

WELCOME TO ARKS

Introduction to packs

We should like to welcome learners, community and social workers, mentors and volunteers in different European countries to this learning and teaching pack.

This is one of a series of packs being produced by a transnational team of workers from Finland, the Netherlands, Northern Ireland, the Republic of Ireland and Scotland. The packs are aimed at adults with a limited experience of education, who probably left school early and have never returned to education since their schooldays. We believe that all adults in our society should have the chance to be included in 'lifelong learning'. Our lives and our society are changing so fast that we now all need to learn throughout our lives and we want to include everyone in this learning so that certain people and certain groups do not continue to be marginalised.

We hope that these packs will be used in many different contexts: in return to study groups and in colleges but also in the workplace; by individuals who cannot attend regular classes; by mums at home and by people wanting to take a more active part in their community. We hope you will find the materials useful for study, but also transferable to many other areas of your life.

Who are the packs aimed at?

The packs have been written for adults who have left school early with minimal educational qualifications, but who now want to be involved in some sort of learning. Students should be able to read and write. They will probably need help in how to set about their learning and may lack confidence in their ability to study. There are many people across Europe in this position and it is difficult for them to enter further education, training or jobs with no qualifications. The aim of these packs is to help this group of adults to overcome the barriers that prevent them enjoying education and offer them an approach which seems relevant, interesting and at the right level. If you are in this position please let us know whether the packs are helpful to you.

What do the packs cover?

The packs cover the key skills that we believe adults need if they are to be fully involved in our society. The series is planned to include :

Keys to Learning	Keys to Information Technology	1997
Keys to Communication	Keys to Numeracy	1998
Keys to Participation		1999

How to use this pack

The packs are written for individuals to work on their own and for group use. Usually students will need the support of a tutor and it is often helpful to share ideas with other students who may provide support and help overcome isolation. However, students should be able to use all these packs in a supported self study programme.

The packs combine materials from each of the countries and in most of the packs you will be able to select the activities and topics that suit you best - you are not expected to work through the whole pack.

The common values on which this pack is based are as follows:

We recognise students as whole people with their own individuality, self-determination, rights and responsibilities, and promote their contribution to a more inclusive society.

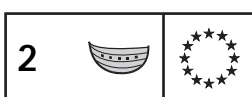
We ask students to value and use their changing life experiences as part of the learning process.

We focus on students' strengths and variety of abilities.

We fit learning around the individual and not the individual around the learning.

We seek to make learning accessible and meaningful to all students and transferable to all aspects of their lives.

We seek to integrate these values into the accreditation systems of each country.



A European pack

This pack has been produced by workers in 5 European countries and the activities reflect the varied ideas and experiences of each country. Each country has found the same challenges to exist: adults leaving school without the necessary qualifications are the most likely to be marginalised, the most likely to experience social and economic deprivation and to be out of work. The approach of the different countries has been similar in seeking activities that this student group can relate to and enjoy and use in their daily lives. The combination of the different approaches has produced packs rich in ideas and applicable to students across Europe.

Evaluation

We are trying constantly to develop and improve our practice with this student group. We enclose evaluation forms and should be most grateful for feedback on how applicable you found the pack to your context and how enjoyable and useful it was for you or your students. Please fill in the evaluation form and return it with your comments to :

Prue Pullen, 2nd Chance to Learn, 27 East Norton Place, Edinburgh EH7 5DR.

The form is also available on our Web site :
<http://www.ed.ac.uk/~calarks/arks>



ARKS KEYS TO INFORMATION TECHNOLOGY

BOOK 3 **DATABASE**

Welcome to Database

In this starter pack you will be learning how to use a **Database**.

You will learn how to:

- **Make up a Database**
- Enter information, change information
- Find certain bits of information, order your information
- Merge your information and print your **Database**.

As with **Word Processing** and **Spreadsheets**, this all takes practice.



Activity 1

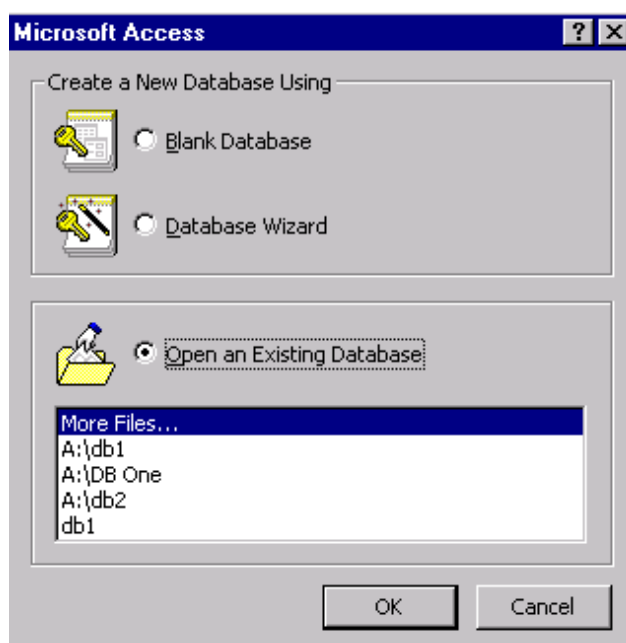
Have a look at the database now:

- Insert **Floppy Disk** into disk drive
- Click **Start** button placed at the bottom left hand corner of your screen
- Click on **Programs**, and click on **Microsoft Access**

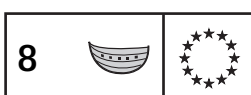
You could also use the shortcut from the **Office** toolbar by clicking on the Microsoft Access Key



Another window, like this, will open:

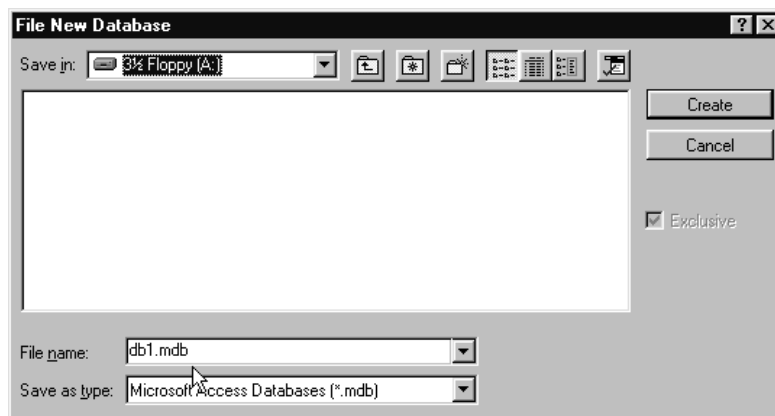


- Click on **Blank Database**
- Click on **OK**



Database

Another window like this will open:



