

What is it?

Target Skills: Entry Level Literacy is part of the *Target Skills* suite of resources. This provides an ICT-based initial assessment, a series of ICT learning materials, and a web-based management and tracking system for those delivering the new national curricula in adult literacy and numeracy. The CDs are available as a pack or individually.



The initial assessment assesses learners against the new national standards and curricula, generating a skills profile that forms the basis of a learner's learning programme. *Target Skills* learning materials form part of this learning programme. The programme can be managed and delivered by tutors using the *Target Skills* management system.

Target Skills learning material

All *Target Skills* material is written and mapped to the new core curricula. The learning material is organised in a series of modules.

Activities include animations, interactive slideshows, spreadsheet tables and charts, writing frames, number tools, word and sentence builders, games and self-tests. Integrated tasks give learners the opportunity to combine skills from different curriculum areas.

Who's it for?

Target Skills: Entry Level Literacy supports learners and their tutors in a wide range of adult education contexts, such as FE colleges, community programmes, family programmes, training organisations, in the workplace and prisons.

The levels in the adult literacy and numeracy national standards correspond to the levels in the national qualification framework, and so the standards are broadly equivalent to levels in the national curriculum for schools. So *Target Skills: Entry Level Literacy* is also suitable for use in schools and sixth-form colleges at Key Stage 4 and beyond.

What does it contain?

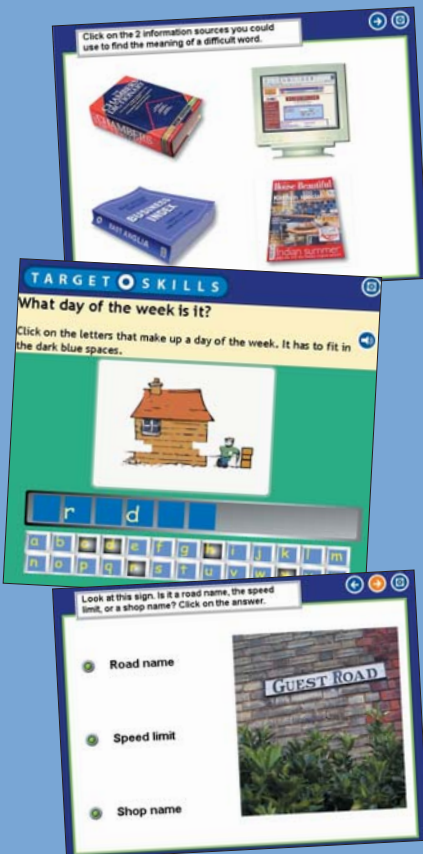
Target Skills: Entry Level Literacy provides a wide range of multimedia learning materials for reading and writing at text, sentence and word level at Entry level of the new curriculum.

Topics include:

- the alphabet, letters and sounds, full stops and capital letters and simple texts at Entry 1
- common words, adjectives and punctuation at Entry 2
- silent letters, verbs and skimming and scanning at Entry 3.

	Text	Sentence	Word	Integrated tasks
E1	▼	▼	▼	▼
E2	▼	▼	▼	▼
E3	▼	▼	▼	▼

CD menu



Each module has three elements:

- Find out more – learning material that explains a new skill
- Try it out – a chance for learners to practise what they've learnt
- Check your skills – a short test that confirms learners' learning.

How do I use it?

The skills covered in *Target Skills: Entry Level Literacy* underpin broader text-level reading and writing activities. It is best used as part of a wider learning programme, as its resources complement other methods of teaching and learning. In particular, it provides materials that learners can work through at their own pace and with various levels of support, which allows tutors to focus their time on support rather than on marking.

Here is an example of how *Target Skills: Entry Level Literacy* fits into an individual learning plan:

Course Title: Family Literacy – for parents/carers of children in reception class at Woodside School	
<p>Individual Learning Plan for: Angela Morris (Weeks 2–5)</p> <p>Targets</p> <ul style="list-style-type: none"> ● Learn and use reading & writing skills listed ● Complete Entry 2 Writing and take end test ● Improve written and oral communication with school – teachers and non-teaching staff. 	<p>Initial Assessment:</p> <p>Angela has achieved Reading – Entry 2, Writing – Entry 1.</p>
<p>Skills and Knowledge areas to be covered</p> <p>Reading – text/sentence/word focus (E3):</p> <ul style="list-style-type: none"> ● Understand and use organisational features to locate information ● Use punctuation and capitalisation to aid understanding ● Recognise and understand key specialist words <p>Writing – text/sentence/word focus (E2):</p> <ul style="list-style-type: none"> ● Write for different audiences, using a paragraph and including personal details correctly (E2 Text) ● Write in complete sentences using basic punctuation and capitalisation correctly (E2 Sentence) ● Spell common and key words correctly, use independent spelling strategies (E2 Word) 	<p>Activities and Things to use</p> <ul style="list-style-type: none"> ● Sort texts into different categories e.g. letter from school, leaflet about vaccination, in advertising e.g. different CDs/books to help children with learning. Skimming module in Target Skills ● Go through the module Different Texts in Target Skills Reading & Writing ● Match diagrams to text from a paired reading leaflet ● Use a writing frame to compose a short letter to the school, using complete sentences and correct punctuation. Target Skills: do the Punctuation module with this ● Put in missing key words from a gapped passage about paired reading (Use The New Reading Disc) ● If you have time, go through the Proofreading module in Target Skills

The CD can be accessed in two ways:

- standalone – all CD resources (assessment, materials) can be accessed and an end-of-session learning record is generated
- with the management system – resources can be tailored for the individual; all work, including the assessment, is tracked and stored on the web site.

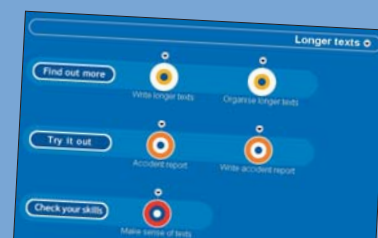
What else is available?

Other discs in the *Target Skills* suite include:

- *Target Skills: Initial Assessment*
- *Target Skills: Entry Level Numeracy*
- *Target Skills: Level 1 Literacy*
- *Target Skills: Level 1 Numeracy*

How can I find out more?

You can find out more about *Target Skills* and see some of the material and details of prices at <http://www.targetskills.net>; or call CTAD's sales team on (01223) 470480.



What equipment is needed to run it?

Multimedia computer

- PC or laptop, Pentium® II or better (MMX recommended)
- 50 Mb of free disc space
- 64 Mb RAM
- Sound card
- CD drive (12 speed recommended)
- SVGA monitor min. 800 × 600, 16-bit colour
- Microphone
- Headphones or speakers
- Printer
- Keyboard and mouse

Software

- Windows® 98, WindowsNT® 4 or higher
- Level 4 browser (Internet Explorer 4 comes with Windows® 98, but later versions are preferable)
- E-mail and Internet access (either a modem or via college network – modem recommended, minimum 56 kbps)

Note: A connection to the Internet is required for some activities and to access the *Target Skills* web site. The higher the machine specification, the better the program will run.

Target Skills has been designed to run on a network. For more information contact CTAD.

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