

NALA is committed to making sure people with literacy and numeracy difficulties can fully take part in society and have access to learning opportunities that meet their needs.

Annual Report 2007



National Adult Literacy Agency
Áisíneacht Náisiúnta Litearthachta do Aosaigh

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Foreword

This has been a very eventful year for us here at NALA. It has been a year of change, development and improvement. One of the most dramatic developments has been the launch of our new strategic plan which will take us in a fresh direction through to 2010. NALA's primary focus will now be on research and advocacy work, as we move away from tutor training and the delivery of support materials.

It has also been an eventful year for literacy, with three major National Policies being launched in the first quarter of 2007. The National Development Plan 2007-2016 (NDP), the National Action Plan for Social Inclusion 2007-2016 (NAPS Inc), and the National Skills Strategy *Tomorrow's Skills* (March 2007).

NALA welcomed the following commitments to adult literacy:

NDP:

- €2.2 billion for the further education sub-programme with priorities on addressing low literacy levels in the adult population and the large number who have not completed upper secondary;
- reducing the numbers of children with serious literacy difficulties in primary schools in disadvantaged areas by half, from 30% to 15%; and
- addressing low qualification levels in the workforce.

NAPS Inc:

- reduce the numbers of adults with restricted literacy to between 10% and 15% by 2016 (as against the 25% identified in the International Adult Literacy Survey, 1997).

National Skills Strategy:

- 320,000 current workers to gain qualifications above level 3 by 2020. This strategy estimates a yearly cost of €153 million.

NALA is however concerned that the absence of a concerted strategy and implementation plan will hinder the achievement of these commendable goals. NALA gave particular focus to this issue for the General Election last May. Unfortunately, due to a lack of response from the Government, we are still campaigning for this action today.

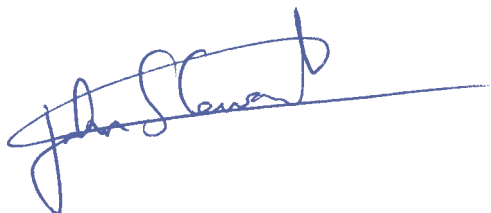
In 2007, there were also significant developments in the area of distance education. NALA agreed its quality assurance with FETAC, who subsequently validated programmes, leading to 9 awards at the new Level 2. In addition, NALA's most ambitious TV project to date was developed. Entitled '*Written Off?*', the series documents a diverse group of adults addressing their literacy issues through a unique learning programme. Remarkably, all 11 learners completed the course and submitted for the new FETAC accreditation awards at Level 2. We hope this series will motivate viewers to return to learning, particularly in the area of adult literacy.

Television played an important part in NALA's awareness raising last year, with the launch of the first Irish TV advertising campaign for adult literacy. This advertising campaign was researched, developed and funded by An Post in association with NALA. Response to the adverts was huge and the NALA freephone received nearly 4000 calls during the 6 weeks of broadcast. This is more than it received in total for the rest of the year.

2007 has also seen NALA update its look, logo and branding and to compliment this we are also updating our website.

Unfortunately, 2007 saw Mairin Kelly, one of NALA's first employees, retire from the agency after 25 years. Tommy Byrne, Claire O'Riordan and Tanya Murphy also left during the year to continue their careers elsewhere. I would like to wish them all the best and thank them for their contribution. Fortunately, NALA were able to recruit able replacements. Kerry Lawless (Research Manager), Tina Bryne (Research Officer), Eilis Mernagh (Office Manager), Clare McNally (Public Relations Officer), Elizabeth Wilson (Workplace Basic Education Co-ordinator) and Gráinne Fitzpatrick (administration) have brought an impressive set of skills and enthusiasm to the agency.

On their behalf and all staff members, I would like to thank Chairperson Michael Power and the rest of the National Executive for their support and guidance. We share their vision to ensure people with literacy and numeracy difficulties can fully engage in Irish society and access learning opportunities that meet their needs.



John Stewart
National Adult Literacy
Co-ordinator and Acting Director

What is the National Adult Literacy Agency?

The National Adult Literacy Agency (NALA) is an independent membership organisation. It has been a leading campaigning and lobbying force since it was set up in 1980.

How we define literacy

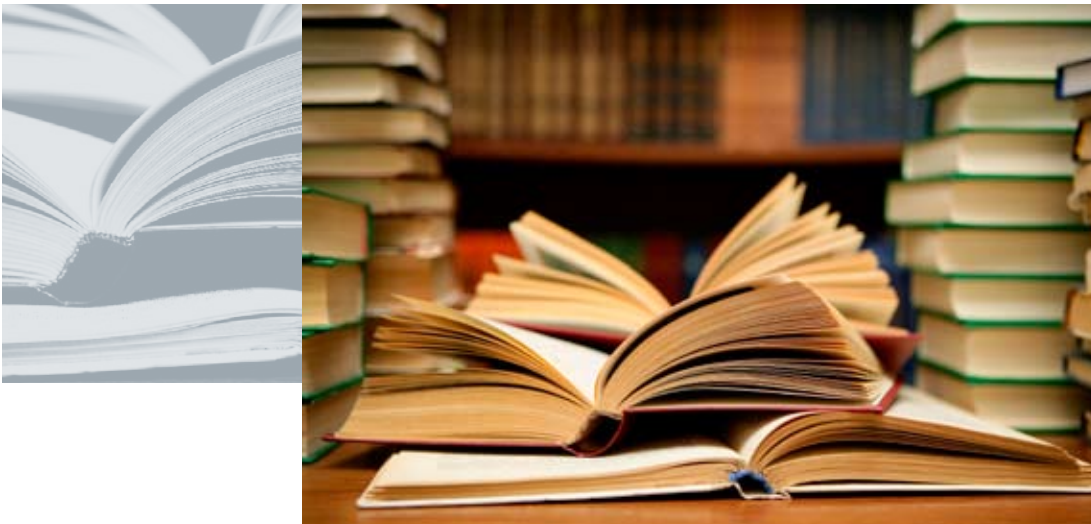
Literacy involves listening and speaking, reading, writing, numeracy and using everyday technology to communicate and handle information. But it includes more than the technical skills of communication: it also has personal, social and economic dimensions.

Literacy increases the opportunity for individuals and communities to reflect on their situation, explore new possibilities and initiate change.

What we do

Since 1980, we have been involved with training, policy making, national co-ordination, research and innovation. Since 2007, we have shifted our focus to four main areas of activity:

- ▶ **Developing policy**
Developing and proposing appropriate policies for adult literacy.
- ▶ **Advocacy**
Arguing for appropriate responses to the needs and rights of adults with literacy and numeracy difficulties and further strengthening our ability to affect public opinion and Government policy.
- ▶ **Research**
Commissioning or conducting research into key literacy topics. Creating opportunities to share research findings, promote effective practice and policy and stay up to date with important research conducted by others.
- ▶ **Offering advisory services**
Providing advice on a professional basis to organisations on how they can address literacy issues through their policies, procedures and activities.



Structure and funding

NALA membership is open to all people and organisations interested and involved in adult literacy development. At our Annual General Meeting, members elect an Executive Committee, which makes sure that our aims are put into practice. The Executive Committee includes students and tutors, Adult Literacy Organisers and people involved in adult and further education and training.

NALA is a registered company with limited and charitable status. We receive a grant from the Department of Education and Science (DES) that enables us to staff national and regional offices. The DES also fund specific research and development work together with other Government departments, FÁS and other state bodies, the European Union and the private sector.

Our objectives

We seek to make our vision a reality by pursuing five objectives.

1. Secure the support of policy makers and politicians for providing increased resources to adult literacy and numeracy services
2. Make it easier for more adults to develop their literacy and numeracy through education and training programmes
3. Make approaches to teaching and learning more effective
4. Persuade organisations to be fully accessible to people with literacy and numeracy difficulties
5. Strengthen NALA's effectiveness as an organisation

26th NALA Annual General Meeting

NALA's 26th Annual General Meeting took place on Saturday 31st March 2007 at the Irish Financial Services Centre, (IFSC), Mayor Street, Dublin 1

Chairperson's Address

The Chairperson of NALA, Frances Ward, welcomed the members to the meeting and outlined the proceedings for the morning.

Frances said that the Annual General Meeting was a very important part of the structure of NALA. It gives members the opportunity to hear about the work of the Agency throughout the year and contribute to the debate on adult literacy issues. Frances added we were honoured that the Minister of State at the Department of Education and Science, Sean Haughey was going to launch the new Strategic Plan 2007-2010.

Finally Frances thanked the fellow members of the Executive Committee for all their support during her time as Chair.

Launch of NALA's Strategic Plan 2007-2010

The Minister of State at the Department of Education and Science, Mr Sean Haughey, T.D. then officially launched NALA's Strategic Plan for the next three years.

Minutes – AGM 2006

Anne Gannon, Honorary Secretary, presented the minutes of the 2006 AGM to the meeting. They were adopted and there were no matters arising.

Financial Report

Joan Butler, Honorary Treasurer, presented the 2006 audited accounts. They were adopted.

Overview of the work of NALA during 2006 and key priorities for 2007

NALA Director, Inez Bailey then gave an overview of the work of NALA over the last year and set out the Strategic Plan for the period 2007-2010.

NALA's vision is that Ireland becomes a place where adults with literacy and numeracy difficulties can:

- ▶ take part fully in society;
- ▶ improve their literacy and numeracy skills; and
- ▶ direct their own learning.

We want NALA to be an organisation which:

- ▶ is valued by students, policy makers and providers as an independent, expert resource.
- ▶ has a leading role to play in research on, innovation in and critical dialogue about adult literacy and numeracy, nationally and internationally.
- ▶ is recognised as being central to improving how the needs of people with literacy difficulties are met.

Strategies to achieve our mission will focus on:

- ▶ Advocacy
- ▶ Partnership
- ▶ Research
- ▶ Voice

Election of Standing Orders Committee

A Standing Orders Committee was appointed and as the number of people going forward for election did not exceed the number of places, there was no ballot. The following were introduced and elected on the NALA Executive Committee.

- **Introduction of new officers to the Executive Committee**
 - Celia Rafferty introduced Michael Power as the new Chairperson (proposed by Celia Rafferty and seconded by Frances Ward).
 - Frances Ward introduced Gretta Vaughan as the new Vice-Chairperson (proposed by Dorothy Brislane and seconded by Eithne Cunneen).

- **Introduction of candidates for ordinary members of the committee.**
 - Marian O'Reilly was introduced by Marie Headon (proposed by Germaine Cahill and seconded by Marie Headon).
 - Helen Walsh was introduced by Rose Brownen (proposed by Rose Brownen and seconded by Mary Power)
 - Laureen Leslie was introduced by Mary Power (proposed by Mary Power and seconded by Rose Brownen).
 - Cllr Eddie Staunton was introduced by Séan Staunton (proposed by Séan Staunton and seconded by Cllr Mary Kelly).

- **Resolutions and Amendments**
 - There were no resolutions or amendments tabled.

Frances Ward as the outgoing chairperson thanked members for their support on behalf of the Executive Committee and welcomed Michael Power. She also thanked the NALA staff for all their hard work and commitment during the year.