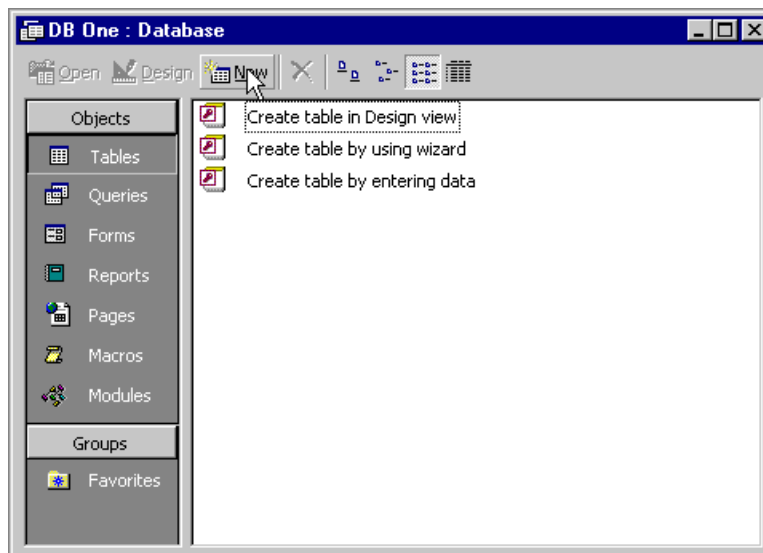
File name will be highlighted

- Type in the name **DB One**

Remember to check that you are saving to your 3 1/2 Floppy

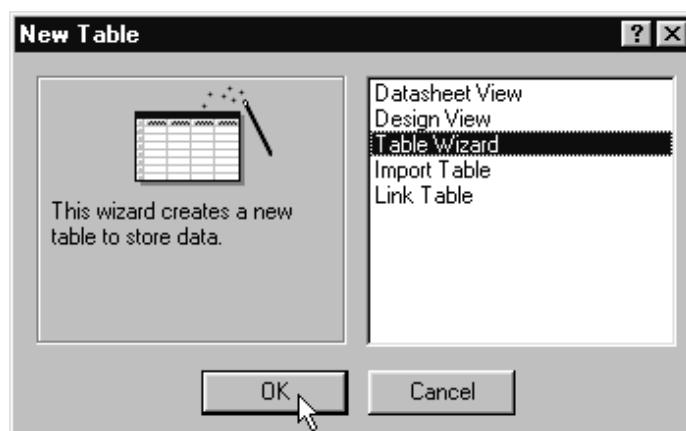
- Click on **Create**

The next window to open will look like this:



- Click on **Tables**
- Click on **New**

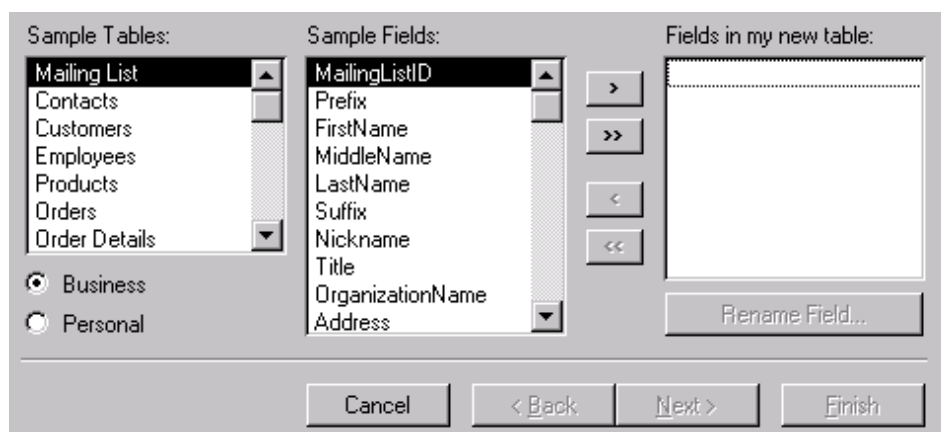
You will now have a window like the following:



- Highlight **Table Wizard**
- Click on **OK**

A window like this will appear, with **Sample Tables**, **Sample Fields** and **Fields in my new table**

- Go to **Sample Tables** and choose **Mailing List** by clicking on it once

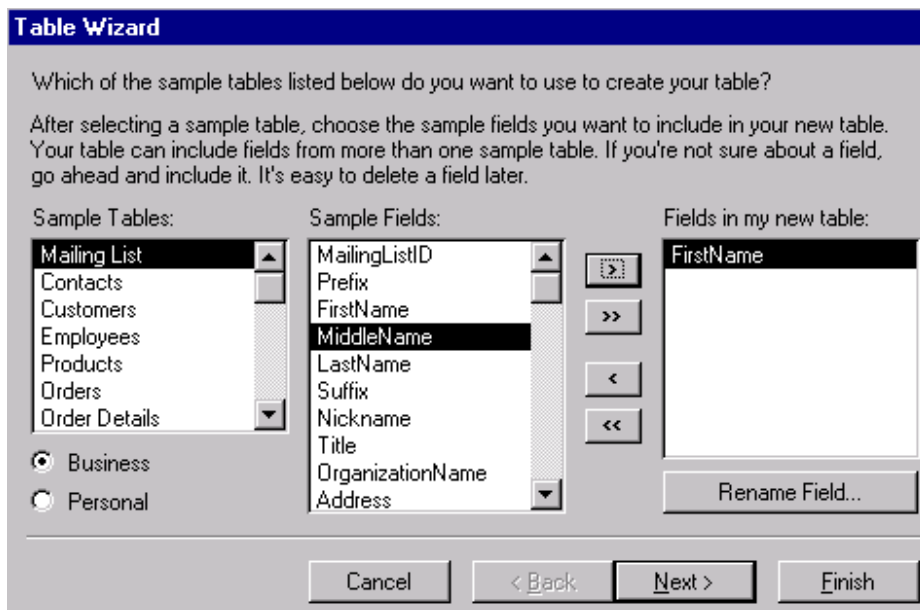


You will see that having chosen **Mailing List**, the **Sample Fields** will have changed to fields relative to a Mailing List.

To choose an item from the **Sample Fields** you must **highlight** it by clicking once:

- Click on **First Name**
- Click on the single **right arrow button** beside the table

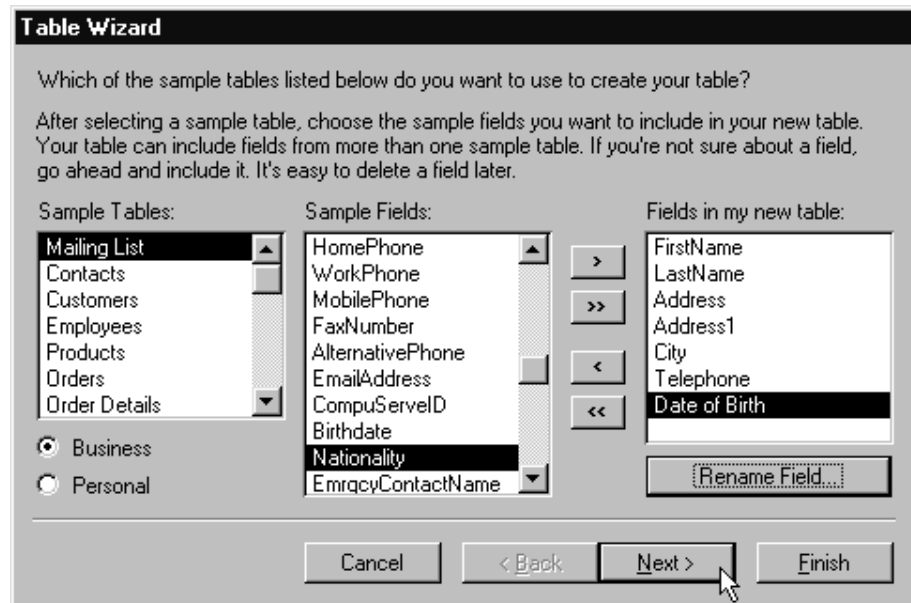
The **First Name** will now have moved to the next box called **Fields in my New Table** and the window will now look like this:



