

Two Day Courses

Broker Training

Course content includes:

- The benefits and barriers to workplace LLN training
- Using analysing and screening to identify and negotiate an organisation's needs
- Development of customised learning opportunities relevant to the workplace

Level 2 Certificate for Adult Learner Support (City & Guilds 9295)

The course enables participants to increase their awareness of Skills for Life (LLN), equips them to offer ongoing support to adult learners in the workplace, to screen for LLN needs, to identify needs and to signpost potential learners to appropriate learning provision.

Participants can opt to take the certificated Unit 1 as an introduction and awareness raising module to the needs of adult learners and the issues raised by LLN skills needs. Progression to, and successful completion of, Unit 2 and either Unit 3 Literacy or Unit 4 numeracy, will lead to the full award.

Unit 1 Working in the Sector

Unit 2: Supporting Learners

Unit 3: Literacy Option

Unit 4: Numeracy Option

Breaking Down Barriers

A level 4 accredited course, Breaking Down Barriers (BDB) is a distance learning programme which can be completed following three days' training. Designed for Skills for Life teachers: it is a highly respected qualification seen as "the essential 'toolkit' for getting started in workplace LLN".

Course content includes:

- Factors that have influenced organisational change and how these impact on LLN needs in the workplace
- Features of company culture and the dynamics of the workplace 'learning environment'
- Approaching organisations and the negotiation process
- Communicating the benefits of workplace LLN training to employers and employees and overcoming 'challenges'
- Conducting an organisational needs analysis and writing a subsequent ONA report
- Designing suitable publicity material
- Developing a customised workplace LLN programme which meets the needs of all stakeholders
- Evaluating workplace LLN programmes and their impact

Skills for Life in the Workplace

Level 4 3 days

(Leading to Breaking Down Barriers Certificate)

The Network is now opening up the BDB course materials to non-teachers, vocational tutors, brokers, managers and other stakeholders not otherwise eligible for BDB applications. This route no longer disadvantages those merely wanting the knowledge and skills of BDB. An optional extended route to BDB accreditation offering appropriate support is charged separately.

Exploring Workplace Skills for Life

Level 3 non-accredited 2 day

Course content includes:

- The current context of workplace LLN training
- The benefits and barriers to LLN training for organisations and employees
- Analysing an organisation to identify its culture and issues which impact on its working procedures and attitudes to training
- Designing a suitable workplace LLN programme, including positive promotional material
- The advantages/disadvantages of formally accrediting workplace LLN programmes
- Systems for evaluating programmes and their impact on the workplace

Contact Us

You can find out more about any Network course by logging on to our **website: www.thenetwork.co.uk**. To register your interest in a course, or to discuss a bespoke course, please **contact** the **Professional Development Team** by **email: pdenquiries@lancaster.ac.uk** or **tel: 01524 592887**. Please visit our website or refer to our monthly email update to check availability. To register to receive the **free email update** please supply your name, job title, organisation and email address to: **thenetworkemailupdate@lancaster.ac.uk**



Professional Development



Professional Development

One of the primary activities of The Network's Professional Development Team is the development and delivery of courses for providers and other professionals interested in workplace language, literacy and numeracy (LLN). The Network has an ever-increasing portfolio of specialist courses, both accredited and non-accredited. Our team's considerable expertise is used to develop new courses to suit the particular requirements of groups of learners. A brief outline of these courses can be seen below, for more comprehensive details, see our web site www.thenetwork.co.uk. All of our courses are delivered throughout the UK by Approved Network Trainers and each course is referenced, where appropriate, to the Subject Specifications for Teachers of Adult Literacy and Numeracy and the Learning and Development Standards.

To access the courses, register your interest with The Network and also with the Skills for Life contact at your Learning and Skills Council (LSC). We hold a national database and will keep you informed of future courses in your area. If there is enough demand, your LSC may decide to run a course. Alternatively, you may wish to commission a course yourself.

