



Caerphilly Library Service

Adult Basic Skills Statement

Purpose of the Statement

The purpose of this document is to provide clarity for Caerphilly library staff, customers and partners demonstrating how Caerphilly Library Service will respond and work towards adult basic skills provision in the Borough.

Introduction

Objectives taken from the **Caerphilly County Borough Improvement Plan 2009/2012 : Building Better Communities For All**, aim to –

- ✓ Help increase employment opportunities by working in partnership with programmes that help provide adults and young people with the necessary skills and education to obtain employment.
- ✓ Ensuring that the services provided are targeted at individuals with specific barriers including those who are at risk of, or who have recently been made redundant, the over 50s, those not in employment, education or training benefit claimants.

Statistics for the Caerphilly Borough [1] summarise –

- ✓ In February 2010, around 5.8% of the working population in Caerphilly were claiming Jobseeker's Allowance. The equivalent figure for Wales was 4.6%.
- ✓ In 2007, an estimated 22% of working age adults in Caerphilly had no qualifications, this compares with 15% in Wales.
- ✓ The Welsh Index of Multiple Deprivation 2008 ranks specific small areas in Wales in terms of deprivation. In Caerphilly, 11% of areas fall in the 10% most deprived areas in Wales.

The Welsh Government strongly believes that basic skills are essential for everyone to enjoy their lives and fulfil their potential through raising standards of literacy and numeracy for all. They aim to reduce significantly the numbers of individuals in Wales who struggle with their reading, writing and figure work; to help improve their skills, prospects and quality of life. Improved basic skills levels have strong links across the wider social outcomes of changes to levels of unemployment, homelessness, offending, life expectancy and social engagement.

Caerphilly Library Service :

- ✓ Will enable and encourage individuals or groups of individuals to gain unbiased access to books, information and works of creative imagination.
- ✓ Will enable individuals to participate in lifelong learning through formal and informal learning.
- ✓ Will acquire materials to support the educational requirements of the community in all aspects of popular learning and study.
- ✓ Will demonstrate respect and sensitivity to all individuals approaching the service.

- ✓ Will widen participation by targeting under-represented groups.
- ✓ Will work in partnership with other groups.
- ✓ Will meet the needs of learners and tutors.
- ✓ Will ensure staff acquire the appropriate basic skills knowledge.

[1] National Assembly for Wales, Key Statistics for Caerphilly, May 2012.

Partners

We aim to :

- ✓ Work in partnership with public, voluntary and private sector organisations to improve the skills levels of Caerphilly Borough residents.
- ✓ Work closely with Caerphilly County Borough Council departments, offering support and resources when possible:- Bridges Into Work, Genesis 2 Wales, Working Skills for Adults Project, Community Education and the Basic Skills Department.
- ✓ Be responsive to local needs and conditions.

Levels of Support

We will provide individuals, practitioners and organisations with:-

Venue

- ✓ To hold courses, training sessions, meetings, library inductions etc.

Books and Resources

- ✓ Appropriate stock for all levels and for use by individuals, practitioners or groups.
- ✓ Ensure stock and resources are relevant, attractive and accessible.
- ✓ Appropriate and accessible stock in all formats.

Information

- ✓ Impartial, current information will be provided on support, resources and available training to include signposting to the correct organisation or individual.

Technology

- ✓ Computers and access to literacy campaigns such as BBC First Click and online training tools.

Library Staff

- ✓ Ensure staff will be empathic, knowledgeable and helpful to all customers.
- ✓ Provide all our staff with relevant training to enable them to identify users with a basic skills need.
- ✓ Provide additional training where appropriate.
- ✓ Ensure staff maintain an awareness of the range of support and training available for all learners, signposting to the correct individual / organisation if necessary.
- ✓ Encourage staff to work in partnership with appropriate groups and organisations.

Resources

We will:-

- ✓ Make our resources and services available and relevant to everyone who wishes to make use of them.
- ✓ Provide high quality resources specifically published for a basic skills audience for both student and practitioner.
- ✓ Provide online learning opportunities.
- ✓ Work with our partners to develop resources and strategies to encourage library usage and improve skills.
- ✓ Ensure staff maintain an awareness of published basic skills resources.
- ✓ Ensure information regarding support, training and innovation is disseminated.

Marketing & Promotion

We will:-

- ✓ Ensure information on library resources, services and facilities is made available to all appropriate individuals, organisations and practitioners.
- ✓ Visit practitioners and basic skills groups and market the range of resources available and discuss the needs of individuals / groups.
- ✓ Use plain English and applicable font typeface and size when developing marketing and promotional literature. Material will be made available in a variety of formats including translation to Welsh and other languages where possible.
- ✓ Promote the benefits of the library service to emergent readers.
- ✓ Promote the benefits of reading for pleasure.
- ✓ Explore alternative sources of funding in order to extend work basic skills work.

Evaluation and Impact

We will:-

- ✓ Evaluate the effectiveness and impact of specialist work, specific events, initiatives and projects and use this information to continuously improve the service we offer.

We are always open to new ideas and evaluate them in a positive way. We welcome input from library staff, public, basic skills students, voluntary and private sector organisations.

Mae croeso i chi gysylltu â ni mewn unrhyw iaith neu fformat

You are welcome to contact us in any language or format

Action Plan / Ideas

