



Annual Report 2011-12



The Essential Skills

- Reading Text
- Document Use
- Numeracy
- Writing
- Oral Communication
- Computer Use
- Working with Others
- Thinking Skills
- Continuous Learning

Essential Skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.



Message from the Chair



Marlene Duckworth
Chair

For Literacy Nova Scotia (LNS), this year was one of preparing for transition. After 14 years of service to Literacy Nova Scotia, Executive Director Ann Marie Downie announced her retirement effective June 29, 2012. Ann Marie joined LNS in 1998 as a member of the Board of Directors. After serving three terms as chair of the board, she became executive director in 2002. Ann Marie Downie has a passion for literacy and learning. Her entire career was devoted to sharing that passion. For fourteen years, Ann Marie Downie guided this organization with her in-depth knowledge of adult literacy, combined with down-to-earth wisdom, and an unsinkable sense of humour. Her dedication was the driving force behind Literacy Nova Scotia, and she leaves behind a strong organization that will support Literacy Nova Scotia's mission: to ensure that all Nova Scotians have equal access to quality literacy, essential skills and lifelong learning opportunities.

Ann Marie set the stage for Literacy Nova Scotia to be an influential and dynamic organization in the field of literacy, in this province and beyond. Her consummate professionalism ensured that a succession plan was in place for a seamless transition. Her encouragement and leadership by example has fostered a team of competent, well trained staff. In July, Jayne Hunter was appointed as Executive Director. Throughout this transition the staff continued to work on our various projects and goals, which are outlined in this report. The integrity of LNS continues as we do quality work and provide an important service to the literacy and essential skills field in Nova Scotia. We have been described as a non-self-serving beacon for various groups. LNS is able to bring together various partners and players in the literacy field.

The main funder of the operation of LNS is the Office of Literacy and Essential Skills, HRSDC. This core funding contract will end in June 2013. The future of OLES core funding is uncertain. LNS has been conscientiously maintaining a contingency reserve fund to provide a window of opportunity for securing other funding to ensure we are able to continue to serve the literacy and essential skills field. LNS has also been diversifying its financial sources while staying true to our mission. We continue to create, develop, and strengthen partnerships, such as the one we have with the Department of Labour and Advanced Education. These partnerships are important to LNS as they contribute to reaching our goals.

LNS is fortunate to have a combination of excellent staff and dedicated Board of Directors who have a shared belief in the value of literacy and the work we do. They are willing to work hard at achieving the goals we set. Thank you all for your commitment.

Marlene Duckworth
Chair

Board of Directors: September 1, 2011 – August 31, 2012

Marlene Duckworth (Chair), South Shore Regional Representative

Jo-Anne Binns (Vice Chair), Cape Breton Regional Representative

Ken MacLean (Secretary), Business Representative

Jean Desmond (Secretary), Learner Representative (*resigned November 2011*)

Corina Walsh (Treasurer), HRM Regional Representative

Lise de Villiers, Strait Regional Representative

Tammy Harrison, Valley Regional Representative

Pam Haldane, Northern Regional Representative

Linda Wentzel, Labour Representative (*resigned September 2011*)

Danny Cavanagh, Labour Representative

David Robicheau, Learner Representative

Barb Pottier, Learner Representative

Paul Robson, Learner Representative

Staff

Ann Marie Downie, Executive Director (*retired June 2012*)

Jayne Hunter, Executive Director

Heather Lauther, Office Manager

Marie David, Project Manager / Coordinator

Elaine Frampton, Communications Coordinator

Contract staff:

Gary Mason, *Practitioner Training and Certification Program* Facilitator

Kate Nonesuch, *Learners: Tools that Work for You* Toolkit Writer and Editor

Mike Kelly, *Learning Beacon* Online Developer

About Literacy Nova Scotia

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. LNS does this 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, and finding solutions and making connections.

Literacy Nova Scotia supports the adult literacy field in the broadest sense. LNS works to ensure that literacy and essential skills learning opportunities are available wherever and whenever there is a need or interest. LNS supports community sector, college, school board, workplace and workforce programs. LNS understands that literacy is bigger than reading and writing; it is all those skills needed for accessing and using information that help us contribute to our workplaces, families and communities.

