

# Toolkit for Literacy Houses

Erasmus+ KA2 Project: "Paving  
the way for essential skills houses"

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# 1. Toolkit for Literacy Houses

All preferred instruments that can aid in the establishment, operation and quality assurance of Literacy Houses have been brought together in a Toolkit for Literacy Houses. This can be accessed at the websites [www.readingandwriting.eu](http://www.readingandwriting.eu) (English) and [www.taalhuis.nl](http://www.taalhuis.nl) (Dutch)

The English-language website has a *Toolkit Literacy Houses* tab under the header *Dutch projects and tools*. This provides an overview and a brief description in English of all available tools. A link is provided that will take you either directly either to the instrument itself or to a website that offers more information about this specific instrument. The texts are illustrated with images and/or a screenshot of the instrument. The list of instruments includes:

1. Facts and Figures: Factsheet and research reports
2. Literacy House Set-Up: Literacy across regions and roles and Literacy Houses' roles and responsibilities
3. Literacy House Staff
  - 3.1 Literacy House Volunteers: Training courses
  - 3.2 Literacy House Coordinator: Capacity-building, Essential Skills Counselling training
  - 3.3 Language Volunteers: Language Volunteer Checker, training for language volunteers, approaches tailored to counselling women, improving basic health skills and parental involvement, VolunteerNetwork.
  - 3.4 Language Counsellor or Certified Literacy House Teacher: Knowledge and skills-building, TrainersNet
4. Teaching and Study Materials: Teaching materials, ordering portal, resources guide and essential skills taster collection
5. Screening Tools: Basic Indicator Tools and Language Explorer
6. Communication Materials
7. National Helpline
8. Inspiration: Real-life cases and local council exchanges on approaches to counter low literacy. *Here, we will also include the essays resulting from this Erasmus+ project.*

## 2. Target audience

The Toolkit is available for libraries, social services, volunteer organisations, language institutes and local councils in European countries. It can be of assistance when setting up a Literacy House is being considered or when such a place of referral for basic literacy skills training is already in place and more information on available supporting instruments is desired.

# 3. Feedback from national and European partners

A number of questions relating to the Toolkit was put to a number of national and European partners. They responded as follows:

## 3.1 What use do you see for the Toolkit?

Dutch partners feel the Toolkit is of interest to both newly established Language Houses as well as Language Houses aiming to improve the quality of the services they provide. It includes a range of useful instruments, such as the teaching and practice materials for Language House volunteers and teachers. The Toolkit is also valued as a means to increase uniformity in the collaboration with Language House partners.

International partners appreciate the Toolkit as a source of inspiration for local and national projects, such as the screening instruments and training courses for volunteers. Their assessment is that the Toolkit offers useful practical tools, for example in terms of approaches to reaching various target groups.

A Skype session with a European partner was staged to delve a little deeper into a number of instruments contained in the Toolkit.

## 3.2 Which opportunities do you see to disseminate the Toolkit in your network?

International partners see a role for themselves in the dissemination of the ideas from the Toolkit, such as the screening

instruments, but not so much the instruments themselves (except for Belgian partners), since these are currently only available in Dutch. There is an interest in having the instruments translated into English.

Dutch partners are pleased that all instruments can be found in one place, making it easy to share them with new colleagues and their networks of administrators, Language Houses and language network partners such as the employee insurance and public employment agency UWV. Cubiss will publish the links to the Toolkits on its website.

## 3.3 Do you have suggestions for adding instruments to the Toolkit?

National and European partners offered the following suggestions:

- An online learning environment for learners with low literacy challenges. We added a link to oefenen.nl
- Link to local to local volunteer centres/academies that offer additional opportunities for skills and expertise development for volunteers. No centralised website exists, but we have added a suggestion to contact them.
- Tools on how to maintain the level of learning after the courses.
- More inspiration and information on how to find native speakers and to how motivate them to go (back) to school. We added a link to the toolkit 'Extending the Reach of Libraries and Basic Literacy Skills'.
- Evaluating instruments for measuring impacts and adding quotes showing people's satisfaction with having a Language House in their area.
- Adding an overview of all Language Houses in the Netherlands and their contact details.

# 4. Continued development

The Toolkit is still in development, with scope for extension with additional instruments. Tools from other European countries may also be added in future.