Citizen Literacy Programme Prospectus
Reading and Writing for Everyone!

"Every citizen in society should have the right to be able to learn to read and write, as a matter of social justice."

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Who We Are

Citizen Literacy is a wholly independent Community Interest Company – a non-profit organisation based and registered in Scotland (SC671958).

What is the Citizen Literacy Programme?

It is an Adult Literacy programme to support Tutors to develop the reading and writing skills of adults who can already speak and understand English and features integrated digital and printed learning resources. It can also be used by **ESOL** tutors to develop reading and writing skills in their students. Due to its design, the programme is being used in a growing number of very diverse applications from CPD for primary / elementary teachers to stroke recovery – please see our case studies in the resources section of our website. The programme is split into 3 parts each consisting of 30 lessons – 90 lessons in all. For those who are new to the issue and scale of low literacy skills in the English-speaking world and the problems it poses for individuals and society please refer to our 'White Paper' on the subject, at this web link https://citizenliteracy.com/white-paper/.

We have created learning resources in printed and digital formats to support tutors and organisations involved in adult literacy education, including our revolutionary free learner web app. The programme is adult-centric, designed and developed by adult literacy specialists with feedback from learners and tutors around the world. Crucially, the content is not childish in appearance, which can very demotivating for adults. Our resources are a good fit with the ideas connected to the Science of Reading, but use very different to methods to those used with children.

Why Citizen Literacy?

This quote from a proposal for a national USA adult literacy programme eloquently and concisely sums up the situation in the English-speaking world. It explains why Citizen Literacy exists and why we seek to support the work and development of adult literacy tutors and supply them with good quality accessible learning resources and training materials:

> **"The work of teaching literacy skills to adults is overlooked and undervalued.**
> The field of adult basic education, which includes literacy instruction, receives far less attention in academia than early childhood, K-12, or tertiary education. Thus, there is not only a lack of data and research—which means a paucity of high-quality, evidence-based instructional resources—but also a lack of investment in professional development for adult literacy instructors, most of whom are part-time or volunteer and few of whom receive competitive compensation. The lack of competitive salaries and professional development opportunities deter many promising teachers from entering the field, as does the dearth of proven, accessible training materials.
> **For these reasons, access to adult literacy programs has not significantly improved over the past few decades, and the rate of low literacy has remained stuck at about one in five Americans"**

NATIONAL ACTION PLAN FOR ADULT LITERACY 2021

Barbara Bush Foundation

How Citizen Literacy Fits into the Education Landscape

Our programme is intended to help overcome the serious lack of resources and support for those who seek to help adults improve their literacy skills. It can also be used by **ESOL** tutors to develop reading and writing skills in their students. Feedback also suggests the programme may be of use for secondary school students who are struggling with their reading and writing skills – the non-childish content and interface can be a motivating factor for them. For primary and secondary school

teachers who are interested in the use of structured phonics methods for teaching literacy, our Tutor Handbook and free Learner web app can provide a useful training and professional development resource with pointers to further readings. Our Tutor Hub (subscription) also includes useful tools and resources to develop a working knowledge of phonics methods that can be used with a wide age range of Learners.

The Citizen Literacy programme helps to fill a major gap in current provision and starts with complete beginners in Part 1 and rapidly takes them to a good level of functional working literacy over Parts 2 and 3 of 30 lessons each, simultaneously improving digital literacy and building confidence. By the end of the first 2 lessons in Part 1 students are starting to read and write simple sentences.

United Nations Sustainable Development Goals: Goal 4 Quality Education
The title of this goal is:

> "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."

The Citizen Literacy programme and its free Learner web app is our contribution to meeting this goal and its target of achieving universal literacy (https://sdgs.un.org/goals/goal4)

Programme Content: Not Just Phonics – Total Literacy

A systematic approach to teaching adults to read and write English
We call our approach 'Total Literacy'*, because we seek to take learners forwards simultaneously across a broad number of literacy skills to quickly build confidence and provide the practical applications of useful functional skills. The programme starts with complete beginner readers and takes learners to a good level of functional reading and writing skills. The aim is to support tutors to help adults make rapid progress in their literacy skills and gain confidence as they go. The programme consists of 90 lessons split into 3 Parts, each part having 30 lessons with every fifth lesson being an assessment. In Part 1 of the programme the 44 phonemes of the English language are introduced with different ways of spelling them in words. By the end of Part 1, lesson 2, learners are starting to read and write simple sentences. This is made possible by the highly effective use of free and open digital resources for the learners and economically priced printed and digital materials for tutors and their learners to use in 'class'. The Tutor Handbooks for the programme provide a supportive introduction to the programme, training materials for new tutors, and detailed lesson plans broken down into small chunks linked to the Workbooks and the free learner app.