Do the same for **Last Name** and **Address**:

- Enter **Address** a second time, It will show as **Address 1**
- Now enter **City** and **Work Phone**
- After **Work Phone** click on **Rename** and type in **Telephone**
- Enter **Birthdate**, click on **Rename** and type in **Date of Birth**

Your window should now look something like this:



- Click on **Next**

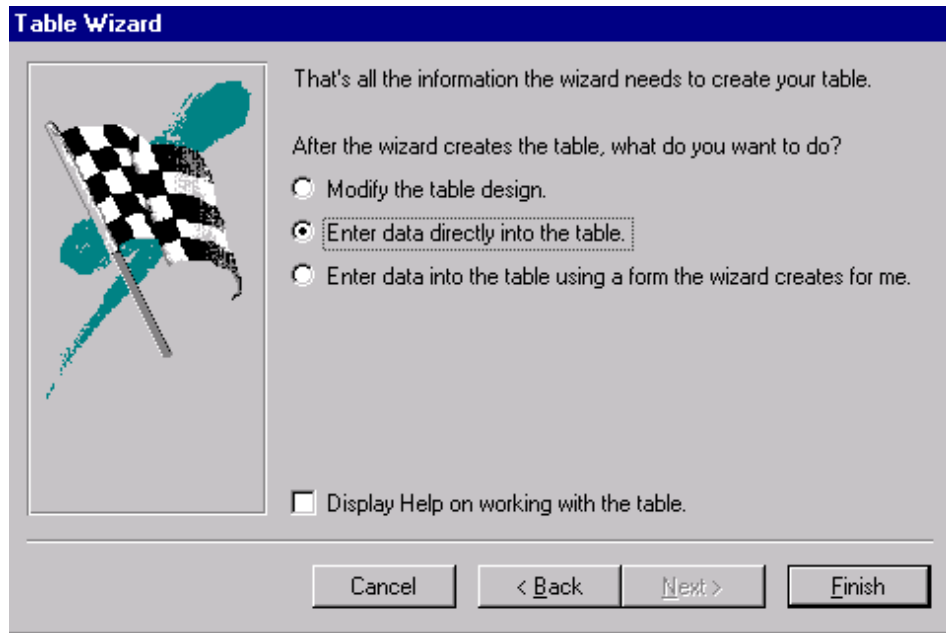
You should now have a window like this:



Name your Table 'Party List'

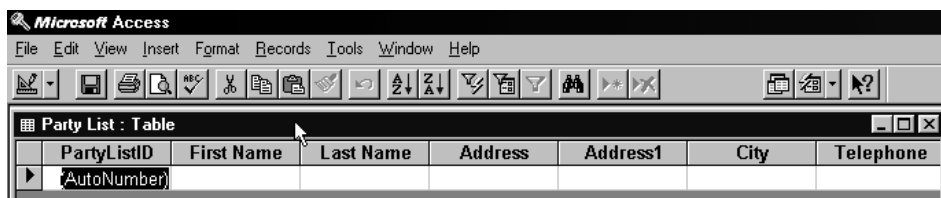
- Click on **Yes, set a primary key for me**
- Click on **Next**

Your new window will look like this:



- Click on **Enter data directly into the table**
- Press **Finish**

Your **Database** should now look something like this. What you have done is **Define the Fields** of your **Database**. Note the **Auto Number** is the result of setting the **Primary Key**.



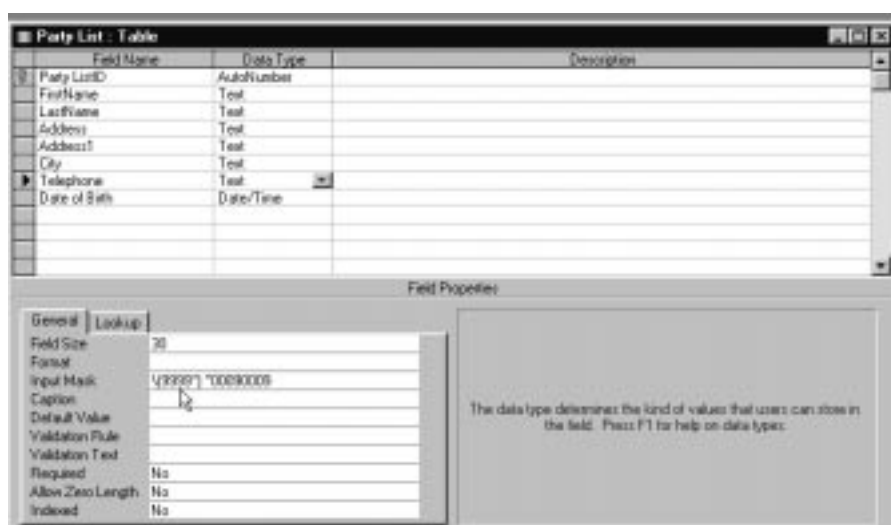
You may need to change the format of the Telephone field.

To do this:

- Click on the **Table View** button



A window like this will appear:



- Go down to **Telephone**
- Click on **Text**
- Go down to **Field Properties**
- In **Input Mask**, if there are only three **9's** in the brackets, add an extra 9
- Close the window and **Save** the changes
- Open **Party list** again

You move between each field by using the **TAB** button on the keyboard. Try this now.

Activity 2



Use the **TAB** button to move to '**Date of Birth**'.

Then press **Shift + TAB**. You will see that you go back along the fields. If you press the **Home** key, that will take you straight back to the beginning. The flashing cursor should be in the box '**First Name**'. (If it is not, then click on the box '**First Name**')

- In the box **First Name** type in Mary
 - Then press **TAB**
- In the box **Last Name** type in Arnold
 - Then press **TAB**
- Type in Second Chance to Learn
 - Then press **TAB**

You will see that the field is not large enough to show all the information you typed in although it has taken it. Position the **cursor** on the **right boundary line** of the **Field Name** and double click. This will size the field to fit the information.

- Type in London Road
 - Then press **TAB**
- Type in Edinburgh
 - Then press **TAB**
- Type in **0800 100 9000**
 - Then press **TAB**
- Type in **271154** without spaces
 - Then press **TAB**

Your Database should now look something like this:

Party List : Table					
	Party ListID	First Name	Last Name	Address	Address1
	1	Mary	Arnold	Second Chance to Learn	London Road
	{AutoNumber}				

Now you will need to think of four other people and put their name, address, telephone number and date of birth on your **Database**. If you can not think of any, then make them up. Use your own invented names and addresses until you have 5 records. Once you have 5 records, you can select any one by clicking on the grey button at the start of the record or by using the **Record Buttons** at the bottom of the screen.

Party List : Table				
	Party ListID	First Name	Last Name	Address
	1	Mary	Arnold	Second Chance to
	2	Elsbeth	Hosie	2ndCTL
	3	Sandra	Small	Castlebrae Commu
▶	4	Heather	Yang	Craigroyston Comr
*	(AutoNumber)			

Record: [First] [Previous] [4] [Next] [Last] [New] of 4

The button with the **right arrow and an asterisk** gives you a **New Record**.

The right arrow will move you one record at a time to the end and the left arrow back to the beginning one record at a time.

