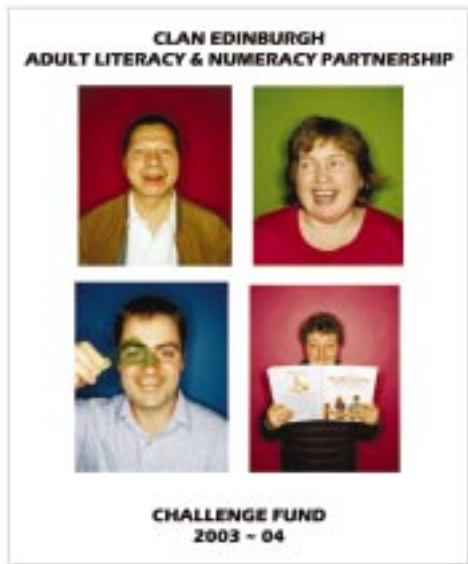


A Pot of Beans!



THE DEADLINE FOR THE SECOND ROUND of Challenge Fund applications is 1 February 2004. With this in mind you may be interested to read the following which has been adapted from an article published in The Guardian newspaper on lottery grant applications, 19 March 2003. Follow these steps to make a successful bid for Challenge Fund applications:

- Make sure that your bid matches the grant criteria; do not shoe-horn your existing project into a format you think will fool the grant distributor.
- Research and demonstrate that there is a demand for your project. Ideally, state how many people will benefit, in what way and by how much.
- Demonstrate how you will measure the outcomes of your project.
- Complete the whole application form and supply all the information requested.
- Give clear evidence of strong financial measures and an audit system to show how you will monitor every penny of the grant.
- Demonstrate the exact value of your match funding (including "in kind" funding), preferably from more than one source. Ideally, have a partnership in place.
- Show that the project will be sustainable after Challenge funding has finished.
- Telephone the Challenge Fund advisors before getting bogged down - they are willing and happy to help.

To read the complete article entitled, 'The price of bad planning' log onto societyguardian.co.uk

Signs of the Times

Most of us use visual, social and environmental symbols in our everyday lives to help direct us to the toilet, fire exit, etc. However, for many of us communication can be a real issue and simplified pictures that represent ideas are used more extensively by many of our literacy and numeracy students, e.g. in the form of sticky label symbols in diaries to remind them of their appointments, in Medical Centres for direction to the nurse or doctor, and in Day Centres for directions to classes. In addition, symbols can be helpful to many people to express their opinions and feelings, e.g. the happy, not-so-happy or sad face.

The Bonnington Symbol System (BSS), which is based at the Pefferbank Centre and was established 15 years ago, has put together a package of clip-art which is now available on CD-ROM for PC and Mac.

The CD contains nearly 600 general symbols in nine categories including Health, Activities, Home, Environments, People, and Catering as well as templates and advice. The symbols can be inserted into word-processing programmes such as Microsoft Word. The CD costs £40 for organisations outside the City of Edinburgh Council but it is free to existing users within the Council. Charges may be waived for organisations that are providing a service to clients of the Social Work Department.

Community Education tutors can obtain free CDs from Maria McCathie, Inclusion Worker for Community Based Adult Learning. Tel: 0131 558 8222. Email maria.mcmathie@educ.edin.gov.uk

If you feel you would like help with using the BSS symbols then contact Tom Orr at 0131 661 6747. Email: bonnington@tesco.net Web: www.modemoperandi.co.uk/symbols





TRAINING OPPORTUNITIES

Domiciliary Care Group

Taking phone messages, writing up client records, letters and understanding jargon are just some of the things most people need to do in the course of their work but for some this can be a quite daunting prospect.

The Social Work department at the City of Edinburgh Council are keen to support staff who would like to take up learning opportunities including improving their reading and writing skills. With this in mind, the Workers' Educational Association (WEA) and Social Work have put together a range of learning opportunities for Social Care staff.

The Starting Points/Learning Works course which is aimed at those wanting to build up their confidence in communication and writing was advertised in the department.

