

## Learning in clubs and groups: Help and advice to make them work

Date	Venue
Friday 26 February 2010	BVSC, Birmingham B5 6DR
Tuesday 2 March 2010	The Abbey Centre, London SW1P 3BU
Tuesday 9 March 2010	Kings House Conference Centre, Manchester M1 7HB
Tuesday 16 March 2010	The Exchange, Bridgwater, Somerset TA6 4RR

### Regional dissemination events

A Toolkit for learning in clubs and groups, as proposed in the White Paper 'The Learning Revolution', has been developed to support groups who wish to organise their own learning. The aims of these regional events are to:

- inform participants of the Toolkit and the materials contained within it
- find out about training and development opportunities and materials available to support facilitators of informal adult learning
- provide an opportunity to share ideas on how the Toolkit could be used to support development of informal adult learning.

For more information, to download an application form or to reserve a place online, visit the NIACE website:

<http://www.niace.org.uk/events>

Enquiries to Gurjit Kaur, NIACE Events Team - Tel: 0116 204 2833 / E-mail: [gurjit.kaur@niace.org.uk](mailto:gurjit.kaur@niace.org.uk)  
NIACE, Renaissance House, 20 Princess Road West, Leicester LE1 6TP

Please retain pages 1 - 4

## Background

Many people learn in groups that are organised by their own members. These learning clubs and 'self-organised' groups take many forms - from the well-known and well-established such as the University of the Third Age to small local groups set up by friends with a common interest. They may be music groups, book clubs, health or environmental groups, photographic or craft groups, motorcycle or walking clubs: what they all have in common is that people are coming together to enjoy learning new skills and activities.

This Toolkit provides information and resources to help and support groups organise and develop their own learning activities. Given the huge range of different types of learning groups, this Toolkit concentrates on providing information, advice and materials on all aspects of setting up, running and keeping a group going.

The Toolkit is funded by the Department for Business Innovation and Skills and has been developed in collaboration with the University of the Third Age.

The Department is also funding a related project pulling together information about training and development opportunities and resources for facilitators of informal adult learning.

## Audience

These events will be of interest to those who support the development of informal learning groups, including:

- Outreach and development workers
- Staff in museums, libraries and archives services
- Staff in the health sector who support patient self-help groups
- Staff or members of faith groups
- Voluntary or community organisations involved in informal learning
- Providers of adult learning courses who support existing learners to set up their own self organised learning groups.

## Programme

- 09:30** Arrival and registration (tea/coffee available)
- 10:00** Welcome and introduction to the day
- The Learning Revolution
  - Learning clubs and groups Toolkit
  - Training & support for facilitators of informal adult learning
- 10:20** What do we mean by informal learning clubs and groups
- Examples of learning clubs and groups run by their own members
  - Round table discussion sharing examples of learning groups/potential learning group in participants' areas.
  - Record and share information
- 10:55** Tea/Coffee break
- 11:15** Learning clubs and groups Toolkit  
Looking at the contents of the Toolkit and samples of materials
- 12:00** Training and development opportunities and resources to support facilitators of informal adult learning  
Find out what is available and how it might be helpful to you
- 12:30** Using the materials  
Roundtable discussion on how the Toolkit and training resources can be used to support informal learning groups.
- 12:50** Plenary and feedback
- 13:00** Lunch and close

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Participants have no claim against NIACE in respect of such changes.

## Event information

- Arrival and registration is at 9:30am for a 10:00am start. The event will end at 1:00pm
- Attendance is free to delegates and is restricted to the target audience
- Places will be allocated in order of receipt of completed application forms (one form per person)
- Video cameras will be in use at this conference. If you do not wish to be photographed or appear on the video outputs please indicate this on the application form and make yourself known at registration
- Learners can opt out of displaying their names on the list of participants. Please indicate this on the application form
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

**Gurjit Kaur**

Tel: 0116 204 2833

Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: [gurjit.kaur@niace.org.uk](mailto:gurjit.kaur@niace.org.uk)

## Application conditions

- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic note-takers, sign language interpreters and transcription to Braille
- Places will be limited to 2 representatives from each organisation.
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be e-mailed out one week before the event.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

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Website: <http://www.niace.org.uk/events>



Please PRINT a copy, complete and return. Please complete the application in **BLOCK CAPITALS**.

**Attendance is free** (includes lunch, tea/coffee)

I would like to reserve a place on the following seminar:

**Event date**

- ☐ Friday 26 February 2010, Birmingham  
☐ Tuesday 2 March 2010, London  
☐ Tuesday 9 March 2010, Manchester  
☐ Tuesday 16 March 2010, Somerset

**Ref No.**

EVE1018WM  
EVE 1018LO  
EVE1018NW  
EVE1018SW

**Closing date**

Thursday 11 February 2010  
Thursday 18 February 2010  
Thursday 25 February 2010  
Thursday 4 March 2010

## Participant's details

Title \_\_\_\_\_ Full name \_\_\_\_\_

Job title \_\_\_\_\_ Organisation \_\_\_\_\_

Daytime tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please provide an e-mail address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Please indicate which sector you work in: \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

This is my ☐ Home address ☐ Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box ☐

## Participant's requirements

- ☐ Please specify any requirements for access or equipment

\_\_\_\_\_  
\_\_\_\_\_

- ☐ I have the following dietary requirements

\_\_\_\_\_  
\_\_\_\_\_

- ☐ I do not wish to be photographed or filmed at this conference

- ☐ I am a learner. Please omit my name from the list of participants

- ☐ I am accompanying a learner. Please omit (Learner's-name) " \_\_\_\_\_ " from the list of participants.

## Agreement - I accept the NIACE Event Information and Application Conditions

Signature

Date

**Send to:** Gurjit Kaur, NIACE Events Team  
Renaissance House, 20 Princess Road West  
Leicester LE1 6TP  
Tel: 0116 204 2833  
Fax: 0116 254 8368  
E-mail: gurjit.kaur@niace.org.uk

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The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk). At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. If you wish to receive such further information please tick this box ☐