

EUROPEAN
TRAINING
PROGRAMME

etp

WYCLIFFE UK

European Training Programme



P R O S P E C T U S

MA Literacy Programme
Development

WELCOME

from the MA Programme Leader

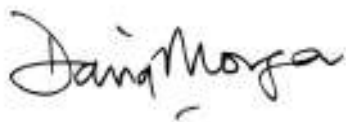
Thank you for your interest in following the MA Literacy Programme Development offered at the European Training Programme in conjunction with Middlesex University.

The programme equips you with the skills you need for literacy work in minority language contexts, usually in developing countries. It offers you the potential to make an impact at personal, community and global levels. The issues raised and the experience that you take part in will be life changing for you. To work in literacy is to make a significant contribution at grassroots level in a minority language community. Literacy can make a real difference to individual people and to communities as it is an important tool for enabling them to achieve their potential.

For members of Wycliffe and SIL, this programme combines the theoretical training you need with an internship of up to two years, arranged by your Wycliffe organisation or other sponsoring agency. It is this combination of skills based training and supervised practice in the use of these skills in the field that will make this programme particularly valuable for you.

We are hugely grateful to God for the dreams that many have nurtured over the years for SIL training in Europe and for the sheer hard work of gathering experience and presenting it in a package, relevant to today's world, that enables you to take your SIL training and gain a recognised qualification, awarded by Middlesex University, at the same time.

I trust that you will agree that it makes a most attractive programme.



David Morgan
European Training Director
MA Programme Leader

March 2012



the issues raised
and the
experience that
you take part in
will be life
changing for you

PROGRAMME OVERVIEW

The programme consists of three stages. The first two stages each comprise two taught modules. The third and final stage is the dissertation. The three stages should normally be completed within three years from the point of initial enrolment if you undertake an internship or, without the internship, within 15 months. An extension may be granted for the writing of the dissertation. Successful completion of all 180 credits (60 for each stage) of the programme means that you will be eligible for the award of the MA Literacy Programme Development by Middlesex University. If you exit from the programme earlier, you will be eligible for the highest award for which you have gained credits – 60 credits for the Postgraduate Certificate, 120 credits for the Postgraduate Diploma.

STAGE I: Postgraduate Certificate

The PGCert stage of the programme consists of two modules: the 20-credit *Language and Culture Acquisition (LACA)* module and the 40-credit *Introduction to Literacy Programmes in Minority Language Contexts* module.

The LACA module begins with an introduction to language and communication, as part of which you work together in small groups on comparing two languages and present your findings to the whole student group. This is followed by intensive study of practical phonetics, along with the exploration of language and culture acquisition. Phonetics is taught in small groups and aims to enable you to recognise and transcribe the major sounds of the world's languages, as represented by the International Phonetic Alphabet. Your production and transcription skills are tested as part of the assessment for this module. Besides consideration of second language acquisition theory, and strategies and techniques for language learning, you also engage in small groups in a language learning practicum, in which you practise these techniques with a speaker of a non-European language. To demonstrate knowledge and skills in this area, you are assessed by an individual oral demonstration of language learning techniques. Additionally, you devise a language learning programme, selecting techniques and strategies that suit your own learning style.

you devise an individual language learning programme, selecting techniques and strategies that suit your own learning style

The *Introduction to Literacy Programmes* module opens by exploring the contemporary understandings of the nature of literacy and locating literacy work in the wider context of development internationally. You consider the potential and limitations of literacy as an aspect of development. You then examine the ways in which literacy programmes are structured in response to varying local needs, before moving on to looking at ways of teaching basic literacy. You examine principles of working with adults, followed by theories of learning and reading, and how these have been worked out in different ways by literacy specialists working in developing countries. This part of the module culminates in a practical experience when you teach a lesson in the classroom according to one of



the established ways of teaching basic literacy. You then consider the place of numeracy in literacy programmes, approaches to developing curriculum, and ways of training literacy teachers. You also examine the issues and strategies involved in enabling people to extend their literacy competencies into additional languages, and alternative strategies in literacy adopted by other development agencies. Literacy work involves much more than teaching, so you also have other practical experiences when you write, format and publish an original piece of literature suitable for use in a literacy programme, and make a book by hand, using simple materials. In the last part of the module, you examine ways of carrying out research into literacy in a local context, and complete a small research study related to a topic, previously introduced in the course.