The goals of LNS are as follows:

1. To support and strengthen the development of organizations and people involved with adult literacy, essential skills, and lifelong learning.
2. To provide a forum for provincial and regional organizations and individuals to work together to ensure that every Nova Scotian has equal access to quality literacy, essential skills, and lifelong learning opportunities.
3. To inform governments at all levels and the general public about the issues connected with adult literacy and essential skills in Nova Scotia.
4. To strengthen the adult literacy and essential skills learner voice in Nova Scotia.

These goals align well with those of OLES, one of LNS's major funders: to build knowledge and expertise; to develop and sustain partnerships and networks; to broker tools, supports and best practices; and to maintain a results-based, administratively sound and accountable organization.

LNS is a learning organization which encourages its board and staff to participate in professional development through the following webinars, conferences, and workshops:

- Centre for Literacy on WLES – Shaping a New Learning Culture;
- Hope Filled Approaches to Career Development (NSCDA conference);
- Embedding LES in Workplace;
- Webinars on Labour Market Agreements and PIAAC;
- Youth, Justice and Literacy (Frontier College);
- CSTD mobile learning workshop: Building Your Brand; Moodle Training;
- Canadian Society of Association Executives; HR training;
- Employment Law for Managers and Supervisors;
- Business Writing and Grammar; and Reading Financial Statements.

Supports to Learners

NSPGI Awards

- **The PGI Canada Learner Achievement Award** (\$500) sponsored by PGI Canada and National Learner Champions was presented to **Kim Barry** (Digby Area Learning Association)
- **The Nova Scotia Learner Award** (\$500) sponsored by Nova Learning Inc was presented to **Yolanda Cleaves** (Digby Area Learning Association)

Scholarships and Bursaries

The money for these grants comes from the PGI Golf Tournaments for Literacy. One scholarship is designated for a NSCC Truro student. The recipients were:

Scholarships (\$1500)

Jennifer Lillington – NSCC Truro

Melodie Francis – NSCC Waterfront

Bursaries (\$500)

Clark Graham – Chignecto Central AHS

Michelle MacDonald – NSCC Marconi

Lori-Anne Stone – Chignecto Central AHS

Adult Learners' Week

Six writing workshops were held across the province which included a contest themed *New Skills, New Confidence*. The winners **Joanna Bisson** – *Workplace / Workforce*, **Yodit Matewos** – *ESL, Seniors' Literacy & Family Literacy*, **Naomi Walker** – *Community-based, Levels I & II* and **Simone Beaudoin** – *Adult High School, NSCC, & Community-based, Levels III & IV* read their submissions to an audience of 57 including Minister Marilyn More and Premier Darrell Dexter, who proclaimed the week of March 24–April 1 Adult Learners' Week in the Province of Nova Scotia.

Learners: Use Tools that Work for You!

As part of this project, six workshops were held across the province and three were held during ANSCLO's Learner Celebration Event.

Ultimately, the main purpose of Literacy Nova Scotia's work and services is to support the learners.

Nearly 100 learners participated in the Adult Learners' Week workshops.

LNS received 67 submissions and they can be viewed at <http://library.nald.ca/item/10195>

Supports to Practitioners and Organizations

212 Practitioners completed
15 Practitioner Training modules.

78 participants attended the Learner Supports Conference.

5 LAW grants approved for \$945

13 PD Fund applications approved for \$16,757

2 Assistive Technology Fund applications approved for \$1,006

Practitioner Training and Certificate Program

This program consists of nine modules which 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. Twenty-two were certified within the NS Practitioner Training Program in 2011-12.

Helping the Struggling Learner: What Works and How?

A two day conference (part of the Learner Services Project) for volunteer tutors, instructors, and program coordinators of the community based learning organizations which offered Level I and Level II within NSSAL.

PD Strategy Project for Senior Administrators and Boards of Community Learning Organizations

A provincial project funded by the Voluntary Sector Trust which included a forum for 35 participants who learned about social media tools, risk management, individual development plans, and were energized by the presentation: "Journey to Everest: The Unsung Heroes of Servant Leadership."