Citizen Literacy takes learners forwards simultaneously across a broad number of topics quickly to give confidence and provide the practical applications of useful functional skills. These are the skills we seek to develop in our learners:
1. Phonics – blending (i.e., Phonological Awareness and Letter Correspondence)
2. Decoding – breaking down
3. Reading
4. Spelling
5. Listening
6. Writing
7. Speaking (Fluency)
8. Alphabetical Awareness
9. Punctuation
10. Comprehension
11. Grammar

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By the end of the programme learners will be able to continue their own literacy development, enter further education, or take vocational training. The Citizen Literacy programme is not directly linked to any particular national or regional curriculum, because it is intended as a worldwide educational resource.

* The Total Literacy concept is inspired by the ideas of the 'Total Football' system where each player is expected to have all the skills needed to be flexible enough to play in any position on the pitch – much like the flexibility needed by an adult literacy tutor

Programme Description and Learning Resources

The first ten lessons of Part 1 and their associated resources were released in 2022, with the rest of the Part 1 due to be released in 2023, and Parts 2 & 3 to follow shortly thereafter. Please note the tutor Hub subscription gives digital access to all future tutor instructional resources and training materials, releases and updates for the entire programme i.e., Parts 1, 2, and 3.

A programme that is designed to be adopted, adapted, and delivered by others – not ourselves. it supports Tutors and their students to work through a face-to-face literacy syllabus in a wide variety of settings. The rationale for our approach is simple. The scale of the adult literacy challenge in society is so big no single organisation can realistically tackle it alone. As a small organisation, we collaborate with the international community of literacy educators to create our resources. The Citizen Literacy programme, alongside the work of many other organisations and individuals, is our contribution to making things better.

An integrated, yet flexible, set of digital and printed learning resources to support tutors and their students to work through a face-to-face literacy syllabus in a wide variety of settings, plus tutor training materials. You can find out more about them on our Resources page, current costs are on our Pricing page. Here is a short summary followed by brief descriptions:

- **Learner Web App** –smartphones / multiplatform – Free
- **Downloads for Tutors** for use in class and for CPD training – Free
- **Tutor Handbooks** – Print available from Amazon – Digital as part of Tutor Hub
- **Learner Workbooks** – Print available from Amazon
- **Tutor Hub Online Service** – annual subscription
    - Handbooks / Bookmarks / Lesson Customisation
    - Connected Learners: Tutor > Learner messaging and activities via app
    - Custom Word Activities: Tutor authoring tool for the app
    - Phonics Dictionary / Pronunciation Coach: 300,000 + words multimedia

The Tutor handbooks: Suitable for both experienced and new literacy tutors. Provides a useful and friendly introduction to the programme, lesson plans and tutor notes that are linked to the learner workbooks and the free learner web app. A structured yet flexible educational design that can be delivered as it is or adapted to learners' needs and community settings (which we encourage). Each lesson is broken down into exercises that are clearly linked to a section in a learner workbook to make it easy for tutors and learners to find the related learning resources, with the relevant Learner App activities identified – to enable learners to practice in between classes.

For tutors who are new to adult literacy teaching and the use of structured phonics methods the handbook and the app provides a useful training and professional development resource. Tutors

who subscribe to the Citizen Literacy Tutor Hub get access to web versions of all the tutor handbooks, training resources, plus a growing range of powerful digital tools to use with their learners.

Learner Workbooks: Each one covers a set of 5 lessons with exercise resources that are linked to the lesson plans in the tutor handbooks. The workbooks provide a space for Learners to write, collaborate, record, reflect on their work, and for Tutors to examine. The workbooks are priced to make them an economic proposition for learning providers, and offer an attractive well produced resource for Learners to work with – this is an important factor for maintaining and building the self-esteem and confidence of learners.

The revolutionary Citizen Literacy Learner web app: This is free to use, does not require user registration, has no adverts, no in-app purchases and takes no personal information. Featuring a voice driven interface suitable for low literacy learners with two virtual teachers that provide instruction and personalised feedback. Importantly, the design avoids looking like a children's learning resource – a strongly demotivating factor for older learners. There is multimedia interactivity and gameplay, together with voice and handwriting recognition, and instant personalised feedback. Enabling some of the first online independent learning opportunities for low literacy learners. From a standing start, by the end of lesson 2, learners are beginning to read and write simple sentences.

Tutor Hub: For subscribed users. The Tutor Hub is a genuinely groundbreaking development in adult literacy support, designed to be simple to use but extremely powerful, it provides a range of tools to use in class, tutor training materials, and online authoring tools. A Tutor Hub subscription enables a tutor to link to their learners' apps and send them messages and custom activities, helping to overcome the isolation that many adult literacy learners can experience.