Objective 1

Secure the support of policy makers and politicians for providing increased resources to adult literacy and numeracy services

1

increased
resources

Policy focus

NALA has actively advocated for increased resources to address adult literacy issues. 2007 was an election year and the messages NALA prioritised were:

- ▶ **A new national adult literacy strategy**
A refreshed National Adult Literacy Programme to facilitate development and expansion.
- ▶ **Paid Learning Leave**
Paid educational leave entitlement for employees with less than a Level 4 qualification wishing to improve their literacy and numeracy.
- ▶ **A clear policy on English for speakers of other languages or ESOL**
English services to meet the needs of migrant workers as well as asylum seekers and refugees, especially those with less than Level 4 qualifications and dedicated resources to ESOL service provision of €10 million separate to current adult literacy budgets.

These issues were promoted in meetings with the Minister of State with responsibility for Adult Education and Lifelong Learning and the Department of Education and Science and the Department of Education, Training and Employment. Discussions also focused on the rationale, appropriateness and measurement of the national target as set out in the *National Anti-Poverty Strategy 2007-2016*.

NALA actively participated in Social Partnership structures through the community platform to ensure that the commitments in *Towards 2016*, the *National Development Plan* and the *National Skills Strategy* were being progressed.

NALA produced several policy papers including policies on membership, paid learning leave, integrating literacy and health literacy.

A submission to the OECD review of the Public Service, focused on literacy proofing public service policies and practices, plain English and integrating literacy into all public funded education and training programmes.



NALA also contributed to national advisory groups for the Adult Education Guidance Initiative, Community Platform, IDS, Intensive Tuition in Adult Basic Education (ITABE), FÁS, Workplace Basic Education (WBE) and Central Statistics Office (CSO).

This policy and advocacy work has contributed, with the work of other stakeholders, to increases in budgets and participation in adult literacy. There were 40,000 learners availing of VEC adult literacy services¹ in 2007. Nearly 13,000 of these learners are getting tuition in English - English for speakers of other languages (ESOL). The budget in 2007 was €30 million.

Research

One of the key building blocks of this strategic objective is to complete research into the type and scale of resources needed to provide enough effective tuition for all those identified with literacy and numeracy difficulties. For NALA to secure adequate funding for literacy initiatives into the future it will be essential that we are in the position to provide evidence of the value of this investment in terms of economic and social outcomes.



¹ DES Adult Literacy Returns December 2006

Objective 2

Make it easier for more adults to develop their literacy and numeracy through education and training programmes

2

make it
easier

NALA literacy awareness campaigns and public relations

2007 was another successful year for raising awareness of the benefits of learning to adults with literacy and numeracy difficulties, and highlighting the size and complexity of the adult literacy issue in Ireland. In total there were 40 national, 90 regional and 8 magazine articles on literacy. These ranged from interviews with literacy students and NALA staff, features on literacy and coverage of press releases and campaigns. There were an additional 54 mentions of NALA and literacy services in other press articles.

Broadcast media was also very popular throughout the year with students and staff conducting over 30 national and regional radio interviews and 7 television interviews for RTE and TV3.

National Literacy Awareness Week (NALAW)

A significant proportion of media comment was generated during NALAW which ran from the 24th to the 28th of September. The theme for 2007 was 'the benefits of learning' and the aim was to inform individuals about the benefits of improving their literacy and to encourage them to return to learning. During the week, literacy students spoke extensively about the benefits of returning to learning and their input was invaluable in helping to bring to life the issue of literacy difficulties in Ireland. Ireland AM, The Tubridy Show, The Afternoon Show, RTE News, TG4 Nuacht and TV3 News all featured interviews with students and NALA staff. The 1 in 4² statistic was also mentioned in all the national radio stations.

Many adult literacy services around the country contributed to NALAW by holding open days, issuing press releases and giving regional radio and newspaper interviews. NALA assisted this activity by circulating posters and leaflets and providing sample press releases and commonly asked questions and answers to help when drumming-up local publicity.



2 1997 Government Publications, Dublin, Ireland



New TV advertising campaign

At the launch of National Adult Literacy Awareness Week NALA announced a new TV awareness campaign about adult literacy in Ireland. This advertising campaign was researched, developed and funded by An Post in association with NALA. The advertisements profile three individuals (a train driver, a mother and a hairdresser) who have addressed their literacy difficulty and it aims to encourage others with literacy and numeracy difficulties to take the first step by contacting the NALA freephone support line. So far, NALA has received over 4,000 calls since the advertisements were first aired. The calls are mainly from people enquiring about services but also those who wish to volunteer their services as tutors. An Post has also aired the TV advertisements in cinemas nationwide and has recently produced two new radio advertisements as part of the campaign.

Family literacy day

In May, the National Adult Literacy Agency held a Family Literacy Day at the National College of Ireland. This is one of a number of initiatives by NALA to provide practical solutions to improve literacy levels. The aim of the day was to raise awareness of family literacy in Ireland and to highlight to all members of the family that learning at home can be enjoyable. During the day workshops were held on a range of topics:

- ▶ family learning activities;
- ▶ FETAC modules in family learning;
- ▶ health literacy and family learning;
- ▶ learning to learn; and
- ▶ numeracy sacks.

Family literacy fun days

In July and September two family literacy fun days were funded by the Starbucks company and preparatory work included literacy awareness training with Starbucks staff. The days, which were based on Storysacks, were held at An Cosan in West Tallaght and Warrenmount Community Education Centre, Dublin 8. In both centres the fun days led to further work in family literacy.

Research

A key component of this objective is to conduct both desk and empirical research into reducing known barriers to engaging in adult literacy and exploring effective strategies to overcome them.

In December 2007 NALA secured funding from Age & Opportunity to conduct a qualitative study with older learners. The overall aim of the study is to explore coping strategies that older people identify as most effective in dealing with literacy and numeracy problems and the impact on their lives when these strategies collapse or breakdown.

Integrating literacy into further education and vocational training

NALA's work on 'integrating literacy' is about encouraging all education and training providers to use systems and procedures that take account of literacy issues. The aim is to ensure that no-one is excluded from education and training programmes on the basis of literacy issues alone and that everyone can take part in education and training that suits their interests, talents and goals.

Accredited training for instructors and tutors

During 2007, NALA cooperated with the Adult and Continuing Education Department of NUI Maynooth (NUIM) in providing the NUIM Certificate Course in Integrating Literacy. The course is for vocational trainers and teachers, and for literacy tutors who work as part of a staff team in further education and training centres. It aims to develop the knowledge and skills necessary to build literacy development into other subjects and courses.

NALA and FÁS Community Services, collaborated with NUIM to provide courses in Limerick, Dublin and Cork, with a total of 58 participants. These included instructors and tutors from FÁS Community Training Centres, coordinators and tutors from FÁS Local Training Initiatives, and supervisors of FÁS Community Employment projects.

The VEC in Co Galway, Galway City and Donegal also provided the course in 2007, with a total of 66 participants. Three of the VEC-organised courses - in Ballinasloe, Oughterard, and Letterkenny - were completed in 2007, and the Galway City course will be completed in early 2008. Participants were from Youthreach Centres, Senior Traveller Training Centres, Vocational Education and Training Opportunities Scheme, and literacy and ESOL programmes (English for Speakers of Other Languages).

NALA/NUI Maynooth seminar day

In January, 140 people attended the NALA-NUIM Seminar Day for graduates of the Integrating Literacy Course. The keynote speaker was Dr Thomas G Sticht, an internationally-renowned literacy researcher. The theme of his talk was 'Integrating Literacy Works!' It included a review of international research and experience, showing that literacy skills are best developed at the same time as, and as part of, developing other knowledge and skills. The Seminar Day included workshops at which graduates from the course shared their experience of using the integrated approach to literacy in their work.

NALA Seminars for policymakers

NALA organised two seminars for policymakers on integrating literacy, both addressed by Dr Sticht, attended by a total of 44 invited participants. The seminars were held in January and in November. Participants represented the Department of Education and Science, (DES) the Department of Enterprise, Trade and Employment, (DETE), the Irish Business and Employers Confederation, the Irish Confederation of Trade Unions, FÁS, Skillnets, the Irish Vocational Education Association, Teagasc, Youthreach, Traveller Education Centres, the Adult Literacy Organisers Association, and the Defence Forces. The November seminar followed the publication of the National Skills Strategy which endorsed a policy to 'embed' literacy support into all publicly-funded education and training.³



³ "Tomorrow's Skills: 5th Report of the Expert Group on Future Skills" April 2007 Forfas: Dublin

NALA / FÁS Community Services Literacy Strategy

In 2007, NALA cooperated with FÁS Community Services on a number of initiatives:

▶ **Regional seminars for Community Training Centres**

In May and June, NALA and FÁS organised 4 regional seminars for FÁS Community Training Centres. CTC managers, vocational instructors, literacy tutors and administration staff attended the seminars, representing 41 CTCs. The seminars were addressed by speakers from the National Research and Development Consortium for literacy and numeracy (NRDC), England. The NRDC speakers - Roz Ivanic, Helen Casey, Sue Grief, and Jan Eldred - presented the main outcomes of NRDC research into 'embedding literacy' in vocational training and education programmes. The CTC seminars were also addressed by Kathleen Cramer from Newbridge Community Training Centre, and by Fionnuala Anderson and Fran Fitzgibbon from FÁS Community Services national management. NALA is grateful to all who took part in the seminars, as presenters and as participants. We would particularly like to thank the NRDC speakers for their generous contribution of time and energy which helped make the seminars a success.

▶ **Consultative seminars for Local Training Initiatives**

A total of 87 participants took part in four regional seminars organised by FÁS Community Services and NALA for FÁS Local Training Initiatives (LTIs). The participants were coordinators and assistant coordinators of LTIs, and FÁS Community Development Officers. The seminars aimed to introduce participants to the integrated approach to literacy in training, and to consult with them on the development of a literacy support pack for LTI's. Speakers included Blathnaid Ni Chinneide (NALA), Regina Higgins (FÁS Community Services), and Dr Liz McSkeane (literacy consultant). Each seminar included a presentation by a practitioner who had completed the NUIM Integrating Literacy course, showing how they were putting the approach into practice. The practitioner-presenters were Anne Maria Heskin, Liz Walsh, Donna Kearney, and Tara Byrne.

- ▶ **Literacy Support Pack for LTIs**
The participants at the LTI seminars contributed views on the proposed contents of a literacy support pack for LTIs. NALA and FÁS Community Services will finalise the support pack in early 2008.

- ▶ **CTC and LTI participation in national literacy initiatives**
FÁS CTCs and LTIs contributed to a number of national literacy initiatives in 2007. For example:
 - ▶ Carlow CTC is represented on NALA's Student Sub-committee.
 - ▶ Exchange House LTI and a number of CTCs contributed to the research project on curriculum by providing case studies on integrated curriculum development.
 - ▶ Newbridge CTC was shortlisted for the NALA-EBS ACE Award, producing a report on the effectiveness of integrating literacy and numeracy on a whole-centre model

Literacy Guidelines for FÁS Employment Services

NALA cooperated with FÁS Social Inclusion and with FÁS Employment Services to pilot and finalise the draft "Guidelines for Good Practice in Employment Services: Literacy".

A total of 22 employment Services Officers participated the pilot.

Youthreach

NALA took part in the work of the ad-hoc group on literacy in the Youthreach programme. The group developed recommendations on that topic for consideration by the Department of Education and Science.