Try this:

- Click on **Last Name**
- Go to **Records**
- Drag down to **Sort**
- Drag across to **Descending**

or:

- Click on **Descending Button**

PartyListID	First Name	Last Name	Address
1	Mary	Arnold	Second Chance
2	Elspeth	Hosie	2ndCTL
3	Sandra	Small	Castlebrae Comm
4	Heather	Yann	Craignowston Cr

Your records will now be sorted in reverse Alphabetical order:

Party ListID	First Name	Last Name	Address
4	Heather	Yang	Craigroyston Commur
3	Sandra	Small	Castlebrae Communit
2	Elspeth	Hosie	2ndCTL
1	Mary	Arnold	Second Chance to Le
*	(AutoNumber)		

- Click on **Last Name**
- Go to **Records**
- Drag to **Sort**
- Drag across to **Ascending**

or:

- Click on **Ascending Button**

Your records are now sorted in Alphabetical order:

Party ListID	First Name	Last Name	Address
1	Mary	Arnold	Second Chance to Le
2	Elspeth	Hosie	2ndCTL
3	Sandra	Small	Castlebrae Community
4	Heather	Yang	Craigroyston Communit
*	(AutoNumber)		


Record: 4 of 4

If you want to find a particular record,

- Click on the First Name column
- Click on **Edit**, and **Find**

or:

- Click on **Find Button**



Party List : Table				
	PartyListID	First Name	Last Name	Address
▶	1	Mary	Arnold	Second Chanc
	2	Elsbeth	Hosie	2ndCTL
	3	Sandra	Small	Castlebrae Cor
	4	Heather	Yang	Craigroyston C

A box will appear:

- In the **Find What** field, type in **Mary**

Under the **Find What** field, you will see another two fields, **Search** and **Match**. The contents of these can be altered by clicking on the arrow at the side of the field.

In the **Search** field you can choose **Up**, **Down** or **All**. We will use **All**.

In the **Match** field you can choose **Any Part of Field**, **Whole Field** or **Start of Field**.

We will use **Whole Field**.

Search: All

Match: Whole Field

Database

To the right of **Search** and **Match** there are two statements. These are as follows:

- **Match Case**
- **Search Fields As Formatted**

Check there is no tick at '**Match Case**'

If there is remove it by clicking on the tick:

- Click on **Find Next**
- Now, close your **Database**

Activity 3

What do you think?

How did you find this exercise?

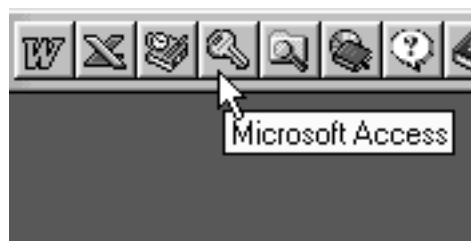
Did you have any problems?

Remember it all takes practice. Write your comments in the space below.



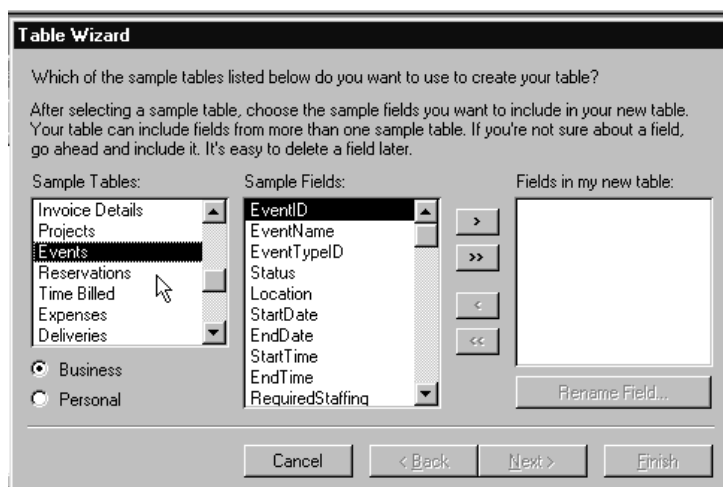
Designing Your Own Database

You can design your own **Layout for a Database**. This is what you will learn now. You will design a Database for a list of Festival Events.



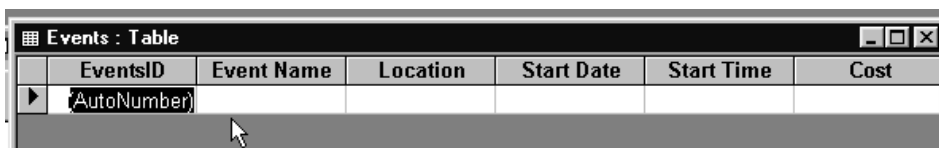
- Click on **Microsoft Access Key** from the **Office** toolbar
 - Highlight **Blank Database**
 - Click on **OK**
 - Name it **Events**
 - Check you are saving to your floppy
 - Click on **Create**
 - Click on **New** button
 - Highlight **Table Wizard**
 - Click on **OK**

You should now have a window like the following:



- Click on **Events** in the **Sample Table**
 - From the **Sample Fields** click on **Event Name**
 - Click on the **right arrow** to move it into **Fields in my New Table**
 - Now do the same for **Location, Start Date, Start Time** and **Cost per Person**
 - Rename **Cost per Person** to **Cost**
 - Click on **Next**
- Name your Table **Events**
 - Highlight **Yes, set a primary key for me**
 - Click on **Next**
- For your final window enter
 - Click on **Enter data directly into the Table**
 - Press **Finish**

Your window should now look something like this:



EventsID	Event Name	Location	Start Date	Start Time	Cost
AutoNumber					

Each row is an individual record.

You will now make up records for 10 Events; here are a few to start you off.

Event Name	Location	Start Date	Start Time	Cost
Edinburgh Tattoo	Castle Esplanade	01/08/97	07:30PM	22.00
Bolshoi Circus	The Meadows	08/08/97	02:30PM	12.50
Blood Wedding	Marcos	24/08/97	06:30PM	5.00
Sean Lock	Pleasance	08/08/97	09:25PM	8.00
One Of The Boys	Candlemaker Row	11/08/97	03:20PM	4.50
The Quest	Chaplaincy Centre	18/08/97	07:30PM	7.00

Note: The dates in your database may not look the same as the text. How dates are displayed depend on the way that Windows has been told to display them. If it has been set up to show **AM** and **PM**, your database will display dates this way.

Continue to work through your **Database** until you have at least 10 records.

Making Changes to your Database

Once you have filled in your **Database**, you will now learn how to change a **record** and how to **delete** a record.

To make a change, you go to the box with the information in it and highlight what you want to change.

- These are the changes you will make:
 - Go to the **Record** 'Edinburgh Tattoo'.

This did not cost £22.00, but £12.00.

- Make the **change** by clicking on the field and typing in the amount.
- Go to the **Record** with 'Blood Wedding' in it.

The time is not 06:30, but 04:30.

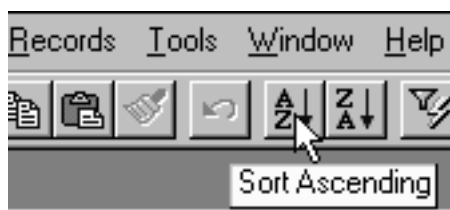
- Make the **change**.
- Go to the **Record** 'Highland Regional Youth Theatre'.

It is not Central House, but Central Hall.

- Make the **change**.
- You will now sort your **Database** according to '**Cost**'.
 - Click on '**Cost**' thus selecting the whole field
 - Go to **Records** menu and select **Sort**, now click **Ascending**

or:

- Click on **Ascending** button from the toolbar



Your records will now be sorted according to price.

