

Beyond the worksheet

An integrated skills approach to meeting the everyday literacy needs of adult learners

A practical one-day workshop for adult literacy practitioners

Wednesday 8 December 2010
London

Background

The psychologist James Britton used the phrase "Reading and writing float on a sea of talk" to describe how important speaking and listening is as the foundation for becoming functionally literate.

Using alternatives to worksheets, this highly participative workshop will focus on non-fiction as a starting point, and offer a variety of approaches to support work-based providers in integrating speaking and listening, reading and writing with learners.

Who would benefit from attending:

This workshop will be of interest to practitioners new to teaching literacy and newly qualified practitioners working with adult learners and delivering post 16 Skills for Life provision.

Practitioners attending the workshop have said:

'Excellent range of activities that I would like to adapt for my own learners'

"This was an excellent workshop – gave me practical teaching ideas"

"Very good course that brought out the importance of linking speaking and writing"

"Offers really useful interactive, hands-on approaches"

"The information has developed my teaching skills"

Training Aim

The overall aim of this interactive one-day practical workshop is to enable participants to gain a deeper understanding of the close links between all the elements of being literate, in speaking and listening, reading and writing, and how this can impact on motivating adult learners and meeting their everyday literacy needs.

Training Objectives

By the end of the workshop you will:

- be familiar with the holistic nature of literacy and the close links between speaking and listening, reading and writing
- understand the importance of the audience, purpose and form in literacy
- have tried out and reflected on a range of activities to use with learners which you will subsequently be able to use to support sessions in your own context.

What are the benefits of attending this workshop?

You will take away:

- an improved understanding and appreciation of the value of a non-worksheet approach to teaching literacy and the positive impact on the motivation and attainment levels of learners
- a range of practical tips and strategies which can be readily applied in your working practice.

For more information, to download an application form or to reserve a place online, visit the NIACE website:

<http://www.niace.org.uk/events>

Enquiries to NIACE Events Team - Tel: 0116 285 9661 / e-mail: events@niace.org.uk

Programme

09:45	Arrival and registration (tea/coffee available)
10.00	Welcome and Introductions, aims of the day and scene-setting Activity 1: What challenges face a writer? Activity 2: What does reading demand? Activity 3: What does a writer need to know?
11:45	Tea/coffee break Activity 4: Group reading / writing activity (continued)
13:00	Lunch
13:45	How important is spelling? What about handwriting? Activity 5: The use of talk for specific situations
15.00	Mid afternoon break (tea/coffee available) Activity 6: Planning a holistic approach to literacy teaching Reflection and evaluation
15.45	Close

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Delegates have no claim against NIACE in respect of such changes.

Event Information

- Arrival and registration is at 9:45am for a 10:00am start. The event will end at 15:45pm.
- Event fee per person: £170 (Non NIACE members rate)
Event fee per person: £145 (NIACE members rate)
(includes lunch, tea/coffee)
NB: NIACE does not charge VAT on conference or course fees.
- Only application forms with the payments section completed will be processed.
NB: If you wish us to invoice your employer we require a copy of the Purchase Order before the form is processed.
- Places will be allocated in order of receipt of completed application forms (one form per person)
- Any learners attending can opt out of displaying their names on the list of participants. Please indicate this on the application form
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

NIACE Events Team

Tel: 0116 285 9661

Fax: 0116 285 9670

Minicom: 0116 255 6049

E-mail: events@niace.org.uk

Application Conditions

Event: Wednesday 8 December 2010

Closing Date: Monday 29 November 2010

- Cancellations will only be accepted if received in writing before the closing date and will be subject to an administration fee of £50
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic note-takers, sign language interpreters and transcription to Braille
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be e-mailed out one week before the event.
- NIACE reserves the right to reject applicants who are not from the target audience list.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
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NIACE Events Team
Renaissance House, 20 Princess Road West
Leicester LE1 6TP
Tel: 0116 204 2833 Fax: 0116 254 8368
Minicom: 0116 255 6049
E-mail: events@niace.org.uk
<http://www.niace.org.uk/events>



Please PRINT a copy, complete and return. Please complete the application in **BLOCK CAPITALS**.

My organisation has authorised my attendance on **Wednesday 8 December 2010, London**

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel No. _____ Mobile No. _____ Fax No. _____

Please provide an e-mail address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Address _____

Postcode _____

This is my Home address Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box

Payment - NIACE does not charge VAT on conference/course fees (The signatory is responsible for payment)

Event Fee per person: (includes lunch, tea/coffee)
 Event fee per person: **£170** (Non NIACE members rate)
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I enclose a cheque for £..... made payable to NIACE

Please send me a receipt

I enclose Purchase Order No. _____
 and request you to invoice my employer for £.....

Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.

Invoice address:

Please debit my credit/debit card with the value of £.....

We do not accept payment by AMEX

Valid from: Expires on:

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

Cardholder's signature:

Cardholder's address:

Participant's requirements

I have no special requirements	I will require a hearing loop
I will need support for my visual impairment	I will need wheelchair access
I will need an electronic note-taker	I will need facilities for an assistance dog
I will require a sign language interpreter (please specify)	
I require event materials in a specified format (please specify)	
I have the following dietary requirements (please specify)	
I have further additional requirements (please specify)	
NB: I do not wish to be photographed or filmed at this conference	

NIACE requires a 10 working days notice period to make arrangements for electronic note-takers, sign language interpreters and transcription to Braille.

Sectoral Monitoring

Adult Education College	Community Education Provider	Further Education
Government Body	Higher Education	Information/ Guidance Provider
Libraries, Museums, Archives, Arts	Local Government (inc. Ed Authorities)	Media
Offender Education	Open, Distance or e-learning Provider	Union
Vocational Education and Training	Voluntary Sector and Charities	

Ethnic and Equal Opportunities Monitoring

Bangladeshi	Black African	Black Caribbean	Chinese
Dual Heritage	Indian	Other Asian	Other Black
Pakistani	White	Any other ethnic group	
Gender	Female	Male	
Age	Up to 25	25 - 50	50 - 75
			75+

Agreement - I accept the NIACE Event Information and Application Conditions

Signature	Date

C2034/1210

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Data Protection Act

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website www.informationcommissioner.gov.uk. At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. If you wish to receive such further information please tick this box

Please return completed application form to NIACE Events Team: Fax: 0116 254 8368
 NIACE Events Team, Renaissance House, 20 Princess Road West, Leicester LE1 6TP
 Enquiries to: Tel: 0116 285 9661 E-mail: events@niace.org.uk