

On Saturday 30 October, the third city wide literacies forum met at McDonald Road Library. About thirty people attended the day, a good mix of tutors, volunteers and development workers and we all appreciated the opportunity to meet and share experiences. One of the aims of the forum is to share good practice, and with this aim in mind, we invited Nina Dutton and Jane Ward from NIACE (*The National Institute of Adult Continuing Education*) to present their research findings on Catching Confidence in learners and Fiona McDonald from Learning Connections to discuss Reflective Practice.

Catching Confidence

Nina and Jane carried out their research in an attempt to acknowledge the response of many learners, that being involved in learning makes them feel more confident. They emphasised that they weren't interested in measuring confidence as a competence, but rather to capture confidence and recognise it as a meaningful outcome for many learners. To this end, they developed a questionnaire to use with learning groups and they asked a range of groups to use this tool at two different stages in the course of a learning programme, to see if any changes in confidence were noticed.

Groups were free to change the questions to suit their particular situations, and to reduce the number of questions if they wanted. Jane and Nina then followed this up with some focus group work asking the learners how they found the process.

The results of the research were, not only a tool which confirmed that learners did gain confidence participating in learning, but that they also benefited from the discussion process involved in taking part and valued the opportunity to discuss their confidence.

At the forum, we were given the chance to try out the tool for ourselves and to discuss how we felt about it. We agreed that it was a useful process to go through, and to recognise how our confidence can change according to situation or how we feel.

Reflective Practice

After lunch Fiona McDonald took us through some of the theories on reflective practice. This was a very active process involving small group discussions, on why reflective practice is beneficial, what barriers we face in finding the time to reflect and how we might go about it. Of course, events such as the city wide forum offer a great opportunity for reflective practice but the room was full of other ideas from informal get togethers with colleagues, regular team meetings and Internet chat rooms to post useful suggestions or experiences. Fiona also encouraged us to try some reflective writing with a partner, with each of us taking a turn at writing and then commenting on what the other had written.

Further information

If you would like to read more about the research from NIACE or to try out the Capturing Confidence tool, go to www.niace.org.uk/funds/ACLF/Catching-Confidence-Summary.pdf

If you are interested in reading more about reflective practice, Fiona suggests the following texts:

Becoming a Critically Reflective Teacher, Stephen Brookfield.
Reflection in Learning and Professional Development, Jennifer Moon (1999).

A video of the event is available to borrow from the CLAN office and a Catching Confidence pack for tutors will be available from January 2005. Contact Gillian on 0131 270 6070.

City Wide Literacies Forum



Tutors, volunteers and development workers came to the forum.



A programme of seven short films written by students on Pilton Video's Creative Media Access Course were screened to full houses at the Edinburgh Filmhouse on Thursday 14 and Saturday 16 October. Cinema One was packed for the screening of the films, two of which were written by ex-CLAN students, Craig Nichol and Louise MacMillan.

Craig and Louise were students on a CLAN Challenge Funded scriptwriting and film-making course run by CLAN Project Worker, Siobhan Cavanagh and Graham Drysdale of Pilton Video. They carried on to Pilton Video's Creative Media Access Course at Queen Margaret University College which was supported by the Scottish Arts Council and Community Education.

After the screening, the writers and directors were presented with awards by Professor Alan Gilloran of QMUC who said, "I think what we have seen this evening is outstanding, thought-provoking and very moving. I also think that they were incredibly funny and incredibly entertaining."



Craig Nicol receiving an award.

Pilton Shorts



You can borrow a DVD of the films from Siobhan or from the CLAN office for private viewing. If you want to use the films for any other purpose, check copyright and performance criteria with Pilton Video on 0131 343 1151. Web: www.piltonvideo.pwp.blueyonder.co.uk



Learner's View

I go to a drop in computer course at South Bridge Resource Centre on a Wednesday night, 7.00 - 9.00pm. It's helping me with my computer skills. Once I finish a story I like to put this information onto the computer and see the finished product in print. The skills I have learned have allowed me to help other fellow students who have slightly less knowledge than I have.

JOHN PAUL



New Bean

Hello, my name is Rosemary Byfield and I am the Learners Development Worker based at CLAN Edinburgh. After listening to what learners wanted to do, this exciting new post has been created.