After a good response from staff working in Domiciliary Care, Vickie Hobson, CLAN project worker with the WEA began a fourteen week course which worked towards gaining an SQA certificate.

The course content involved all aspects of writing - planning, drafting, proofreading, spelling strategies, punctuation and grammar - and an introduction to computing as well as the set subjects for the SQA Communications Module.

By the end of the course, all of the participants felt that they had gained a greater degree of confidence in their all round communication skills and many of them are planning to continue with their learning.

One participant commented, "The course is a good introduction to the SVQ level and has opened a lot of doors for us. I would definitely recommend it to other people".

Another commented on the fact that being a home help can be a lonely job but by attending the course they were able to meet people in a similar situation in a friendly, informal environment.

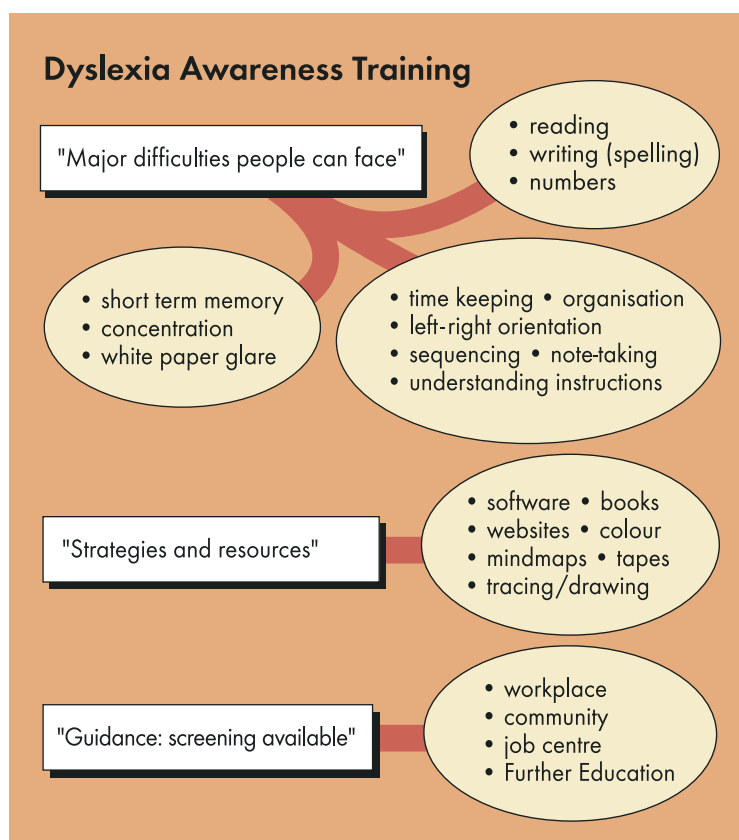
For more information on Starting Points / Learning Works contact Vickie Hobson. Tel: 0131 225 7170. Email: vobson@weascotland.org.uk

Working in Groups with Adult Literacies Learners

This course is for Assistant Tutors (volunteers) who have completed the Introductory Training in Adult Literacies Learning, who have had three to six months experience tutoring literacy or numeracy and are working within CLAN Partnership provision. Based on the national framework produced by Learning Connections, the course will cover negotiating /planning/structuring group work with literacies content. The course will run over the following Saturdays:

- 24 January, 10am-3.45pm
- 7 February, 10am - 3.45pm
- 6 March, 10am-1pm
- 13 March, 10am - 1pm

For more information and to book a place contact Claudia Esslinger or Gillian Lawrence as soon as possible. Email: claudia.esslinger@educ.edin.gov.uk
Email: gillian@clanedinburgh.org. Tel: 0131 270 6070 (Gillian).



This session (see diagram above) is for CLAN tutors and project workers. It will run on Saturday 31 January, 9.45am- 12.30pm. For more information contact Gillian Lawrence (contact details as above).

