



Annual Report 2009-10

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About Literacy Nova Scotia

Our Vision is for all Nova Scotians, as members of learning communities, to have access to the resources and opportunities that form the cornerstone for achieving their goals and fulfilling their potential.

Our Mission

LNS will work to ensure that all Nova Scotians have equal access to quality literacy education.

LNS will achieve its mission and vision by embracing and promoting values that include:

- Being responsible stewards of funding resources, supports and trust placed on it by stakeholders
- Respect for the individuality, culture and diversity of learners
- Learning for all

Literacy Nova Scotia is a not-for-profit charitable umbrella organization that provides a provincial forum for organizations and people to work together so that every adult has literacy and essential skills learning opportunities. We do that by raising awareness about the state of literacy in the province and the country, promoting accessible programs for all, collaborating with others who have similar interests and goals to support and celebrate learning, finding solutions and making connections.

Since 1992, Literacy Nova Scotia (LNS) has been supporting the literacy community in Nova Scotia by working to ensure that every Nova Scotian has equal access to quality literacy education.

Special thanks to the Office of Literacy and Essential Skills - Human Resources & Skills Development, NS Department of Labour and Workforce Development, Nova Scotia Community College, NS PGI Golf Tournament for Literacy, National Adult Literacy Database, Nova Scotia Provincial Library, LNS Members and Donors for their support.



Message from the Chair



In June of this year, Literacy Nova Scotia (LNS) wrapped up two years of core funding from the Office of Literacy and Essential Skills, HRSDC and signed a new contract for three years. These contracts allow LNS to focus on achieving its strategic goals of supporting and strengthening the literacy and essential skills field, exchanging knowledge with partners and stakeholders, informing others of literacy and essential skills issues and supporting learners' access to learning opportunities.

Over the course of the past two years we began to refocus our attention on the broad scope of literacy and now strongly emphasize when we speak of literacy we mean the term in its broadest sense. We have incorporated essential skills in our references to literacy and have embarked on a renewal of LNS's focus on literacy and essential skills in the workplace and workforce training. In essence, LNS is interested in literacy which includes other essential skills that lead to participation and access to lifelong learning opportunities; participation in workplaces, families and communities; and the best quality of life for every Nova Scotian. We are interested in Nova Scotians acquiring those skills wherever they can.

Within this report you will see highlights of how LNS has worked to achieve its goals over the past year. I anticipate 2010-11 will be a continuation of this work as we build and share new knowledge, engage new partners, maintain existing partnerships, and finally, advance awareness and commitment to literacy which includes all the essential skills needed to enjoy a fulfilling life.

Martene Duckworth

Chair



Executive Director's Message



This year, like the previous eighteen, has been a busy one for Literacy Nova Scotia. We continue to expand our work and strive toward excellence in what we do. We work toward making a difference for all those who need to improve their literacy and essential skills.

Professional development continues to be a passion for LNS. The piloting of the Nova Scotia Practitioner Training and Certification Program was the culmination of two years of hard work. If the training is implemented as we anticipate it will be we will see learners all over the province reaping the benefits because more practitioners will be better able to respond to their needs. Many adults experience learning challenges and struggles while in programs. The research we concluded for the Department of Labour and Workforce Development confirmed that. In our report to government, we were able to point the way toward supports that can help more learners succeed in the programs.

One of the most exciting accomplishments of 2010 was the research we conducted, at the urging of our funder, into LNS's role in workforce and workplace literacy and essential skills. This was done at a time when LNS recognized that it was essential for LNS to become more visible in the field. The review concluded that LNS's focus should be on building bridges into workplaces and bringing players together from adult literacy and workplace and workforce education to find out what they have in common and identify possible intersections for positive collaboration. In the coming three years LNS's work will focus on building and maintaining those connections and our work will complement what LNS is already doing in the community sector.

Executive Director

Highlights of the Work of LNS 2009-10

LNS worked to achieve five strategic goals this year:

