

## 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.

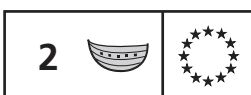
### Who are the packs aimed at?

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** 1997
- **Keys to Information Technology** 1997
- **Keys to Communication** 1998
- **Keys to Numeracy** 1998
- **Keys to Participation** 1999



## How to use the 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.

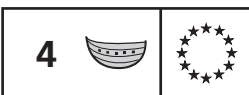
## Evaluation

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>



## Guide for students using this pack

Throughout this pack you will be encouraged to think about when you might need to use the skills in each section. You will be asked how you would tackle a particular problem before being presented with a method. However, if you worked it out a particular way and you got the right answer, stick with your method.

If you find one section too easy, move on. You are not expected to work through the pack from start to finish but rather to look at the sections you feel you need to brush up on.

You can always go back if you have forgotten how to do something.

If, after completing a section you still feel unsure about some aspects or want more practice, ask your tutor to provide further examples and sheets for you to do.

Throughout the pack you are encouraged to estimate, calculate and check your answers.

You are also encouraged to work things out mentally or on paper rather than use a calculator straight away. However, you can use a calculator when you feel it to be necessary. Calculators are useful for checking your answers although there are other methods as well which you will find on the relevant pages.

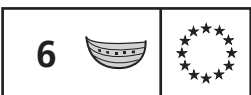
It is important that you enjoy using the pack, have fun and hopefully find many areas where you can use what you have learned in your everyday life.

You can check answers at the end of each section. Even the wrong answers can help you pinpoint where you went wrong and you can learn from your mistakes.

Throughout the pack you will see various symbols indicating how the work should be tackled. Make yourself aware of these symbols before you begin.

### Remember!

You can often learn one skill in one section and then transfer that skill to another section and use it in everyday life.





## ARKS KEYS TO PARTICIPATION

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