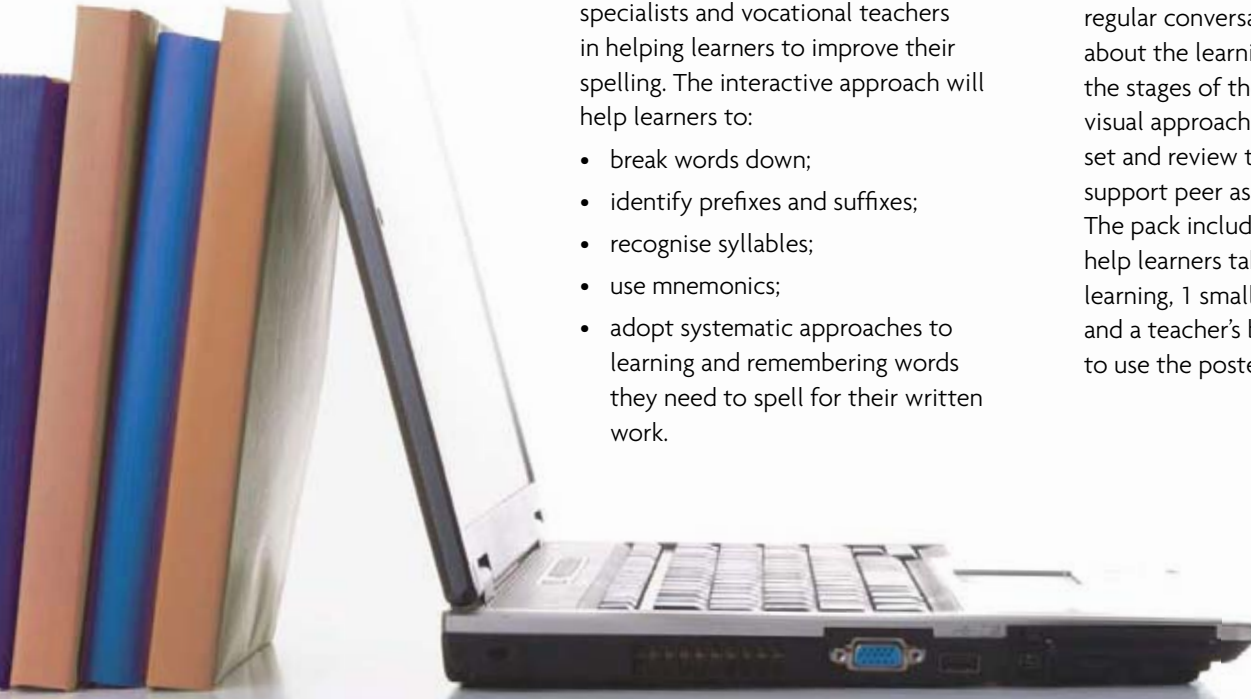
- break words down;
- identify prefixes and suffixes;
- recognise syllables;
- use mnemonics;
- adopt systematic approaches to learning and remembering words they need to spell for their written work.

Take control of your learning poster pack

A2301

£10.00

This interactive poster set, with guidelines for teachers, stimulates regular conversations in the classroom about the learning process. Following the stages of the 'learning journey', the visual approach will help learners to set and review their own targets and support peer assessment and review. The pack includes 6 large posters to help learners take control of their learning, 1 smaller 'interactive' poster and a teacher's booklet, explaining how to use the posters.

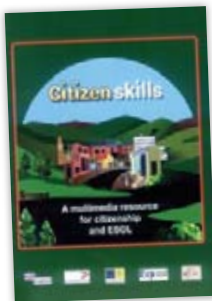


Citizenskills CD-ROM

A1755

£4.40

Citizenskills is a multimedia resource for developing English language in the context of citizenship. It comprises a CD-ROM with information, a glossary, interactive and print-based materials, teacher guidance, suggestions for additional activities and a scene-builder tool for constructing dialogues. It will be relevant to ESOL teachers working with asylum seekers, refugees and other recent arrivals to the UK.

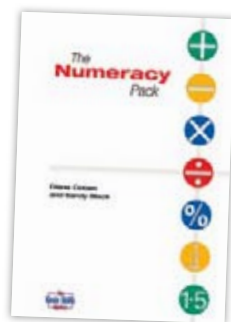


Numeracy pack

A646

£12.00

This pack has been updated to bring it in line with the Adult Numeracy Core Curriculum. The pack offers a wide variety of activities and suggestions for their use by both teachers and students. Topics include handling data, counting and number concepts, fractions, decimals, percentages, and money. It covers Entry Level 1-3, and can be photocopied.



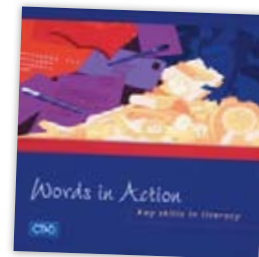
Words in action (CD-ROM)

Key skills in literacy

A1231

£172.50

Words in action provides an adult literacy course designed to help learners develop a range of communications skills. The program involves and motivates learners. Text on screen can be read out, video clips illustrate key points and a library of photographs enriches learners' documents. Learners get satisfaction from seeing their own words presented on paper in an attractive way. Adult subject matter is used to stimulate learners to express their own thoughts and ideas, and to participate in group exercises.



Engaging new learners in basic skills through arts, crafts and creative media

A1600 £2.50

This booklet gives details about voluntary and community organisations using arts projects with basic skills



provision as a means of reinforcing the importance of literacy. This approach helps you to reach those who find conventional

learning programmes inaccessible or intimidating.

"It clearly and effectively outlines the rationale for linking arts and basic skills for anyone struggling with how to embed basic skills in creative arts delivery. I would thoroughly recommend this book"
 Talisman, May 2006

Literacy and social inclusion handbook

A1861

£5.00

This handbook is the result of a three-year project, funded by the Basic Skills Agency and delivered by the National Literacy Trust. It will be of interest and practical use to those involved in planning and developing local services, including education. It will also support individual services as they consider their own role in supporting literacy approaches that address long-term barriers and solutions to improved service delivery and community involvement. The examples highlight once again the importance of establishing strong literacy skills early. They reinforce the case for involving parents, raising aspirations and offering opportunities at all ages for people to improve their literacy, alongside measures that address social exclusion directly. The focus on sustained local strategies, and shared responsibility for local priorities, provides the policy backdrop.

Making basic skills work for your community

A1630

£2.50

What can basic skills initiatives contribute to neighbourhood renewal and community regeneration? How can community groups and other organisations involved in community capacity building engage and support adults who have limited literacy, numeracy and language skills? What skills do people need to gain to get fully involved in the life of their communities? Drawing on experience from Adult and Community Learning Fund projects, this booklet will help you to develop basic skills programmes to build capacity in your community.

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