- **Goal 1 – To strengthen and expand connections; to increase capacity to use technology; and to maintain linkages with and supports for learners.**
 - Maintained the eCampus for use by LNS and others in the field for training and information sharing. • Supported learners through inclusion of three learners on LNS's Board of Directors, the Learn Line, Bursaries & Scholarships, PGI awards and grants, learner participation in the work of CCLN (formerly MCL), celebrating and promoting Adult Learners' Week, and creative writing workshops. • Published two editions of the on-line learner magazine, **The Learning Beacon**. • Planned and participated in the annual Peter Gzowski Golf Tournament for Literacy. Researched literacy and essential skills tools for adult learners to examine.
- **Goal 2 – To promote active partnerships** • Continued collaboration with Department of Labour and Workforce Development, Department of Seniors, Provincial Library, Nova Scotia Community College, National Adult Literacy Database, Rural Communities Foundation of NS, Canadian Council on Learning, Computers for Schools Initiative, ABC CANADA, Colchester Regional Development Agency, CareerWorks Nova, Colchester Adult Learning Association and Canadian Learning and Literacy Network. Partnered with Eastern Coalitions and provided subsidies to attend the Spotlight on Learning Conference. Engaged literacy and essential skills organizations and a wide range of groups to collaborate and partner with one another. • Distributed \$6,835 to 5 individuals and 4 organizations through the Professional Development Fund for Community Literacy Organizations. • Held provincial Learner Services conference and established the Assistive Technology Software Fund.
- **Goal 3 – To lead organizations in the recognition and integration of literacy and essential skills in, and for, the family, community and workplace.**
 - Developed foundational training program with 20 practitioners certified • Held regional information meetings in conjuncture with Learner Services and Practitioner Training projects • Presented workshop on using the Learner Beacon as a teaching



tool. • Acted as a central distribution network to disseminate current information, tools and best practices surrounding literacy and essential skills through monthly electronic newsletters to 685 recipients. • Completed Feasibility Study of Workplace/Workforce and Essential Skills • Participated in Centre for Literacy of Quebec's Workplace Literacy and Essential Skills • Summer Institute. • 2 Staff trained in Igniting the Power Within. • Produced Fact Sheets on Violence and Learning and on Prior Learning and Recognition.

- **Goal 4 – To increase access to local and regional information on the state of literacy and essential skills in Nova Scotia.** Completed an Environmental Scan for literacy in Nova Scotia. • Utilized various multi-media for communications, ie facebook, twitter, Moodle platform, Skype, video conferencing, website, listserv, fact sheets, mailing, presentations, chat, Elluminate, conference calls, and voice threads.
- **Goal 5 – To maintain the organization in an administratively sound and accountable manner to support the performance of its mandate and ongoing accountability to all literacy and essential skills organizations in Nova Scotia.**
 - Reported to the Federal Government in a timely manner on the three OLES funded projects. • Submitted final report and recommendations from Learners Service project to provincial government. • LNS's Board of Directors met quarterly and completed a Performance Report on the organization. • Maintained and supported three learners on the LNS Board of Directors that will ensure their role in guiding LNS's policy and program development. • Completed an organizational audit for LNS fiscal year 2008-09 with OLES. • Submitted annual report on PGI Golf Tournament for Literacy to the national body.



LNS Projects

Multi Media Project: A foundational Practitioner Training and Certification Program has been developed under the Multimedia Approach to Training Adult Learning Practitioners Project funded by the Office of Literacy and Essential Skills. This program consists of nine modules (eight of which are online) which were piloted with 20 practitioners over a seven month period. The modules were revised based on discussions with a Work Group, feedback from participants and the project team, and, have been finalized. The project wraps up in January, 2011, and it is anticipated that a strong plan for implementation and long term sustainability will be completed at that time.

This new Practitioner Training and Certification Program will provide a more accessible training and certification program that will accommodate the learning styles, travel constraints and IT access issues of literacy practitioners. This will ensure adult learners have access to well trained, certified practitioners who understand the adult learning process and can use appropriate teaching methodologies that address learning barriers.

Learner Services Project: The Learner Services in the Community-based Sector Project was contracted by the Department of Labour and Workforce Development and was done in partnership with adult learners, literacy practitioners, and NSCC faculty. The main focus of this project was to look at issues that affect learners' success in their community-based programs. Among other things, the two year project examined barriers, such as learning disabilities, mental health issues and cognitive delay, that affect learner retention and success, researched strategies for dealing with those barriers, identified appropriate technologies, and professional development.

The final report on the work of the research project was sent to the Adult Education Division of the Department of Labour and Workforce Development in July, 2010. It included a review of the literature of Adult Learning Programs, a summary of both qualitative (focus group findings) and quantitative (written surveys) research, recommendations to inform policy and program options for provision of learner support services with a focus on helping adult learners improve their lives through education. As a result of the research into appropriate assistive technology for use in Level I and Level II of NSSAL, assistive technology packages were supplied to each community learning network and an Assistive Technology Software Fund was established.



Learners - Use Tools that Work for You: This is a 27 month project of Literacy Nova Scotia in partnership with community based learning organizations, the Nova Scotia Community College, the Nova Scotia Provincial Library, C@P, and the Dept. of Labour and Workforce Development to develop an Essential Skills Toolkit for the network of community-based learning organizations to help adults improve their employability skills, community participation and family life. The toolkit will ensure that learning institutions in Nova Scotia are aware of the Essential Skills Toolkit and have the ability to support the learners who use it.

