

# Making the Most of The Starter Pack as a CPD resource

A practical workshop

Tuesday 19 January 2010  
Birmingham



Training course

**Do you manage and support a team of adult literacy teachers?**

**Are you responsible for initial teacher training or CPD for adult literacy teachers?**

**Are you looking for up-to-date resources to use for CPD in your organisation?**

NIACE is offering a one day workshop based on *The Starter Pack* (newly updated edition with CD-ROM), to enable experienced literacy practitioners to explore its potential for use in CPD.

**Delegates who have attended previous training events said:**

*"A day full of practical activities and information that you can use immediately and adapt easily."*

*"Well structured. Lively pace. informative and clear."*

*"Well organised, professionally prepared, friendly atmosphere."*

## Training background

The Starter Pack (Second edition) is a BSA/NIACE publication, designed to refresh and extend the teaching approaches used by both new and experienced adult literacy teachers in any context. It includes a clear and concise guide to using ICT to develop literacy teaching resources. It has received very positive reviews.

*"If you buy only one resource to support your CPD this year, get this one! The original Starter Pack ... has been extensively revised to bring it into the 21st Century... great group activities, practical approaches, Language Experience, SQ3R and DARTs explained and much, much more ..."*

Angela Porter is SfL manager at Blackpool and the Fylde College, reviewing the Starter Pack for RaPAL, Volume 63 Summer 2007.

*"The Starter Pack is an important tool for both beginner and more experienced adult literacy tutors, with good coverage of the themes, up-to-date sources and ICT references and, above all, a wealth of practical activities and ideas for modern adult literacy teaching."*

Sara Hattersley is Assistant Manager at the Essential Skills Centre, University of Warwick, reviewing the Starter Pack for Reflect, Issue 9, NRDC.

Full review available online at:

<http://www.nrdc.org.uk/content.asp?CategoryID=1345>

## Training aim

This one-day interactive workshop will enable you to explore the potential of this pack as a resource for initial teacher training or CPD. It will relate particularly well to the unit of assessment in the subject specific qualifications for teachers of English (literacy) entitled Literacy Learning and Teaching.

## Objectives

By the end of the workshop you will:

- be familiar with the structure and layout of *The Starter Pack*
- be familiar with the content of the pack
- have tried out and reflected on a range of training activities built around key sections of the pack, which you will subsequently be able to use to support sessions in your own delivery of teacher training and CPD.

Please retain pages 1 - 4

### What are the benefits of attending this workshop?

You will gain an understanding of the potential of this highly regarded pack, and take away a photocopiable folder of materials that you can use to deliver training sessions to your own staff or trainees. This will enable you to enhance the CPD offer within your organisation.

This training may contribute to your own 30 hour (or pro rata) CPD requirement, provided you demonstrate you have:

- critically reflect on what you have learned
- evidence how you have applied this to your practice
- evidence how this has impacted on your learners' experience and success.

**Participants will need to use a copy of *The Starter Pack* throughout the day.**

**If you have purchased a copy of the pack already you will need to bring it with you, and you will pay a reduced fee of £145 if you are a NIACE member or £170 if you are non-member.**

**If you do not have a pack already, the full fee of £205 for NIACE members or £230 for non-NIACE members, will include a copy of the pack at a 20% discounted rate of £60 (the publication normally retails at £75).**

The organisations of training participants will also benefit from a 20% discount on the cost of *The Starter Pack*, when ordered within a week of the training event date attended, by using the following code:

STP19/01/10 19 January 2010, Birmingham

NOTE: Orders can only be made after the event date when participant's attendance can be confirmed, at the NIACE website bookshop: [www.niace.org.uk](http://www.niace.org.uk)

## Programme

<b>09:30</b>	Arrival and registration (tea/coffee available)
<b>10:00</b>	Introduction and integrated activity
<b>10:30</b>	Finding your way around the pack
<b>11:15</b>	Developing Learner Autonomy
<b>11:45</b>	Speaking and listening
<b>12:10</b>	Developing reading skills
<b>12:30</b>	Lunch
<b>13:15</b>	Developing reading skills - language experience
<b>13:45</b>	Extending reading skills
<b>14:15</b>	Developing writing skills
<b>14:45</b>	Tea/coffee break
<b>15:00</b>	Be a better writer
<b>15:45</b>	Reflection, evaluation and close

