

Travel Resource Package

Adult Literacy, Numeracy, ICT & Budgeting

Everyone should have the opportunity to use public transport. Knowing how to travel safely, efficiently, effectively and at minimal cost is an important part of daily life.

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1 Introduction

This resource was created as a series of four modules that are designed to last between 45 and 60 minutes each. It is designed for Work and Training Providers to assist their customers to access the full benefits of public transport when looking for new job opportunities and starting new employment or training.

The sessions have been designed to support learning and development aligned to Level 1 of the Adult Literacy, Numeracy and ICT Core Curriculums with an additional section to assist with personal budgeting. Tutors and organisations can take this resource and make it their own by drawing on examples and experiences from their local areas and adapting the modules to meet their customers and business needs.

The internet is an integral part of this resource along with other sources of information. Please refer to the main public transport resource at networkwestmidlands.com

Thank you for using this resource and hope it helps your customers into new jobs.

Regards

Transport for West Midlands Sustainable Travel Team

2. The need for a Travel Resource

The Travel Resource provides the opportunity to be able to plan and budget for journeys across a wider area accessing employment outside of local communities.

Many more individuals will be able to secure employment within and outside of their local communities by expanding their travel horizons.

3. What is a Travel Resource?

The Travel Resource teaches independence and skills to fully utilise journeys on public transport and can assist with developing literacy, numeracy, information technology and budgeting skills.

The delivery of the Training Resource offers numerous benefits. These include:

1. Benefits to the individual:

- Increased confidence with using public transport.
- Remove / reduce perceived transport barriers relating to job interviews and new employment.
- Improved social interaction and social skills.
- Awareness of basic budgeting and the best ticketing options when starting work.

2. Benefit to the Provider:

- An increased number of relevant job interviews a customer can apply for and job starts that can occur.

Transport for West Midlands Sustainable Travel Module: Access to Travel for Work and Training Providers

Module 1: Adult Literacy Core Curriculum (SLr/L1 - 1, 3 & 5) (SLc/L1 - 2):

Objective	Tutor Activity	Learner Activity	Learner Outcome	Assessment	Resources
Make contributions relevant to the subject.	Introduce the session. Facilitate the Ice Breaker	Discuss how people travel to work. Identify where travel information can be obtained from.	To confidently talk about their own travel experiences. To know where to find travel information.	Individual and group feedback. Level of engagement / understanding through Q & A.	Flip chart, post it notes and pens. Travel information networkwestmidlands.com Provider travel assistance details.
Listen for and identify relevant information from explanations or presentations.	Explain the travel assistance provided by their organisation.	Listen to the explanation of the travel assistance provided and note down the key points.	To understand how their Provider can assist them with travel to job interviews and job starts.		WorkWise travel assistance information networkwestmidlands.com Travel Information Centres
	Explain the travel assistance provided by WorkWise.	Listen to the explanation of the travel assistance provided and note down the key points.	To understand how WorkWise can assist them with travel to job interviews and job starts.		
Ask questions to obtain relevant information.	Introduce the resources and encourage discussion on how they could be used.	Select resources of interest to them and explore how they can be used for their personal circumstances.	To appreciate how their future career and new job start can be achieved with public transport.		Bus maps, cycle maps, bus & train timetables, ticket price guides
Make contributions relevant to the situation.	Facilitate the task.	In groups note down questions related to their own personal journeys.	To understand that it is necessary to think carefully in order to ask the right questions.		

Module 2: Adult ICT Core Curriculum (1.1c, 1.2c, 1.3g & 1.3h):

	Tutor Activity	Learner Activity	Learner Outcome	Assessment	Resources
Access, navigate and search internet sources of information.	Demonstrate how to log onto the internet and enter job related websites.	Log on to the internet and enter specified web sites.	To be able to use the internet.	Level of engagement / understanding through Q & A.	Computer access. networkwestmidlands.com
	Demonstrate how to navigate the networkwestmidlands.com website.	Navigate and use a website by following the links.	To follow links on a website.		
	Demonstrate how to complete a journey plan.	Use NWM online Journey Planner to plan travelling from Coventry to Wolverhampton by train and bus.	To be able to plan journeys on public transport.		

Module 3: Adult Core Numeracy (MSS1/L1 - 1,2,3,5 & 6) (HD1/L1 - 1 & 3)

Assignment 1: WORKWISE WORKBOOK – numeracy exercise:

	Tutor Activity	Learner Activity	Learner Outcome	Assessment	Resources
Add, subtract, multiply and divide common units of measure in the same system.	Facilitate the assignment and explain the tasks. To work with each person as needed.	Work out the cost of taking two adults two children on a bus journey to the cinema.	To be able to use basic calculations.	Completed WorkWise Workbook	Travel Resource Workbook Adult Numeracy Level 1 Practice Paper Calculator, pens and paper.
		Work out the total cost to travel to work weekly, monthly and direct debit for a year.	To be able to find and understand travel costs.		
		Use an example of a budget to check the calculations with a calculator and work out the hourly pay to meet it.	To use a calculator to check completed calculations. To calculate the wages needed to meet the budget.		
Read, measure and record time in common and 12-hour and 24-hour systems.		Match 12-hour and 24-hour clock times.	To read and understand time.		
Calculate using time.		Use bus and rail timetables to calculate journey times.	To understand how to calculate journey times.		
Extract and interpret information from tables and price lists.		Extract information from tables in price lists.	To understand how to find relevant data.		
Find the arithmetical average for a set of data.		Calculate averages from tables in price lists.	To understand what averages are.		

Or Assignment 2: TRAVEL QUIZ – based on public transport:

Objective	Tutor Activity	Learner Activity	Learner Outcome	Assessment	Resources
Designed to test the short term memory recall of the main points covered.	Facilitate the Quiz.	Travel Quiz carried out either: <ul style="list-style-type: none"> - Hands up - Written team - Written individual 	To work together as a group. To test the understanding of key messages. To know where to obtain and use travel information.	Level of engagement / understanding during the questions and when receiving the answers.	Local Public Transport Quiz Pens

Module 4: Personal Budget Planning:

Objective	Tutor Activity	Learner Activity	Learner Outcome	Assessment	Resources
Select and use software applications to achieve a purpose.	Explain the reason for having a budget sheet. Show and explain a completed printed example of an Excel spreadsheet. Explain column and row headings and formatting. Provide assistance as required.	Listening to the explanation and asking relevant questions. Create an Excel budget table and print off.	To understand a personal budget. To be able to use Excel to understand simple formulas, sum function, identify row and column headings, line formatting, column widths and row heights. To use correct symbols for currency in pounds and pence. To use a printer.	Level of engagement / understanding through Q & A. Completed budget. Budget printed off.	Computer access with Excel. Printer access. Excel formatted budget sheet example Budget sheet for manual completion