

Skills for Life Quality Initiative

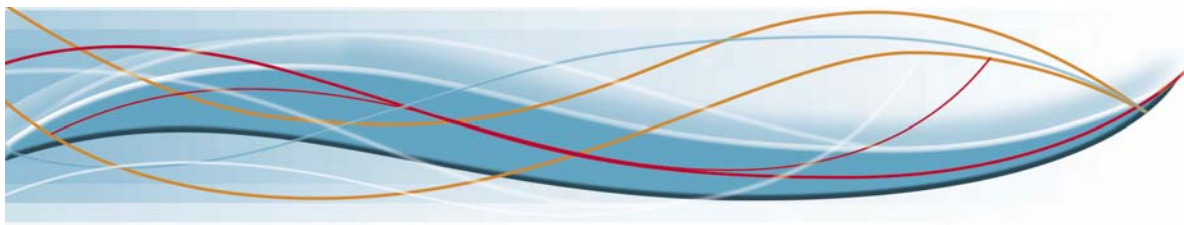
An Introduction to the Skills for Life Strategy

how it affects you and your learners

Application Form (Ref 1.5)



Learning+Skills Council



Guidelines for Applicants

- Please complete the form **IN FULL**
- Please only apply if you are able to attend consecutive days at the same venue.
- Retain a copy of your completed application form for reference
- Places can only be allocated by the *Skills for Life* Quality Initiative Unit at NIACE
- Reservations cannot be accepted by telephone
- Written confirmation of a place will be sent to successful applicants before Day 1 of an event, together with joining instructions
- Written confirmation of your place may be requested at event registration

Please return completed application form (pages 1 & 2) to:

Laura Eason
Conferences and Courses
NIACE
Renaissance House
20 Princess Road West
Leicester LE1 6TP

Fax: 0116 2859670
Email: SfLQltraining@niace.org.uk

Tel: 0116 2859661

Background

In March 2001 the Government published *Skills for Life*, the national strategy for improving adult literacy and numeracy skills to support teachers and trainers. Since this date many teachers and trainers have accessed comprehensive training programmes covering aspects of the *Skills for Life* initiative. The Introduction to the *Skills for Life* 2-day training course has been developed to meet the needs of teachers who have not yet accessed training in the use of the core curricula documents for Literacy, Numeracy and ESOL and for those new to the field wishing to gain an overview of the *Skills for Life* Strategy.

The Learning and Skills Council (LSC) *Skills for Life* Quality Initiative is an essential aspect of the Government's commitment to improving the literacy, language and numeracy skills of adults. This course is part of a range of free courses currently on offer for managers and practitioners specifically developed in response to issues highlighted in Ofsted and ALI inspectorate reports.

The Introduction to the *Skills for Life* 2-day training course has been developed to meet the needs of:

- Teachers who have not yet accessed training in the use of core curricula documents for Literacy, Numeracy and ESOL
- Teachers new to the field wishing to gain an overview of the *Skills for Life* Strategy

The Centre for British Teachers (CfBT) is leading a consortium of national agencies to implement the *Skills for Life* Quality Initiative 2004-05 on behalf of the Learning and Skills Council. For more information about training priorities in your region, please contact your Regional Training Organiser. Contact details are given on the *Skills for Life* Quality Initiative website: www.sflqi.org.uk.

An Introduction to Skills for Life

This 2-day course will enable participants to gain initial experience in use of the core curricula as well as an insight into the range of current *Skills for Life* Initiatives including those in IT.

Participants will also establish a personal action plan for future training needs.

The Training

The training is aimed at assisting all those working with adults in the Post-16 sector, in both formal and informal settings, particularly where support is being given to the development of literacy, language and numeracy needs in a range of contexts. It provides a starting point for participants to become more involved in the deliver of *Skills for Life*.

The training course is particularly appropriate for new entrants to the profession, as well as those teachers who have not yet accessed any *Skills for Life* training.

This training is not a new qualification; however, a Certificate of Completion will be awarded to those completing both days.

All participants will receive a delegate pack.

