



Improving workplace basic education and health and safety



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Training & Employment Authority



The National Adult Literacy Agency
An Áisneacht Náisiúnta Litearthachta do Aosaigh



**HEALTH AND SAFETY
AUTHORITY**



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Introduction to Steps to Safety

Welcome to this workbook.

Steps to Safety is a workbook that improves your reading and writing and helps you become familiar with health and safety terms.

You will use this workbook as part of FÁS Skills for Work courses. Your tutor will guide you through the exercises.

When you are ready to move on, you can progress to the Safe and Well resource. The Safe and Well pack consists of a workbook and CD-ROM.



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Improving basic education

You can improve your reading and writing skills while in the workplace through Skills for Work. Skills for Work is a FÁS initiative which aims to provide opportunities for employees to improve essential skills needed in the workplace. The training costs can be fully covered by FÁS and the course can take place within and outside working hours.

Contact FÁS for more details:

Workplace Basic Education Unit
FÁS
Services to Business
27-33 Upper Baggot Street
Dublin 4
Telephone: (01) 6070500
Webpage: www.fas.ie

VEC Adult Literacy Service

You can also contact your local VEC Adult Literacy service, who organise reading and writing courses for adults. Check out your local telephone directory or ring NALA at (01) 8554332.

Did you know?

- There are 126 VEC Adult Literacy services throughout the country.
- 34,000 adults are attending courses.
- You can work with a tutor on a one-to-one basis or in a small group.
- Courses are 2 to 4 hours per week, at a time that suits you.
- The service is free of charge and confidential.
- The local Adult Literacy Organiser will meet you and find a suitable tutor for you.
- There are more than 5,000 trained adult literacy tutors working in the service.

Other adult literacy service providers can be contacted through the Trade Unions (ICTU Congress Networks and Irish Trade Union Trust) and the Local Area Partnerships.

For further information on health and safety in the workplace, contact the Health and Safety Authority on www.hsa.ie or 1890 289 389.

Tutor notes

Introduction

The Steps to Safety workbook aims to help students improve their reading and writing skills and become familiar with workplace health and safety terms.

The workbook is designed for students on the FÁS Skills for Work programme, particularly students with language learning needs and basic literacy needs.

Students will require guidance and input from the tutor in order to get the most benefit from the worksheets in this book.

Useful tip for tutors

- Give students the opportunity to practise the four skills of listening, reading and writing. Integrate the skills as much as you can in any one session and in any one unit of work.
- Recap on previous learning at the beginning of each session.
- Introduce the class and new topics with the opportunity to speak and interact. This gives oral communication practice and allows students to become familiar with a topic before they move to written exercises.
- Base the subject matter on the concrete, in other words, students' own experiences. Tutors, for example, might like to pay attention to the surroundings and where possible use the working environment.
- Use visual tools, such as photographs, objects, CDs, DVDs and so on.
- Teach on the board first before introducing a worksheet. This helps to elicit prior knowledge of the subject from the group and gives students time to invest their thoughts and energy in the subject matter.

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- Give time and practice to pronunciation. This might include choral drilling. Choral drilling involves the tutor repeating a word or phrase three times for the students to hear clearly. Then the group repeats it back two or three times. The tutor can then check the pronunciation individually.
 - Give time and practice to spelling, using words suggested by the students.
 - Before introducing a worksheet to students, take time to determine what prior knowledge of literacy or language each worksheet assumes and check the students' knowledge of this. It may be necessary to pre-teach new language or literacy points, for example 'the verb' or the 'capital letters' can be particularly difficult. Check that students fully understand what each worksheet or activity requires them to do. Students might not be familiar with the structure of a worksheet, for example, cloze or matching exercises, or working with a partner.