- Tutor Handbooks (Web version) for the entire programme
    - Lesson Plan Bookmark and Edit Tools – customisation sequencing
    - Learner App Bookmark and Edit Tools – customisation sequencing
- Tutor Training Resources
    - Phonics Periodic Table
    - Word Blender / Decoder
    - Videos
- Custom Vocabulary Builder
    - Tutors can create specialist vocabularies for learners' interests and for their vocational needs to support entry into work and progression for those in work
- Connected Learners
    - Connects Tutors to their learners via the free learner app
    - Tutors can send voice / text messages to learners
    - Tutors can send custom vocabulary activities to learners
- Phonics Dictionary & Pronunciation Coach (useful for ESOL tutors**)**
    - A searchable phonics dictionary containing thousands of words. Each word is displayed as an interactive resource on screen that shows the relationship between the phonemes that make up the sounds of the word and the graphemes that represent the spelling of those sounds in the word. Each phoneme / grapheme pair also features the relevant IPA symbol. Each phoneme in the word can be heard by tapping on the associated grapheme. The whole word can also be heard by tapping on its 'play' button.
    - Decodes words into their constituent sounds and the letters that represent those sounds (Displays words broken down into their sounds)

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- o Letter / Sound correspondence identified
- o IPA symbols attached to letters
- o Each component sound and mouth shape in a word pronounced by an actor on video
- o Each complete word pronounced by an actor on video
- Free Tutor Resources – for use in class
  - o Editable Word Docs
  - o PDFs for printing
- A growing list of new lessons, tools, and features – please see our development roadmap below.

Development Roadmap: Advanced Tutor Hub Services

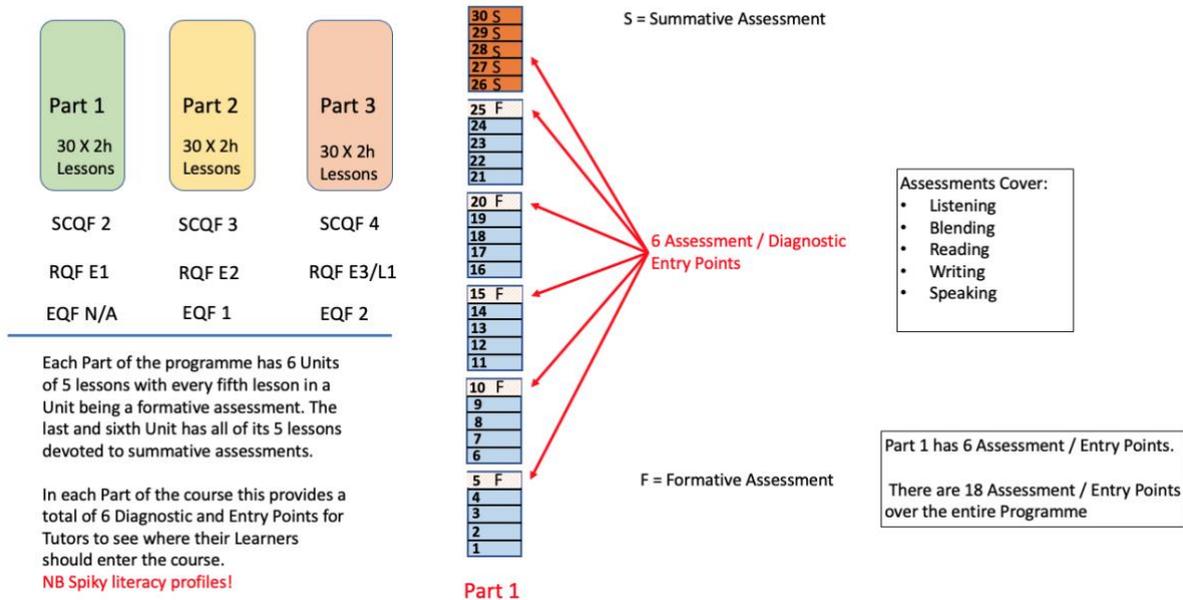Ideas for future development, depending on feedback from the literacy community:

- An analytics dashboard to monitor and record learner activity in their apps and keep records (useful for evidence of learning activity)
- The ability for tutors to author 'long form' custom content and deliver it to their learners
- Tutors can control the learners' apps, so they are all on the same page and lock it till they are all done – especially good for remote working and app assessment results
- Record assessments results in the app and export to a spreadsheet for record keeping
- Use AI and learning analytics linked to the programme learning design to:
  - o provide automatic personalised suggestions to learners based on their progress and behaviour in the learner app
  - o flag up in the tutor dashboard learners who may be progressing more rapidly or slowly and benefit from different activity options
- A customisable set of word / literacy games to engage learners
- Customising voice recognition for individual learner's accents and voices (prototype completed)

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Programme Structure

The programme is split into 3 parts each with 30 lessons of approximately 2 hours each – a total of 90 lessons overall. The diagram below illustrates the structure of the programme.

