



**WIN £100 TOWARDS A COURSE**

**FREE  
MAGAZINE**



# **NEW**HORIZONS

*New courses, new skills, new you*

2006/7

## **WHAT'S STOPPING YOU?**

Time? Money? We can help

## **CVs MADE EASY**

Get the job you really want

## **QUICK READS**

Great books for lapsed readers!



**HOME**



**LIFE**



**MONEY**



**WORK**

department for  
**education and skills**

[www.direct.gov.uk](http://www.direct.gov.uk)

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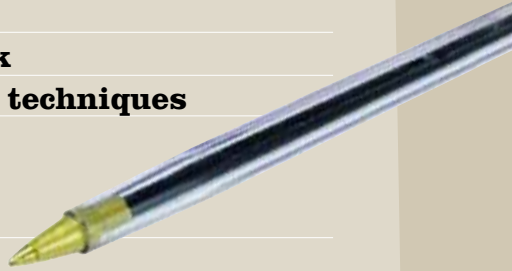
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**£100 TO BE WON!**

Seen inside-back page...

# WELCOME

**Looking for change, a challenge  
or just something different?**

**Need inspiration?**

**Take a trip through New Horizons  
and see what's possible!**

Everyone featured in here has seized an opportunity, moved on and improved both their lives and their future prospects. Some have chosen to change everything, while others have simply developed new skills and interests.

What would suit you best? New Horizons should provide lots of ideas about where you can start.



**There are so many ways to  
get the most out of life and  
build a better future.**

**Find out for yourself – and make  
learning work for (a new) you.**

Find out more about Adult Learners' Week activities at  
[www.alw.org.uk/calendar](http://www.alw.org.uk/calendar)

# QUESTIONS FOR TONY ROBINSON



**Q**

From *Baldrick* to *Time Team* to the *Real Da Vinci Code*, what intrigues you about history and archaeology?

**A** How do you know who you are unless you know where you've come from? I've always been interested in history and for me archaeology is a superb way of bringing history to life.

**Q**

What inspired you to become an actor?

**A** I think it was in my genes. I was one of those irritating children who sang on the bus and recited poetry to the grown ups. What an unpleasant little squit I was.

**Q**

How would you describe your time at school? What's your worst and best memories of school?

**A** I hated school, I hated school work and I hated school dinners. My worst memory was arriving at school in the morning, my best was leaving in the afternoon.

The good thing about this was that I had to do all my learning as an adult when I was far more open to it.

**Q**

What was your relationship like with your teachers? Who did you learn the most from?

**A** The teachers thought I was a noisy, destructive little show off. The only thing I learnt at school were how glaciers change V-shaped valleys into U-shaped ones, and this information has proved incredibly useful to me in my everyday life.

**Q**

You often talk about going back to learning, if you did what would you most like to learn?

**A** A mate told me there are no boring subjects, just boring ways of talking about subjects. I want to learn every single thing there is know in the whole wide world.

**Q**

Who would you most like to learn with or be taught by?

**A** The Sugababes.

**Q**

What's the most significant thing you've learnt as an adult?

**A** Nothing matters quite as much as you think it does.

**Q**

There are so many adults who think that learning's not for them or who dread the thought of taking that step into learning – why should they?

**A** Knowledge is power. If you stay ignorant you're not doing yourself any favours.



## VOLUNTEERING IS GOOD FOR YOU!

Voluntary work offers you a great opportunity to help your local community, boost your confidence, develop new skills and even improve your health!

The Economic and Social Research Council recently surveyed 101 randomly selected district authorities. Their research revealed that those offering the best quality of life showed high levels of informal community action. People in these community-aware regions also enjoyed better health, suffered less crime and even achieved higher grades.

**Your job prospects benefit too:** committed voluntary work experience is an impressive feature on your CV. In fact, more than 70% of employers would rather hire a candidate with volunteering experience than someone who has never volunteered.

**GIVE IT A GO!**

### FOR MORE INFORMATION

[www.do-it.org.uk](http://www.do-it.org.uk) and discover the benefits of volunteering.

**VOLUNTEER TODAY**



### CASE STUDY

#### SHARING DREAMS AND ASPIRATIONS

**Mursel, Ali and Leyla Aktas:**  
Leamington Spa, Warwickshire

Mursel is a 39-year-old Turkish man whose determination to support himself and build a better future for his children keeps him working long hours in a kebab shop. Ali, 19, and Leyla, 18, who joined their father in England eight months ago, work in local factories to help support the family financially. All three are committed to the English for Speakers of a Other Languages (ESOL) programme.