Copping On programme

In 2007 NALA, in cooperation with Deirdre Bigley, the national coordinator of the Youthreach 'Copping On' programme produced a set of literacy guidelines and resource materials for the programme.

Workplace Basic Education

Paid Learning Leave

In 2007 NALA developed a position paper on Paid Learning Leave. It was agreed that it is essential that people with low or no qualifications should be able to develop their skills. In order to facilitate this known barriers to returning to education should be reduced as much as possible. As such NALA proposed the paid release of workers with less than a Level 4 qualification⁴ who wished to develop their literacy and numeracy skills. This policy aims to remove time and financial issues for people already trying to maintain their work life balance and also return to education.

NALA has already been gathering international evidence and in 2008 we hope to strengthen this with research from an Irish perspective. We will then be in a position to launch a major campaign to secure the right to paid learning leave.

Apprenticeships

In 2007 NALA concluded a project looking at developing a tool which can be used by tutors delivering apprenticeships to identify literacy and numeracy issues early on in the course. The aim is to identify needs as early as possible so support mechanisms can be put in place allowing more apprentices to be successful in their course.

An induction pack, which incorporates literacy and numeracy has been developed alongside a detailed report. In 2008 we will be working with FÁS to develop a full scale pilot of the tool and support mechanisms.



⁴ Level 4 is equal to a Junior Cert or equivalent qualification



Skills for Work

In November 2007 the highly successful Skills for Work pilot, which was funded by the Workplace Basic Education Fund (WBEF), came to an end. The innovative pilot which started in 2005 used a brokerage model to engage individuals and employers in work-place basic education courses. During the life of the project coordinators across Ireland engaged with thousands of individuals. The findings from the independent evaluation of the pilot can be found on the NALA website.

NALA's role in the pilot was to manage the work of 6 of the coordinators as well as being a member of the work-place basic education fund. Now the pilot has finished, FÁS will continue to administer the fund and explore how best to role out the brokerage model nationally. In 2008 NALA will continue to sit on the steering committee.

Distance Education

New TV series

Work began on NALA's latest distance education project, in 2007. After extensive consultation with stakeholders a title of *Written Off?* was agreed.

This project consists of four elements:

- ▶ 8 episodes of the *Written Off?* TV series to be broadcast on RTÉ 1 from May 2008 onwards;
- ▶ a reconfigured freephone tutor support line available on 1800 20 20 65;
- ▶ print materials to support independent learning; and
- ▶ a website and learning portal.

This initiative aims to build on the success of the *Read Write Now* and *The Really Useful Guide to Words and Numbers* series. However, *Written Off?* does not contain any direct instruction and is intended to motivate adults to return to education. The format of the new series is a documentary that follows the engagement and progress of 11 students in an intensive 8-weekend learning course. Viewers will be encouraged to call the freephone number to find out about options available to them. Viewers also have the option of using the Freephone support service to engage independently with a tailored learning programme that best suits their needs and circumstance. A further aspect of this service is that independent learners will also have the option of working towards an accredited award at Level 2.

Written Off? was conceived following consultation with Animo, a TV production company selected following interviews with a number of companies in 2006. The project is funded by the Broadcasting Commission of Ireland's (BCI) Sound and Vision Scheme, RTÉ and the Department of Education and Science.

The TV series was shot over 8 weekends from September 29th to December 2nd 2007. Eleven students were selected and assessed for suitability by the Course Co-ordinator, an experienced literacy practitioner and previous Adult Literacy Organiser. The intensive 8-weekend course was aimed at supporting students in achieving a Level 2 qualification. All 11 students completed the course and submitted assessment portfolios. NALA expect the Internal Verification and External Authentication processes to be complete by the end of January 2008.

The print, web and promotional aspects of *Written Off?* are currently in development and will be in place before the first broadcast in May 2008.

During filming, a Media Advisory Group met regularly to guide the work of the project. This group includes two literacy students and has representatives from:

- ▶ the Department of Education and Science (DES);
- ▶ RTÉ;
- ▶ Chief Executive Officers' Association (CEOA);
- ▶ Irish Vocational Education Association (IVEA);
- ▶ Adult Education Organisers' Association (AEOA);
- ▶ Adult Literacy Organisers' Association (ALOA); and
- ▶ NALA.



Objective 3

Make approaches to teaching and learning more effective

3

more
effective

Curriculum development

Curriculum development was a major focus of our work in 2007. The research team from the National Research and Development Centre for Literacy and Numeracy in the UK, have finalized their summation of the action research project and this is currently being prepared for publication. NALA hope that this document will support curriculum development in Ireland and there will be further development in 2008.

A guide to support curriculum development in Intensive Tuition in Adult Basic Education Programmes delivered by the VECs is also in the final production stages.

NALA chaired a working group on Assessment for Accountability and produced two reports for the DES and guidelines for ALOs in a small but significant change to the reporting system, which brings it into line with the National Framework of Qualifications (NFQ).

Mapping the Learning Journey (MLJ)

NALA completed and effected the mainstreaming of Mapping the Learning Journey assessment framework in 2007. In total 30 VEC adult literacy services, FÁS and the Prison Education Services have been equipped to implement and support MLJ. This included the initial training of tutors and support workers, and the production of training courseware and supports.

NALA contributed to the debate on accreditation, standards and assessment via various FETAC fora. MLJ assisted NALA to agree its own Quality Assurance with FETAC and gain approval for validated programmes leading to 9 minor and one major award as part of our distance education services.



Research

In 2007 NALA began work on a research and policy analysis project exploring the theoretical understanding of multiple literacies and the potential of the approach for adult and family literacy work in Ireland.

Working with Waterford Institute of Technology, NALA developed a comprehensive research proposal for submission to the Department of Education and Science. While not successful in 2007, it is hoped to develop the work further in the coming years.

Regional Student Forums

NALA held 4 Regional Student Forums in 2007, in Kerry, Dublin, Letterkenny and Tullamore. In total 150 students took part in the Forums. At the Forums students meet other students in the region, share experiences, and hear about national initiatives and also can share their views with NALA. The VECs in the area where the Forums took place were asked to give a talk on how the VEC supports the tutor-student relationship. At each Forum a workshop was held on the different ways people learn -multiple intelligences. Students said they found these talks very useful. Members of NALA's Student Sub-committee

were involved in the Forums not only at the planning stage but also by addressing students and helping with the organisation on the day. The Forums highlighted local initiatives that were working well and outlined what students identified as important for lobbying as well as giving an insight into the experiences of students in terms of the student-tutor relationship. For a more full report on the Forums in 2007, see NALA's website <http://www.nala.ie/students/events.html>

The NALA Student Development Fund

In 2007 there were 21 successful applications for the NALA Student Development Fund. The amount of funding given was typically €650 and the theme in 2007 was networking. As well as meeting students from another literacy centre, some groups visited places of local and national interest. (See Annex 1 for details.)

Through the Student Development Fund NALA gathered feedback from students. This feedback can be found on the NALA website at www.nala.ie/students/events.html

Evaluation of adult literacy initiatives

In order to achieve this work, NALA has created a new position within the Agency, that of Evaluation Officer. In 2007, NALA's Evaluation Officer researched and wrote an evaluation position paper which outlined how NALA could carry out its evaluation work. The paper also outlined an ethos for NALA's evaluation work which was informed by NALA's Guidelines for Good Adult Literacy Work.

Sharing good practice

Supporting Family Literacy: ideas and tips for tutors

Margaret Keating, Family Learning Co-ordinator, Bray Adult Learning Centre wrote this book of guidelines and practical advice for tutors working on family literacy topics. Topics include:

- ▶ learning to learn;
- ▶ learning through play;
- ▶ pathways to reading;
- ▶ numeracy; and
- ▶ computers.

The publication was funded by the Department of Education Social Inclusion Unit.

Family Health Literacy Handbook

This publication was written by Helena Ennis, co-ordinator of the Family Health Literacy Pilot Project (2004 – 2005, supported by funding from the Health Promotion Unit of the Department of Health and Children). It is based on materials and approaches developed during the pilot project and provides a framework for developing courses in family health literacy.

Making Cents

Making Cents was designed to simplify matters for all those who find financial issues challenging and is divided into simple sections that explain common financial concepts ranging from household budgeting to the terms and procedures that financial institutions apply. The guide was designed as a support for tutors working in adult education who are helping to increase awareness and knowledge of financial literacy.

Adults Continuing Education (ACE) Awards 2007

The 2007 ACE Awards, in their third year, were given a major boost through a generous donation of €20,000 by the EBS Building Society. The aim of the new research-focused awards was to identify and support further study into innovative and high quality learning opportunities for adults.

A diverse range of projects from across the country, dealing with adult basic education issues, were nominated for the awards. All projects focused on new and innovative approaches used to help adults improve their literacy and numeracy skills, through ICT, sport, photography and family literacy. Literacy projects from Kildare, Galway, Wexford, Dublin and Kerry were short-listed and awarded €2000 in November to carry out initial research into the projects they had submitted.

The Kildare Youth Training and Development Centre were awarded the prestigious 2007 EBS / NALA Adults Continuing Education (ACE) Award for their innovative work with early school leavers. At an award ceremony held at Dublin Castle they were allocated an additional €10,000 research grant to continue their research project.

European projects

At a European level there is a lot of interest in developing support and quality in family literacy work. During 2007 NALA has been involved in 3 Grundtvig projects relating to family literacy, and this has meant that NALA staff, Executive Committee members and other FL practitioners/trainers have been able to take part in meetings, seminars and study visits.

Quality in Family Literacy (QualiFLY)

The concluding meeting and seminar of the QualiFLY Grundtvig 2 learning partnership was held in Istanbul from 22nd to 25th May. NALA attended, together with partners from Germany, Malta, Italy, the UK and Turkey. The seminar was addressed by family literacy practitioners and researchers from the UK, Canada, and Turkey, and partners also gave presentations on their own work.

There is more information about the QualiFLY project, together with family learning resources and presentations on the website: www.unesco.org/education/uie/QualiFLY

Family and Active Citizenship Education – an Integrated Training (FACE IT)

We are a partner in this Grundtvig 1 project which is led by EuroEd in Romania and which connects two key aspects of lifelong learning. Clare Family Learning project is also a partner, together with colleagues from France, Italy, Slovenia and England. The first meeting was held in Iasi, Romania in January. In April the second meeting was organised by NALA in Dublin, and in September we attended the third meeting in Ljubljana, Slovenia. Two international training courses were held in November: in Marseille, and in Ennis. NALA took part in the course in Ennis, which was facilitated by the Clare Family Literacy project. Information about the project is available on the website: www.faceit.org

European Family Learning Network (EFLN)

The EFLN is a Grundtvig 4 project led by Campaign for Learning / Family Learning Network in the UK. Other partners are from Austria, Germany, France, Finland, Italy, Poland, Romania, Slovenia and the UK.

In June 2007 we took part in a meeting of the network held in Marseille, which focussed on the topic of family learning and migrant families. In November we gave a presentation at a workshop on parental involvement held in Nuremberg, which was followed by the third meeting of the network.

