



CLAN Edinburgh, Momentum Scotland and H. M. Prison, Edinburgh have struck an agreement to have a CLAN funded tutor working in The Link Centre at H.M. Prison. The tutor will provide literacy/numeracy tutoring, raising awareness for other

agencies working in The Links Centre and facilitate the placement of people leaving prison into adult literacy provision in their local community. The CLAN tutor will work with the Momentum Team whose focus is on employability.

## THE CHALLENGE FUND



### A new Challenge Fund for financial year 2004/05 is launched this month.

Through this fund CLAN will provide financial support and partnership to agencies wanting to provide literacies learning opportunities for Edinburgh people belonging to disadvantaged or difficult to reach groups. Successful bids will be awarded up to £5000 (exceptionally up to £10,000).

There are three rounds, closing dates are: **28 MAY 2004**

**1 OCTOBER 2004**

**1 FEBRUARY 2005**

Any agency wishing to participate in the first round should express interest to Richard Terry, Operations Manager at CLAN (0131 270 6071) and must have attended the briefing for interested agencies at McDonald Road Library on Thursday 13 May 2004. Bids from agencies who did not attend the briefing can not be accepted.

Full details of the Challenge Fund 2004/05 and an application form appear on CLAN's website at [www.clanedinburgh.org](http://www.clanedinburgh.org)



## Campaign Update

The first wave of The Big Plus advertisements on radio and TV ended in early March. While the TV advertisements were being aired, the learndirect scotland helpline reported around 400 calls per week; when it ended, the helpline reported calls dropping to around 200 per week.

Research done before and after the first wave seems to show that it has had some initial success in beginning to change attitudes, but that recognition of and familiarity with The Big Plus logo was not as strong as expected. It's therefore important that the logo continues to be very visible for the duration of the campaign.

**New waves** The second wave of The Big Plus advertisements will start on TV for one week from 10 May and for another week from 24 May. The third wave of the campaign will be in September, around International Literacy Day and the fourth wave will be in January 2005.

A range of publicity material including pens, pads, calculators, rulers and mugs should have been distributed by the time 'Beans' goes to press. If any CLAN project workers have not received them, please contact Fiona Holmes at CLAN Edinburgh.

The Big Plus promotion has attracted a number of enquiries from adults who have indications of dyslexia. Most of these referrals are easily accommodated in local literacies provision, but in situations where no such help is available, Dyslexia in Scotland is happy to take enquiries through the DiS helpline in Stirling, tel: 01786 446650.

**Promotional films** A promotional film for The Big Plus has been produced by Learning Connections and should have been distributed to all Adult Literacy & Numeracy partnerships by the end of April. Fronted and narrated by the same actor who features in the national TV and radio adverts, the promotional film has been designed primarily to attract new learners into ALN provision. The film features learners from various locations throughout the country talking positively about the benefits of attending literacy and numeracy programmes. The film has been produced in different formats: VHS, DVD and CD-ROM and has a running time of just over five minutes.

Additionally, Learning Connections are in the process of producing a Workplace Literacy & Numeracy film, designed for employers that will, amongst other things, raise awareness of workplace adult literacy and numeracy and encourage appropriate employers to develop workplace provision. Learning Connections expects the film to be completed and available for distribution by the end of July 2004.

## A PLAIN ENGLISH GUIDE TO LEGAL TERMS

A publication which aims to throw some light on the maze of legal jargon which is used throughout the legal and justice system in Ireland was launched by NALA, Ireland's National Adult Literacy Agency. The publication entitled, 'A Plain English Guide to Legal Terms' was launched as part of a national campaign to make the language of the Irish legal system more accessible.

Many international legal authorities recognise that plain English is as accurate and precise as traditional legal writing. In addition, it has the added benefit of making legal and justice material clearer, easier to read and more accessible to all those who need to engage with the legal/justice system. On the other hand if plain English is not used when drafting legal and justice material, that material will be inaccessible to the general public.