Regular class attendance has significantly boosted their skills and confidence, with Ali making the greatest progress. He's recently gained a first class Pitman Basic English Certificate.

Coming to Britain for a better life, the family shares its dreams and aspirations with friends and other students.

Ali aims to break in to the world of computer programming and Leyla wants to become a medical secretary.

Inspired by their progress, their nominator explains,

**“They are a shining example of how families can successfully work together, encourage one another and achieve great results.”**



hollisphotography.com

**AKTAS FAMILY**

# WHAT'S STOPPING YOU?

So often we find reasons why we can't possibly step outside our comfort zone and get back to learning. So what's your excuse...?

"I haven't got the time."

But that's what everyone says! The truth is, if it's important, you'll find the time. And learning's not like it used to be: nowadays, you can take flexible courses that let you study when and where it suits you. Learn in bite-sized chunks, with support always at hand. **You can do it!**

"I was hopeless at school."

Learning has changed – and so have you. With all the experience you've gained since school, you'll have new insights and lots of experience to bring to your learning. **Learning today can be great fun and very fulfilling.**

"I won't know anyone."

But everyone's in the same boat! And one of the bonuses of attending a class is that you get to meet like-minded people – people who want to change their lives for the better.

**Grab the opportunity!**

Whether you're 19 or 90, returning to learning can be a joy. It keeps you young by introducing you to new ideas, new opportunities and new people – and it keeps your brain working!

"I can't afford it."

You might be surprised to know that many organisations offer low-cost or even free courses. They'll also point you towards help with funding if you need it. **Just ask.**

## STILL GOT AN EXCUSE?

There aren't any excuses good enough to stop you going for your goals.

Learning can make you happier, more confident and better equipped to go for the jobs and opportunities you really want.

**GO FOR IT**

## CASE STUDY

### NO MORE STRUGGLING

**Carla Jane Young:** Age 21, Weston-Super-Mare, Somerset

For Carla, adult learning is a powerful way of taking control of her life and her future. Having been diagnosed with depression, she realised that finding a new positive

direction could help her to overcome her problems and move her life forwards. Carla chose to study Key Skills along with a full-time course in light vehicles, and she is now on target to achieve all her learning goals.

As a single mum of two children, finding time to study is always a challenge, and being the only

woman on the course brought additional difficulties. Nonetheless, her tutor comments, "Carla has always been positive and optimistic about her future. I have seen her confidence grow throughout the course and she will now ask questions and help other members of the group without hesitation."

**"I am aiming for a wonderful future in which I can provide for my family – no more struggling,"** says Carla.



**CARLA JANE YOUNG**



## WHAT ARE SKILLS FOR LIFE?

Skills for Life are the basic skills we all need to get by: they include literacy, numeracy and language (particularly English for Speakers of Other Languages, or ESOL).

**learndirect** centres and local colleges offer free, flexible courses that can help you tackle these subjects and make a real difference to your everyday life. For example, good number and English skills help in the home when balancing your budget, following a recipe, or helping the kids with their homework.

At work, these skills improve your confidence, your performance and your chances of promotion.

Why not find out more about free Skills for Life courses?

Call **learndirect** on 0800 100 900 for details of free courses near you. In Scotland, call the Big Plus on 0808 100 1080



### CHECK IT OUT!

If you'd like to check out your own maths and English skills for yourself you can try out a practice test.

Visit [www.move-on.org.uk](http://www.move-on.org.uk) or [www.dfes.gov.uk/readwriteplus](http://www.dfes.gov.uk/readwriteplus)



### FROM PUNCTUATION TO PERCENTAGES

Have you discovered Skillswise yet? Packed with easy-to-use quizzes, games, factsheets and worksheets, the BBC's interactive website is a fun way to test and brush up your skills.

Visit [www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise)

## CASE STUDY

**Ron Garside:** Union learner

Ron is a cleaner at First Bus Northampton. Initially, Ron was very nervous about getting back to learning, but was persuaded to give it a try by his Union Learning Representative (ULR), Peter Merhtens. As Ron says, "Peter and the other ULRs encouraged me to go to the Learning Centre and asked the tutor to talk me through the courses. This set my mind at rest and I haven't looked back since."

He is now the best attendee and a role model for other learners. "The only qualification I had when I left school was a swimming certificate – I couldn't read or write. Now I'm about to do my first ever exam – the level 1 national test in maths. I want to go on and do my level 1 and 2 exams in literacy."