A description of the network, presentations, a newsletter and information about future seminars is available on the website: www.efln.eu



Objective 4

Persuade organisations to be fully accessible to people with literacy and numeracy difficulties

4 fully accessible

Advisory service

NALA's whole-organisation approach to literacy involves providing literacy awareness training, plain English support, co-ordinating work-based education options and offering guidance and resources on integrating literacy.

Plain English

In 2007, our plain English work furthered work in previous years. We continued to raise awareness of the service, run group and open training courses, grant the Plain English Mark to a range of documents and develop tailored style guides. Our agreements with the Health Service Executive (HSE) and the Department of Social and Family Affairs continued apace in 2007 and involved advice, occasional editing and style guides for their regular publications.

One of our main achievements in the year was editing and reviewing the latest edition of the rules of the road, launched by the Road Safety Authority in March. Our role on the editorial board gave us the opportunity to raise awareness of plain English and help ensure that the final publication was as clear as possible for the public. Other documents to receive the Plain English Mark included booklets from the National Consumer Agency, safety posters from the Health and Safety Authority and consumer leaflets from the Communications Regulator, among others.

Training

We continued to offer group and open training courses in 2007. Throughout the year, we offered eight courses to Dublin City Council across its housing, communications and human resources departments. We offered one course to each of the four Health Service Executive Areas under our ongoing agreement with the HSE's Health Promotion Information Project and separately provided five courses to a range of staff in HSE South. Other group training clients included Irish Life

and Limerick City Council. As in 2006, our open courses attracted a wide range of participants: from VECs, local authorities, voluntary and community groups, hospitals and Government agencies.

Meeting Demand

In Spring 2007 we decided that we needed to increase the number of consultants to provide the service. We recruited six additional consultants for our editing and training panels: Ruth Murphy, Susan Calnan, Berna Cox, Paul Stanley, Sue Russell and Ann Ryan. We also targeted particular sectors to persuade them of the benefits of using plain English and other literacy-aware approaches. For example, we gave literacy awareness presentations to groups such as Dublin Mid-Leinster health promotion staff and the Law Society in Cork. Other awareness-raising work included contributing a submission to the OECD review of the public service on the need for plain English in Government communications.

International Work

In October we presented at an international plain language conference in The Netherlands developed by Plain Language Association InterNational (PLAIN). The conference, held every two years, attracts a wide range of people who work in the area of plain language, whether as government employees, freelance editors, academics or lawyers. We updated delegates on the latest progress in plain language in Ireland and learned about the approaches taken in other countries and the latest thinking on readability and clear design.

Health literacy campaign & the *Crystal Clear* Awards

A national campaign, entitled *Crystal Clear*, was launched in October to address the concern that people are not making informed decisions about their health. The *Crystal Clear* health literacy campaign is a collaborative project between the National Adult Literacy Agency (NALA) and Merck Sharp & Dohme Ireland (Human Health) Ltd.

At the launch of the *Crystal Clear* campaign, the results of a nationwide survey revealed that 1 in 5 Irish people are not fully confident that they understand all of the information they receive from their healthcare professional.

The *Crystal Clear MSD Health Literacy Awards* were also launched as part of the campaign. The aim of the awards is to recognise anyone working in the healthcare arena who is making efforts to ensure their communications with the public are 'crystal clear' and easy to understand. NALA is on the judging panel and awards for each category will be given out early 2008.



Objective 5

Strengthen NALA's effectiveness as an organisation

5

strengthen
effectiveness

Changes in how we work

In 2007, NALA underwent a number of changes: a new strategic plan, an updated management structure and a number of new staff. In addition, we continued our work to ensure efficient and friendly customer service to our members and others who contact the Agency.

We launched our strategic plan at our AGM in March and since then have been working to ensure a good start to all the projects so that we can achieve our objectives by the end of 2010. To support this work, we engaged an external consultant to help us plan and record our projects effectively, making sure that any work relates to the overall objectives of the Agency, and identify markers to show that we're making progress.

A revised reporting structure for the Agency supported our work under the new strategic plan. John Stewart, National Adult Literacy Co-ordinator, and Kerry Lawless, Research Manager, took on additional responsibilities as line managers. Each manager now oversees seven to 10 staff and deals with internal staffing issues to allow the Director to focus on leading the Agency and ensuring it follows its strategy. The administration team continues to be line managed by the Office Manager, Eilis Mernagh.

Staff changes

Staffing changes also occurred as a number of people joined NALA throughout the year.

Clare McNally joined NALA as Public Relations Officer in April 2007. She has a Masters in European Economic and Public Affairs from University College Dublin, and a Degree in Communications Studies from Dublin City University. Clare has over 7 years agency experience in public relations and communications, and prior to joining NALA she worked for a short time for the European Commission in Brussels.

Kerry Lawless was appointed Research Manager in May 2007. Before joining NALA Kerry ran her own research and training consultancy, *Equality Works!*. She has previously worked with Interculture Ireland, as National Director, the National Women's Council of Ireland and the Irish Trade Union Trust. With an MA in Political Communication from Dublin City University, Kerry has over 15 years experience in research and policy development at national, European and international level and has been involved in adult education for over 20 years.

Tina Byrne is NALA's new Research Officer having joined NALA in September 2007. Prior to coming to NALA she had worked for four years as a researcher in the Children's Research Centre, Trinity College Dublin. Tina brings with her a wide range of experience in research design, fieldwork, qualitative and quantitative studies and evaluation. Before moving into the area of social research Tina worked as a community worker in an inner-city Dublin community. Tina holds a B.A. in Sociology and Social Policy and an MSc in Applied Social Research from Trinity College Dublin.

Eilis Mernagh joined NALA as Office Manager in May 2007. She has a B.A. in English from University College Dublin and a diploma in advertising and marketing from the Dublin Institute of Technology. Prior to starting with NALA she worked in television and outdoor advertising for four years and also spent two years working for the Irish Vocational Education Association.

Elizabeth Wilson joined NALA in June 2007 as Work-place Basic Education Coordinator. Elizabeth graduated from the University of Sheffield in 2002 and has a B.A. honours degree in History. Prior to working in NALA Elizabeth worked in further education policy and programme management at the Department for Education and Skills and disability and employment policy at the Department for Work and Pensions in England.

Grainne Fitzpatrick joined NALA as an Administrative Officer in December 2007. She previously worked as an administrator within Lalco, a property development company. She has graduated with a B.A. in Arts and a M.A. in History of International Relations from University College Dublin.

We also created the role of Internal Support Officer to develop standards, policies and procedures to help the Agency become more efficient and effective. This role is being carried out by Clodagh McCarthy, along with her work to develop the whole-organisation approach to literacy and numeracy.

The Balanced Scorecard

In 2007, NALA began implementing a Performance Management and Development System (PMDS) called the Balanced Scorecard. The overall aim of the Balanced Scorecard is to make NALA's work more efficient and effective. The Balanced Scorecard is a system of managing and recording not just an organisation's achievements (results) but also how the organisation achieves those results. In other words, the Balanced Scorecard looks beyond and behind those results and looks at those results from other perspectives. These perspectives are:

1. The customer (is NALA satisfying its customers?)
2. Financial (is NALA giving good value for money?)
3. Internal Business Processes (How efficiently is NALA doing its work?)
4. Learning and Growth (What are the training (and other) needs of NALA's staff?) (What are the key skills of staff?)

These 4 perspectives are a whole-organisation approach to self-evaluation and the Balanced Scorecard is the management tool that will allow NALA to monitor and manage this self-evaluation.

NALA has now completed its research into the Balanced Scorecard and briefing sessions have been held with all staff. 2008 will see the continued implementation of the Balanced Scorecard with a review planned for late 2008.

Customer care

Our external work to support customer service continued in 2007 as we updated our customer action plan and drafted an equality policy for the Agency. The equality policy covers equality in employment and in how we treat our suppliers, members and other stakeholders. An equality team, comprising management, NALA's trade union representative and membership officer reviewed early drafts from consultants Vialeone and consulted other organisations on their own equality policies and practices. In May, the draft equality policy was presented to all staff for their comments and questions. We plan to produce the final equality policy in 2008 and support it with equality training for staff.

Health and safety

Finally, new staff were appointed to health and safety roles in the Agency. Eilis Mernagh replaces Claire O'Riordan as our health and safety officer, while Fergus Dolan and Margaret Murray replace Clodagh McCarthy and Sandra Peel as health and safety representatives.

Staff training and development

A number of training events for staff and the Executive took place in 2007. New members of our Executive Committee received their induction in April and NALA's chairperson, Michael Power, attended training on governance in September.

Staff received two training days on plain English style during the year. Staff also received an introduction to our equality policy and took part in workshops on planning and recording our work and on identifying how to work together.

Deepening links with the wider research community

IRAACE the Irish network for researchers engaged or interested in research in the adult and community education fields in Ireland is being re-energised.

The IRAACE Development Committee, of which the NALA research team are members, met in 2007 to see how best to move the work of the network forward. It was decided to plan an event for April 08 on 'Doing Research in Adult Education.' The primary function of the event will be to allow researchers to discuss their work and to share new and innovative research methodologies. The event will also provide a platform for showcasing community based and academic research.

Student research work in NALA

In 2007 NALA began its international intern programme with IES - an American non-profit study abroad organisation. Under the programme undergraduate students from the U.S. come to IES Dublin to study for a semester. They study a range of subjects related to Irish history, politics, economics, etc. One of the options that the students can apply for is the Internship programme. This involves interning 2 days a week, as well as taking 4 other classes at the IES centre.

Building capacity to move forward

Part of the work of 2007 was to re-establish a research team within NALA and to provide increased capacity and expertise within the Agency in order to successfully meet its research based strategic and project level objectives.

New NALA branding

In June 2007, NALA tendered out for print and design services for the following twelve months. Over 20 companies tendered in for the contract, which was awarded to Red Dog Design Consultants.

As part of their brief, Red Dog have refreshed the NALA logo to make it much cleaner and more distinctive. Alongside this new logo, they have developed a new, consistent brand and style for NALA, which is being delivered across all printed materials.



National Adult Literacy Agency
Áisíneacht Náisiúnta Litearthachta do Aosaigh

Development of a new NALA website

The NALA website is also undergoing a transformation and 2007 saw the development of a new NALA site get underway. Nearly 20 companies tendered in for the contract, which was awarded to BiznetIIS.

Work on the new site started in June and the aim is to re-structure the existing NALA website to reflect the new NALA branding, with a special emphasis on making it easier for website users to navigate. An 'umbrella site' will then bring together all the existing and new NALA websites into one consolidated 'literacy portal'.