Literacy Action Week

LAW is held the first full week of November each year. It is the time when Literacy Nova Scotia and individuals and organizations who have an interest in supporting adult literacy share information with governments and the public about literacy and essential skills in their community. Meetings with government officials at all levels, information sessions and other activities are held throughout the province. LNS publishes a LAW Toolkit each year and offers grant funding for literacy groups to hold events during LAW.

PD Fund

Community learning organizations funded under the Nova Scotia School of Adult Learning can apply for funding for their staff and volunteers but not for adult literacy. The PD Fund covers PD activities for individuals and groups within the organization.

Assistive Technology Fund

Community learning organizations funded under the Nova Scotia School of Adult Learning can apply for approved assistive technology. The list of approved assistive software was developed by the Assistive Technology Committee, a sub-committee of the Learner Services Advisory Group. Funds for the purchase of the assistive technology have been allocated from the Learner Services Project and are limited.

Computers for Schools

Literacy Nova Scotia was able to offer computer systems through Computers for Schools | Nova Scotia. Computers for Schools collects, repairs, and refurbishes donated surplus computers from public and private sector sources. They are distributed to schools, public libraries, not-for-profit learning organizations, and Aboriginal communities.

PGI Grants

The Nova Scotia Department of Labour and Advanced Education has been a major sponsor for more than fifteen years and has made a yearly contribution of \$40,000. The contribution is distributed through the PGI Grants to NSSAL community organizations based on criteria approved by the Department of Labour and Advanced Education. The purpose of the PGI Grants is to enhance and support the participation of adult learners in community programs.

Raise-a-Reader Grants

The Raise-a-Reader Grants are administered by Literacy Nova Scotia in partnership with The Chronicle Herald. The purpose of the grants is to enhance the work of existing programs that support children and their parents and caregivers. The focus of the grants is on developing the literacy skills of families.

Peter Gzowski Invitational Golf Tournament for Literacy (PGI)

Literacy Nova Scotia is the beneficiary of the funds raised through NSPGI. Net revenue raised at the NSPGI will stay in Nova Scotia to support adult learners.

Nova Scotia's Labour Market Needs: The Role of Literacy and Essential Skills

This provincial forum included a panel discussion on the role of Literacy and Essential Skills in Nova Scotia's Workforce Strategy. Craig Alexander, Senior VP and Chief Economist for TD Bank presented his argument for why Canadian businesses and governments can prosper significantly by investing in adult literacy programs.

Menial No More

Two Lunch and Learn sessions were held in Port Hawkesbury and Kentville. John MacLaughlin discussed how all levels of work are dramatically changing – including jobs that have been previously classified as lower skilled, the potential of integrated training, career ladders, and a 'new generation' of Literacy and Essential Skills delivery models.

48 computers
distributed to 13
organizations

16 PGI grants
approved for
\$40,000

19 Raise-a-Reader
grants approved for
\$39,712

\$62,000
raised at
NSPGI 2012

Information Sharing and Research

Information Sharing and Research

LNS employs a variety of communication tools including Facebook, Twitter, LinkedIn, Google Calendar, Google+ web albums, Google alerts, eCampus, listserv messages to over 700 email addresses, LNS eNews to almost 200 recipients, as well as our website and a bi-annual print newsletter.

LNS created printed materials for distribution such as Essential Skills bookmarks and Learner Tools postcards. We also began developing Learner Essential Skills Factsheets and a NS Elections Factsheet. LNS provided Literacy Action Week templates and factsheets and also distributed Family Literacy Day promotional items. We published two issues of the LNS eNews and Learning Beacon, as well as an eBooklet of Learner Writing submissions from Adult Learners' Week. LNS also had the opportunity to contribute to other newsletters, such as the Truro & Colchester Chamber of Commerce, and shared information to groups such as the PC and Liberal Caucuses. Presentations by LNS were given at Regional Planning Team meetings and to the First Nations Education Coordinators.

Webinars

LNS began exploring webinars as a way to offer timely professional development and share information. Many webinars were promoted and two were offered by LNS:

- Menial No More: Advancing our Workforce through Digital Skills (partnership with OLC)
- Learning via Social Media (Dr. Sarah Eaton)

PD Strategy for Senior Administrators and Boards of Community Learning Organizations

The first phase of this project included a needs assessment for community learning organizations with an emphasis on the professional development of the organization's team, including the board, administration, paid and volunteer staff, as it pertains to the smooth operation and administration of the organization.