Structure of the Citizen Literacy Programme

Here is the textual description of the programme. 5 lessons constitute a unit of the programme – with 6 units making each part of the programme – giving 30 lessons in total for each part of the programme. In each part of the programme there are 5 formative and 1 summative assessment/ Thus, each Part of the programme has a total of 6 assessment / diagnostic entry points. There is a dedicated Learner Web App for each 3 parts of the programme with 30 online lessons mapped to the F2F lessons plans in the Tutor Handbook. Each Learner Web App of the support approximately 600+ activities to support independent learning between F2F sessions.

Assessment Topics

- Listening
- Blending
- Reading
- Writing
- Speaking

Educational Levels – National and International

To help tutors and learning providers see how the Citizen Literacy programme may fit into their existing practice this section indicates what educational levels each of Part is **roughly** equivalent to. We say 'roughly' because our design and resources are based on rapid practical skills development and are not tied into any one national education system. In contrast, some national educational levels authorities for reasons of expediency may concentrate on more restricted measures of abilities e.g., word lists that can be recognised and spelled etc.

The programme is split into 3 Parts each of 30 lessons and concentrates on rapidly building ability and confidence amongst learners. For instance, Part 1 starts with complete beginner readers and by

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the end of the second lesson they are starting to read and write simple sentences. By the end of Part 3 learners will have achieved a good working level of functional literacy for use in their daily lives and a solid foundation for any further training or education they wish to pursue. For instance, in the UK at the end of Part 2 or 3 learners would be able to enter an apprenticeship scheme. Most training providers will not accept trainees with literacy skills below these levels.

The 3 Parts of the Citizen Literacy programme are approximately equivalent to these national / international educational levels

The Scottish Credit and Educational Qualifications Framework (SCQF)

(SCQF) More information about SCQF levels at this link

- Citizen Literacy Part 1: SCQF Level 2
- Citizen Literacy Part 2: SCQF Level 3
- Citizen Literacy Part 3: SCQF Level 4

European Qualifications Framework (EQF)

(EQF) More information about how the EQF maps to SCQF at this link

- Citizen Literacy Part 1: EQF Level N/A
- Citizen Literacy Part 2: EQF Level 1
- Citizen Literacy Part 3: EQF Level 2

The Regulated Qualifications Framework (RQF)

(RQF) For England, Wales, and Northern Ireland. More information about the RQF at this link

More information about how the RQF maps to EQF at this link

- Citizen Literacy Part 1: RQF Entry Level 1
- Citizen Literacy Part 2: RQF Entry Level 2
- Citizen Literacy Part 3: RQF Entry Level 3 / Level 1

Methods and Values,

- Citizen Literacy is based on a foundation of **phonics** methods for developing reading and writing skills in adults i.e., teaching letters and sounds correspondence in a systematic and structured way.

- The programme has a major **influence** from the work of the Brazilian educator **Paulo Friere** and his emphasis on making learning relevant to people's lives. We expect our programme to be adapted to the needs and interests of students by tutors and to this end each Part of the programme includes a Personal Learning Plan Template (PLP). Using the PLP tutors can work with their students to find out and agree what learning benefits students would like to achieve from the programme for instance; read a story to my child, write a shopping list, apply for a job etc. and try to work that into their teaching.

- Citizen Literacy leverages the ubiquity of mobile phone use in society to enable **independent learning** opportunities for adult literacy learners via our App. One of the first to do so in the adult learning sector.

- The **Science of Reading** movement provides a more rigorous basis on which to conduct literacy training and tutor support. It provides a welcome move away from following entrenched, untested and unquestioned methods of teaching reading and writing.

- Our work in creating the programme takes the form of **Action Research** and **Applied Research.** As we seek to find practical ways to improve adult literacy and solve problems in

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applying new digital tools and educational methods to the process. It is worth observing that, as far as we know, there has been very little primary research done into the digital habits of low literacy adults

- The programme seeks to redress the lack of effective **Digital** tools for tutors and their students.

- Citizen Literacy sees **Support for Tutor Development** as a critical element of the programme, especially for those new to using phonics methods.

- The Citizen Literacy team seek to be **Community Led** through their links to and interaction with the international community of literacy and ESOL tutors. In this way, we can constantly test that what we are doing is of actual benefit.

- There are a wide range of other **influences** on our work besides that of Paulo Freire, to find out more please consult this web link https://citizenliteracy.com/influences/.

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Costs

For up to date prices please visit https://citizenliteracy.com/pricing/

Learner App free

Tutor Handbook £35 for every 10 lessons - Print (digital version included in Tutor Hub subscription)

Learner Workbooks £12 for every 5 lessons - Print

Tutor Class Resources – Digital / Print: Free editable Handouts and grapheme cut-outs etc., openly licenced

Tutor Hub - Annual subscription £60 + vat (£72 p.a.)

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