Ron adds,

**"I'm very grateful for the help and support of my union and the course tutors – it's given me a second chance. I hope my story will encourage others to start learning again." Ron is featured in the TUC film, 'Love Learning'.**

There are a wide range of union learning opportunities available. They include basic skills, National Vocational Qualifications (NVQs) from levels 1 to 4, and professional qualifications. So there's bound to be a course to suit you!

If you're a union member, you can access learning through your workplace ULRs or through the union learning project workers operating from most union offices. Talk to them to find out what might be available in your workplace – or on union premises.

For general information see the TUC Learning Services website [www.learningservices.org.uk](http://www.learningservices.org.uk)

**"The tutors let me work at my own pace and are always there to help me."**

**RON GARSIDE**

## TAKE A LEAF OUT OF TONY'S BOOK



The popularity of Tony Robinson's Time Team series demonstrates our fascination for digging up the past and learning about our amazing heritage. And with great opportunities in Adult Learning, it's easy to become addicted to archaeology!

The Portable Antiquities Scheme (PAS) puts you in direct contact with all the latest exciting discoveries and insights. The scheme is all about sharing experiences and knowledge, not only to aid our understanding but also to encourage good practice and make archaeology more accessible for everyone.

A nationwide scheme, the PAS records the finds made by professional archaeologists. People of all ages and from all walks of life find thousands of archaeological objects each year, and these objects are vital to our understanding of what happened in the past. The scheme's network of Finds Liaison Officers (FLOs) carefully identifies and logs every find.



©PAS

Many adult learners have been inspired by archaeology as a direct result of working with the PAS, meeting their local FLOs and attending events at museums and other venues. Here are the stories of just three of them:

**Cath Whittingham** came into the museum in Scunthorpe one day to enquire about their archaeology section. She found out about the museum's work with the PAS and decided to volunteer to work with Rose Nicholson, Archaeology Assistant, on the museum's Marshall metal detector collection. Cath helps identify the objects and draws them for the records, so her contribution is invaluable. In fact, Cath became so hooked on the past that she left her job as a primary teacher and now works part time as a museum education assistant!

**Jane Clark** is a 38 year-old mother of two who decided to go back to college after having her children. She has recently passed her MA in Artefact Studies at University College London where she was supervised by PAS's Prehistoric and Roman Finds Adviser, Sally Worrell. Jane became so interested in the work of the PAS that she now volunteers with Andrew Richardson, the Finds Liaison Officer in her home county of Kent. She also helps out at Maidstone Museum on a regular basis.

For Jane, it's been a wonderful experience. She says,

**"I have thoroughly enjoyed being an adult learner and would definitely encourage anybody else to do the same."**

**Dave Smith** is a field walker. He loves to be outdoors in North Lincolnshire, searching for prehistoric stone tools and brings his finds to his FLO, Lisa Staves, every week. Dave is an inspiration because he decided to teach himself to draw his archaeological finds. His artistic talent is tremendously valuable because the detail of finds tends to show up poorly in photographs. Dave has produced some fantastic drawings of prehistoric objects that are so good they have been published.



So – what are you waiting for? Why not have a go yourself and come in to meet your FLO? Come along to a Finds Day at your local museum or join a local society. Visit [www.finds.org.uk](http://www.finds.org.uk) (England, Scotland and Wales only) or telephone the PAS team on 020 7323 8618 for more information.

# CRUNCH TIME

## CONGRATULATIONS! – YOU'VE GOT THAT INTERVIEW.

First impressions count, so it's time to shine. Follow these top tips for a successful interview...



3

### STAY CALM

It's natural to feel nervous, but try not to panic. If you feel anxious, take a few deep breaths. It'll slow down your heart rate and help you relax.

4

### DRESS RIGHT

You don't need expensive new clothes, but make sure you are clean, tidy and dressed appropriately for the occasion.

5

### BE PREPARED

A little research of the organisation's website or brochures will help you to understand what the interviewers are looking for. You'll be a step ahead from the start!

1

### BE ON TIME

Public transport isn't always reliable and traffic can be heavy. Aim to be early: you can always find a café or a shop to wait in if you've time to spare.

2

### THINK AHEAD

Take your interviewer's phone number with you and let them know as soon as possible if something happens to make you late.

6

### CONVINCE THEM

You know that you're right for the job, so show them why. Prepare yourself for the 'Why do you want to work here?' question.

7

### ASK A QUESTION

They'll give you a chance to do so, so use it – it shows you're keen. Don't ask about pay or perks though! If you're stuck, 'What training do you offer?' is a good one.

### TELL ME MORE

The Jobcentre Plus website has lots of useful information on job hunting and preparing for interviews at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) (if you live in England, Scotland or Wales) or [www.jobcentreonline.com](http://www.jobcentreonline.com) (if you live in Northern Ireland).