Learners: Use Tools that Work for You!

This successful 27 month project ended in May with the launch and dissemination of an Essential Skills toolkit filled with exercises and activities recommended and tested by adult learners throughout the province. The biggest contributing factor in the success was the adult learners who took ownership of the project. From the participation in the project activities and the toolkit itself, adult learners gained a greater understanding of how they can use this knowledge to benefit them in their continued education, job finding strategies, and to fully participate in community life. Adult learners in the province also know more about Literacy Nova Scotia and the services it offers to learners either through their learning networks or directly to them.

2 issues of

The Learning Beacon, an interactive, online newspaper for adult learners.

71 people

participated in LNS webinars.

The 35 learning networks of NSSAL received a print copy of the the Essential Skills toolkit. The toolkit is also available on the Literacy Nova Scotia's website.

Funders, Partners and Supporters

Office of Literacy and Essential Skills (OLES) provided core funding for Literacy Nova Scotia.

Department of Labour and Advanced Education (LAE) provided funding for Learner Supports, Professional Development Fund, Assistive Technology Fund, Adult Learners' Week, Practitioner Training Certification Program, and contributed to Craig Alexander's presentation *Canada's Literacy Challenge: The Economic Cost of Low Literacy in Canada and How Governments and Businesses can Address It*.

Voluntary Sector Professional Capacity (VSPC) Trust provided funding for PD Strategy project.

Rural Communities Foundation of Nova Scotia (RCF) contracted LNS to provide administration and communication services. RCF has funded literacy organizations and learning community projects through its granting programs.

Computers for Schools provided 64 computer systems/laptops for community-based learning organizations.

The Chronicle Herald donated funds through the Raise-a-Reader program for family literacy programs across Mainland Nova Scotia.

Peter Gzowski Invitational Golf Tournament

Sponsors: Nova Scotia Business Inc., LAE, Atlantic Lottery, KPMG, Delta, Clearwater Seafoods, MICCO Group, Agenda Managers, Frischkorn AV, MinuteMan Press, Nova Learning, Kholtech, NSTU, and CBC.

Nova Scotia Community College provided in-kind office space, utilities, and other college services.

National Adult Literacy Database provided web hosting and moodle upgrades.

ABC Life Literacy Canada provided Family Literacy Day materials.

Ontario Literacy Coalition partnered on webinar.

UNESCO supported Adult Learning Week activities.

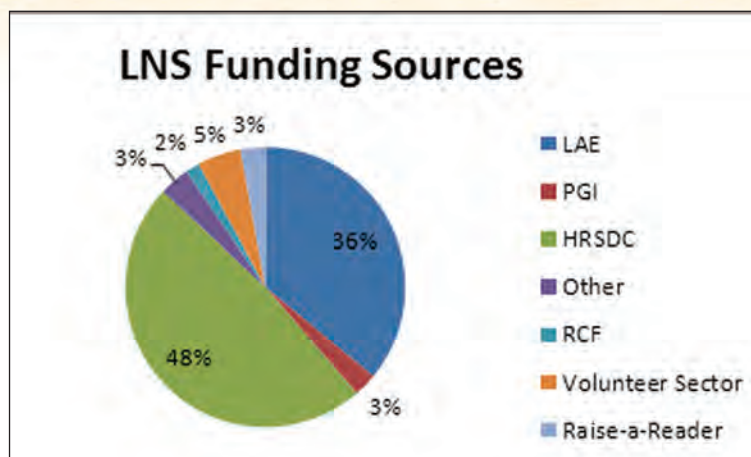
Canadian Literacy and Learning Network
Learning Disabilities Association of Nova Scotia
Association of Nova Scotia Community Learning Organizations
Federation of Community Organizations
Federation of Labour
Colchester Regional Development Association
Colchester and Truro District Chamber of Commerce
Association of Workplace Educators of Nova Scotia
Prior Learning Centre
Nova Scotia Department of Seniors

Thanks to all LNS funders, partners, contributors and supporters, including LNS members.

