

Linda Richards

As an adult literacy and numeracy tutor I worked in a variety of settings: with NVQ candidates, army cadets, ex drug-users, ex-offenders and the recovering mentally ill. I also addressed the no less significant needs of adults in regular discrete provision, supporting Key Skills and addressing the Skills for Life issues of those on vocational courses and also in workplace settings.

I have always enjoyed creating resources for these learners and for the last few years have gradually devoted more time to writing resources for publication. I have contributed to many paper-based projects involving a range of vocational areas such as horticulture, care and construction as well as multi-media projects targeting rail workers, supporting Key Skills and learning through IT.

Conducting research into vocational areas for the embedded learning materials project for the DfES and visiting and liaising with workplaces and training establishments has increased my knowledge of the needs of both employers and employees. I see the relevance, accessibility and usability of materials to learners, their teachers and to employers as paramount.

I have a thorough knowledge of the Adult Core Curriculum, Key Skills and National Occupational Standards.

Résumé

I have been involved in planning, researching, drafting, authoring, editing and proofing for the following products:

Basic Skills Agency

- Workbooks in Construction, Cleaning, Engineering and Care

DfES Adult Basic Skills Strategy Unit	<ul style="list-style-type: none"> Materials for Embedded Learning Project 15 vocational settings: Catering and Food Hygiene Cleaning E2E Early Years Hairdressing Horticulture and Production Horticulture Hospitality Painting Operations Passenger Transport Production Line manufacturing Retail Skills for Construction Social Care Trowel Occupations Warehousing http://rwp.qia.oxi.net/embeddedlearning/
DfES in partnership with Dept of Health	<ul style="list-style-type: none"> Skilled for Health
East of England LSC	<ul style="list-style-type: none"> Research into mentoring provision for offenders in the community.
EQUAL	<ul style="list-style-type: none"> Offender Mentoring Toolkit - a computer based resource for mentors working with offenders.
ESF Partnership: Central London LSC and Sector Skills Councils	<ul style="list-style-type: none"> Research into the SfL issues of small and medium businesses in Central London in a range of sectors.
Go Skills Sector Skills Council for Passenger Transport	<ul style="list-style-type: none"> A pre-employment programme for bus drivers.
Harcourt	<ul style="list-style-type: none"> Sure Skills Entry 1&2 workbook, teacher notes and PowerPoint presentations
Kensington and Chelsea College	<ul style="list-style-type: none"> Communication skills for Hospital Ancillary workers
LLUK	<ul style="list-style-type: none"> Micro-site - Inclusive learning approaches for literacy, language, numeracy and ICT
LSDA	<ul style="list-style-type: none"> Key Skills Levels 1 and 2 multimedia product

QIA	<ul style="list-style-type: none"> • Expert reader Revision of Adult Literacy Core Curriculum • Research - Developing recommendations for a policy on teaching reading and writing
Tribal/ CTAD	<p>Several products including:</p> <ul style="list-style-type: none"> • Working Knowledge 1 – a blended learning employability package • Target Skills for Work - Skills for Life materials for use in the workplace.
TUC	<ul style="list-style-type: none"> • Developing an accreditation/ qualification framework for use in union learning settings with supporting materials.
<i>Ufi learndirect</i>	<ul style="list-style-type: none"> • Writing Key Skills Communication Levels 1 and 2 (multimedia product) • Tutor Guide - Key Skills Communication Levels 1 and 2 • Essential Skills for Work multimedia product • Essential Skills for Rail multimedia product
Warwickshire College	<ul style="list-style-type: none"> • Interactive version of Skilled for Health