The grey sectioned areas all the way round the table, including the column names, are buttons. If you click on one the corresponding row or column will become highlighted and the cursor will become a black arrow pointing to the row. The top left hand button highlights the whole table. Try them.



EventsID	Event Name	Location	Start Date	Start Time	Cost
1	Edinburgh Tattoo	Castle Esplanade	08/01/97	07:30	£22.00
(AutoNumber)					

To **delete a Record**:

- Go to the **Record** 'The Quest'
- Click on the grey button at the beginning of the record to highlight it.
- Go to **Edit** menu and click **Delete Record**

or:

- Click on **Delete Record** button from the toolbar



Another window will appear like this:



- Click on **Yes**

The record will be removed and the **Record Tally** will now register nine.

Close down your **Database**.

Activity 4



What do you think?

How did you find this exercise?

Did you have any problems?

Did you remember any of the operations without looking at the module?

Remember, it all takes practice. Write your comments in the space below.

What you have learned:

- Open a **Database**
- **Define Field** of a **Database**
- **Modify** a Field
- Create a **New Record**
- **Find** a **Record**
- **Sort** Records
- **Name** a **Database**
- **Enter** Information
- **Delete** a Record
- **Change** Information

Merging Information

You are now going to learn how to **Merge** information on a **Database** with a **Word Processed document**.



Activity 5

The first thing that you will have to do is open up your **Database** of names and addresses called Party List. You will pretend to be having a party, and you will be sending out invitations. Each invitation will have the person's first and second name on it, and the date, time and place of the party.

- Open up **DB One**

Now you are going to open a new document in Word Processing:

- Start **Microsoft Word**
- Click on **Save** button
- Remember to check that you are in your **3¹/₂ Floppy**
- Name the **document** 'Invitation'
- **Save** it in your **Practice** folder

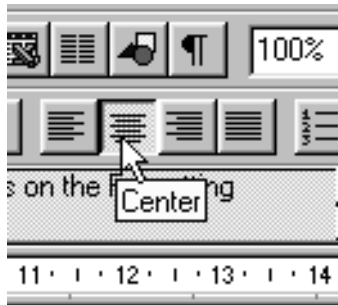
Now type in exactly:

- **Dear**
- **You are invited to a party at Up for Learning**
- **On the 26th June 1999**
- **At 3pm**
- **We will be celebrating with students who have completed the Information Technology Modules**

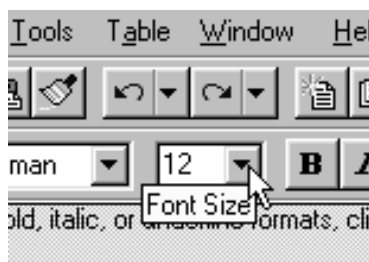
Highlight the text

Database

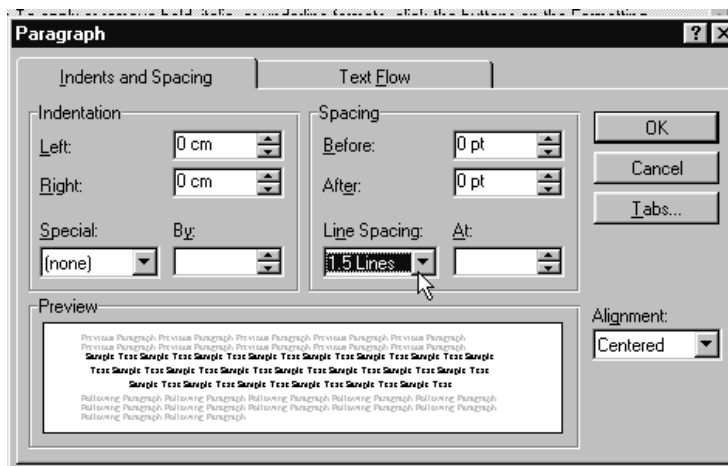
- Go to Centre button and click to centre text



- Go to **Font Size** button and change from 12 to 18

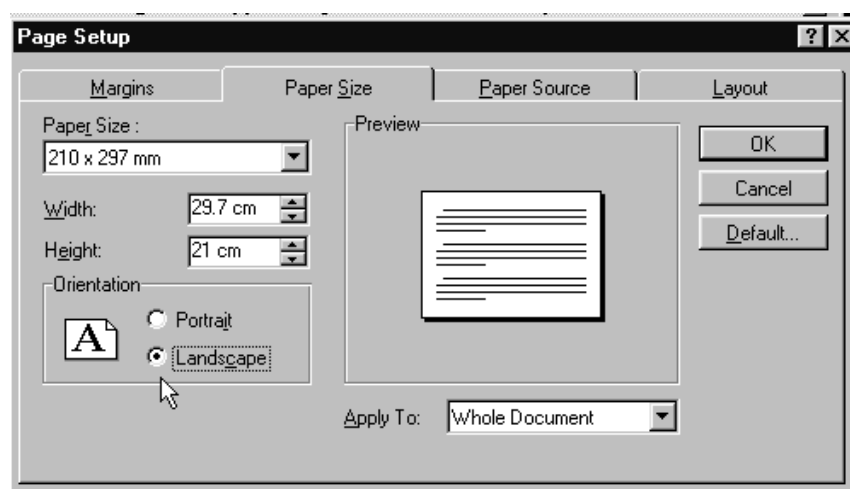


- Click on **Format**, and then **Paragraph**
- Go to **line spacing** to change from single to 1.5



- Click on **OK**
- Click on **File**, and then **Page Setup**
- Click on **Paper Size**

Your Window should look like this:



Change the **Orientation** to **Landscape** then click on **OK**

- Move the flashing **cursor** to the front of the word Dear
- Use the **return** Key to move the text down 3 lines
- Move the flashing **cursor** to one space after the end of the word Dear
- **Save** your **document**

From **Tools** menu click on **Mail Merge...**

Stage 1

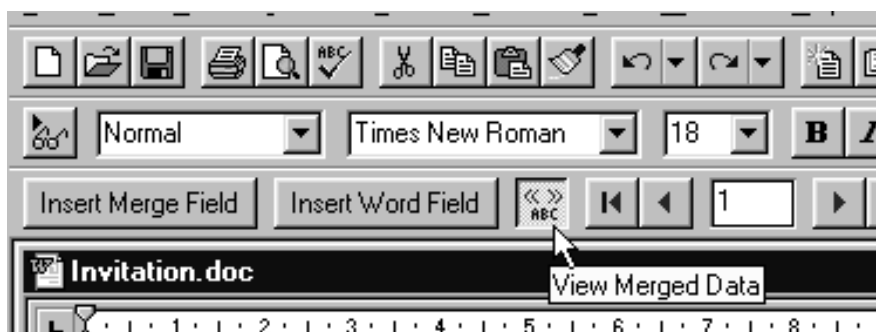
- At **Main Document** click on **Create** button and select **Form Letters..**
- Click on **Active Window**