In addition to studying these essentials of literacy work, you explore areas of anthropology and sociolinguistics relevant to cross-cultural communication, and you engage with both the theory and practice of teamwork, which involves working together with other students who are not necessarily studying literacy. You also produce a report in which you set out the major contextual features affecting literacy in a chosen geographical area such as where you are expecting to work in the future.

you engage with both the theory and practice of teamwork

It is possible to complete the first module of the PGCert at the German Campus and then proceed to the second module at the UK Campus.

It is also possible to take this training without registering for the MA. In this case, you will need to register with ETP for one or both of the following courses: *Language and Culture Acquisition* and *Assignment Related Training*.

Field Internship

The internship is not a formal part of the MA programme but if you expect to work in a literacy assignment with Wycliffe or SIL in the future, and you do not already have substantial experience in literacy work, it adds a valuable practical dimension to your training. You will typically undertake an internship lasting up to two years on completion of the PGCert stage of the programme, although exceptionally it may be after the PGDip stage. The internship is organised by the Wycliffe or other organisation of which you are a member in consultation with the Director of ETP to ensure that the internship is an appropriate adjunct to your training programme. You will normally be assigned to a team engaged in a literacy programme in a minority language context. During this time, you will have the opportunity to collect data which you can use in your dissertation.



The internship is optional for students who are not intending to work with Wycliffe or SIL in the future. In this case, you may prefer to proceed immediately from the PGCert stage to the PGDip stage and to undertake research for your dissertation later.

STAGE 2: Postgraduate Diploma

The PGDip stage of the programme consists of two 30-credit modules: *Linguistic Aspects of Literacy in Minority Language Contexts* and *Programme Planning, Societal Dimensions and Multilingual Education in Minority Language Contexts*.

The *Linguistic Aspects of Literacy* module explores the complex range of issues involved in developing writing systems for previously unwritten languages, and linguistic dimensions of instructional programmes for teaching reading and writing. It includes an examination of essential concepts of phonology, morphology, syntax and discourse analysis. Building on this framework, you consider the preparation of instructional materials for learners together with supporting resources for teachers. A major theme throughout the module is the necessity of working with local communities to enable them to develop their capacity for language and literacy development. Your assessed work during this module includes an examination of linguistic features of a text, a working paper on the factors involved in developing a writing system in a given situation, and the preparation of some lessons for an instructional book for literacy learners.



The *Programme Planning, Societal Dimensions and Multilingual Education* module starts with an exploration of issues concerned with the planning and implementation of language development projects in minority language communities, including ethical and management issues. As part of the learning for this area, you research the planning of a language project and write an assignment that presents the results of this piece of research, as well as make an oral presentation.

You then explore topics from anthropology and sociolinguistics, building on your knowledge from the PGCert stage and the experience you may have of minority language communities. Discussion and wide reading is encouraged, and you produce essay plans and drafts as formative tasks in preparation for the summative assessment, which is an essay that applies anthropological or sociolinguistic perspectives to an aspect of culture.

The module is completed by an intensive focus on the principles and practice of multilingual education in minority language contexts. At the end of this section, you write a paper examining the theoretical basis of multilingual education and proposing a provisional plan for the implementation of a multilingual education programme in a specific situation.

Note that in the case of the Diploma, it is also possible to take this training without registering for the MA. In this case, you will need to register with ETP for one or more of the following courses:

