



LIFELONG LEARNING PROGRAMME - GRUNDTVIG ORGANISATIONS WILLING TO HOST A GRUNDTVIG ASSISTANT

HOST COUNTRY: BELGIAN FRENCH SPEAKING COMMUNITY

Pour les organisations souhaitant accueillir un Assistant Grundtvig, il n'y a pas de candidature à remplir mais cette fiche signalétique à compléter et renvoyer à l'Agence (melanie.mignot@ae-europe.be) afin que nous puissions la diffuser sur l'Intranet des Agences nationales.

Ces fiches seront alors diffusées, par chaque Agence nationale, dans les différents pays LLP afin que les Assistants potentiels puissent directement prendre contact avec les institutions d'accueil qui les intéressent.

1. HOST DATA

Full Legal Name	Lire et Ecrire Communauté française asbl		
Type of Organisation			
Legal Status	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Public	
Commercial Orientation	<input type="checkbox"/> Profit	<input checked="" type="checkbox"/> Non profit	
Size (Nr of staff dealing with adult learners)	300		
Size (Nr of adult learners)	5000	Age range of the adult learners	18 and more
Address	12, Rue Charles VI 1210 Bruxelles		
Country	Belgium		
Region	<input checked="" type="checkbox"/> Rural	<input type="checkbox"/> Urban	
Telephone	+32 (0)25027201	Fax	+32(0)2 502 85 56
E-mail address	lire-et-ecrire@lire-et-ecrire.be	Website	<ul style="list-style-type: none"> ▪ www.lire-et-ecrire.be ▪ http://communaute-francaise.lire-et-ecrire.be/

2. CONTACT PERSON

Name	Catherine Stercq		
Position	Director		
Telephone 1	02 502 72 01	Telephone 2	
E-mail address	catherine.stercq@lire-et-ecrire.be		

3. EXPERIENCE IN EUROPEAN COOPERATION ACTIVITIES

Does your institution already have experience in European cooperation activities? Please indicate former projects in which you were involved in the last five years (for example those funded by the LLP programme and/or its predecessors (e.g. Socrates, Leonardo, Youth).

Start year	Programme	Type of Action	Reference	Title of the project
Oct 2005	Grundtvig	Séminaire thématique en préparation au réseau (4.1)	225255-CP-1-2005-1-BE-GRUNDTVIG-G41	PASS-Pratiques et politiques d'alphabétisation et d'acquisition des savoirs de base.

Oct 2009	Grundtvig	Réseau multilatéral	505723-LLP-1-2009-1- BE-GRUNDTVIG- GNW	Eur-Alpha
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4. CONTEXT OF THE HOST ORGANISATION

How would you describe the context in which your organisation operates?

For example: is your institution located in a socio-economically disadvantaged area? Is it confronted with specific needs from learners or staff (for example learners at risk of exclusion, learners with disabilities, migrants, refugees)? If so, please explain.

Lire et Ecrire provides literacy services to French and non-French speaking adults and young adults with limited basic skills and limited proficiency in French.

Lire et Ecrire has a large scope of actions:

- Raising awareness among the mass audience and the public authorities about adult illiteracy and the need to fight its causes.
- Promoting learners' voicing of opinion and participation
- Supporting tutor's training
- Conducting joint studies, surveys and research on literacy and disseminate the results
- Promoting the sharing of knowledge and partnership on an international level...

Lire et Ecrire consists of 3 coordinating structures and 14 regional or local entities.

Lire et Ecrire – French speaking community is one of the 3 coordinating structures and takes charge of the management, coordination and organisation of projects at the French community level (Wallonia and Brussels). On the field, local and regional bodies promote and develop literacy and numeracy training close to the public.

Lire et Ecrire – French speaking community is currently managing and coordinating a European network for literacy and numeracy called Eur-Alpha. (Grundtvig)

5. MOTIVATION TO HOST A GRUNDTVIG ASSISTANT

Please explain what are your reasons for wanting to host an Assistant?

- *Lire et Ecrire-French speaking community* finds important to build a European knowledge society and already do so through different European project. Such a society can't be achieved without people to bring it to life. That's why meeting each other and share experience is an important part of Eur-Alpha. For *Lire et Ecrire-French speaking community*, the welcoming of a Grundtvig Assistant runs along the same lines. It will confront us with another culture, help us publicize the work of our network and –eventually- build ties with actors of literacy and numeracy sector in another country.
- The management of Eur-Alpha takes a lot of time and energy. An Assistant would be very useful to help the network function smoothly
- On a human level, it will lead the Assistant to discover our culture, our language (French) and our country.

6. POSSIBLE TASKS FOR THE GRUNDTVIG ASSISTANT IN YOUR ORGANISATION

(Type of activities, subject taught, teaching language, ...)

In which areas of the curriculum will the Assistant be involved and how? How will the Assistant be involved in extra-curricular activities of your institution and, if applicable, in other activities of the local community? Will the Assistant have an opportunity to teach his/her culture and mother tongue?

TASKS

- Help to run Eur-Alpha: exchanging emails with partners, translating documents to French and English, writing articles for the newsletter, helping the team to organise workshop and some administrative tasks.
- Active participation to training sessions (for tutors in literacy) and awareness campaign.
- Participation in international workshops organised by Eur-Alpha (for trainers and learners).
- Observation of literacy and basic skills courses, possibility of assisting the teacher.
- Participation in working groups meetings inside Lire et Ecrire
- Opportunity to teach his/her culture and mother tongue during the international workshops

The possible tasks can really differ according to the specific competencies of the Assistant, his/her interests and motivation. However, the help to run Eur-Alpha will always be needed.

REQUIREMENTS

- We are looking for an assistant who speaks **English fluently** and who has -at least- a basic knowledge of **French** and a strong motivation to improve it. Any other language is an asset.
- Experience in literacy is not compulsory but a great interest in adult education is asked.

WE OFFER

- A great opportunity to learn about adult education
- A friendly work environment in Brussels, a human-size city
- An opportunity to work in an association with three specificities
 - We work under the Ministry of Culture (French speaking community)
 - All of our actions are aimed towards an active participation and the self-determination of learners.
 - We have almost 30 years of experience in literacy training

If your organisation is to share the Assistant with other organisations, how will his/her workload be managed and monitored?

7. OTHER COMMENTS

To learn more about the Eur-Alpha network www.eur-alpha.eu