

What is it?

Target Skills: Level 1 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: Level 1 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: Level 1 Literacy* is also suitable for use in schools and sixth-form colleges at Key Stage 4 and beyond.

What does it contain?

Target Skills: Level 1 Literacy covers reading and writing at text, sentence and word level, as well as speaking and listening, at level 1.

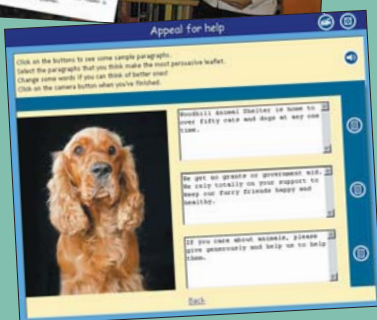
Topics include:

- persuasive descriptions
- longer sentences
- apostrophes
- word-building.

At level 1, integrated tasks can also provide portfolio evidence for Level 1 Key Skills.



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: Level 1 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: Level 1 Literacy* fits into an individual learning plan:

Course Title: <i>Getting Ready for the Test</i>	
Individual Learning Plan for: Julie Joseph Targets <ul style="list-style-type: none"> ● Practise using the dictionary, encyclopaedia, Google search engine ● Work on prefixes and suffixes ● Writing ● Be ready for the Level 1 Literacy Test 	Initial Assessment: <i>Target Skills:</i>
	Julie has achieved Reading – Level 1, Writing – Entry 3.
	<i>Tutor assessment:</i> Julie to review Rw 1 & 3
Skills and Knowledge areas to be covered	Activities and Things to use
Reading – word focus (L1): <ul style="list-style-type: none"> ● Use reference material to find the meaning of unfamiliar words ● Recognise and understand an increasing range of vocabulary Writing – text/sentence/word focus (L1): <ul style="list-style-type: none"> ● Write in complete sentences (L1 Sentence) ● Punctuate sentences correctly (L1 Sentence) ● Plan and draft writing (L1 Text 1–4) 	Reading <ul style="list-style-type: none"> ● Use worksheet 24 to add prefixes and suffixes to root words. Go through Learn about prefixes and suffixes module in Target Skills ● Find words to do with your class assignment (climate change) in the dictionary. Go on the WWW and use Google to find a web site about tidal waves. Use the Target Skills module Review a web site ● Read <i>The Half Brothers</i> (Livewire) Writing <ul style="list-style-type: none"> ● Work on Planning and Writing (Target Skills module). E-mail results to me. Then go on to the Longer Sentences module. ● Practise completing the Test results sheet (attached). ● 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 Literacy*
- *Target Skills: Entry Level Numeracy*
- *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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