For 500,000 Irish adults with low literacy levels this problem is particularly acute. With that in mind the Guide is intended to help non-lawyers understand legal phrases and to give people involved in the legal and justice system guidance in explaining the legal phrases used by them. The Guide can be ordered through NALA, tel: 01 855 4332, email: [literacy@nala.ie](mailto:literacy@nala.ie)

### Making the legible more readable

NALA have also produced a useful booklet, entitled 'Writing & Design Tips'. The booklet gives guidelines on how you can make your materials easier to read and so easier to understand. There are also a number of design and writing tips for producing any reading material. A copy of the booklet can be downloaded from the NALA website, [www.nala.ie](http://www.nala.ie)



### Handwriting Skills

[www.tower.ac.uk/mediainternet/writing.asp](http://www.tower.ac.uk/mediainternet/writing.asp)

Tower Hamlets College have developed an animated Handwriting Tutor which shows learners how to move their pen to form upper and lower case letters. Choose a letter from the onscreen keyboard and click on the 'pencil'. The letter shape is then drawn for you.

**PROS:** Unlike paper based handwriting guides, you don't need to picture the sequence of movements needed to form a letter from tiny direction arrows, as the animation shows each separate movement clearly and slowly.

**CONS:** You need Macromedia Flash Player 6 to use the Tutor but there is a link to enable you to download this on the introduction page and it is free, although you may need permission to install it.

[www.free.thebigbus.com/free/resources/writing/index.htm](http://www.free.thebigbus.com/free/resources/writing/index.htm)

An online tool for creating handwriting practice sheets is available from The Big Bus. Handwriting Page Maker allows you to enter text into a box which then appears as 'dotty font' with arrows showing where to begin or restart joining the dots to form the letter shape. You can then print the page out.

**PROS:** You can enter any text allowing learners to practice whatever is most useful to them. You have some control over how text appears by choosing whether to align text left, right or centre, varying font size and altering letter spacing and page width.

**CONS:** The tool does not offer practice in joined handwriting which is an important issue for many adult learners.

### Maths Quiz Software

<http://members.aol.com/hecnor/index.html>

This free application offers practice in addition, subtraction, multiplication and division. It has animated cartoons and optional sounds to indicate right and wrong answers and background music. The learner's current score and an all-time high score is shown as questions of increasing difficulty are asked.

**PROS:** It is free and very simple to use. To make the game look a little different you can set the background colours, or ask for them to be changed for you at random.

**CONS:** It is fairly basic. The animated (or rather flashing) cartoons can be annoyingly distracting and the window size is small and cannot be adjusted.

### Free Desktop Publishing Software and Fonts

[www.freecerifsoftware.com/serif/pp/pp5/Index.asp](http://www.freecerifsoftware.com/serif/pp/pp5/Index.asp)

PagePlus 5 is a free program from Serif that enables you to make colourful and professional looking teaching and learning materials and to work with learners to make posters, invitations, newsletters etc.

**PROS:** Page Wizards and Quick Tours help you get started with popular options and learn about inserting graphics or pictures, for example.

**Cons:** It is difficult to fault something fairly sophisticated that is free and has so many uses for tutors and learners in literacy and numeracy. As with many free offers it is intended to interest you in the product so you will want to buy a better version.

[www.astigmatic.com](http://www.astigmatic.com)

For learners and tutors who want to try out interesting fonts beyond the range offered by Microsoft Word, there are free fonts, many using handwritten styles, that you can download from this site.

**PROS:** Some fonts (Handage Family, Big Ruckus) are reasonably easy to read and their handwritten style makes a change from the very legible Comic Sans. They would make eye-catching material if you don't want your leaflet or poster to be missed.

**CONS:** You only get a very limited view of each font before you download, so you might find yourself with something that does not work or appear as you had hoped.



**The launch of PC Passport** for Private Sector Organisations and Training Providers took place on 29 April at Our Dynamic Earth. A useful audio-visual presentation of the suite of IT qualifications was followed by a discussion on the relatively simple strategies the Scottish Qualifications Authority have designed for providers.

PC Passport is designed for anyone who wants to develop or improve their IT skills, from the basics of learning how to operate a computer to developing and enhancing existing skills. The courses are available at three levels: beginners, intermediate and advanced. The Beginners Qualification is aimed at the absolute novice, the Intermediate Qualification is for the competent user and the Advanced Qualification is for the experienced user. On successful completion of a course the participant will receive a certificate from SQA.