My aim is to train and support learners (*numeracy preferred, but literacy welcomed too*) to choose and go out to talk to

small groups or individuals in their local community, to share their enthusiasm and to tell others how they have benefited from learning. The project will culminate in an award ceremony during Adult Learners Week in May 2005.

The learners will gain confidence from this experience, as proven by those who have already done it and told us! We hope this will inspire potential learners to take up numeracy learning; through feedback from potential learners tutors can also find out what would make learning more attractive and accessible for new learners.

As tutors, your support for the project is greatly appreciated. I would be grateful if you could copy and pass round the enclosed 'invitation' to your learners and send back the replies in the enclosed envelope.

For more information, please contact Rosemary. Tel: 0131 270 6072.

Email: rosemary@clanedinburgh.org

Tutors Wanted!

Interested in more work?

Contact Mags A.S.A.P. with your contact details and specialist literacy/numeracy experience and interests so that we can pass on the information to programme organisers who are asking for tutors. Email: mags@clanedinburgh.org

WEB RESOURCES

Easier Internet browsing

www.naturallyopen.com/infowalker

To make browsing the Internet easier for learners who find it difficult to read the information on screen, there is free software called Infowalker. The software works as an add-on to Internet Explorer and can read a sentence aloud and highlight it on the web page. It can also display the sentence in large type and illustrate it with a picture or graphic (a sentence mentioning *Edinburgh and stories* results in a picture of J. K. Rowling); a web page can be translated into any language, sentence-by-sentence or products from Amazon.com 'relevant to each sentence' can be pointed out.

www.browsealoud.com

Another similar free software programme is browsealoud which works with Internet Explorer and Netscape. It allows you to move your cursor to a sentence on a web page and then it highlights the whole sentence and reads it aloud. There is a choice of voices but a big drawback is that web site providers have to pay a subscription to have their pages included on the list of sites that browsealoud is compatible with. The BBC's site, including the excellent Skillswise section, works with the software, but Google, Manchester's City College and many others don't.



Note-taking program

<http://chnm.gmu.edu/tools/scribe>

Practitioners inspired by the recent forum event on research (see *front page*) may be interested in software to help organise research notes. Scribe 2.5 is a free cross-platform note-taking program designed along the lines of traditional 3x5 index cards. Scribe allows you to manage your research notes, quotes, thoughts, contacts, sources, digital images, outlines, timelines, and glossary entries. You can create, organise, index, search, link, and cross-reference your note and source cards. You can assemble, print, and export bibliographies, copy formatted references to clipboard, and import sources from online catalogues. You can store entire articles, add extended comments on each card in a separate field, and find and highlight a particular word within a note or article.

Although originally designed for history students, Scribe can be used for a range of purposes, from an informal enquiry to a research project.

Protecting your computer

<http://free.grisoft.com/freeweb.php/doc/2>

If you and the learners you are working with don't already have anti-virus software, you should look into what is available (and make a backup copy of your files regularly). There is a useful programme called AVG Anti-Virus with a free version for home users. It runs in the background, protecting as files and programs are opened and as email is sent and received. It also has a scheduler that checks every file on your computer automatically at regular intervals. Virus updates are available free too.



NEW RESOURCES

If you are thinking of developing some work integrating literacy, ICT and numeracy in the context of football, you will be interested in the **Learning FC** pack. This freely photocopiable pack has well presented, colourful material which can be used as a source of stand alone or sequenced activities. The sections are The Football Match, The Players, The Fans, Football as a Business, The Stadium, and The World. The ideas in the pack are interesting, for example, one activity involves looking at players' heights and where best to position them on the field.

The pack comes with a CD-ROM with the pack contents in PDF and Word format. The advantage of the PDF format for those working with learners with limited reading skills, is that the latest version of Adobe Reader will read the text aloud (for information, see the last issue of *Beans* or contact the Resource Base).

CLAN Resource Base has three copies of the pack for loan and a colour photocopier to capture the quality of the material. Sections of the pack can be viewed and downloaded from www.dfes.gov.uk/playingforsuccess

The Resource Base also has new packs on embedding literacy, language and numeracy within vocational and other skills. Each pack consists of a file of paper-based Learner materials and Teacher notes plus audio clips on a CD and a CD-ROM with the pack contents in PDF and Word format.

