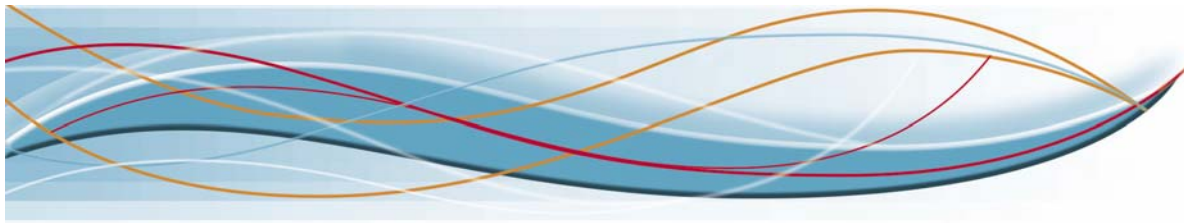


# Adult Pre-Entry Curriculum Framework For Literacy and Numeracy (PECF)

## Application Form





## Guidelines for Applicants

- Please complete the form **IN FULL**
- Please only apply if you are able to attend all 3 dates 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](mailto: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, the Government is committed to providing training for all aspects of the new teaching and learning infrastructure as it is introduced. Since 2002, over 3300 teachers and trainers completed training to use the Adult Pre-Entry Curriculum Framework for Literacy and Numeracy (PECF).

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 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](http://www.sflqi.org.uk).

## Adult Pre-Entry Curriculum Framework

For the first time there is a fully inclusive post-16 curriculum framework that sets out the entitlement to learning literacy and numeracy for those who have no yet reached Entry 1 in the Adult Literacy and Numeracy core curricula. The framework can be used by teachers and trainers to identify the starting points of their learners, plan teaching and learning and monitor learner progress. The curriculum framework is available from the DfES, telephone 0845 6022260.

## The Training

The training reflects the centrality of the learner. It is aimed at assisting all those full and part-time teachers currently working for 2 hours or more per week in any post-16 context.

Each training course will be delivered over 3 linked days, over a period of 6-8 weeks, to allow essential coursework to be carried out in between each session.

This training is not a new qualification; however, a Statement of Attendance will be awarded to those who complete all 3 days of training, which could support APEL processes and procedures in relation to new qualifications likely to be linked to FENTO and other emerging standards.

All participants will receive a delegate pack, which includes the curriculum document and supporting reference material.

## The training aims to:

Provide teachers and trainers with an opportunity to become familiar with the *Adult pre-entry curriculum framework* in order to maximize support for learners developing their literacy and numeracy skills, in ways appropriate to their individual needs.

## Adult Pre-Entry Curriculum Framework

### Course Outline

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

### Day 1

- Introduction to the programme
- Introduction to the framework
- Focus on the learners

### Day 2

- The framework in action
- The Learning Journey – the process
- Initial assessment
- Resources
- Individual Learning Plans

### Day 3

- Assessment and recording materials
- Progress in practise using the framework
- Taking account of learners' views
- Moving on and making it happen

# Adult Pre-Entry Curriculum Framework

(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	Course Date 3	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:																																							
	<table border="1"> <thead> <tr> <th rowspan="2">Please tick</th> <th colspan="3">Number of hours</th> <th rowspan="2">Please tick</th> <th colspan="3">Number of hours</th> </tr> <tr> <th>LIT</th> <th>NUM</th> <th>ESOL</th> <th>LIT</th> <th>NUM</th> <th>ESOL</th> </tr> </thead> <tbody> <tr> <td>Jobcentre Plus</td> <td></td> <td></td> <td></td> <td>Prisons</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Voluntary &amp; Community Sector</td> <td></td> <td></td> <td></td> <td>Probation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (Please specify)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Please tick	Number of hours			Please tick	Number of hours			LIT	NUM	ESOL	LIT	NUM	ESOL	Jobcentre Plus				Prisons				Voluntary & Community Sector				Probation				Other (Please specify)							
Please tick	Number of hours			Please tick	Number of hours																																		
	LIT	NUM	ESOL		LIT	NUM	ESOL																																
Jobcentre Plus				Prisons																																			
Voluntary & Community Sector				Probation																																			
Other (Please specify)																																							

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"/>

# Adult Pre-Entry Curriculum Framework

(Application Form page 2 of 2)

## Your Qualifications

<b>What teaching qualifications do you have?</b>			
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)			
<b>What is your highest level of general qualification?</b>			
Post-graduate		Degree	
		A-levels or equivalent	
		GCSEs or equivalent	

## Ethnic Monitoring

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

## Confirmation

I confirm that I am currently teaching Literacy/Numeracy/ESOL for two or more hours per week at pre entry level. My application is for a place on a three-day event.	
<b>Applicant's signature</b>	
<b>Applicant's name</b>	<b>Date</b>
<b>I support this application and confirm that appropriate cover and release arrangements will be in place to allow this applicant to attend all three days of training</b>	
<b>Manager's Signature</b>	<b>Date</b>
<b>Manager's Name</b>	<b>Date</b>
<b>Manager's Telephone</b>	<b>Date</b>