

National Unit Specification

General information for centres

Unit title: Adult Literacies Learning in Scotland

Unit code: DA9V 12

Unit purpose: This unit is designed to enable candidates to reflect on the current context of adult literacies provision and on the key principles of good practice in this area. On completion of the unit, each candidate should be able to:

1. Explain the current context of adult literacies programmes in Scotland.
2. Explain key principles of good practice in adult literacies provision.

Credit value 0.25 credit at Higher: (1.5 SCOTCAT points at SCQF level 6*)

**SCOTCAT points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCOTCAT points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.*

Recommended prior knowledge and skills: There are no formal entry recommendations for this unit but candidates should be confident in their literacy/numeracy practice and should display an interest in, and a commitment to, the development of adult literacies in Scotland. Candidates who have successfully completed a formal selection process for adult literacies.

Core skills: This unit may provide opportunities to work towards achievement of the core skill *Working with Others (Higher)* but it does not carry automatic certification of this core skill.

Context for delivery: This unit may provide opportunities to work towards achievement of the core skill *Working with Others (Higher)* but it does not carry automatic certification of this core skill.

Assessment Strategy: The unit can be assessed by short reflective and explanatory accounts prepared by the candidate. A candidate can complete these during her/his study programme as and when he/she is ready to do so.

National Unit specification: statement of standards

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The sections of the unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Outcome 1

Explain the current context of adult literacies programmes in Scotland.

Knowledge and/or skills

- definition of adult literacy and numeracy
- government priorities – lifelong learning, social inclusion, active citizenship
- main features of local adult literacies provision in Scotland
- role and key responsibilities of a tutor assistant

Outcome 2

Explain key principles of good practice in adult literacies provision.

Knowledge and/or skills

- learner centred approach
- formal, informal and non-formal learning
- self directed learning
- effective adult learning (including learning to learn)
- benefits of shared learning
- seven guiding principles of good practice
- learning styles – visual, auditory, kinaesthetic
- literacy and numeracy as complex capabilities

National Unit specification: statement of standards (cont)

Unit title: Adult Literacies Learning in Scotland

Evidence requirements for the unit

Each candidate must provide evidence in an oral or written format to demonstrate awareness of the current context of adult literacies in Scotland and awareness of good practice in accordance with the principles in the *Literacies in the Community Resources for practitioners and managers**. S/he will be required to provide three reflective or explanatory accounts which draw on at least one of the knowledge and/or skills items in outcome 1 and at least three of the knowledge and/or skills items in outcome 2. The accounts should relate to issues relevant to the candidate's work as an adult literacies tutor assistant. Each account should be 150 – 250 words or equivalent and should be generated by the candidate in response to a suitable question. The candidate is not required to produce his/her work under supervised conditions.

Assessment guidelines for the unit

The assessments for the unit can be gathered together into a portfolio of evidence which represents a record of the candidate's awareness of the current context of adult literacies learning in Scotland. Assessment work may be completed in time set aside during a training programme or in the candidate's own time.

Assessment can be undertaken during a suitable course of study, which encourages the candidate to reflect on her/his own contribution as an adult literacies tutor assistant. The portfolio of evidence prepared for this unit can also include assessment material from other related units.

Activities undertaken as part of a study programme such as Introductory Training in Adult Literacies Learning (ITALL) would assist candidates in meeting the evidence requirements. This programme includes several Tasksheets which could be used to help candidates to prepare suitable explanatory or reflective accounts.

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Administrative Information

Unit code: DA9V 12

Unit title: Adult Literacies Learning in Scotland

Superclass category: GB

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National Unit specification: support notes

Unit title: Adult Literacies Learning in Scotland

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 10 hours.

Guidance on the content and context for this Unit

The unit is intended for candidates who are preparing to tutor adult literacies learners in a supervised context. It is, however, also suitable for others who have an interest in adult literacies. Candidates will normally be following a training programme for adult literacies tutor assistants in Scotland. The programme should include sections which cover the Scottish context of adult literacies and good practice in adult literacies learning provision. Programmes which use The Introductory Training in Adult Literacies Learning (ITALL) produced by Communities Scotland are particularly well matched to the requirements of this unit. Sessions 1 – 5 of the ITALL pack are particularly well matched to the knowledge, skills and understanding covered in this unit.

