

Essential Skills — what we can offer you!



Please turnover to find out about staff who have benefited from support in literacy and basic IT.

Find out about Dyslexia in the Workplace .

Also how the Connecting Learners Project can help you.

IF YOU WANT ANY FURTHER INFORMATION PLEASE CONTACT
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First of all—what does Essential Skills mean?

You may want to:

- *Improve your English and Maths skills*
- *Gain confidence with English and Maths before starting a qualification*
- *Gain an English or Maths qualification*
- *Help your child with their school work*
- *Improve your IT skills and gain a qualification in IT*

What we offer

Support in literacy, on a one to one basis or in small groups, with a qualified essential skills tutor.

September 2011

Basic ICT— 8 week course for absolute beginners which offers you an opportunity to gain an Agored accredited qualification in Wordprocessing and E-mailing.



October 2011

Maths Skills Build—a 10 week course with qualified essential skills tutor, to improve your maths to use at home and at work.

Coming in the new year

Literacy and numeracy courses which will lead to qualifications.

Here are some of experiences of staff who have taken up some of the opportunities

A TALE OF THE SMALL BUT NOW TALL LADY !

"My name is Teresa M; I have been with the Consortium as a support worker for eight years now and have enjoyed every minute of it. I have a small problem though in that I cant always read what is on paper, and need a little help sometimes to comprehend the written words and how to spell, sometimes how to write simple sentences. I have had quite a bit of help lately by a very kind lady who's name I cant say right now.



I have always wanted to do the NVQ but have never had the confidence to put my name forward for it. But for some strange reason I did it last year and was told I would have to do a literacy & numeracy test. My gosh! I did not want to do this at all and had many panicked moments just waiting for that day to come around. It came - I sat in that room and watched a lady explain how it worked and then my head started spinning as I was busted, and I would not get to do the course because I had lots of problems with reading writing and maths - all I would need to do the course! I opened the paper and just stared at it not knowing how I was going to get through this paper and get out without the lady thinking "ar bless she can't do it ." But I did it and left!. I was so relieved as I walked away from the office, that no one had stopped me and said you can't do this course because you have to read and write.

But later I had a phone call off Caroline telling me that she had my scoring for the tests and that I could have some extra help with my reading and writing if I would like. My heart sank, but I said yes and made an appointment to see this Caroline once a week.

I was very nervous at first but after many weeks and lots of homework ha ha I started to get lots of confidence and things started to fall into place around my reading and writing. I still have lots of problems as Caroline will see when she reads this but I'm not ashamed of myself anymore, so what if I can't do it like everybody else. I love writing and have started an open university course to understand children. I've completed some extra courses that the consortium have to offer and feel very happy and even proud of myself at times for doing this after having a bad start with my reading and writing.

Just this last thing though thank you Caroline for just listening to me and helping me to understand myself, encouraging me to go on to further myself I owe you big time!."

“Before I started having help with my English I didn't feel confident in form filling etc. After finding out CLC help you I went down to the office and spoke to Caroline—I was very nervous but I found her very helpful and relaxed. It also helped that if I didn't want anybody to know that it remains confidential and as far as anybody is aware its classed as training. Now I have done a few classes I feel more relaxed about it and feel its one of the best things that I have done.”

“When I first came to the session about my reading and writing I thought it was only going to be for a few weeks. I was nervous, lacked confidence and wasn't sure if I wanted to do it. But now I am more confident and think I have learned a lot but just can't remember it all - so I'm still here!!!
So if anyone asked me about this I would say talk to your manager or ULR or just go for it!!!!!!”

Congratulations to all who have successfully completed qualifications in wordprocessing and use of e-mail. Here is some of the feedback from the first group to complete the 8 week Basic ICT course:



“I now feel more confident and no longer need anyone to do my e-mails for me”.

“I was nervous when I started the course but with the help and patience of the tutors I have enjoyed and learnt so much—just what I needed!”



“Would love to come on more training for IT”.

“Feel much more confident to use a computer now”

Connecting Learners (in the Third Sector in South Wales) is a partnership project between Unison, Community Lives Consortium, and over 4000 community-voluntary organisations across Wales. It is funded by the Wales Union Learning Fund.



The aim of the project is to support and compliment work based learning opportunities – but with a particular focus on the basic skills of numeracy and literacy. We are also working with other unions representing the staff and volunteers in the partnership so that the provision is as wide reaching as possible. The Project will run until the 31st March 2013.

Some of the courses Connecting Learners have already provided for our staff are:

- *Confidence and Assertiveness
- * Time Management
- *Basic Skills Awareness
- *Making the Most of Supervision
- *Open University taster courses

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Dyslexia - some facts



- Approximately 10-15% of the population show dyslexic characteristics.
- It is estimated that approximately 4% will be definitely/severely dyslexic
- Dyslexia is for life.

Negative Aspects of Dyslexia

- Low self-esteem
- Working in jobs below intellectual capacity
- Frustration
- Anger
- Inability to prioritise
- Difficulty with sequencing/following complex instructions

Positive Aspects of Dyslexia

- Creativity
- Determination
- Good problem-solving skills
- Practical skills
- Entrepreneurial
- See the “big picture”
- Often very competent in oral language



If you would like more information about Dyslexia in the workplace or think we can help you, please contact:

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