## FIVE DOS AND DON'TS

### DO:

1. walk into the room confidently and introduce yourself
2. be polite and friendly: make eye contact with the interviewer as soon as you enter the room
3. speak clearly
4. answer questions as fully as you can: avoid one-word answers
5. be positive, sell yourself, and get your good points across

### DON'T

1. sit down until you are invited
2. smoke or swear
3. criticise former employers
4. interrupt
5. draw attention to your weaknesses



# CVs MADE EASY

You've completed your course – now go for that job! A good CV is an essential tool in your job-hunting toolkit, so make sure yours stands out from the crowd. CV stands for curriculum vitae, which simply means a summary of your education, qualifications, jobs, skills and qualities.

## SOME BASIC RULES

- Give yourself some time to think about and write your CV: it's got an important job to do – so don't rush.
- Use a computer to write your CV. If you don't have your own, you'll find free or low-cost access at your local library. Or call 0800 77 1234 to find your nearest UK online centre (in Northern Ireland contact EGSA on 0845 602 6632).
- Keep it short. A CV should be no longer than two pages of A4.
- Never lie in a CV. If you're found out, you'll have no chance of that dream job.

## EDUCATION AND TRAINING

- Starting with the most recent, record the subject, grade and date details for all of your academic and vocational qualifications.
- Say which secondary school you attended and when.

## ABOUT YOU

- Start with your name, address, telephone numbers and your email address.
- You don't have to give your age unless you want to.

## A POSITIVE PROFILE

- Give a short overview of who you are and your main skills and qualities relevant to the job you're applying for. Make a positive impression!

## WORK EXPERIENCE

- Starting with your most recent job, give job titles, employer and key responsibilities, and always record your main achievements.
- Not much employment experience? Give details of appropriate voluntary work, unpaid work experience or holiday jobs.

## INTERESTS

- Give a few examples of your interests or hobbies, especially if they are relevant to the job.

## REFEREES

- It's helpful to give the names and contact details of one or two referees. One should be your last employer. If you haven't worked for some time, ask a responsible person to be your referee. This could be the person in charge of the voluntary scheme you worked on, a teacher or your family doctor.

## ADDITIONAL INFORMATION

- This section is optional, but it's useful if there are gaps in your CV history. For example, if you've had children, explain some of the personal qualities that you've developed and the skills you've gained in bringing them up.

# Dear JANE



Need a friendly word of advice?

Our very own agony aunt, Jane, is here to help.



## JOINED-UP THINKING

I left school without many GCSEs. I've been working as a labourer but would like to learn a trade – maybe joinery. What should I do?  
*Afsal, 32*

Most people train as joiners in apprenticeships, but you could also enter the trade by taking a part-time entry-level course such as a City and Guilds in Basic Carpentry and Joinery Skills. Call the Apprenticeships Helpline on **08000 150 600** or the **learndirect** advice line **0800 100 900** or **0808 100 9000** in Scotland to get you on the right track.



## THE BEAUTIFUL GAME

My job's okay, but football is my real passion. I play Sunday League and support my local team. Is there any way of getting a career in the game?  
*Gary, 21*

There are loads of jobs you could consider, even if you don't make it as a pro. All clubs need groundskeepers, coaches, physiotherapists and dieticians, for example. Maybe you could think about an administrative or support role, or try sports journalism or broadcasting: you could be the next Graeme Le Saux!

Start by calling the SkillsActive helpline on **0207 632 2000** – that's dedicated to active, outdoor and sports careers. Also, try volunteering your services at the local sports centre – valuable experience and fulfilling too! Visit **www.skillsactive.com** for more details.

## GET IT

I was made redundant six months ago and I'm having no luck finding a new job. I think some IT knowledge would help me – but where do I start?  
*Sharon, 42*

**You're right;** IT skills are really valued by employers today. But don't worry, even if you're a complete beginner there are courses available just for you. And, when you're ready, you can move onto the main qualifications – European Computer Driving Licence (ECDL) and Computer Literacy and Information Technology (CLAIT). If you're claiming benefits, courses are usually free. Call **learndirect** today to find out more.

The BBC offers a useful introductory course called Webwise – all about using the internet. Visit **www.bbc.co.uk/webwise/course/** for more details.



## CASE STUDY

**Dennis Scott O'Neil:** Age 60, Maryport, Cumbria

Dennis left school without qualifications because he needed to contribute to the family finances. His manual job was steady but unfulfilling.