It is expected that this will be launched in late spring 2008.



www.nala.ie

1. NALA structure
2. Links with other organisations
3. Accounts
4. Glossary
5. Acronyms and abbreviations
6. Appendix 1

NALA structure

NALA Executive

		NAMES
OFFICERS		
	Chairperson	Michael Power
	Vice-Chairperson	Gretta Vaughan
	Hon. Treasurer	Joan Butler
	Hon. Secretary	Anne Gannon
ORDINARY		
		Bridie Daly
		Helen Walsh
		Eileen Condon
		Eddie Staunton
		Alison Hickey
		Marian O'Reilly
		Mary Kelly
		Laureen Leslie
		Pat Ayton
		Frances Killeen

NALA Student Sub-Committee

The NALA Student Sub-committee met 6 times in 2007. The Sub-committee was strengthened with 4 additional members and in 2007 the Terms of Reference for the Sub-committee were updated. The Sub-committee helped plan and organise events in 2007 and members often gave talks at events. The work included the Regional Student Forums; raising issues with the Adult Literacy Organisers' Association on behalf of students; testing new materials (such as "Technology at Work" CD); giving ideas to An Post about the advertising campaign; promoting membership and doing radio and television interviews for National Adult Literacy Awareness Week. The following people are currently on NALA's Student Sub-committee:

- ▶ Michael Power, student and Chairperson of NALA's Executive, Tipperary;
- ▶ Bridie Daly, student and NALA Executive Member, Westmeath;
- ▶ Alison Hickey, student and NALA Executive Member, Westmeath;
- ▶ Kevin O'Duffy, student, Offaly;
- ▶ Joe Moyles, student, Tipperary;
- ▶ Peggy Murphy, student, KLEAR Dublin;
- ▶ Breda Kavanagh, student, South Inner City, Dublin;
- ▶ Michael Lamb, student, Cork city;
- ▶ Patrick Hallinan, student, Cork city;
- ▶ Anne Ryle, student, Tralee, Kerry;
- ▶ Sheila Brennan, student, SIPTU basic English scheme, Dublin;
- ▶ Marian Cusack, ALO Mayo, representing the Adult Literacy Organisers' Association (ALOA); and
- ▶ Margaret Murray, Student and Membership Officer, NALA.

NALA Staff

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Tel: (01) 855 4332, Fax: (01) 855 5475

Email: literacy@nala.ie, Website: www.nala.ie

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Blathnaid Ni Chinneide	Integrating Literacy Co-ordinator	bnichinneide@nala.ie	(01) 809 9190
Clodagh McCarthy	Plain English and Internal Support Co-ordinator	cmccarthy@nala.ie	(01) 809 9194
Clare McNally	PR Officer	cmcnally@nala.ie	(01) 809 9195
Eilis Mernagh	Office Manager	emernagh@nala.ie	(01) 855 4332
Emma Ramsey	Communications Officer	eramsey@nala.ie	(01) 809 9180
Fawzia McGlone	Finance Manager	fmcglone@nala.ie	(01) 809 9192
Fergus Dolan	Literacies Development Officer	fdolan@nala.ie	(01) 809 9191
Grainne Fitzpatrick	Administrator	gfitzpatrick@nala.ie	(01) 855 4332
Liz Wilson	Workplace Policy Officer	lwilson@nala.ie	(01) 809 9197
John Stewart	National Adult Literacy Co-ordinator	jstewart@nala.ie	(01) 809 9196
Kerry Lawless	Research Manager	klawless@nala.ie	(01) 809 9182
Tina Byrne	Research Officer	tbyrne@nala.ie	(01) 809 9183
Margaret Maher	Administrator (part-time)	mmaher@nala.ie	(01) 809 9199
Sandra Peel	Administrator	speel@nala.ie	(01) 855 4332

Cork Office, 21 Lavitts Quay, Cork
Tel: 021 – 427 8665

Name	Role	Email	Telephone
Jennifer Lynch	Health Literacy Co-ordinator	jlynch@nala.ie	(021) 427 8664
Margaret Murray	Student and Membership Officer	mmurray@nala.ie	(021) 427 8655
Tom O'Mara	Distance Education Co-ordinator (moved to Cork office June 07)	tomara@nala.ie	(021) 427 8669

Mullingar Office, Adult Education Centre, Austin Friar Street
Mullingar, Co. Westmeath
Tel: 044 – 934 5834

Name	Role	Email	Telephone
Peter Kiernan	Evaluation Officer	pkiernan@nala.ie	(044) 934 0374

Working from Home/Off Site

Name	Role	Email	Telephone
Jenny Derbyshire	Literacies Development Officer	valleylodge4@eircom.net	(086) 810 4452

NALA Corporate Membership

Year ending December 2007:

Adult Literacy Schemes

A.B.L.E., Blanchardstown

A.B.L.E.S., Cork

Ballyfermot Adult Learning Centre

Altrusa/VEC Adult Literacy Scheme, Cork

Athlone Reading & Writing Group

Athy Adult Learning Centre

Ballaghaderreen Adult Literacy Scheme

Ballymun Adult Literacy Scheme

Basic Education Service Tallaght (BEST)

Bishopstown Adult Literacy Scheme

Cabra Adult Literacy Scheme

Choices, Shankill

Clondalkin Basic Education Centre

Cork Traveller Literacy Scheme

Co. Carlow Adult Literacy Scheme

Co. Cavan Adult Learning Centre

Bailieborough Adult Learning Centre

Co. Clare Reading & Writing Scheme

Co. Cork Adult Literacy Services, (East and Harbour)

Cobh

Fermoy

Midleton

Youghal

Co. Cork Adult Literacy Services, (Mid)

Ballincollig

Carrigaline

Dunmanway

Kinsale Centre

Kinsale Road

Macroon

Co. Cork Adult Literacy Services, (North)

Charleville

Kanturk

Mallow Return to Education

Millstreet

Mitchelstown

Co. Cork Adult Literacy Services, (West)

Bandon

Bantry

Castletownbere

Clonakilty

Schull

Skibbereen

Co. Donegal Adult Literacy Service

Ballyshannon

Donegal Town

Gaeltacht

Inishowen

Letterkenny

Raphoe

Co. Kerry Education Service, Literacy & Life Skills Programme:

Cahirciveen

Dingle Adult

Kenmare

Killarney

Killorglin

Listowel

Tralee

Co. Laois Adult Literacy Scheme

Co. Limerick Adult Literacy Scheme

Kilmallock

Newcastlewest

Co. Longford Adult Literacy Scheme

Co. Mayo Adult Literacy Scheme

Ballina

Ballinarobe	Fingal (North) Adult Education Centre
Belmullet	Finglas Adult Literacy Scheme
Castlebar	Galway Adult Literacy Group
Swinford	Gort Adult Learning Centre
Co. Meath Adult Literacy Scheme	Inchicore Adult Literacy Scheme
South Meath/Ratoath	JAEN, Jobstown Adult Education Network
Dunboyne/Dunshaughlin	Kildare Adult Learning Centre
Kells	KLEAR, Kilbarrack
Laytown	Larkin Community College Adult Literacy Scheme
Navan	LEAP, Leitrim Education for Adults Programme
Trim	Leixlip Adult English Scheme
Co. Monaghan Adult Literacy Service	Liberties Adult Literacy Scheme
Castleblaney Adult Literacy Service	Limerick Adult Learner Support Services
Co. Offaly Reading & Writing Scheme	Lucan Adult Basic Education Centre
Co. Sligo Adult Literacy Scheme	Mahon Adult Literacy Scheme
Co. Tipperary (NR) Adult Literacy Scheme	Mallow Adult Learning Centre, Bank Place
Co. Tipperary (SR) Adult Literacy Scheme	Mullingar Literacy & Employment Centre
Co. Waterford Adult Education Centre	Naas Adult English Centre
Co. Wicklow Adult Literacy Scheme	Northside Reading & Writing Centre
Arklow	Parnell Adult Literacy Centre
Baltinglass	Rathmines Adult Literacy Scheme
Blessington	Read Write Now/Ballyphehane
Bray	Ringsend Literacy Scheme
Carnew	Roscommon Adult Literacy Scheme
Wicklow Town	Scéim Foghlana na Gaillimhe
Co. Wexford Adult Literacy Scheme	SIPTU Basic Education Service
Drogheda Adult Learning Centre	T.A.R.G.E.T, Donaghmede
Dublin Adult Learning Centre (DALC)	Tuam Adult Literacy Centre
Dublin City South West Adult Reading & Writing Scheme	Waterford City Adult Literacy Scheme
Dundalk Adult Literacy Service	West Galway Adult Literacy Scheme
Dundrum Adult Literacy Scheme	Wordaid, Kilkenny
Dun Laoghaire Adult Learning Centre	Write On, Mayfield
East Galway Adult Literacy Scheme,	Write Together Group, Churchfield
Loughrea	
Farranree Adult Literacy Scheme	
Fingal Adult Literacy Scheme	

Community Training Centres

Athlone
Ballark
Ballymahon
Ballymun
Blackpool/Glen/Faranree
Bray
Canal, Dublin
Carlow
Clonmel
Crosscare
Darndale
Drogheda
Dun Laoghaire
Finglas West
Galway
G.K. Workshop
Kylemore
Liberties
Lourdes Youth & Community Services
Mayfield
North Wall, Dublin
Ogra Dún Dealgan
PACE
Ringsend
Ronanstown
St. Vincents Trust
Southside, Limerick
Sligo
Stoneybatter
Thurles
Training Workshop in Horticulture
Tralee
Tuam
Waterford Youth Industries Ltd.
Youth Training and Development Centre,
Newbridge

Centres for the Unemployed

Belfast
Castlebar
Dundalk
Enniscorthy
Fingal
Finglas
Kilkenny
Tallaght

General

ADM
A.E.O. Association
Age & Opportunity
AIB Brand Management
A.L.O. Association
Aonad Resource Centre
AONTAS
Aspire Volunteers
Association of Community &
Comprehensive Schools
Ballinasloe Community Information Centre
Ballymun Education Support Team (BEST)
Ballymun Community Law Centre
Barnardos, Mahon
Brainwave
Bray Traveller CDP
Bridge Project
BTEI, Rossinver Community Development
County Ltd
BTEI, Sligo
CANDO, Carlow Area Network
Development
Casadh
Centre for Literacy, Canada
CLASP, Community of Lough Arrow

Clondalkin Partnership Co.
 Clonmel Youth Training Enterprises
 Collectif Alpha, Belgium
 Community Action Network
 Combat Poverty Agency
 Comhairle
 COPE Foundation, Cork
 CORI
 Co. Leitrim Partnership
 Co. Monaghan Partnership
 Dochas don Oige
 Doras Luimni
 Dyslexia Association of Ireland
 Dyslexia Awareness
 Duagh Family Resource Centre
 Education Research Centre, Drumcondra
 EGSA, Belfast
 EOLAS
 Enable Ireland, Cork
 Exchange House
 FÁS, The National Training & Employment
 Agency
 FÁS, Galway
 FETAC
 Finglas/Cabra Partnership
 Focus Point Centre
 Foundation/Homeless Project, Parnell
 Square
 Francis Street Community Education
 Centre
 Harmony CDP
 HETAC
 Henrietta Adult & Community Education
 (HACE)
 IACTO
 Islamic Cultural Centre of Ireland
 INOU
 INTO
 Irish Association for Spina Bifida &
 Hydrocephalus
 IVEA
 Ird Duhallow
 Knockanrawley Resource Centre
 LARA, Loreto Convent
 Leargas
 Le Cheile Mentoring Project
 Link-Up
 Louisburgh CDP
 Matt Talbot Adolescent Centre
 Meitheal
 Mercy Family Centre
 Moorehaven Centre, Tipperary Town
 Mullingar Training Development Agency
 National Association for the Deaf
 National Centre for Guidance in Education
 National Council for Curriculum
 Assessment
 National Office for Victims of Abuse
 National Social Services Board
 Nickol Project, Dublin
 NQAI
 NCCCCAP
 NUI Maynooth – Dept. of Adult &
 Community Education
 OAK Partnership
 08 CEC, The Digital Hub
 Parental Equality – Operation Seahorse
 Pavee Point
 People College
 People with Disabilities in Ireland
 Presentation Education Office
 Prison Education Service
 Project for Adult Guidance in Education
 Raheen CDP