This unit is the first of a suite of three units at Level 6 which form part of the Professional Development Award: Introduction to Adult Literacies Learning (Stage 1 of the National Training Framework of qualifications in adult literacies). It is designed for people new to adult literacies. It is part of the first level of a three-tier structure and candidates may progress from this to the higher levels. During their preparation for the assignment connected with this unit, candidates may gather evidence and/or gain experience which could be used as preparation for the core skill Working with Others (H).

As stated above, the content of the unit is based on relevant sections of the ITALL pack developed by Communities Scotland. The following notes give some additional information on each outcome.

Outcome 1: this focuses on building awareness of the current context of adult literacies provision in Scotland. Candidates should concentrate on the conclusions of the reports but a detailed knowledge of the conclusions of the various reports is not required. Candidates should, however, recognise the way in which the reports have made an impact on the way that adult literacies provision is presently being addressed. In particular, they should recognise how the definition of adult literacies and government priorities in this area reflect the findings of the various reports. They should also be aware of how the definition and government priorities, feed through, in turn, into local provision for adult literacies and the role of all those, professionals and adult literacies tutor assistants, who are involved in this provision. Session 1 of the ITALL pack contains relevant material, which is further developed in later sessions, particularly session 2.

National Unit specification: support notes (cont)

Unit title: Adult Literacies Learning in Scotland

Outcome 2: this concentrates on the underpinning knowledge required by anyone who will be involved in adult literacies learning. Candidates should recognise the importance, and the implications, of the learner centred approach and what this involves for those involved in tutoring adult literacies learners. It is important that candidates confront their own attitudes to literacies and explore any conceptions that they may have. Outcome 2 develops the issues raised in Outcome 1 and builds on them to help candidates build a picture of what constitutes good practice in contemporary adult literacies learning. Sessions 2 - 5 of the ITALL pack contains relevant material which can be used to achieve this.

Guidance on the delivery and assessment of this Unit

The unit can be delivered on its own on a stand-alone basis or as part of a programme for those preparing to work with adult literacies learners. Candidates should be encouraged to adopt a reflective approach which involves making use of their own experiences as adult learners.

It has already been noted that the ITALL pack provides a highly suitable and appropriate means of delivering this unit. Sessions 1 – 5, for example, contain tasks and other material such as handouts which can help to develop a suitably reflective approach.

Assessment is likely to be undertaken through the use of explanatory and reflective accounts covering both outcomes. The individual and group tasks in the ITALL pack should enable candidates to gather material and evaluate their own situation in the light of good practice in adult literacies learning. These tasks should also help to ensure that candidates are fully prepared for the assignments.

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs and Candidates for whom English is an Additional Language* (SQA, 2000).

General information for candidates

Unit title: Adult Literacies Learning in Scotland

Adult literacies includes both literacy and numeracy. This unit will help you become aware of recent developments in adult literacies in Scotland and to reflect on what is good practice in adult literacies learning. It introduces you to current thinking and to the new approaches which are being adopted. The main one is the social practice approach which is that literacies learning is related to the real-life needs of learners. It is no longer about teaching skills in isolation.

The unit encourages you to reflect on your own experience as an adult learner and how this can be related to working with adult literacies learners. It is intended to help you prepare to work with adult literacies learners

The unit has been designed to complement the first five sessions of the Introductory Training in Adult Literacies Learning (ITALL). If you are following this training programme, it gives you the opportunity to receive credit (and a qualification) for your learning on the course.

The unit is the first of three units which together make up the Professional Development Award: Introduction to Adult Literacies Learning (Stage 1 of the National Training Framework of qualifications in adult literacies). It is at a level equivalent to Highers, which is SCQF level 6. In order to gain certification for the unit, you must successfully complete three reflective accounts. You will undertake them during your study for the unit and, normally, you will be expected to provide written accounts. You will be told about them in plenty of time by your own course facilitator and be given instructions and guidance on what you are expected to do. If, for any reason, you feel you will have difficulty in providing written reflective accounts, you should consult your course facilitator as soon as possible. If it is appropriate, arrangements can be made to enable you to provide your reflective accounts in an alternative format.