Later in life, Dennis endured a long spell of unemployment. He decided to return to learning and train for something that motivated and inspired him – a career in community care. He overcame basic skills problems to achieve a Level 2 NVQ in Care, and through the Jobcentre's New Deal initiative became the first male support worker employed by West Cumbria Crossroads, an organisation working for families with vulnerable children and adults.

His nominator applauds Dennis's drive and achievements:

**“Dennis has set a precedent to inspire future male support workers throughout our network.”**

**DENNIS SCOTT O'NEIL**

# learndirect **ADVICE**



## WE CAN HELP!

If impartial information and advice on learning and careers for adults is what you need, then give us a call.

**learndirect** advice offers a free and confidential telephone helpline. It's staffed by friendly advisers with information at their fingertips about 900,000 courses from 7,000 different providers. You can also get useful, down-to-earth information on funding, childcare, career planning and practical jobsearch skills, like writing your CV.

Call **learndirect** advice now on 0800 100 900 (or 0808 100 9000 in Scotland). We're open between 8am and 10pm, seven days a week. Or browse online at [www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk) or [www.learndirectscotland.com](http://www.learndirectscotland.com)

Want to speak to a **learndirect** adviser in your own language?

Lines are open Monday to Friday, 9am to 5pm:

Bengali/Syhetli 0800 093 1444

Farsi 0800 093 1116

French 0800 093 1115

Gujarati 0800 093 1119

Polish 0800 093 1114

Punjabi 0800 093 1333

Somali 0800 093 1555

Urdu 0800 093 1118

Welsh 0800 100 900  
(Welsh speaking **learndirect** helpline open Monday-Friday 9am-9pm and Saturday 9am-12 noon)



## FREEDOM TO LEARN

**learndirect**'s network of learning centres throughout England, Northern Ireland and Wales provides hundreds of courses to suit everyone's needs. No more formal, school-style lessons

or strict timetables: learn the subjects you want to at your own pace, with support at hand whenever you need it.

**learndirect** courses cater for all ability levels and many lead to nationally-recognised qualifications. Some courses are even free! Call 0800 101 901 for more details or visit [www.learndirect.co.uk](http://www.learndirect.co.uk)



# CAREER DEVELOPMENT LOANS



Career Development Loans (CDLs) can help you recover the costs of job-related education and training.

Loans are available for anything between £300 and £8,000 – and you don't have to start repaying them until one month after you finish your course.

CDLs may cover up to 80% of your course fees (or 100% if you've been out of work for three months when you apply) along with any related expenses such as travel, books, childcare or any costs incurred because of disability. Provided your paid work doesn't exceed 30 hours a week, you can even apply for living expenses. That's a terrific deal!

CDLs are available through three high street banks: Barclays, The Co-operative Bank and The Royal Bank of Scotland.

## FOR MORE INFORMATION

In England, Wales and Scotland, call the CDL Information Line on **0800 585 505** from 8am to 8pm, seven days a week.

Or you can visit [www.lifelonglearning.co.uk/cdl](http://www.lifelonglearning.co.uk/cdl)

CDLs are not available in Northern Ireland.



## CASE STUDY

### CREATING CHANGE

**Desi Veeran:** Age 45, Hackney, London

"Despite being in my early thirties with a successful career in the city, I felt dissatisfied. I needed to fulfil my passion for creativity. Adult education gave me the chance to follow my dream and create for a living. After completing a City and Guilds qualification in furniture making, I set up a successful independent business producing one-off commissions in wood, slate, marble, metal and glass," said Desi.

It was at this point that Desi noticed her sight was deteriorating, making furniture production too dangerous. So she returned to Westminster Adult Education to study her developing interest in glass, which she felt could be an alternative business proposition. Desi is now registered blind and, despite her visual difficulties, she creates glass pieces that are, in the words of her nominator, "both tactile and visually stunning".

As a result of her studies, Desi has set up her own creative glass business, exhibited her work and has received commissions to produce pieces. Desi is convinced of the value of lifelong learning:

**"I believe that adult learning not only changes lives but also enriches communities. It opens doors that have previously seemed tightly closed."**



Nick Hayes Photography

**DESI VEERAN**

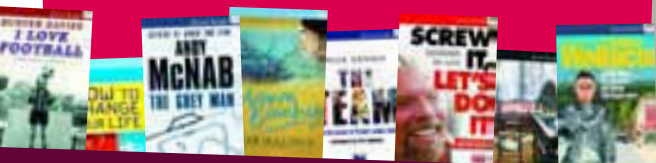


# QUICK READS: GREAT BOOKS FOR LAPSED READERS!

**Are you one of the millions of people in the UK who doesn't read often or who just doesn't have the time to read a book?** If so, the new series called Quick Reads is just for you. Some of the UK's most popular authors have come together in a unique scheme. Writing in their usual styles about their favourite topics, their books are especially short and fast-paced. They are exactly what they say: quick reads.