Stage 2

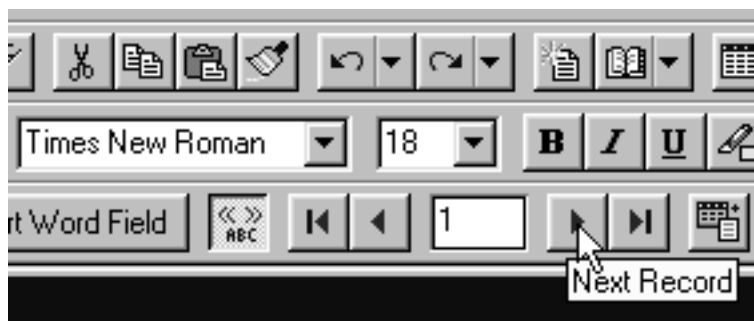
- At **Data Source** click on **Get Data** button and select **Open Data Source**
- At **Files of Type** change **Word Documents** to **MS Access Database (*.mdb)**, highlight and **Open DB One**
- choose table **Party List**
- Click **OK**
- Now click **Edit Main Document**
- Make sure that the cursor is placed one space after Dear
- From the toolbar click on **Insert Merge Field** button
- Now click on **First Name** Field

Stage 3

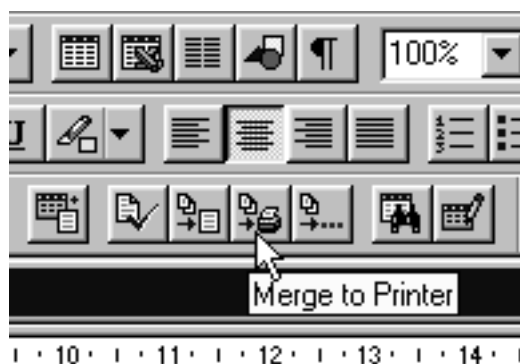
- Click on **View Merged Data** button



Click on **Next Record** to check all the names are there



Click on **Merge to Printer**



Each page will have a separate name from your **Database**. You have **merged** these two **documents** together taking information from the **Database** and printing it out on a **Word Processed document**.

Activity 6

What do you think?

How did you find this exercise?

Did you have any problems?

Remember, like everything, this all takes practice. Write your comments in the space below.



What you have learned:

- Open a **Database**
- **Define Fields** of a **Database**
- **Modify** a Field
- Create a **New Record**
- Find a **Record**
- Sort **Records**
- Name a **Database**
- **Enter** information
- **Delete** a **Record**
- **Change** information
- **Merge** a **Database**
- **Print** a **Merge**





Activity 7

In this activity you are going to bring together all the things you have learned on Databases to produce a Report from a Database.

A Report is a good way of presenting information in an attractive way. You will be able to include things like Headings and Page Titles. You will also be able to choose from various styles and layouts, which will present the information in your Database in a more attractive way.

In order to carry out this activity you will be using the Report Wizard in Access.

You will create a table simple report using the contents of a table

Let's begin

First of all, you will need to create a table that will be used in your report.

You are in charge of keeping a record of who borrows books from your Study Centre. Your manager wants you to produce a report about which books are the most popular, and how often they are borrowed.

- You will now design a **Database** for a list of books. Can you remember how to do this? If not, then refer back to previous activity.
- Create a new table in **Design View**
- Add the fields for your table as follows:

<u>Field Name</u>	<u>Data Type</u>
Title	Text
Author	Text
Publisher	Text
Cost	Currency
Date Borrowed	Date/Time
Date Returned	Date/Time

Database

- Make the two date Fields **Short Dates** by clicking in the **Format** box in **Field Properties** and choosing **Short Date**.
- Save your table as **Books**.
- Now close the table and click on Yes when Access asks if you want it to create a Primary Key now.

Here is a list of a few books to start you off, try and think of another 10

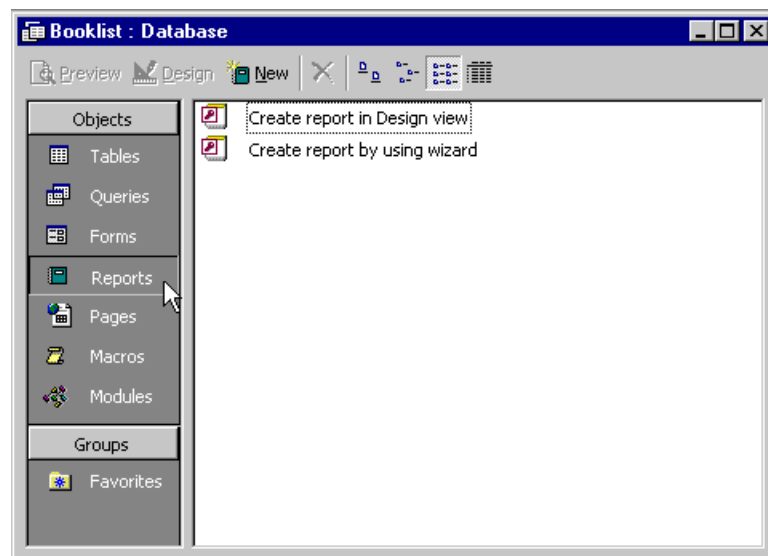
Title	Author	Published by	Cost	Date borrowed	Date returned
British Economic Social History	Hill, G P	Edward Arnold	6.99	121299	140100
By Faith & Daring	Kinnock, Glenys	Virago Press	6.99	111099	121299
Down & Out in Paris & London	Orwell, George	Penguin	4.99	141299	150100

- Close your table

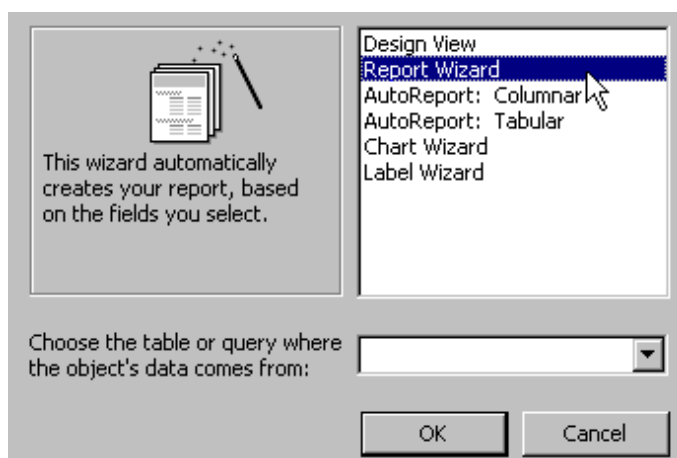
You are now going to prepare a report for your manager, which shows when all of the books were last borrowed.

Producing a Report from your Books Database using **Access Wizard**.