Raphoe Youth & Community Resource
Centre
Rehab Ballyfermot
Rehab Dun Laoghaire
Roscrea 200 Ltd
Rosses CDP
St. Brigid's College
St. Fergal's Resource Centre
St. Michaels House, Santry
SAOL Project, Dublin
SIOL Resource Centre
Southside CDP
Spirasi
Tallaght Probation Project
Tallaght Unemployment Centre
Teagasc
Teachers' Union of Ireland
Templeshannon CDP
The Association of Remedial Teachers of
Ireland
The Phoenix Centre of Learning
The Shanty Education Project
Thurlas Action
Treoir
Trocaire
Upper Bann Institute
Vincention Partnership for Justice
Warrenmount Community Education &
Development Centre
Windmill Therapeutic Training
Waterford Institute of Technology

Libraries

An Chomhairle Leabharlanna
Blackrock Branch Library
Blanchardstown Public Library
Cabinteely Public Library
Cabra Public Library
Cavan County Library
Dalkey Branch Library
Deansgrange Public Library
Dublin City Council Public Libraries
Dundrum Public Library
Dun Laoghaire/Rathdown Public Library
Service
Carlow County Library
Clare County Library
Cork County Library
Cork City Public Libraries
Cork Public Libraries
Donegal County Library
Galway County Library
Fingal County Libraries
Ilac Opening Learning Centre
Kerry County Library
Kildare County Library
Kilkenny County Library
Laois County Library
Leitrim County Library
Limerick City Library
Limerick County Library
Longford County Library
Louth County Library
Mayo County Library
Meath County Library
Monaghan County Library
Offaly County Library
Roscommon County Library

Sallynoggin Public Library
Shankhill Public Library
Sligo County Library
South Dublin Library Service
Stillorgan Public Library
Tipperary Joint County Libraries
Waterford City Library
Waterford County Libraries
Westmeath County Library
Wexford County Library
Wicklow County Library

National Learning Network

Carlow
Castlebar
Cavan
Limerick
Portlaoise
Swords
Tallaght
Waterford
Wexford

Prison Education Service

Castlerea
Cork
Limerick
Loughan House
Mountjoy
Portlaoise
Shelton Abbey
The Tower Programme
Wheatfield

Senior Traveller Training Centres

Athy Traveller Club
Ballyfermot Travellers Action Project
Birr Travellers Training Centre
C.E.A.R.T, Wicklow
Fealeside, Abbeyfeale
Madonna House, Ballinasloe
Mullingar
Navan
Our Lady's, Mallow
Pavee Point
SHS Training Centre, Bray
St. Anne's, Killarney
St. Basil's, Tallaght
St. Benin's, Tuam
St. Brendan's, Loughrea
St. Canice's, Portlaoise
St. Catherine's, Ballyhaunis
St. Catherine's, Ballina
St. Catherine's, Carlow
St. Finbarr's, Cork
St. Francis's, Cork
St. Joseph's, Leitrim
St. Joseph's, Ennis
St. Mel's, Longford
St. Oliver's, Clondalkin
Sandy Road Training Centre, Galway
Riverside, Rathkeale
Tara Senior Traveller Training Centre,
Dundalk
Tullamore Senior Travellers Centre

Youthreach Centres

Arklow

Armagh Road, Dublin 12

Ashbourne

Athlone

Athy

Ballina

Ballinasloe

Ballincollig

Ballinrobe

Ballinasloe

Ballyfermot

Ballymahon

Ballymun

Basin Lane

Blanchardstown

Bonnybrook

Bray

Cavan

Castleblaney

Clondalkin

Cork – The Glen

Delvin

Dominic Place

Dundalk

Dungarvan

Edenderry

Ennis

Enniscorthy

Fermoy

Hospital

Harmonstown

Galway

Kilkenny

Kiltimagh

Kilrush

Kingscourt

Knocknaheeny

Leixlip

Letterfrack

Letterkenny

Lettermore

Limerick

Listowel

Lucan

Mallow

Miltown

Monaghan

Mountmellick

Naas

Navan

Newbridge

New Ross

North Great George Street

Rathfarnham

Roscrea

Rush

Sligo

Swords

Tallaght

Tralee

Tuam

Waterford

Wexford

Wicklow

Youghal

Vocational Education Committees (VECs)

City of Cork VEC
City of Dublin VEC
City of Galway VEC
City of Limerick VEC
City of Waterford VEC
Co. Carlow VEC
Co. Cavan VEC
Co. Clare VEC
Co. Cork VEC
Co. Donegal VEC
Co. Dublin VEC
Co. Galway VEC
Kerry Education Services
Co. Kildare VEC
Co. Kilkenny VEC
Co. Laois VEC
Co. Leitrim VEC
Co. Limerick VEC
Co. Longford VEC
Co. Louth VEC
Co. Mayo VEC
Co. Meath VEC
Co. Monaghan VEC
Co. Offaly VEC
Co. Roscommon VEC
Co. Sligo VEC
Co. Tipperary (NR) VEC
Co. Tipperary (SR) VEC
Co. Waterford VEC
Co. Westmeath VEC
Co. Wexford VEC
Co. Wicklow VEC
Dun Laoghaire VEC

Links with other organisations

Aontas

We work with Aontas on an ongoing basis to develop adult literacy in Ireland.

Basic Skills Agency (UK)

We work with the Basic Skills Agency on a variety of projects.

Comhairle

Since 2002, we were nominated as a Ministerial appointment onto the board of Comhairle.

Community Platform

We are a member of the Community Platform and attend Platform meetings on a monthly basis. We work closely with member organisations in the Platform on adult literacy issues and we facilitated literacy awareness training for interested groups in the summer.

Cork Institute of Technology (CIT)

We work with CIT in relation to technical support for literacytools.ie and the development of a number of interactive CDs.

Department of Social and Family Affairs

The Department is the main funder of our plain English work.

Department of Education and Science

The Department provides the core funding for NALA's work.

Department of Enterprise, Trade and Employment

The Department funds our work in workplace basic education.

Department of Foreign Affairs

The Department funded our work supported by the Communicating Europe Initiative.

EBS Building Society

The EBS funds our three-year financial literacy project.

Education Equality Initiative

NALA are represented on the Education Equality Initiative.

FÁS

We work with FÁS in relation to workplace basic education initiatives delivering adult literacy support to FAS client groups.

Fingal Sports Partnership

We work with Fingal Sports Partnership on the Sports Literacy Integration Project.

Further Education and Training Awards Council (FETAC)

NALA contributes to the FETAC Quality Assurance Consultation Network and has also assisted in the FETAC Technical Advisory Group to the NQAI.

GAA

The GAA are a partner with NALA in relation to the Sports Literacy Integration Project.

Integrate Ireland

Integrate Ireland and NALA have mutual representation on working groups on developing ESOL support.

Irish Deaf Society (IDS)

Irish Deaf Society Linkup is a literacy project for and led by the deaf community.

Irish Dyslexia Association (IDA)

NALA works with IDA on specific learning difficulties support.

Financial Regulator

IFSRA have been working with NALA in relation to our financial literacy project.

Irish Social Policy Association (ISPA)

NALA is a member of the national organising committee of ISPA, which allows us to ensure that adult literacy is high on the social policy research agenda.

Irish Trade Union Trust (ITUT)

We sit on the ITUT board. ITUT is the social solidarity arm of Services Industrial Professional Technical Union (SIPTU), with one of its services being the SIPTU Basic English Scheme.

Irish Vocational Education Association

We continuously work in partnership with the IVEA to address the adult literacy issue in Ireland.

Literacy Implementation Group (LIG)

The Literacy Implementation Group brings together all adult literacy stakeholder groups who monitor the implementation of adult literacy sections of the Government White Paper of the future of adult education.

Money Advice and Budgeting Service (MABS)

MABS have been working with NALA in relation our financial literacy project.

National Adult Literacy Advisory Group

NALA took a full part in the work of NALAG particularly on developing the National Adult Literacy Implementation Plan

Literacy and Numeracy Implementation Plan.

National Adult Learning Council (NALC)
NALA has been a member of NALC since 2002. NALC guides the strategic development of adult and basic education in Ireland.

National Qualifications Authority of Ireland (NQAI)

We have been appointed to the NQAI as the Minister's nomination for the Community and Voluntary sector. The main task of the NQAI is to put together and oversee a national qualifications framework.

National Learning Network (formerly National Training and Development Institute (NTDI))

We support the work of National Learning Network through training, resources, seminars and in particular the Literacy Integration project.

National Research and Development Centre for Adult Literacy and Numeracy (NRDC)

The NRDC is a UK centre dedicated to conducting research and development projects in the fields of adult literacy, numeracy and ESOL. It is based in the University of London in the Institute of Education.

RTÉ

RTÉ is one of the major partners involved in developing the 'Literacy through the media' project through the TV literacy series.

Senior Traveller Training Centres (STTC)

NALA support the work of STTC through training, resources, seminars and in particular the Integrating Literacy project.

Skillnets

NALA is working with Skillnets to boost awareness of and training in relation workplace basic education.

Women's Health Council (WHC)

NALA is represented on the board of the WHC.

Youthreach

We support the work of Youthreach through training, resources, seminars and in particular the Integrating Literacy project.

Other organisations with which NALA was involved in 2007:

Pobal (formerly ADM) Partnerships Education Coordinators
Adult Education Guidance Initiative
Adult Education Officers Association (AEOA)
Adult Literacy Organisers Association (ALOA)
An Post
Basic Education Tutors Association (BETA)
Chief Executive and Education Officers Association (CEEEOA)
City of Dublin VEC
Community Radio Forum (CRF)
Community Workers Co-operative (CWC)
County Dublin VEC
Dublin Adult Learning Centre (DALC) Board of Directors
EU Committee on Basic Skills
IILT Working Group on Material Development
Institute of Bankers in Ireland
Inter-Departmental Group on Literacy and Unemployment
Insurance Institute of Ireland
Irish Insurance Federation
Irish National Organisation for the Unemployed (INOUE)
Irish Prison Service
Library Council
Local Development and Training Institute (LDTI)
Merck Sharp and Dohme Ireland
National BUA Centre Advisory Committee
National Centre for Guidance in Education
National Educational Psychological Service (NEPS)
National University of Ireland (NUI), Maynooth
SPIRASI
The Wheel
Vocational Education Committees (VECs)
Waterford Institute of Technology (WIT)

NALA Accounts

National Adult Literacy Agency Limited

Company Information

Directors

Patricia Ayton
Joan Butler
Eileen Condon
Alison Hickey
Mary Kelly
Laureen Leslie
Marian O'Reilly
Michael Power
Eddie Staunton
Gretta Vaughan
Helen Walsh
Frances Killeen
Bridie Daly

Secretary

Ann Gannon

Company number

342807

Registered office

76 Lower Gardiner Street,
Dublin 1.

Auditors

Browne & Murphy
Chartered & Certified Accountants
& Registered Auditors,
28 Upper Fitzwilliam Street,
Dublin 2.