## About the Books:

**The Team** by football writer Mick Dennis, which tells the real-life stories – on and off the pitch – of eleven people involved in Premier League football. Mick paints a fascinating portrait of the beautiful game.



**Fiction** from Andy McNab, Ruth Rendell, Patrick Augustus, Joanna Trollope, and Minette Walters.

**Screw It, Let's Do It** by world-famous businessman Richard Branson is about the lessons he has learned in life, the importance of self-belief and not letting the disagreement of others hold you back.

**“I've never read a book in my life, but I've read three Quick Reads, I started reading in the day, read all evening, and took the book to bed with me – even though my husband laughed at me for reading a book.”**  
– a parent in a Family Learning Class

**Star Sullivan**, from the hugely popular Maeve Binchy, tells the tale of a young girl who just wants everyone to be happy. But when a new family moves in next-door and she first sees their 23-year-old son everything begins to change.

**Non-fiction** from John Bird (founder of The Big Issue), comedian Danny Wallace, and the Beatles' only authorised biographer: Hunter Davies.

## Exclusive £1 off Special Offer!

These vouchers will entitle the buyer to a £1 discount on the £2.99 price of any Quick Reads title. Just take the voucher below to a participating store, including: Tesco, Asda, Waterstones, WHSmiths, Woolworths, and independent book stores. For a full list visit [www.quickreads.org.uk](http://www.quickreads.org.uk)

**There are 24 Quick Reads released in 2006:** 12 on World Book Day, 2nd March, and 12 on 18th May. You can use your special voucher up to 31st December 2006.

If you would like more information contact the Quick Reads team at the National Institute of Adult Continuing Education (NIACE) or visit the Quick Reads website at [www.quickreads.org.uk](http://www.quickreads.org.uk)  
T: 0116 204 7072 E: [quickreads@niace.org.uk](mailto:quickreads@niace.org.uk)

### Terms & Conditions:

1. This Quick Reads Book Token can only be used at shops selling Quick Reads, and promoting their involvement by displaying Quick Reads 2006 notices.
2. The offer is valid between 2 March 2006 – 31 December 2006.
3. This Quick Reads Book Token cannot be used with any other offer or to buy other book tokens. It cannot be exchanged for cash (although it has a value of 0.1p) or for any other merchandise.
4. These tokens can only be redeemed against single Quick Reads books, not against other books or products, and not against collections of Quick Reads books and CDs, or Quick Reads books and audio tapes.
5. Only one Quick Reads Book Token can be used per transaction.
6. The offer applies only to books in stock.
7. The Quick Reads Book Token cannot be photocopied.
8. This Quick Reads Book Token can only be used at shops selling Quick Reads. You may want to check that the shop accepts the Quick Reads Book Token before you set out to buy a Quick Reads book at a particular shop. Contact a bookseller if you have difficulty in making a visit, it may be possible for books to be sent to you by post if you order them between 2 March 2006 – 31 December 2006, but you may have to pay for delivery.
9. Quick Reads shall not be liable in any way to anyone with a Quick Reads Book Token or any other party for any reimbursement, implied warranty, condition or other term causing any loss or damage whatsoever.
10. Quick Reads is co-ordinated by World Book Day Ltd.

### To the Retailer:

Retailers participating in the Quick Reads 2006 initiative undertake to redeem this QR £1 Book Token against the cost of any Quick Reads book subject to the terms and conditions set out here.



## CASE STUDY

### HELPING EX-OFFENDERS TO HELP THEMSELVES

'John' is not his real name

The Government Green Paper Reducing Re-offending through Skills and Employment puts offender education and training at the centre of rehabilitation. One of the big challenges is how to improve employability through training and help more offenders into jobs.

The Offender Training and Employment Programme has trained and employed more than 200 offenders to date. The scheme works in 15 prisons, and major companies from five industrial sectors take part. Successful trainees on the National Grid scheme begin their training whilst in custody and then have a job (and possibly further training) on release.

This case study shows just how it works.

John, aged 23, was serving his third prison sentence when he applied and was selected for the gas network operative (GNO) training led by National Grid. He soon gained his NVQ GNO level 1 qualification. This involved five weeks classroom-based training and eight weeks work placement with a National Grid contractor. On his release, John moved to a new home and started work in the gas industry.