The **Family Health** pack covers Getting in Touch (*with health services*), Healthy Eating, Looking After Yourself and Early Childcare. The Learner materials are well presented, making use of cartoon storyboards and realistic documents alongside limited 'instructional' text so that they are accessible and clearly relevant to the context.

The CD-ROM also includes further generic (i.e. non vocational) interactive practice materials. The Teacher notes offer suggestions for using the Learner materials at three levels, allowing a mixed group to work on the same topic at different levels of complexity.

As well as 'Family Health', the Resource Base also has four other packs in the series: 'Social Care', 'Trowel Occupations', 'Horticulture' and 'Communication for International Nurses'. Learners' interactive practice materials can be accessed via www.dfes.gov.uk/readwriteplus/embeddedlearning

N.B. All of these new resources can be ordered, free of charge, via the web sites listed or from the Department for Education and Skills Publications Unit. Tel: 0845 60 222 60.

CLAN Resource Base. Tel: 0131 652 3938
Email: resources@clanedinburgh.org



Twenty-four people have been selected by Community Education and Second Chance to Learn to participate in the CLAN funded Professional Development Award: Introductory Training Course in Adult Literacies Learning (PDA: ITALL) which is the first stage of the National Training Framework.

Two courses are running concurrently – one in the evening at Stevenson College Edinburgh and one during the day at Jewel & Esk Valley College. Successful participants will achieve an SQA accredited award and will start working with learners across the city just before or after Christmas.

This training prepares candidates to work as tutor assistants in a variety of settings, including support in a group work situation alongside an experienced tutor. The course doesn't prepare tutors to work on their own. Throughout the course students will have covered a range of areas, including:

- an intro to adult literacies learning within a Scottish context
- adult learning / lifelong learning
- effective learning and teaching strategies in adult literacies
- learning to learn
- the roles and responsibilities of the assistant tutor
- recognising and recording progress with a literacies learner
- the use of ICT in adult literacies learning
- appropriate resources for adult learners
- the role of guidance in adult literacies learning
- six skills based sessions on reading, writing, spelling and numeracy

Participants at JEVC felt the course was "well structured and well organised" and has been "very good at helping us understand what it feels like to be a learner". One student commented on the "good learning environment" and another said, "I was an adult learner at The Number Shop and this has helped me understand the theories behind the tutor's thoughts. It's challenging all areas, I love it".

For more information on training contact Gillian at CLAN. Tel: 0131 270 6070. Email: gillian@clanedinburgh.org

Learners' Christmas Party

Saturday 11 December, 4 - 8pm
St Columba's by-the-Castle, 14 Johnston Terrace

★ **music** ★ **food** ★ **dancing** ★ **games**

We will need to know how many people are coming. To get an invitation or more information contact Lorraine. Tel: 0131 270 6072. Email: lorraine@clanedinburgh.org

Working with people who have a learning disability

Saturday 29 January, 10am - 3pm

The Number Shop, 188-190 The Pleasance

A discussion based workshop exploring how we break down the barriers and make our practice more inclusive.

If you are interested, contact Jacqui Bain at South Bridge Resource Centre on Tuesday or Wednesday. Tel: 0131 558 8222. Email: jacqui.bain@educ.edin.gov.uk



Last month the Craiglockhart Tennis Centre Café Skills Group held a presentation day for learners. Robert Clark, Donald Faulkner, Laura Hamilton and Nicola Hutton all received Skills Accreditation Programme Awards. Sandra Neil and Valerie Redmond were presented with Local Learners' Awards.

Families, friends and staff from the café and Deanbank Adult Training Centre came along to see the group receive their awards from Bill Ewing of Deanbank Centre. Deanbank supports people with learning disabilities and those with high support needs.

The Café Skills Group has been running every Wednesday morning for about two and a half years. Learning is very much focussed on the literacy and numeracy skills needed for working in the café. The group also produce a newsletter for Deanbank.

Donald Faulkner who attends the group said,

I am very proud that I've received an award. I really enjoy coming to the group and I've made a lot of friends.

The next edition of Beans will be out in **January**. If you would like to contribute to Beans, please send your contribution to Fiona Holmes, CLAN Edinburgh, 1-3 Canon Street, Edinburgh EH3 5HE. Tel: 0131 270 6073.

Fax: 0131 270 6074.

Email: fiona@clanedinburgh.org

Web: www.clanedinburgh.org



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