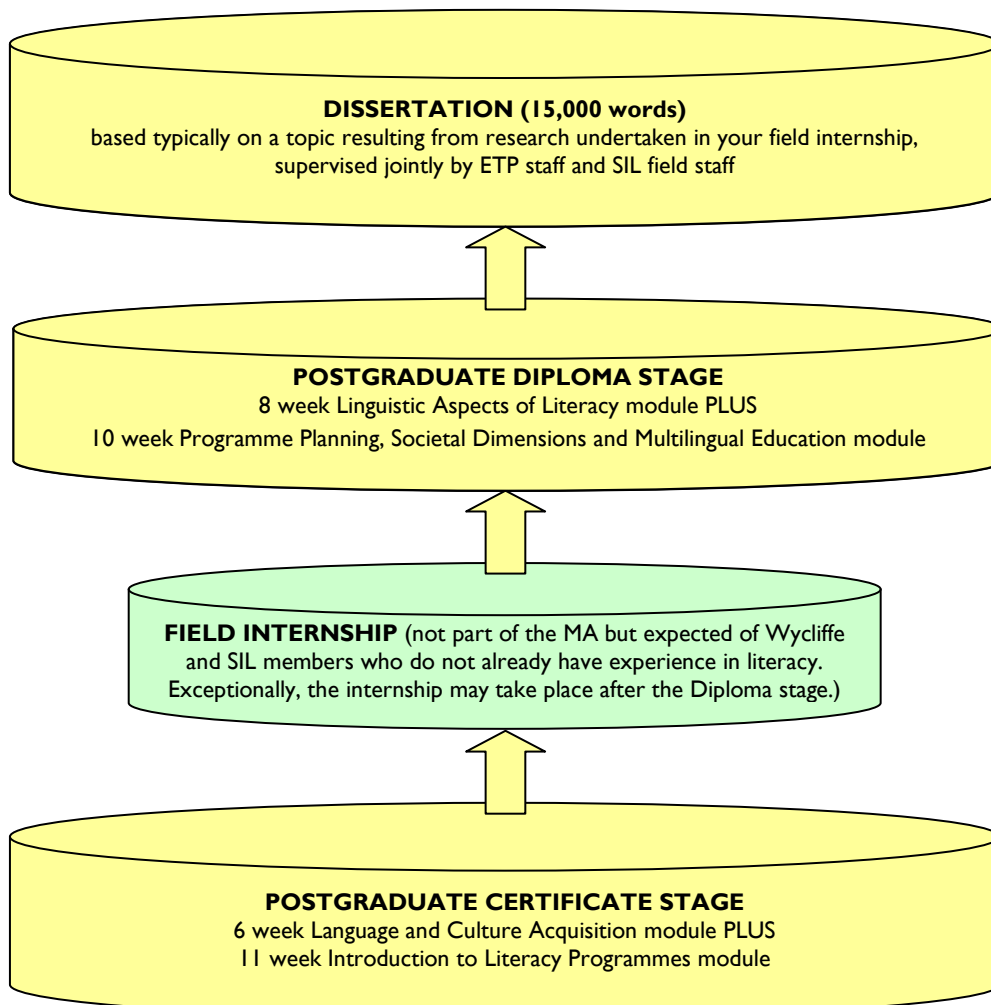
Linguistics for Literacy, Language Project Planning and Implementation, Anthropology and Sociolinguistics Tutorials, and Multilingual Education for Minority Language Contexts.

STAGE 3: Master's Dissertation

You will normally proceed directly to the Master's stage on completion of the PGDip stage. During this stage, you will write a dissertation which may be based on research conducted during your field internship, or on research you have carried out elsewhere. It may also be based on library research. You will have a supervisor who is one of the ETP staff and, if appropriate, another supervisor with experience of literacy in the area where you have conducted research. You may be located either in Europe or elsewhere for this stage of your programme.

This stage will begin with you undertaking directed reading in research methods. You will need to undertake a literature search and review, in order to set your data analysis into a theoretical context. You will produce drafts of chapters for comment and feedback from your supervisors. Finally, you will write a dissertation of approximately 15,000 words, as the culmination of the MA programme and as preparation for further research in literacy.

MA LITERACY PROGRAMME DEVELOPMENT IN THREE STAGES AWARDED BY MIDDLESEX UNIVERSITY



REQUIREMENTS

We will require evidence of:

- a first (i.e. bachelor's) degree in any subject and an interest in literacy work in minority language contexts. (If you do not meet the formal criteria, your qualifications and experience will be evaluated and assessed to determine your suitability for admission to the programme)
- and a recent English language qualification if you are a non mother tongue speaker of English or have not completed your education in English. For details, read the following guidelines.



Middlesex University guidelines state the following:

1. An applicant whose first language is not English or who has not been educated wholly or mainly in the medium of English will be expected to reach, before commencing a programme of study, a suitable minimum level of competence in the English language. It is essential that a student is able to understand and to communicate in both written and spoken English at a sufficient standard to follow the chosen programme of study.
2. English language qualifications must be obtained no earlier than two years before commencement of study at the University. Applicants are expected to demonstrate the following minimum levels of attainment unless a higher requirement, which has been agreed for a particular programme at validation, is stated in the University Prospectus.

For admission to postgraduate study:

- British Council IELTS Academic module – Band 6.5 (with minimum 6.0 in all components)
- American TOEFL – 573 (paper test) or 90 (computerised test) and 4.5 in Test of Written English
- Michigan MELAB – 90 or above
- Pitman ESOL Advanced level with oral test
- Warwick Test – Band 6.0

Applicants whose first degree was studied and assessed substantially in English may be exempted from the above requirements.

3. An applicant who does not meet the minimum standard through one of the above qualifications or other acceptable qualification or an equivalent may be required to undertake English Language instruction before admission.

“My four months at the UK campus prepared me not only for the language work I am doing in Africa but also for the immense culture shock I have experienced!”