PC Passport is available at further education colleges, training providers and schools. For further information contact 0845 278 1000 or visit the website at [www.pcpassport.org](http://www.pcpassport.org)



## A Day of Transition

**F**RIDAY 23 APRIL saw the first graduation ceremony from Edinburgh's only accredited training programme for recovering drug users - the Transition project, which is based at 15 Blair Street, Edinburgh.

The project, which is funded by the New Opportunities Fund, the Capital City Partnership and the CLAN Edinburgh Challenge Fund, was set up by Access to Industry just eight months ago to get recovering drug users back into education, training and employment.

On the day, the Blair Street premises were bursting with students, partner agencies and Sessional staff and there was a collective admiration for those students who had sustained the programme over the last six months and achieved accreditation across a number of modules. It was also a highly emotional experience in recognition of the individual achievements students had made.

Jon Gray, Manager of Access to Industry, said, "Today we have seen what can happen when organisations work together to help people move on. We've had the opportunity to see some very powerful testimonies of people reclaiming their lives back from drugs and that is thanks to their determination and the support of the fantastic Transition partnership. And this is only the beginning".

Transition is run by the Social Partnership which has over ten years experience in employability work. It is also a partnership with Turning Point Scotland who provide student referrals, guidance and advice.

If you would like more information about Transition, please contact Jane Hunter, Project Manager on 0131 226 3006.



From the start of April, Edinburgh & East of Scotland Deaf Society changed its name to Deaf Action. Originally called the Edinburgh Deaf & Dumb Benevolent Society,

it has only twice changed its name since 1835. The new name and identity follows an extensive consultation process with people who use the service and it better represents the current work of the organisation and the wider geographical areas which include offices in West Lothian and Highland. Further information on the services is available by contacting 0131 556 3128 (voice/text) or by visiting the new website at [www.deafaction.org](http://www.deafaction.org)



Don't forget that the Learners' Event organised by CLAN Edinburgh will take place on **Saturday 12 June** at St Thomas of Aquin's, Chalmers Street (off Lauriston Place) from 11.30am to 4pm.

The event promises to be a great opportunity for learners from all over Edinburgh to meet together again. Tutors and Volunteer Tutors are welcome too. The purpose of the day is

- to bring literacies learners together to share experiences of learning, achievements and skills
- to give learners an opportunity to express themselves about being involved in the future development of CLAN

There will be displays, small workshops and taster sessions on a variety of topics. There will also be a free crèche and free lunch. For more information contact Lorraine on 0131 270 6072 or email: [lorraine@clanedinburgh.org](mailto:lorraine@clanedinburgh.org)

The 1994 International Literacy Survey demonstrated that more than 40% of Canadians have low literacy levels. Literacy has been recognised internationally as a major factor in determining health, however, the link between literacy and health has not been studied in detail in Canada. A conference to discuss Health & Literacy in Canada will take place in Ottawa from 17-19 October. The four major themes are



## Health & Literacy in Canada

- building best practices in literacy and health
- focusing on language and culture
- building knowledge in literacy and health
- building healthy public policy

The event is co-sponsored by the National Literacy and Health Program of the Canadian Public Health Association and the National Literacy Secretariat of Human Resources and Skills Development Canada. The conference organisers are keen to hear from anyone who is interested in presenting or participating. For more information, email Lynn Chiarelli, Project Coordinator at [literacyandhealth\\_conf@cpha.ca](mailto:literacyandhealth_conf@cpha.ca) or visit the conference website at [www.cpha.ca/literacyandhealth](http://www.cpha.ca/literacyandhealth)

If you would like to contribute to future issues of 'Beans', please send your contribution to Fiona Holmes, CLAN Edinburgh, 1-3 Canon Street, Edinburgh EH3 5HE.

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Email: [fiona@clanedinburgh.org](mailto:fiona@clanedinburgh.org)

Web: [www.clanedinburgh.org](http://www.clanedinburgh.org)

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