- Open the **Books Database**
- Click on the **Report** tab
- Click on **New**

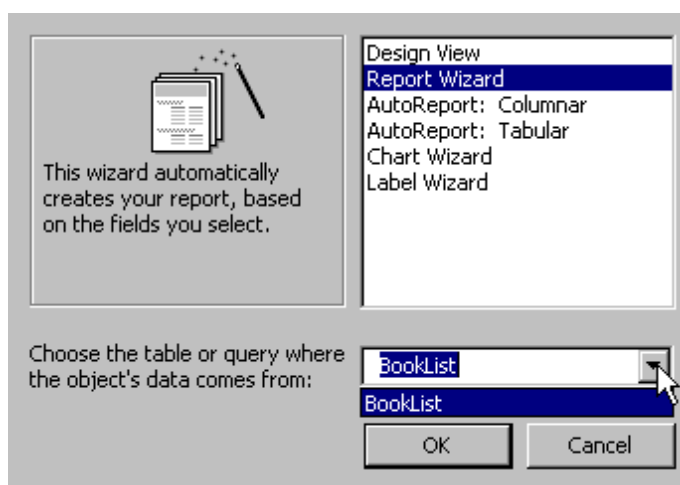


- You want to use the **Report Wizard**, click on it to highlight it



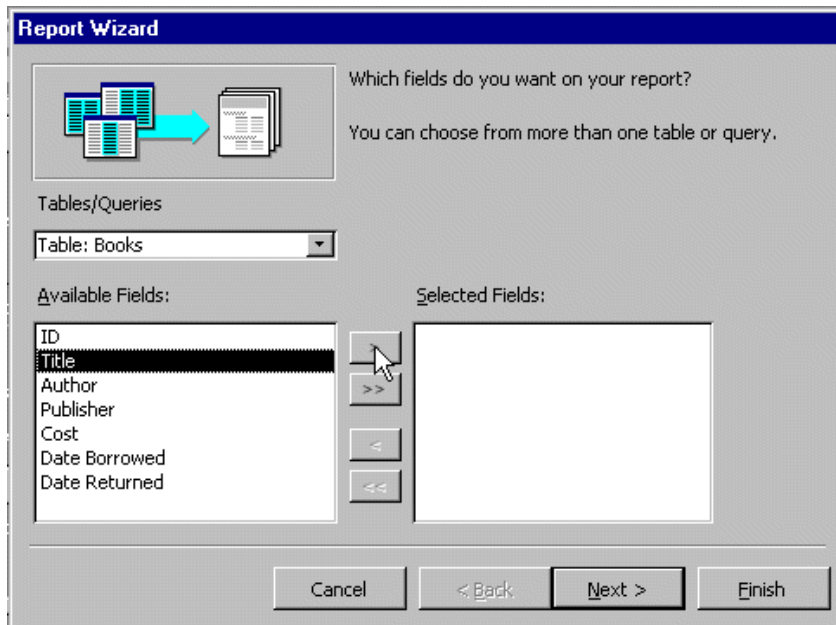
You will have to select which table the report will be based on.

- Click on the **down** arrow, where it says "choose the table or query where the object's data comes from"



You want to use the **'BookList'** table so Click on it to select it. The name 'BookList' will now appear in the "Choose the table..." box

- Click **OK**



You will now be asked, “ which fields do you want on your report?”

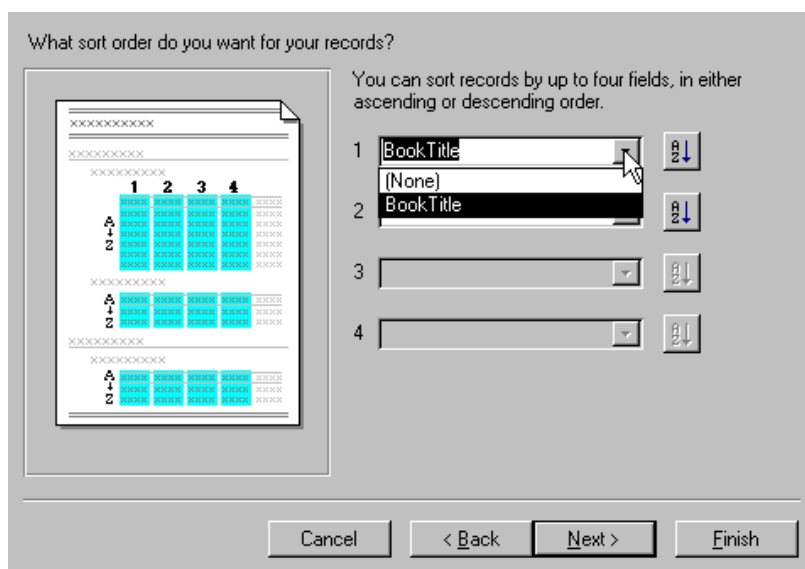
There are **three** ways of choosing which items you want to include:

1. Double click on the name of the field. The field will then be moved to the Selected fields box
2. Click on the first field and then on the right pointing arrow. The field will then be moved to the Selected fields box
3. If you want to select All the fields. Click on the double right pointing arrow. All the fields will be moved to the Selected fields box.

You want to select all the fields, so use the Double Right Arrow. Just as you have done that, the manager comes and tells you that they do not want the Cost included in the Report. Can you think how you would deselect a field?

- Click on the field you do not want in the Report
- Click on the **Left** pointing arrow. That field will now be deselected
- Click on **Next**. Here you are asked if you want to Group any levels. You do not need to do this so...
- Click on **Next**

You are now being asked if you want your list to be sorted. It would be useful if the list was sorted in alphabetical order.

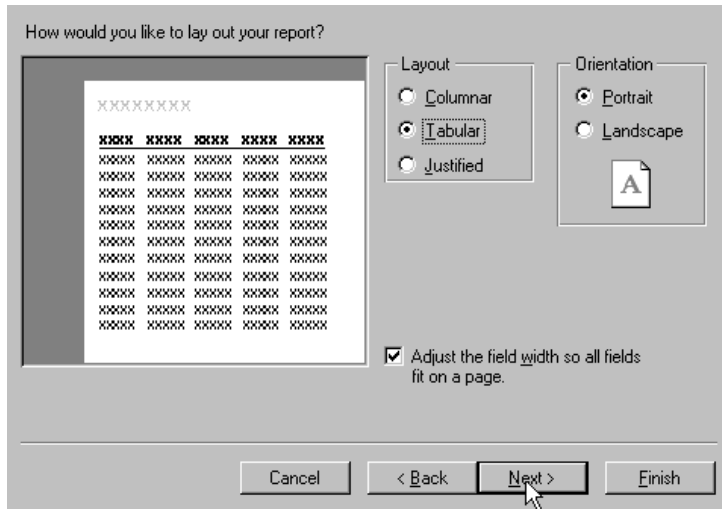


- Click on the **down** arrow next to the box marked 1. A list of the fields you are using will open
- Click on **BookTitle**.

Database

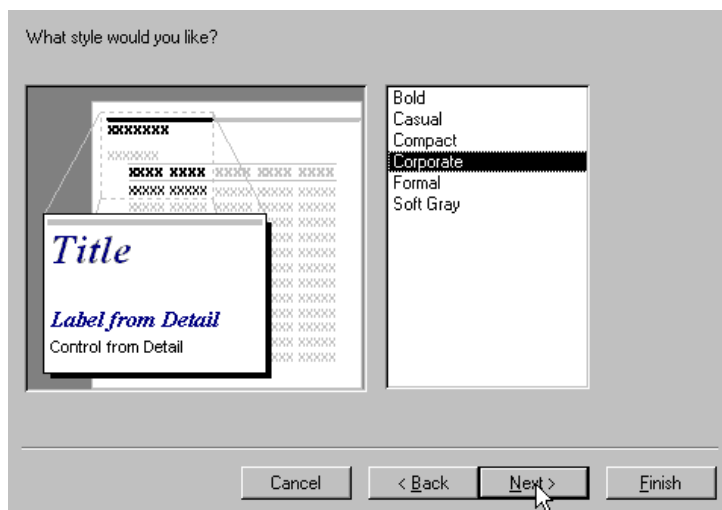
You are able to sort up to 4 fields. You will not be doing this for this activity so click on **Next**. You are now going to choose the layout of your report.

You can also at this stage change the orientation (which way the report will print out)



- Choose the **Tabular** layout and **Portrait** orientation
- Click on **Next**

You are now going to choose a report style. Try clicking on each of the Report styles to see which one you like the best.