PGCert module student

2012-13 DATES & FEES

English for ETP, an optional two week course for those who require English language orientation: 30 July to 10 August 2012.

Cost at the subsidised rate for members and applicants of Wycliffe organisations, inclusive of full board and lodging from 28 July to the start of the Postgraduate Certificate: £470 (unsubsidised: £637).

Postgraduate Certificate stage

Start date: 13 August 2012

Completion Date: 14 December 2012

One week break: 22 September to 30 September 2012

Note that Wycliffe organisations may require you to attend a three day orientation course during this break.

Long weekend: there will be no teaching on Monday 12 November.

Cost at the subsidised rate for members of Wycliffe organisations, inclusive of full board and lodging from 11 August to 14 December and Middlesex University fees: £4,638 (unsubsidised: £6,146).

Cost at the subsidised rate for members of Wycliffe organisations, exclusive of board and lodging: £1,878 (unsubsidised: £3,353).

Postgraduate Diploma stage

Start Date: 14 January 2013

Completion Date: 31 May 2013

One week breaks: From 9 to 17 March and 29 March to 7 April inclusive.

Cost at the subsidised rate for members of Wycliffe organisations, inclusive of full board and lodging from 12 January to 31 May and Middlesex University fees: £5,091 (unsubsidised: £6,803).

Cost at the subsidised rate for members of Wycliffe organisations, exclusive of board and lodging: £2,000 (unsubsidised: £3,700).

Dissertation

Subsidised rate for members of Wycliffe organisations: £800 (unsubsidised: £1,600). Ask the Registrar for weekly rates for board and lodging if needed.

Note: All the above fees assume and include a registration fee with Middlesex University of around £400 for each stage. At the time of printing we are waiting clarification about this and advise that this may change. The fee is spread out over all three stages. So if you join the programme late or opt to exit early, you will be asked to pay the remaining part of the full fee, which is currently about £1,200.

“The module was a very good foundation for literacy work. I feel ready to help with an existing literacy programme and have a good background now for pursuing more literacy training in the future.”

PGCert module student

INTRODUCTION TO THE ETP

AIM

As SIL's training programme in Europe, the ETP offers training designed to help cross-cultural workers maximise their potential, wherever they are working around the world. The training is designed to impart skills and understanding necessary for language development work. This includes learning new languages, describing unwritten languages, literacy work and translation.

HISTORY

SIL began in 1934 in the USA. It was staffed by people, such as Ken Pike, who sought to pass on linguistic insights gained while working with speakers of unwritten languages in Latin America. SIL was inaugurated in the UK in 1953 and the UK training programme has been in existence since then. The ETP was set up in 2000 in order to harmonise SIL training programmes in France, Germany and the UK. When SIL UK closed down in 2005, the UK Campus of the ETP came under the legal responsibility of Wycliffe UK, though still managed by the European Training Board.

STAFF

Nearly all of the staff have been trained at one of the SIL Centres around the world; they usually have extensive field experience in linguistics, literacy or Bible translation and most have postgraduate degrees.

ETHOS

ETP staff are all committed Christians and our partners on site share a similar ethos. In the desire to be of service to all, ETP is open to those of any or no faith. Any devotional activities during the training are completely voluntary, but they also contribute to the distinctly Christian ethos of the life of the UK Campus.

LOCATION

The UK Campus of the European Training Programme is located in rural Buckinghamshire. Horsleys Green is just 10 kilometres (six miles) from High Wycombe, approximately half way between London and Oxford. Nestled amongst the beech woods of the Chiltern Hills, this 9 hectare (23 acre) campus provides a peaceful location for studies while also offering easy access to Junctions 4 and 5 of the M40.

The ETP offers training designed to help cross-cultural workers maximise their potential, wherever they are working around the world



GENERAL INFORMATION

FACILITIES

Campus facilities include a purpose-built training building with a large meeting room as well as smaller seminar rooms and a research library. A computer lab with internet access is also available.

Most of the accommodation is in a multi-storey brick building. The rooms usually have two people per room and are equipped with washbasins. There are bathrooms on each floor. A lounge, located on the middle floor, has facilities for making hot drinks nearby. A few flats for those coming with families are available.

The Bede building with its purpose-built catering facility, including two dining areas, is a delightful complement. A lounge between the two dining areas offers an ideal place in which to relax.

RESIDENCE

We encourage students to live on site while they studying with us, not least because of the value of group study. We also ask that you not take on regular outside commitments while studying.

Please also note that keeping pets on the Campus is not permitted.

Electricity sockets in the UK are different from those in most other countries; however, adapters are available for your use.