Business address

76 Lower Gardiner Street,
Dublin 1.

Bankers

A.I.B Bank,
37 Upper O'Connell St.,
Dublin 1.

National Adult Literacy Agency Limited

Directors' Report For The Year Ended 31 December 2007

The directors present their report and financial statements for the year ended 31 December 2007.

Principal activities and review of the business

The National Adult Literacy Agency (NALA) was established in 1980 and from that time has campaigned for recognition and response to the adult literacy problem in Ireland. The agency continued that work in 2007 and specifically:

- raised public awareness of the extent and the nature of adult literacy difficulties;
- referred more people than ever to VEC adult literacy services as a result of the first TV literacy advertisement campaign supported by An Post;
- development of a new TV literacy series entitled "Written Off ?" to support a distance education strategy;
- lobbied for increased funding for adult literacy and numeracy work and for the VEC Adult Literacy Service and the FAS Workplace Basic Education Fund; and
- finalised and instigated a new strategic plan for the agency 2007-2010.

NALA is funded by the Department of Education and Science through the National Development Plan 2007-2016, other government Departments, FAS, the EU Structural Fund and it's members.

Results and dividends

The results for the year are set out on page 82.

Directors

The following directors were in office in 2007:

Patricia Ayton
Joan Butler
Eileen Condon
Alison Hickey
Mary Kelly
Laureen Leslie
Marian O'Reilly
Michael Power
Eddie Staunton
Gretta Vaughan
Helen Walsh
Frances Killeen
Bridie Daly

Books of account

The company's directors are aware of their responsibilities, under section 202 of the Companies Act 1990 to maintain proper books of account and are discharging their responsibility by employing experienced staff and ensuring that sufficient company resources are available for the task.

The books of account are held at the company's registered office, 76 Lower Gardiner Street, Dublin 1.

National Adult Literacy Agency Limited

Directors' Report (Continued)

Auditors

Browne & Murphy were appointed as the company's auditors during the year and in accordance with section 160(2) of the Companies Act 1963, they continue in office as auditors of the company.

Statement of directors' responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland.

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board



Michael Power
Chairperson



Joan Butler
Honorary Treasurer

Independent Auditors' Report To The Shareholders Of National Adult Literacy Agency Limited

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

We have audited the financial statements of National Adult Literacy Agency Limited for the year ended 31 December 2007 set out on pages 82 to 91. These financial statements have been prepared under the accounting policies set out therein.

Respective responsibilities of the directors and auditors

As described in the Statement of Directors' Responsibilities on page 78 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Acts, 1963 to 2006. We also report to you whether in our opinion: proper books of account have been kept by the company; whether, at the balance sheet date, there exists a financial situation requiring the convening of an extraordinary general meeting of the company; and whether the information given in the directors' report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit, and whether the company's balance sheet and its profit and loss account are in agreement with the books of account.

Independent Auditors' Report (Continued)

To The Shareholders Of National Adult Literacy Agency Limited

We also report to you if, in our opinion, any information specified by law regarding the directors' remuneration and transactions is not disclosed and, where practicable, include such information in our report.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.


Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31 December 2007 and of its profit for the year then ended ;
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2006.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion, the information given in the directors' report is consistent with the financial statements.



Browne & Murphy

Chartered & Certified Accountants
& Registered Auditors,
28 Upper Fitzwilliam Street,
Dublin 2.

National Adult Literacy Agency Limited Profit And Loss Account For The Year Ended 31 December 2007

	Notes	2007	2006
		€	€
INCOME	2 - 4	2,971,580	2,926,818
Property Expenses		(62,324)	(38,412)
Administrative expenses		(165,673)	(133,839)
Objective & Project Expenses		(2,367,519)	(2,686,138)
SURPLUS FOR THE YEAR		376,064	68,429

The profit and loss account has been prepared on the basis that all operations are continuing operations. There are no recognised gains and losses other than those passing through the profit and loss account. Approved by the board on 25-1-08



Michael Power
Chairperson



Joan Butler
Honorary Treasurer

National Adult Literacy Agency Limited Balance Sheet

As At 31 December 2007

	Notes	2007		2006	
		€	€	€	€
Fixed assets					
Tangible assets	5		23,256		40,329
Current assets					
Stocks	6	22,186		17,858	
Debtors	7	47,784		56,034	
Cash at bank and in hand		985,215		484,727	
		1,055,185		558,619	
Creditors: amounts falling due within one year					
	8	(590,666)		(487,237)	
Net current assets			464,519		71,382
Total assets less current liabilities			487,775		111,711
Represented by:					
Surplus	9		487,775		111,711
	10		487,775		111,711

Approved by the board and authorised for issue on 25-1-08



Michael Power
Chairperson



Joan Butler
Honorary Treasurer

National Adult Literacy Agency Limited Notes To The Financial Statements For The Year Ended 31 December 2007

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland), which have been applied consistently (except as otherwise stated).

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment	25% Straight Line
Computer equipment	25% Straight Line
Fixtures, fittings & equipment	25% Straight Line

1.4 Stock

Stock is valued at the lower of cost and net realisable value. The closing stock of books is valued at the purchase price of the books .

1.5 Government grants

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the profit and loss account over the expected useful life of the assets. Grants towards revenue expenditure are released to the profit and loss account as the related expenditure is incurred.

2 Government Grants

		2007	2006
		€	€
Department of Education & Science	-Core Grant	327,000	314,000
	-Special Allocation	1,579,000	1,481,000
	-Deferred Grant 2006	110,575	-110,575
	-Deferred Grant 2005	-	126,000
	-Deferred	-162,936	-
Other Government Grants			
Department of Social & Family Affairs		47,250	45,000
FAS Income		726,930	551,137
FAS Deferred		-260,862	-
Department of Foreign Affairs (CEI)		5,000	57,500
Deferred		-	-5,000
Statistics Office		-	22,440
HSE		87,905	106,600
Deferred		-68,714	-87,905
Fingal County Council		-	16,250
ASC Initiative		9,500	9,500
Deferred		-	-9,500
		2,400,648	2,516,447

3 Other Income

	2007	2006
	€	€
Membership Fees	21,107	23,541
Conference Fees	5,150	6,790
Miscellaneous	7,149	8,334
Training Fees	7,390	6,435
POBAL (ICT)	6,836	27,947
POBAL (ICT) Deferred	1,953	-1,953
POBAL (ABE)	36,785	24,561
POBAL (ABE) Deferred	24,561	-24,561
EU Projects	22,182	9,859
Plain English Income	78,812	40,210
Plain English Deferred	-27,008	-
Bank Interest Received	22,324	7,878
EBS	10,000	30,000
EBS Deferred	30,000	-30,000
Workplace	-	2,805
LAT	5,000	4,370
RUG (BCI)	174,859	273,108
Deferred	71,350	-71,350
RUG (RTE)	-	4,500
Leargas	-	2,762
Donations/Raffle	-	100
Enterprise Ireland (Incompany Training Measure)	-	54,577
CDVEC	7,500	-
An Post	20,703	-
Starbucks	8,000	-
	534,653	399,913

4 Resource Room

	2007	2006
	€	€
Opening Stock of Books	15,282	23,285
Purchases for the Year	52,940	49,634
	68,222	72,919
Closing Stock of Books	-19,610	-15,282
	48,612	57,637
Sale of Books	-84,891	68,095
Surplus for the Year	36,279	10,458

5 Tangible fixed assets

	Office Equipment	Fixtures, fittings & equipment	Total
	€	€	€
Cost			
At 1 January 2007	98,126	7,349	105,475
Additions	3,253	9,142	12,395
At 31 December 2007	101,379	16,491	117,870
Depreciation			
At 1 January 2007	60,585	4,562	65,147
Charge for the year	25,344	4,123	29,467
At 31 December 2007	85,929	8,685	94,614
Net book value			
At 31 December 2007	15,450	7,806	23,256
At 31 December 2006	28,189	12,139	40,328

6 Stocks

	2007	2006
	€	€
Stock of Stationery	2,576	2,576
Stock of Books	19,610	15,282
	22,186	17,858

In the opinion of the directors, there is no material differences between the replacement cost of stock and the balance sheet amounts.

7 Debtors

	2007	2006
	€	€
Trade debtors	41,100	20,718
Staff Loans	2,663	402
Prepayments and accrued income	4,021	34,914
	47,784	56,034

8 Creditors: amounts falling due within one year

	2007	2006
	€	€
Trade creditors	33,301	-
Other creditors	25,821	58,283
Accruals and deferred income	531,544	428,954
	590,666	487,237
Included in other creditors are amounts relating to taxation, as follows: P.A.Y.E. control account	25,821	58,328

Grants are deferred in respect of estimated, but specific expenditure, including monies received in 2007 for activities in 2008.

9 Statement of movements on profit and loss account

	Profit and loss account
	€
Balance at 1 January 2007	111,711
Profit for the year	376,064
Balance at 31 December 2007	487,775

10 Reconciliation of movements in funds

	2007	2006
	€	€
Surplus for the financial year	376,064	68,429
Opening funds	111,711	43,282
Closing funds	487,775	111,710

11 Pension Information

	2007	2006
	€	€
Employer Contribution to pension scheme	59,753	77,848

The company operates a defined contribution scheme. The company contributes 10% of employees salary. The scheme is operated by New Ireland Assurance.

12 Employees

Number of employees	2007	2006
The average monthly number of employees during the year was:	26	24

Employment costs	2007	2006
	€	€
Wages and salaries	1,202,419	1,109,912
Other pension costs	59,753	66,158
	1,262,172	1,176,070

13 Directors Interests

The directors have no interests in the company.

14 Related party transactions

There were no related party transactions during the year.

15 Approval of financial statements

The directors approved the financial statements on the 25-1-08

National Adult Literacy Agency Limited

Management Information For The Year Ended 31 December 2007

	2007		2006	
	€	€	€	€
Income				
Department of Education & Science Grants		1,853,639		1,810,425
Other Government Grants		547,009		706,022
Other Income		534,653		399,913
Resource Room		36,279		10,458
		2,971,580		2,926,818
Property Expenses	62,324		38,412	
Administration Expenses	165,673		133,839	
Objective & Project Expenses	2,367,519		2,686,138	
		(2,595,516)		(2,858,389)
SURPLUS FOR THE YEAR		376,064		68,429

National Adult Literacy Agency Limited

Schedule Of Property And Administrative Expenses

For the year ended 31 December 2007

	2007	2006
	€	€
Property Expenses		
Rent & Cleaning	51,226	26,576
Insurance	3,583	5,741
Light & Heat	4,253	3,522
Repairs & Maintenance	3,262	2,573
	62,324	38,412
Administration Expenses		
Telephone	21,286	20,568
Stationery	13,179	14,581
Postage & Printing	46,428	47,424
Bank Charges	1,107	1,614
Audit & Accountancy	12,313	9,604
Miscellaneous	6,698	4,411
Office Machine Maintenance	35,195	10,663
Depreciation	29,467	24,974
	165,673	133,839

National Adult Literacy Agency Limited

Schedule Of Expenses Per Objective For The Year Ended 31st Dec 2007

Objective 1:

Secure the support of policy makers and politicians for providing increased resources to adult literacy and numeracy services.