The first phase of the project has been completed which included identifying and selecting existing tools that target continuous lifelong learning, working with others, oral communication, and thinking skills. Research was conducted to identify existing tools with input from past and present adult learners.

The second phase of the project involved organizing and holding a provincial institute with 40 adult learners and essential skills learners from across Nova Scotia. The tools identified in the previous phase were presented to the learners who gave feedback at the institute and who will later determine which tools best meet their needs.

The third phase of the project will develop and test the Essential Skills Toolkit. The findings and results of the institute will be discussed with the Working Group who will also act as Learner Ambassadors. Six tools will be selected and tested with six distinct groups of learners. Following that, the Essential Skills Toolkit will be developed and presented to the Working Group for discussion and response.

In the fourth and final phase, the Essential Skills Toolkit will be distributed and presented to the community based organizations and other interested adult learning organizations.

Board of Directors September 1, 2009 - August 31, 2010

Marlene Duckworth (Chair)	South Shore Regional Representative
Jo-Anne Binns (Vice Chair)	Cape Breton Regional Representative
Jean Desmond (Secretary)	Learner Representative
Corina Walsh (Treasurer)	HRM Regional Representative
Tammy Harrison	Valley Regional Representative
Linda Wentzel	Labour Representative
Krys Galvin	Northern Regional Representative
Lise Devilliers	Strait Regional Representative
Ken MacLean	Business Representative
Barb Pottier	Learner Representative
Stephanie Nickerson	Learner Representative

Staff

Ann Marie Downie
Executive Director

Heather Lauther
Office Manager

Kate Nonesuch
Curriculum Developer, Multi Media Project

Elaine Frampton
IT Coordinator/Specialist, Multi Media Project

Jayne Hunter
Coordinator

Marie David
Project Manager, Learner Tools Project

Ben Gale
Consultant, Student Services

Cindy Stevens
Administrative Coordinator

***The LNS Board of Directors and staff worked nearly 401 hours without remuneration for Literacy Nova Scotia with an estimated value of \$6,621. *The work of Literacy Nova Scotia was carried out with the equivalent of 5 full time staff this year.**

Revenues and Expenses

Revenues

<i>Year ending August 31</i>	2010	2009
PGI Golf Tournament	41,248	25,185
PGI Grant from Dept of Labour and Workforce Development	40,000	40,000
Special Projects	622,799	396,567
Memberships, interest and other	<u>33,949</u>	<u>49,421</u>
TOTAL REVENUES	737,996	511,173

Expenses

	2010	2009
Amortization	3,394	3,633
General Office/Project Expense	57,133	28,162
Meetings, facilities and travel	50,085	48,216
PGI Grants	40,016	40,320
Professional development	-----	150
Professional fees	134,317	68,281
Salaries and benefits	349,789	261,464
Scholarships, bursaries, LAW and learner support	14,740	14,032
Staff and board travel	42,355	<u>30,036</u>
TOTAL EXPENSES	691,829	494,294

This summary is based on excerpts from the audited financial statements. The entire report of the financial audit can be reviewed upon request.



Financial Position

Year ending August 31

Assets

Cash and short term deposits

Accounts receivable

Prepaid expenses

Subtotal

Property, plant & equipment

Total

2010

2009

809,220

827,916

47,097

40,857

1,717

1,617

858,034

870,390

14,822

15,722

872,856

886,112

Liabilities

Accounts payable and accrued liabilities

Deferred revenue

Total

50,294

76,275

340,680

374,122

390,974

450,397

Fund Balances

Restricted

Unrestricted – investment in property, plant and equipment

Unrestricted – operating

Total

14,822

15,722

467,060

419,993

481,822

435,715

TOTAL LIABILITIES & FUND BALANCES

872,856

886,112

This summary is based on excerpts from the audited financial statements. The entire report of the financial audit can be reviewed upon request.



Yes! I want to be a member of Literacy Nova Scotia!

You can make a difference!

Your support helps Nova Scotians access quality literacy programs. It also ensures instructors and volunteers have the skills they need; supports adult learners' participation; and promotes the value of literacy to all Nova Scotians.

Annual individual fee: \$5.00 Annual organizational fee: \$50.00

Name: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Organization Individual

LNS is a member of the Canadian Literacy and Learning Network (formerly Movement of Canadian Literacy). Please check here if you would like to receive information about CCLN membership.

I would like to make a donation of \$ _____. (Donations of \$10.00 or more will receive a tax receipt) **Please make cheques payable to Literacy Nova Scotia* or go to www.ns.literacy.ca click on CanadaHelps.org button to donate online.

*Multi-year membership will be accepted at the same cost per year

Note: LNS memberships run from September 1st – August 31st each calendar year. All memberships expire on August 31st and renewal fees are due on September 1st. Memberships purchased within six months prior to September 1st will expire on August 31st of the following year.