## Event information

- Arrival and registration is at 9:30am for a 10:00am start. The event will end at 3:45pm
- Event Fee per person: (includes lunch, tea/coffee)
  - £230 Non NIACE members rate (includes a copy of *The Starter Pack*) or;
  - £170 Non NIACE members rate (if you bring your copy of *The Starter Pack*)
  - £205 NIACE members rate (includes a copy of *The Starter Pack*)
  - £145 NIACE members rate (if you bring your copy of *The Starter Pack*)**NB: NIACE does not charge VAT on conference and course fees**
- If you wish us to invoice your employer we require a copy of the Purchase Order
- Please note that the absence of a Purchase Order / Order Number will delay the processing of your application form
- Only application forms with the payments section completed will be processed
- Places will be allocated in order of receipt of completed application forms
- 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 posted out one week before the event
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:
 

Raksha Kanani  
 Tel: 0116 204 2811  
 Fax: 0116 285 9670  
 Minicom: 0116 255 6049  
 E-mail: [courses@niace.org.uk](mailto:courses@niace.org.uk)

## Application conditions

Event: Tuesday 19 January 2010

**Closing Date: Thursday 7 January 2010**

- Cancellations will only be accepted if received in writing before the closing date and will be subject to an administration fee of £50
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic-notetakers, sign language interpreters and translation to Braille.

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.

NIACE is a company limited by guarantee.  
 Registration no. 2603322 Registered charity no. 1002775.  
 Registered Address: 21 De Montfort Street, Leicester LE1 7GE

NIACE Events Team  
 Renaissance House, 20 Princess Road West  
 Leicester LE1 6TP

Tel: 0116 204 2833 Fax: 0116 254 8368

Minicom: 0116 255 6049

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

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



Please complete the application in **BLOCK CAPITALS**

My organisation has authorised my attendance on **Tuesday 19 January, Birmingham**

## 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

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

## Payment - NIACE does not charge VAT on conference/course fees (The signatory is responsible for payment)

**Event Fee per person:** (includes lunch, tea/coffee)

**£230** Non NIACE members rate (includes a copy of *The Starter Pack*)

**£170** Non NIACE members rate (if you bring your copy of *The Starter Pack*)

**£205** NIACE members rate (includes a copy of *The Starter Pack*)

**£145** NIACE members rate (if you bring your copy of *The Starter Pack*)

- Cancellations will only be accepted if received in writing before the closing date and will be subject to an administration fee of £50
- The full fee is payable prior to the event
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I enclose a cheque for £..... made payable to NIACE

Please send me a receipt

I enclose Purchase Order No. \_\_\_\_\_  
and request you to invoice my employer for £.....

**Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.**

Invoice address:

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

Please debit my credit/debit card with the value of £.....

**We do not accept payment by AMEX**

Valid from:  Expires on:

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

Cardholder's signature:

\_\_\_\_\_

Cardholder's address:

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

## Participant's requirements

I have no special requirements	I will require a hearing loop
I will need support for my visual impairment	I will need wheelchair access
I will need an electronic note-taker	I will need facilities for an assistance dog
I will require a sign language interpreter (please specify)	
I require event materials in a specified format (please specify)	
I have the following dietary requirements (please specify)	
I have further additional requirements (please specify)	

NIACE requires a 10 working days notice period to make arrangements for electronic note-takers, sign language interpreters and translation to Braille.

## Sectoral Monitoring

Adult Education College	Community Education Provider	Further Education
Government Body	Higher Education	Information/ Guidance Provider
Learning and Skills Council	Libraries, Museums, Archives, Arts	Local Government (inc. Ed Authorities)
Media	Offender Education	Open, Distance or e-learning Provider
Union	Vocational Education and Training	Voluntary Sector and Charities

## Ethnic and Equal Opportunities Monitoring

Bangladeshi	Black African	Black Caribbean	Chinese
Dual Heritage	Indian	Other Asian	Other Black
Pakistani	White	Any other ethnic group	
<b>Gender</b>	Female	Male	
<b>Age</b>	Under 30	30-50	51+

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

Signature	Date

C1958/0110

Event Date: Tuesday 19 January 2010

**Closing Date: Thursday 7 January 2010**

## Data Protection Act

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

Please return completed application form to Raksha Kanani: Fax: 0116 285 9670  
NIACE Events Team, Renaissance House, 20 Princess Road West, Leicester LE1 6TP  
Enquiries to: Tel: 0116 204 2811 E-mail: [courses@niace.org.uk](mailto:courses@niace.org.uk)