National Grid supported John as he settled into his new home and new job by providing 24-hour seven-days-a-week mentoring. With this help John opened a bank account, was able to understand and pay council tax, and registered with a doctor. National Grid also supported John when he took driving lessons and passed his test.

John says,

**"I've learnt a new trade and am still learning every day. I can see myself in this career for life. This chance has given me my life back."**

As John's experience shows, ex-offenders receive support from the probation services for a set amount of time after release. They have the access to information, advice, guidance and employment services. Ex-offenders do not necessarily have to declare their criminal conviction depending on what it is, how long it is since they finished serving their sentence, and what kind of job they are applying for.

For further information contact your local probation service.

# TALKING FINANCE

£  
MONEY

If sorting out your finances seems like a numbers nightmare, the Money matters to me website could be just what you need. It's full of practical hints and tips to help you cope with all kinds of financial fixes.

You can find out how to check your change at the supermarket or plan for a major purchase like a new car. Or perhaps you'd like to learn how to draw up a budget – and stick to it.

You might want to look to the future and plan for your pension, or prepare for the costs of college education for the children – or even for yourself!

Developed by NIACE (the body that runs Adult Learners' Week) the site is sponsored by financial services provider Prudential. Find it at [www.moneymatterstome.co.uk](http://www.moneymatterstome.co.uk)

# USE IT OR LOSE IT

LIFE

**It's true: using your brain and keeping it busy really does help you stay healthy.**

It's easy to see how learning helps you to improve your chances in the jobs market, but did you know that an active mind also protects the brain against ageing? Putting the brain through its paces may boost cell connections and could even generate brand new brain cells!

Poor education has been linked to a higher risk of Alzheimer's later in life, perhaps because of a lower lifelong level of mental stimulation. So busying your brain with activities like crosswords, reading, or taking courses will help keep it agile. It could even protect you from wasting diseases like Alzheimer's.

## CASE STUDY

### YOU CAN DO IT!

**Gina Woolhouse:** Age 32, Sheffield, South Yorkshire

Being told that "you are a straight 'A' student" in my secondary school, but having to move schools at the age of 13 and ending up befriending the 'wrong sort' led me into truancy, and eventually to leaving school with just two GCSEs, which was hard for me. I thought I had blown it – and knowing that I could have done better hindered me for years!

Deciding to join the civil service and being accepted on my work experience/background was a huge confidence boost in itself! But, at the age of 29, hearing that I could study for and resit my English GCSE, and that my employer would pay for it, was

absolutely amazing. I gained a 'B', which raised my confidence in my writing skills. It also opened my eyes to the things that I do on a daily basis at work, which I would like to get recognition for.

Next, I successfully completed an e-learning Customer Service Level 2 NVQ. Now I am in the process of doing an e-learning Business Administration Level 2 NVQ. And I'm not stopping – accountancy training is my next challenge.

**“Basically, you are never too old to become a lifelong learner!”**

Just look at me, I have gone from virtually no qualifications to gaining seven grade 'C and above' GCSEs. And, on completion of the Business Administration NVQ, will have the equivalent to 11 GCSEs. I knew I could do it, but never would have achieved this much if I hadn't asked my employer for help. I hope other people get the opportunities I've had – "You never know unless you ask".



**GINA WOOLHOUSE**



# UNLOCK YOUR POTENTIAL!

For two years, Business in the Community has been working with companies and unions to provide suitable learning opportunities for staff at work. Workplace training means staff can improve their skills, build on their confidence and improve their chances of a promotion.

Businesses across the country are now supporting staff as they brush up on essential skills and improve their prospects.

This Skills for Life learner explains how they made huge strides through workplace learning:

**“I would never go to a college but the centre at work means that I have just got my first numeracy qualification and a promotion! I have also been accepted as a school governor.”**

**That's success!**

Skills matter to business. They also matter to individuals as parents and members of the community. Talk to your employer about what workplace learning opportunities they can offer you.

### **FOR MORE INFORMATION**

Visit [www.bitc.org.uk/skillsforlife](http://www.bitc.org.uk/skillsforlife)  
or telephone 020 7566 8739



## LEARNERS' NETWORK.... KEEP IN TOUCH!

National learning body NIACE has organised a special group for adults called "The Learners' Network".

The main purpose of the Network is to build up an enthusiastic alliance of learners across the country, who can swap experiences, give each other advice and support, and find out more to develop their own learning. NIACE are producing a regular newsletter, with learners' stories, competitions, news items and useful learning tips. In time, we hope to arrange local and regional events, where learners can meet up.