"Thoroughly enjoyed the course, I learnt a great deal, enjoyed the pace and style of delivery"
ESOL in the Workplace

Bespoke Courses

The Network has development expertise and subject knowledge in all aspects of workplace LLN. Tailored learning solutions can be developed by The Network to meet specific group needs. Below are a few examples of workshops and courses developed and delivered by the Professional Development Team.

- A Level 2 Course Certificate for Adult Learner Supporters (City & Guilds 9295) contextualized for local authorities
- Awareness Raising for Skills for Life in the workplace
- Embedded Basic Skills in London Local Authorities Project
- Helping Entry Level Learners
- Marketing to Employers
- Practitioner Training Module: *An Introduction to Workplace Skills for Life*
- Reaching Employees
- Using Occupational Standards designed for ETP advisors

"A very useful course, reinforcing skills known to myself and learning new ideas and techniques"
Helping Entry Level Learners

Half Day Courses

Promoting Provision to Employees

Course content includes:

- A range of promotional methods to enhance both perceptions, and uptake, of workplace programmes
- How to create effective promotional materials which will effectively engage employees in workplace LLN programmes

Promoting the National Tests

Course content includes:

- Ways in which the Tests can help organisations achieve business objectives as part of workplace LLN programmes
- How the Tests can help employees achieve personal and work goals
- Key issues involved in delivering the National Tests
- Related initiatives and promotional materials

Reaching Employers

Course content includes:

- Communicating the benefits of workplace LLN training
- How to apply basic marketing principles and market research techniques to create materials that effectively target employers

One Day Courses

Adapting the Curriculum Care/Health/Retail Sectors

This course explores curriculum development within your practice using the context of the health, retail or care sector as an example:

Course content includes:

- Supporting the sector and individual organisations in achieving business objectives through LLN programmes
- Designing structured learning programmes that meet management priorities and engage learners
- Different strategies that can be used in reporting benefits effectively to stakeholders

Developing a Workplace Curriculum

Course content includes:

- Curriculum design for LLN development within the workplace that balances the needs of stakeholders, values employees and adds value to the workplace
- Strategies for reporting value to stakeholders

Developing Workplace Materials

Course content includes:

- A variety of approaches to materials development and their application in the workplace
- Key features of good practice in LLN materials development

Dyslexia in the Workplace

Course content includes:

- The dyslexic profile and the common difficulties experienced by dyslexic employees in the workplace
- Dyslexia screening and diagnostic assessment & the Disability Discrimination Act (1995) and its implications for dyslexic employees
- Key principles in setting up workplace learning programmes for dyslexic employees

e-learning in the Workplace

Course content includes:

- Basic internet skills, i.e. how to use 'favourites' and 'search engines'
- Sourcing information on the internet regarding developments and good practice in your field
- Integrating the internet within a workplace setting
- Using the internet with different groups of learners

ESOL in the Workplace

Course content includes:

- The current context of workplace ESOL including the scale of need, Skills for Life targets and initiatives and the differences between workplace and traditional settings
- The steps involved in planning, implementing and evaluating workplace ESOL programmes and strategies for overcoming barriers and challenges
- Applying basic principles of second language acquisition theories to workplace ESOL curriculum and materials design

Marketing Workplace Language Literacy and Numeracy

Course content includes:

- Basic marketing principles applied to workplace LLN courses
- Setting up a realistic and targeted marketing plan
- Basic principles of good design and how to create effective promotional materials

Organisational Needs Analysis

Course content includes:

- The purpose and structure of an organisational needs analysis (ONA)
- How to relate organisational goals and business objectives to LLN training needs
- How to write an effective ONA report

Using the Employer Toolkit (Skills for Life: Make it your Business)

Course content includes:

- How to use the Toolkit effectively
- How to adapt presentations for different audiences using the Toolkit and practical tips on workable selling points for LLN
- How to increase awareness of LLN needs in the workplace