Statement of Revenues and Expenses

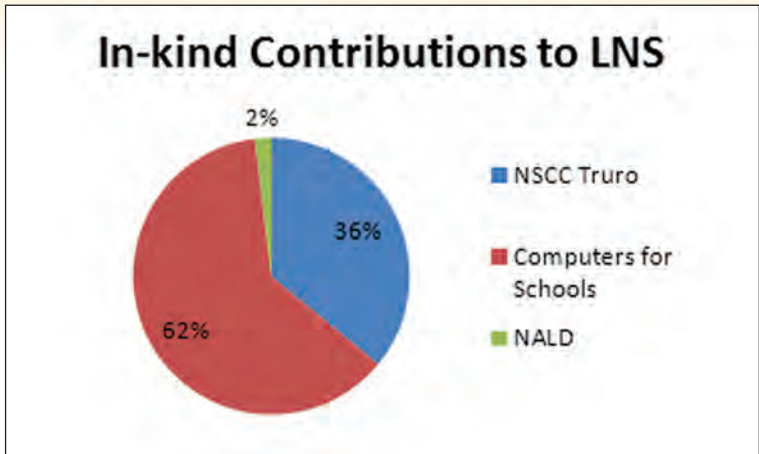
Revenues	2012	2011
Year ending August 31		
PGI Golf Tournament	17,514	20,818
PGI Grant from Dept of Labour and Advanced Education	40,000	40,000
Special Projects	465,944	424,915
Memberships, interest and other	31,114	20,667
TOTAL REVENUES	554,572	506,400
Expenses	2012	2011
Amortization	2,452	2,964
General Office/Project Expense	41,965	61,814
Meetings, facilities and travel	65,517	48,085
PGI, RaR and LAW Grants	81,512	61,475
Professional fees	51,326	69,080
Salaries and benefits	257,900	247,478
Scholarships and bursaries	4,500	15,131
Staff and board travel	25,942	26,817
TOTAL EXPENSES	531,114	532,844

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



Financial Position Year ending August 31	2012	2011
Assets		
Cash and short term deposits	779,644	839,595
Accounts receivable	31,483	43,531
Prepaid expenses	--	1,489
	<u>811,127</u>	<u>884,615</u>
<i>Property, plant & equipment</i>	10,208	11,858
	<u>821,335</u>	<u>896,473</u>
Liabilities		
Accounts payable and accrued liabilities	63,467	67,930
Deferred revenue	278,972	373,105
	<u>342,439</u>	<u>441,035</u>
Fund Balances		
Unrestricted – investment in property, plant and equipment	10,208	11,858
Unrestricted – operating	165,297	443,580
Internally restricted		
- Contingency fund	250,000	--
- Learners' conference	53,391	--
	<u>478,896</u>	<u>455,438</u>
TOTAL LIABILITIES & FUND BALANCES	478,896	455,438

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



Become a Member of Literacy Nova Scotia.

Add your voice to the wide membership that calls for the advancement of all levels of adult literacy in Nova Scotia. Your support helps Nova Scotians access quality literacy, essential skills and lifelong learning opportunities. 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.

Download the membership form at www.ns.literacy.ca/membership.htm
Annual individual fee: \$5.00 / Annual organizational fee: \$50.00

Benefits of Membership:

- Electronic listserv: Learn about the latest developments in literacy provincially and nationally, funding sources, professional development opportunities and the activities of LNS. Members can also post announcements of interest to other literacy organizations.
- Monthly eNews bulletins and free subscription to the Literacy Nova Scotia Newsletter that includes articles for practitioners, board members, policy makers and the public.
- Professional development opportunities and symposiums.
- LNS Website: All our print materials are available online at www.ns.literacy.ca. We also have links to other literacy groups and resources, and information about our board and activities.
- eCampus (ecampus.ns.literacy.ca) offers discussion forums to enhance your understanding of adult literacy by means of conferencing, training, technical assistance and communication. Member web forum discussions can also be hosted.
- A vote at the Annual General Meeting and a chance to serve on the LNS board or on a committee.
- A direct link to the Canadian Literacy and Learning Network (CLLN), Canada's national voice for literacy.



This organization is partly funded by the Government of Canada's office of Literacy and Essential Skills.

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