The training aims to:

- Provide an awareness of the *Skills for Life* Strategy and Quality Initiative
- Introduce practitioners to the tools and products available to assist in assessment, teaching and learning
- Compile a Personal Action Plan

Introduction to the Skills for Life

Course Outline

Registration	9.00am
Course start	9.30am
Close (approx)	4.30pm

Day 1

- Overview of the *Skills for Life* strategy
- Sampling Core Curricula
- Assessing needs
- Progression Routes
- Resources

Day 2

- Embedding *Skills for Life*
- Supporting learning in different settings
- Managing the learning experience
- Action planning for future training

An Introduction to the Skills for Life Strategy

How it affects you and your learners

(Application Form page 1 of 2)

Please provide course dates and location agreed to with your organisation.
Completed and signed forms should be returned to the *Skills for Life* Quality Initiative Training Support Unit at NIACE as soon as possible.

Location	Course Date 1	Course Date 2	For Office Use Only

Personal Details	
Title: Mr/Mrs/Miss/Ms/Dr/Other _____	First Name: _____ Surname: _____
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Age: 18-24 <input type="checkbox"/> 25-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 55+ <input type="checkbox"/>
Job Title: _____	Organisation: _____
DaytimeTel: _____	Fax: _____ Email: _____
Home address: _____	Postcode: _____
Organisation address: _____	Postcode: _____
LSC Region(s) currently working in: _____	

Requirements	
I will be using a wheelchair	I will require large print materials
I will require a hearing loop	I will require Braille materials
I will require an interpreter (please specify)	I will be bringing a guide-dog
Dietary requirements	
Any additional requirements	

Employment																																							
Do you work for an LSC funded organisation? Yes/No																																							
What is your employment status?	Full Time <input type="checkbox"/> Fractional <input type="checkbox"/> Hourly paid <input type="checkbox"/>																																						
Please indicate which sectors you work in and the number of hours spent on Literacy/Numeracy/ESOL per week:																																							
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Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																

Your Experience	
How many years of Literacy/Numeracy/ESOL teaching experience do you have?	
Less than one <input type="checkbox"/>	One to four <input type="checkbox"/> Five to ten <input type="checkbox"/> More than ten <input type="checkbox"/>

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(Application Form page 2 of 2)

Your Qualifications			
What teaching qualifications do you have?			
B. Ed.		City & Guilds 7407 Stage 1/2/3 (please specify)	
PGCE		City & Guilds 9281/2 Initial Certificate in Literacy	
Cert. Ed		City & Guilds 9281/3 Initial Certificate in Numeracy	
RSA (please specify)		City & Guilds 9281/4 Initial Certificate in ESOL	
City & Guilds 7306		City & Guilds 9285 (Please specify main subject area)	
City & Guilds 7307 Stage 1 / 2 (please specify)		Specialist PGCE Cert. Ed. in ESOL (or EFL), or Learning Difficulties teaching – please specify	
RSA Diploma TESLFACE		RSA Diploma TEFL	
Trinity TESOL/ TEFL Diploma		DELTA	
RSA Cert TESLA		RSA CTEFLA	
Trinity TESOL Cert		CELTA	
Any other teaching/subject qualifications (please specify)			
What is your highest level of general qualification?			
Post-graduate	Degree	A-levels or equivalent	GCSEs or equivalent

Ethnic Monitoring			
White			
White English	White Scottish	White Welsh	White Irish
Any other White background			
Black, Black British, Black English, Black Scottish or Black Welsh			
Caribbean	African	Any other Black background	
Mixed			
White & Caribbean	White & Black African	White & Asian	
Any other mixed background			
Asian, Asian British, Asian English, Asian Scottish or Asian Welsh			
Indian	Pakistani	Bangladeshi	
Any other Asian background			
Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh			
Chinese	Any other background		
Other Ethnic Group			
Please Specify			

Confirmation	
I confirm that I have not completed any training relating to the <i>Skills for Life</i> agenda in the last 3 years	
Applicant's signature	
Applicant's name	Date
I support this application and confirm that appropriate cover and release arrangements will be in place to allow this applicant to attend the 2 days of training	
Manager's Signature	Date
Manager's Name	Date
Manager's Telephone	Date