Understanding the Needs of Adults with Dyslexia

This new SQA Unit will be running at Jewel & Esk Valley College, Milton Road, on Wednesdays, 6 -9 pm from January 2004. The Unit has three Learning Outcomes:

1. Awareness Raising and positive indicators of Dyslexia
2. Screening and Testing
3. Teaching and Learning Approaches

For more information contact Maura Bertram. Tel: 0131 657 7244.
Email: mbertram@jevc.ac.uk

ICT & Literacies

- A site that will interest tutors and is relevant to students with dyslexia is www.iamdyslexic.com

This extensive site has been developed by a dyslexic teenager and has a variety of information, description and ideas. It includes a very personal account of the author's school history, experiences and strategies as well as tips, quizzes, advice to teachers and reviews of products.

PROS: The message board is lively and thought provoking and there are inspiring pages of success stories from adults and children. The long list of mnemonics in the tips section usefully show inventive and quirky ways of remembering difficult words.

CONS: There is a lot of material by and for children and this may put some adults off, but the site provides an insight into dyslexia.

- Information on making a computer more accessible to people with disabilities and literacy learners can be found at www.abilitynet.org.uk/myway/index.htm

This site suggests ways of making it easier to see the screen, use the mouse and keyboard and read text. Much of the advice uses software and settings that will already be on the computer. Examples of the kind of advice available include how to make the mouse pointer larger and how to prevent Word text 'disappearing' from the visible window when using zoom to enlarge the page.

PROS: As you might expect given the purpose of the site, the instructions are clearly written with plenty of white space and illustrations of dialogue boxes to help you understand what to do.

CONS: There are no obvious ones.

A really good reason for visiting this site is that under 'Making Your Computer Talk' you can find a link for downloading FREE text to speech software called 'ReadPlease'.



- A site that describes itself as the online community of adult basic skills teachers can be found at www.talent.ac.uk

This site is for those working in literacy, ESOL or numeracy and has several features: news, job vacancies, training courses and teacher materials. It sounds great but the first three items cover England and so the useful part from our point of view is the materials contributed by practitioners. There seem to be around 680 items available with a mix of online and offline worksheets, schemes of work, lesson plans, examples of learning plans, records and assessment tools as well as project reports.

PROS: The materials are written by practitioners and freely shared although you do have to register to use this part of the site. You access material via a search, so using the criteria subject: 'literacy', level: 'entry 1' produced 27 results including an online worksheet 'Reading Words Used on Forms' (a matching exercise which did not work very well online) and a story with exercises 'Mary gets a Job'.

CONS: The search page has too many sub categories to filter on, so although you might find something that it is just what you need (a Beauty Therapy pack to support ESOL learners?), you could well miss it or have had to trawl through lots of items to find it.



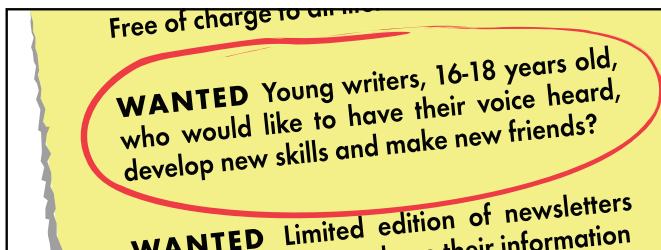
Catherine Macrae and Gillian Lawrence would like to collect some ideas on the following subjects for a workshop they are planning for tutors working with literacies groups:

- Digital photography
- Virtual visits
- Internet research
- Particular software
- Wordprocessing/DTP
- Numeracy
- Group/individual penfriends

How does the ICT support/enhance the literacy and numeracy learning? What has worked? What hasn't worked?

Please email or telephone your ideas, issues or recommendations. Catherine and Gillian would also like to welcome you to a meeting to share ideas and plan the training on Friday 30 January, 1.30pm at CLAN, 1-3 Canon Street, Edinburgh.

Contact: Catherine Tel: 0131 270 6034 Email: catherine@clanedinburgh
Gillian Tel: 0131 270 6070 Email: gillian@clanedinburgh



If you know someone, then the Edinburgh Young Scot E-Team may be just for them. Budding journalists are invited to write features and reviews for the youth portal www.edinburghyoungscot.org.