It's free to join The Learners' Network – all we ask from members is active interest and support.

Anyone interested in joining should contact Sue Parkins at NIACE on **0116 204 4247** or email [susan.parkins@niace.org.uk](mailto:susan.parkins@niace.org.uk) to ask for a membership form.

[www.alw.org.uk](http://www.alw.org.uk)



# MORE INFORMATION

Find out more about Adult Learners' Week activities at [www.alw.org.uk/calendar](http://www.alw.org.uk/calendar)

You can get more copies of this magazine free from the Department for Education and Skills publication line. Please quote ref ALW 2006.

**phone: 0845 60 222 60**

**fax: 0845 60 333 60**

**minicom: 0845 60 555 60**

**email: [dfes@prolog.uk.com](mailto:dfes@prolog.uk.com)**

This magazine is also available in Welsh. Please quote reference: ALW2006W

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**The European Social Fund aims to improve employability.** It also helps those in work to develop their skills to improve their prospects of remaining in employment. Support is available to help the long-term unemployed, unemployed young people and social groups at risk of exclusion. Assistance is also provided towards the economic and social development of rural areas, areas suffering from rural decline and areas which are under-developed.

Every effort has been made to ensure the accuracy of the information in this magazine. The Department for Education and Skills does not accept responsibility for any errors, or changes which may have happened after publication.



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NIACE – Campaigns and Promotions  
FREEPOST NAT9866  
20 Princess Road West  
LEICESTER  
LE1 7ZR

## PRIZE DRAW

We want to hear about your learning experience. Please spend a little time completing the questionnaire overleaf.

# Win £100

Win £100 towards a course, childcare or materials linked to adult learning.

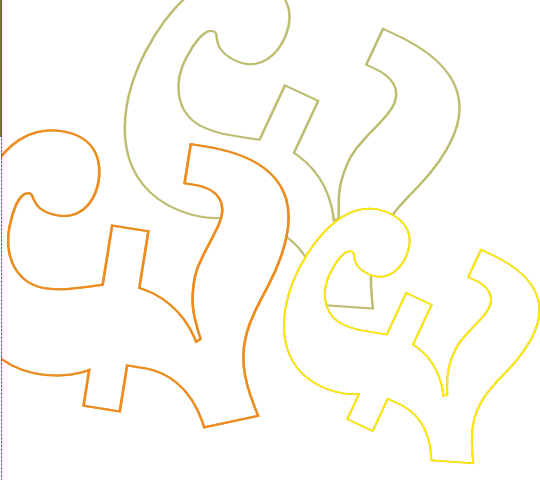
You can also complete this questionnaire and enter the prize draw online at [www.alw.org.uk/2006/reply](http://www.alw.org.uk/2006/reply)

# £100 TO BE WON!

Send back the completed card and we'll enter it into one of two prize draws, taking place on 16 June 2006 and 20 April 2007. Six winners will each receive a learning voucher to the value of £100.

NIACE reserves the right to cancel the draw if the number of replies received is fewer than 250. Winners will be notified two weeks after each draw.

Please spare a few moments to help us improve the information we give.



**1** Where did you get a copy of the New Horizons magazine?  
\_\_\_\_\_

**11** Do you have any other comments about this magazine, Adult Learner's Week or about returning to learning in general?  
\_\_\_\_\_

**2** How useful did you find it?

Very  Fairly  Not Very

**12** How would you describe your ethnic origin?  
\_\_\_\_\_

**3** Have you contacted the **learn**direct advice line?

yes  no   
tried but couldn't get through

**13** Please tell us your age  
\_\_\_\_\_

**4** Did you attend any event during Adult Learners Week?

yes  no

**14** Are you? male  female

**15** Are you registered disabled?

yes  no

**5** Are you currently learning?

yes  no

**16** What is your occupation/employment status?  
\_\_\_\_\_

**6** If yes, what motivated you and what are you learning?  
\_\_\_\_\_

**17** If unemployed, for how long?  
\_\_\_\_\_

**7** What is your highest qualification?  
\_\_\_\_\_

**18** Name, address and daytime telephone number (please provide these details if you would like to be entered into the prize draw)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8** Do you intend to return to learning in the next 12 months?

yes  no  not sure

**9** Have you heard of the European Social Fund?

yes  no

**10** What do you think the European Social Fund does?  
\_\_\_\_\_

Your details are requested solely for the purposes of evaluation and will not be used for any other purpose. If you would be happy to take part in a telephone survey, please tick here . (Please don't forget to tell us your phone number!)