You are now going to give your report a title. Type in **Book Report** or make up your own title.

- Click on **Finish**

Once you have clicked on Finish the report will appear on the screen. (this might take a few seconds) The report will appear in the Print Preview screen.

- Close the **Print Preview**

Don't worry if the screen that now appears looks a little bit strange

Report Header									
<i>Book Report</i>									
Page Header									
<i>BookTitle</i>	<i>Author</i>	<i>Publisher</i>		<i>Cost</i>	<i>Borrowed</i>	<i>Returned</i>			
Detail									
BookTitle	Author	Publisher		Cost		DateBorrowe	DateReturned		
Page Footer									
=Now()					="Page" & [Page] & " of " & [Pages]				
Report Footer									



Database

What has happened is that by closing the **Print Preview** screen you have changed the report to **Design View**.

- Click on the **View** icon to change the screen back to **Print Preview**
- Now **print** your report. Use either the **Print** icon on the menu bar or choose **File Print** then **OK**
- Now **close** the report

You will notice that **Access** has saved the report with the same name that you gave as the report title.

Well Done

You have learned to:

- Create a Database
- Selected information for a Report



**What you
have learned**

ARKS Tutor Evaluation Form

1. Please give the following information:

Your name

The name of your organisation

Address:

Telephone No. Fax No.

Email:

2. Who are your students? Please tick whichever apply:

Women Unemployed Low/no qualifications

Men Disabled Minority ethnic groups

Age Group:

below 25 25 - 50 50+

3. Which materials did you use:

Keys to Name of materials:
.....
.....

4. In which course/group did you use them:

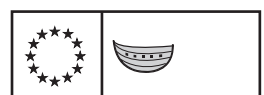
5. Can you think of other courses or contexts in which you might use these materials?

Please specify:

6. What did you or your learners like or not like about this material?

Please specify:
.....
.....
.....
.....

Please turn over.



7. Did your learners find the materials:

a) Easy to use OK Difficult to use ?

b) Interesting OK Boring ?

8. Did your students think they could apply what they had learned to other contexts of their lives? If so please specify:

Home/parenting Community

Further education Workplace

9. **Tutor's Comments**

Please make a note of how you found the materials to use and what you liked and disliked. Please add any suggestions you may have.

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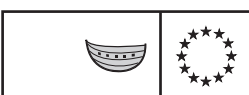
10. **Students' Comments**

Please add any comments your students made about the materials.

.....
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Thank you for completing this form.

Please return this form with any comments to the address shown on the following page.



Please return your completed forms to:

Prue Pullen

2nd Chance to Learn
Edinburgh University Settlement
27 East Norton Place
Edinburgh EH7 5DR

United Kingdom

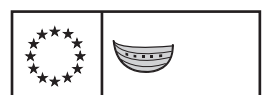
Fax: +131 652 1280

or

E-mail: pruepullen@2ctl.org.uk.

Evaluation forms are available on our Web site at:

<http://www.ed.ac.uk/~calarks/arks>



PROJECT PARTNERS

Drenthe College

Unitbureau,
Sleedoorn 14,
Postbus 173,
7800 AD,
Emmen,
The Netherlands

Tel: +31 591 618606

Fax: +31 591 641805

Email: broekbfm@dds.nl

Drenthe College is a college of further education which works to promote access to education for a wide range of students, including those without employment and needing basic qualifications and those wishing to prepare for university. Dutch as a second language is an important part of the college's work.

Contact person: Ben van den Broek

Viittakivi International Centre, Hauho, Finland

14700 Hauho,
Finland

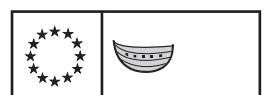
Tel: +358 3 644 8212

Fax: +358 3 644 8222

Email: teija.enoranta@ofw.fi

Viittakivi is an international Folk High School controlled by the Ministry of Education. The centre has been working in adult education since 1951, for tolerance and anti-racism, intercultural understanding and cooperative learning. The programmes include project work, environmental issues, international action, intercultural communication, language studies.

Contact person: Teija Enoranta



Belfast Institute of Further and Higher Education (BIFHE)

Deaf Support Unit,
College Square East,
Belfast, BT1 6DJ,
Northern Ireland

Tel: 01232 265000

Fax: 01232 265001

Email: jhiggins.bifhe@dnet.co.uk

BIFHE is a large college spreading over a campus of about 61, 000 square metres. Courses have been established over the years with industry, the community and other providers. They cover a wide range of topics and are offered at various levels from youth training to higher education. It currently offers around 500 courses leading to qualifications and the community education department offers over 170 courses.

Contact person: Alex Connolly

Town of Tralee Vocational Education Committee

Kerry Education Service,
Adult Education Office,
Moyderwell,
Tralee,
Republic of Ireland

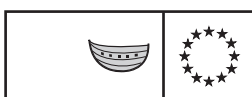
Tel: +353 66 26911/28032

Fax: +353 66 21593

Email: kerraded@iol.ie

This organisation has been responsible for continuation education since 1930 and has been promoting basic education and adult literacy as part of its general programme. Its practice is largely rural and provides an Adult Basic Education service to a wide area.

Contact person: Jenny O'Reilly



Project Partners

2nd Chance to Learn, Edinburgh University Settlement, Scotland

The Old Fire Station,
27 East Norton Place,
Edinburgh EH7 5DR

Tel: + 44 131 661 1788

Fax: +44 131 652 1280

Email: pruepullen@2ctl.org.uk

2nd Chance to Learn is a community based adult education programme run by Edinburgh University Settlement since 1985. It works outreach in areas of urban deprivation to provide marginalised adults with certificated programmes which integrate key educational skills into issues and topics relevant to their lives.

Contact person: Prue Pullen

ANDRAS

Lasnam 50,
Tallinn 11413,
Estonia

Telephone: + 372 2 6380 390

Fax: + 372 2 6380 180

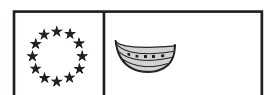
Email: andras@andras.ee

Association of Estonian Adult Educators ANDRAS is a non-governmental organisation established in 1991. As an adult education umbrella organisation, ANDRAS has nearly 80 member organisations providing courses in a variety of fields and for different target groups.

In general, ANDRAS participates actively in forming educational policy and organises different courses, seminars and conferences for all Estonian people. Important fields of activities include research work, and publication of study materials for adults.

LINK: <http://www.andras.ee/>

Contact person: Eve Parnapuu



Escuela de Adultos di Casc Antic

Calle Rec,
27 Bajos,
008003 Barcelona
Spain

Telephone: +34 93 319 7565

Fax: +34 93 268 4952

The Casc Antic Adult School was established in 1982, and it is located in the town's Neighbourhood Association. Hence the school is the first point for integration, mainly for immigrants and also for marginalised groups. Because of this, the Adult School specialises particularly in courses based in social integration through socio-cultural activities. Other specialities include : Spanish courses for immigrants as a first step to social integration; Catalan course (local/immigrant groups); literacy and " New Readers' courses; English as a Foreign Language for local students.

Contact person: Jose Gazquez

Komenius University

University Komenskeho
Pedagogicka Fakulta
Znievska 26
851 06 Bratislava

Telephone: +421 7 63835104

Fax: +421 7 638064

Komenius University is a state organisation of education, training and research. Research and field projects include areas of severe deprivation; the university is responsible for the training of community workers (350 regular students; 500 part-time students)

Contact person: Libor Klenovsky