Full training and support will be provided at regular team meetings and there will be the opportunity to build an amazing portfolio of work.

Contact Kirsty for more information. Edinburgh Young Scot, Room 5, New Parliament House, 5-7 Regent Road, Edinburgh EH7 5BL. Tel: 0131 222 3908. Email: kirsty@edinburghyoungscot.org

Spilling the Beans!

The Number Shop has responsibility for numeracy provision within City Centre and Leith Community Based Adult Learning provision.



We recently developed and circulated a short course student questionnaire. This was developed in response to the low number of students wishing to attend short courses in numeracy, both accredited and non-accredited. As literacy short courses also had a low uptake the questionnaire was circulated to all students within City Centre and Leith numeracy and literacy CBAL provision.

The purpose of the questionnaire was to determine, as far as possible, the reasons why short courses have a low uptake and so develop future provision in response to student wishes. Returns could be submitted anonymously.

Completion of the questionnaire was voluntary and students could do so independently or if they wished, appropriate support was available within class time. We tried to ensure that the report of the key findings was circulated to students.

The Report

Students were positive about the principle of short courses and many of the concerns which were identified can in part be overcome by the implementation of the recommendations which we have made in the report of the results of the questionnaire. While being time consuming these recommendations are relatively simple to put in place.

Feedback from Number Shop students, who have completed short courses, confirms that enabling and encouraging students to attend such courses can significantly impact on the progress and confidence of students within CBAL provision.

If you wish a copy of this report or the report we wrote and gave to students, contact Elizabeth McEachern at The Number Shop. Tel: 0131 668 4787. Email: elizabeth.mceachern@educ.edin.gov.uk Web: www.numbershop.edin.org

Raising Awareness

The long awaited National Awareness Campaign for Adult Literacies will be launched on Tuesday 13 January. Learning Connections have been working with **learnirect** Scotland and the Department of Enterprise, Transport and Lifelong Learning to develop the campaign.

Glasgow-based advertising agency, The Bridge, were chosen to produce the advertising and they carried out background research with practitioners, learners and people not involved in any learning, to identify a theme and an identity for the campaign.

The campaign is likely to be launched by Jim Wallace, the Deputy First Minister. Media advertisements will give a national telephone number to call; however callers will then be transferred to a designated number in their local area for further information. The media campaign will be accompanied by a range of marketing tools for local partnerships to use in their areas.

Edinburgh Helpline 0800 085 4440 is the telephone number that callers will be referred to for the Edinburgh area. This freephone number will be based at the CLAN office in Canonmills and where possible will match the staffing hours of **learnirect** (with voicemail back-up for out of hours). In addition to the helpline, potential learners will also be able to contact us by email: learn@clanedinburgh.org

ALFiE News

Adult Learners' Forum in Edinburgh with Adult Learning Project (ALP) Democracy Group have produced a Literacies Research Report.

The next ALFiE meeting, 'What's in It For You? Learner Participation in Planning and Policy-Making', will be held on Saturday 31 January, 10am - 2.30pm at Leith Academy.

To read the report or to find out more about ALFiE visit their website at www.alfieforum.edin.org

Courses to Suit all Tastes

You'll be fed up with the Christmas mayhem and overindulgence, and it's still a while till Spring, what better time to go out into the driving sleet and try new things, make new friends.

We are offering an even wider choice all over the City, something for everyone, mornings, afternoons and evenings, and our class fees are very reasonable. We look forward to seeing you.

The complete list of new Adult Classes will be advertised in the *Edinburgh Evening News* and *Herald & Post* on Wednesday 7 January. The list will also be available through libraries and community centres and on the Internet at ces.egfl.net

More Bytes



Contributions for the next issue of 'Beans' should reach the Editor's desk by Monday 2 February.

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Online editions of 'Beans' at
www.abe.edin.org/clan/beans.html