	2007
	€
Salaries	254,766
Project 1 Expenses	12,366
	267,132

Objective 2:

Make it easier for more adults to develop their literacy and numeracy through education and training programmes.

	2007
	€
Salaries	216,296
Project 1 Expenses	346,092
Project 2 Expenses	107,693
Project 4 Expenses	63,174
Project 5 Expenses	227,195
	960,450

Objective 3:

Make approaches to teaching and learning more effective.

	2007
	€
Salaries	234,390
Project 1 Expenses	81,699
Project 2 Expenses	69,580
Project 3 Expenses	206,926
Project 4 Expenses	31,413
Project 5 Expenses	4,318
	628,326

Objective 4:

Persuade organisations to be fully accessible to people with literacy and numeracy difficulties

	2007
	€
Salaries	100,544
Project 1 Expenses	74,794
Project 2 Expenses	1,968
	177,306

Objective 5:

Strengthen NALA's effectiveness as an organisation.

	2007
	€
Salaries	249,065
Project 1 Expenses	22
Project 2 Expenses	634
Project 3 Expenses	24,927
Project 4/5 Expenses	58,869
Project 6 Expenses	788
	334,305

Total Objective & Project Expenditure **2,367,519**

Glossary

Accreditation

A process that allows a person to get credits from a particular institution, such as a college or university for a course that they have completed

Ad hoc

Something that is not regular or planned and happens only when necessary

Analyse

A process of studying the details of something to understand or explain it

Assessment framework

A guide to knowing what stage a learner is at when they start tuition and how well they are progressing

Attribute

A quality or characteristic that someone or something has

Benchmark

A point of reference

Best practice

A term to describe good quality work or good working habits

Brainstorming

A method of giving ideas and opinions freely within a group of people to generate new ideas about a problem

Collate

A way to analyse and compare information to identify points of agreement and differences

Consensus

Agreement between all members of a group on a particular subject

Consistent

Something that happens or behaves in a similar way

Curriculum

A set of topics that make up an educational course

Distance education

A form of learning that takes place in a person's home without supervision

Educational Disadvantage Committee

A Government committee devises solutions to tackle educational disadvantage

Educational Equality Initiative

A programme funded by the National Development Plan under which different projects develop different ways of tackling educational disadvantage

Empowerment

A process of transferring power from influential people to poor communities and individuals who have been traditionally excluded from decision making

Ethos

An idea or belief of a particular person or group that guides their actions

Evaluation

A process of studying something carefully to see how good or bad it is

Facilitator

A person who helps a group to develop and work together effectively towards their common goal

Focus group

A group of people who are brought together to discuss what they think about something

Framework

A basic structure that supports something, such as a building, and gives it its shape

Generic

General, not specific

Guiding principles

Values or rules that guide an action or decision

Holistic

A way of describing something that deals with the whole of something or someone, not just their parts

Implement

A system or plan to make something happen

Library Council (An Chomhairle Leabharlanna)

An organisation set up to advise local authorities and the Government on libraries

Local Government

Local and regional bodies, including County Councils, City Councils, Urban District Councils and Town Councils, set up by the Department of the Environment and Local Government, that provide services to local communities

Mentor

An experienced person who gives help and advice to a less experienced person

Mission statement

A statement that explains a person's, group's or organisation's main aim

Monitor

A process of watching something carefully and recording your results

National Development Plan

The Government's plan to use EU and other funds to develop the economy and to help spread resources more equally between different groups in society

National Literacy Expert Advisory Group

A group made up of all those with an interest and input in adult literacy that oversees how the adult literacy sections of the Government White Paper are implemented

Networking

A process of using social events to meet people who might be useful to you

Partnership

A process of two or more people or organisations working together to achieve something

Performance indicator

A way to measure whether a person or an organisation is meeting their objectives

Plain English

A way of writing and designing material that makes it easier to read and understand

Process

A series of actions to achieve a result

Qualitative

A way of describing something that refers to how good it is

Quality

A way of saying how good or bad something is

Quantitative

A way of describing something that refers to how much (or how many) of it there is

Return to Education

A nine hour a week basic education programme for people on Community Employment schemes

Skillnets

Skillnets is responsible for the operation of The Training Networks Programme. Skillnets facilitates an enterprise-led approach to training and development through supporting the development of flexible and effective training delivery methods amongst those enterprises that previously had difficulty in accessing or benefiting from training.

Social cohesion

A process of bringing together economic, social, health and educational policies to help people take part in society

Social exclusion

A process of preventing certain groups from accessing power and decision-making bodies or building up social and community networks because they are poor or they do not have enough education or life skills

Social inclusion

A process of making sure that people who are poor or marginalised can take part in the decision making process so that they can raise their standard of living and improve their quality of life

Social interaction

A process of talking to or doing things with other people

Social partnership

A way of reaching agreement between the Irish Government and various social partners – employers, trade unions, farmers and community and voluntary groups – on pay, tax, working conditions and social welfare, and other economic and social issues

Social partnership agreement

A document outlining a range of steps agreed by the Government and the social partners on economic and social issues

Stakeholder

A person who has an interest in an organisation, a project or an issue

Statutory

Something decided or controlled by law

Strategic intent

A statement of what a person, group or organisation intends to do

Tender

An application by a person or group to do a piece of work, describing how they plan to do the work, when, and how much they will charge

Traveller Training Centre

A local organisation that provides vocational training for adult Travellers

White Paper

A document produced by the Government that outlines its future plans on a particular topic

Youthreach Centre

A local training unit that provides vocational and basic skills to early school leavers under 18 years of age

Acronyms and abbreviations

ABE

Adult Basic Education – the development of competence in adult skills, such as literacy numeracy and communications, that people need to take part fully in society

ADM

Area Development Management – an organisation set up by the Department of An Taoiseach that funds and oversees local development projects

AEOA

Adult Education Organisers' Association

AGM

Annual General Meeting

ALO

Adult Literacy Organiser

ALOA

Adult Literacy Organisers' Association

ALS

Adult Literacy Service

BETA

Basic Education Tutors' Association – an organisation representing paid adult literacy tutors

BSA

Basic Skills Agency – an organisation that supports and develops ABE in England and Wales

CAIT

Community Application of Information Technology Initiative

CDP

Community Development Project

CE

Community Employment – a FÁS employment training programme

CEEEOA

Chief Executive and Education Officers' Association – an organisation representing Chief Executive Officers and Education Officers in VECs

CEO

Chief Executive Officer – the most senior management position in a VEC

CIF

Construction Industry Federation – a body representing employers in the building sector

CTC

Community Training Centre – a training unit, in different centres around Ireland, providing vocational and adult basic education skills to early school leavers over 18 years of age

CWC

Community Workers Co-op

DES

Department of Education and Science

DETE

Department of Enterprise, Trade and Employment

ESOL

English for Speakers of Other Languages

EU

European Union

FÁS

Foras Áiseanna Saothair – the national training and employment authority

FSAI

Food Safety Authority of Ireland – a body established by the Department of Health and Children to oversee food safety improvements

FETAC

Further Education Training Awards Council

EGSA

Education Guidance Service for Adults - a local, independent, voluntary organisation that aims to connect adults with learning in Northern Ireland.

IBEC

Irish Business Employers Confederation – the organisation representing all employer bodies and associations

ICCPE

Irish Centre for Continuing Pharmaceutical Education

ICT

Information and Communications Technology

ICTU

Irish Congress of Trade Unions – the organisation representing all trade unions around the country

ISC

Information Society Commission – responsible for developing ICT in Irish society

ISME

Irish Small and Medium Enterprises Association – an organisation representing small and medium businesses

ITUT

Irish Trade Union Trust

IVEA

Irish Vocational Education Association – an organisation representing Vocational Education Committees

MLJ

Mapping the Learning Journey - an assessment framework to support the teaching and learning process in adult basic education.

NALAG

National Adult Literacy Advisory Group - the main stakeholders in adult literacy NALA brought together to develop a plan to help achieve the goals outlined in the White Paper

NALC

National Adult Learning Council – a body established by the Department of Education and Science to oversee the implementation of the White Paper 'Learning for Life'

NALP

National Adult Literacy Programme

NAPS

National Anti-Poverty Strategy – a Government plan to tackle poverty

NCCA

National Council for Curriculum and Assessment

NCGE

National Centre for Guidance in Education

NDP

National Development Plan – a Government medium-term plan for economic and social development

NQAI

National Qualifications Authority of Ireland – a Government-funded body that manages qualifications at national level

NTDI

National Training and Development Institute – an independent education organisation that provides courses in different centres around Ireland for disabled people

SIPTU

Services, Industrial, Professional and Technical Union

Teagasc

The Irish Agricultural and Food Development Authority

VEC

Vocational Education Committee a committee that manages adult and further education at county (and sometimes city) level

VTOS

Vocational Training Opportunities Scheme

VTSU

Vocational Training Support Unit

WAI

Web Accessibility Initiative – an international group of companies, disability representatives, universities, governments and research centres that have developed guidelines for making the Internet easier for disabled people to use

WIT

Waterford Institute of Technology

Appendix 1

No.	Name	Type	Amount	What Funding was used for
1	St. Benin's Education Centre, Tuam	STTC	€650	Visited St. Catherine's Centre, Ballyhaunis, Co. Mayo
2	Naas	VEC	€650	Athy group visited
3	West Galway, Moycullen	VEC	€650	Meeting of students from outreach centres in a range of settings
4	Charleville, Co. Cork	VEC	€650	Students from Millstreet, Newmarket & Kanturk visited
5	Mallow, Co. Cork	VEC	€650	Visited Michelstown
6	Leixlip, Co. Kildare	VEC	€650	Trip to Castletown House, Celbridge with students Kildare town VEC
7	TARGET	VEC	€650	Trip to Farmleigh House with students from KLEAR
8	South Tipperary	VEC	€650	Trip to Dail from different centres own scheme
9	Athy Travellers Support Group	CDP	€323	Visited two Travellers' halting sites in Kilkenny
10	Co. Sligo	ITABE	€650	Visited ITABE group in Donegal town
11	Tralee	VEC	€281	Students from Killorglin visited
12	Co. Cavan	VEC	€650	Students from Co. Longford VEC visited
13	East Cork & Harbour	VEC	€1,300	Trip to Dail with students from Co. Waterford.
14	Coolock / Darndale	VEC	€576	Students from Trim and Dunshaughlin visited
15	Dunmanway	VEC	€440	Trip to Carrigaline Cheese Farm with students from Carrigaline
16	North Tipperary	VEC	€1,000	Trip to Donkey Sanctuary with Limerick city group, Student Forum
17	ALTRUSA, Cork city	VEC	€500	Trip to Fota House & Cobh with Ballyphehane / Togher students
18	"Bedirs" Women's Progr, Bray	CDP	€500	Visited Cork Traveller Literacy Scheme, Cork
19	Crumlin	VEC	€650	Historical tour Dublin city centre with students from Ballyfermot



National Adult Literacy Agency
Áisíneacht Náisiúnta Litearthachta do Aosaigh

What is NALA?

The National Adult Literacy Agency (NALA) is an independent membership organisation, concerned with developing policy, advocacy, research and offering advisory services in adult literacy work in Ireland. NALA was established in 1980 and has campaigned since then for the recognition of, and response to, the adult literacy issue in Ireland.

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