VISITORS

It is usually possible to have visitors stay as paying guests but this should not interfere with studies. Please make arrangements with Reception well in advance.

SHOP

There is a small shop in the Bede building which sells stationery and toiletry items. It is open for short periods each week.

LAUNDRY

Coin-operated laundry facilities are available on the Campus.

RECREATION

There are facilities for indoor and outdoor games, and there is also a small unheated open-air swimming pool for summer use. Anyone who plays a musical instrument is encouraged to bring it to contribute to worship times and/or for their own pleasure.

COMMUNITY LIFE

The Campus operates on a voluntary basis. You will be expected to help for a short period each week in practical tasks such as cleaning the room you use.

ETP UK

Horsleys Green
High Wycombe
Bucks,
HP14 3XL
England

T: +44 (0) 1494 682209

F: +44 (0) 1494 682300

E: etp_uk@sil.org

W: www.eurotp.org/uk

ET CETERA

ARRIVAL and DEPARTURE

Sessions normally start between 8.30am and 9am on a Monday. If you are coming from a long way, you should plan to arrive during the preceding weekend. Please write to the Registrar about your arrival date before making travel arrangements, so that we may confirm that accommodation is available for you when you get here. Your first day with us will usually include a short orientation to the Campus and facilities available.

You are expected to stay for the duration of the modules you are taking, and to leave after lunch on the final day of the module. It is usually possible to stay outside of these times. This is something to discuss with the Registrar when you apply.

INSURANCE

Insurance on the Centre does not cover personal belongings. If you would like insurance cover, please arrange it before you come.

CANCELLATIONS

Cancellations made before the start of the module will not be charged for. Withdrawal from the programme once it has started will result in the full fee for the module being forfeit.

MEDICAL MATTERS

Those coming from countries that have a reciprocal agreement with the UK will need to bring their European Health Insurance Card (EHIC) and register with the local doctor soon after arrival. Otherwise, free treatment is not available. If you are here for less than three months, you do not need to register and you will be treated without charge as a temporary patient, as long as you produce your EHIC.

If you are non-resident in the UK and your country has no reciprocal agreement with the UK, you must take out insurance for medical treatment for the time you are in the UK, as all treatment is chargeable.

If you are taking any special medication, it may be wise to bring sufficient supplies for your whole stay, as doctors are sometimes reluctant to prescribe medicines for a condition they have not personally diagnosed.

Please note that doctors in the UK will not give injections as treatment for allergies or asthma, because of possible side effects. If you are taking treatment for allergies or asthma by injection, contact the NHS, <www.nhsdirect.nhs.uk> for alternatives.

Vaccinations The local Health Centre prefers for these to be given only if absolutely necessary. If, however, you or your children need vaccinations while here, remember to bring a list with dates of any vaccinations you have already had. For some vaccinations a fee has to be paid.



“The staff were gracious and happy to serve and that made me feel very supported in this course.”

PGCert module student

One person per form, please!



UK Campus MA Literacy Programme Development Application form

STEP ONE Please tell us about how we can serve you:

Which stage(s) of the MA do you wish to apply for? (Please delete what does not apply.)

CERTIFICATE

DIPLOMA

DISSERTATION

If applying for the Diploma or Dissertation, state details of previous SIL training:

State why you want to apply for the MA

STEP TWO Please tell us more about yourself:

Give your FULL NAME with title: _____

Name(s) you wish to be known by: _____

Male/Female: _____

Date of birth: (dd-MMM-yy) _____

Nationality: _____

Mother tongue: _____

E-mail address for correspondence: _____

Phone number: _____

Postal address: _____

STEP THREE Prerequisites for taking the MA programme

Tell us about your academic or other professional qualifications. If relevant, also include employment information.

Name of university/college/school

Dates

Certificate/degree/qualification

Subject area

Give details of any courses you have taken in subject areas that this MA programme covers.

Tell us about any experience you may have in literacy work. _____

If your mother tongue is not English, give details of the most recent English language course or test you have taken with dates and all results and/or tell us how you have used English in previous work or study.

STEP FOUR Your requirements

Do you require accommodation? YES/NO If yes, do you require shared occupancy of twin-bedded room _____ or single occupancy of room _____. (Single occupancy of a shared room will cost you more.)

Families may request use of a flat. Please give name, sex and date of birth of each child who will accompany you:

And the name of any adult accompanying you who will *not* be studying with you: _____

Do you have any special requirements? A disability of any kind _____? Health _____?

Diet _____? The more you tell us, the better we may be able to advise or help you.

Do you require meals? YES/NO If yes, do you want the lunch only option _____ or all meals _____

STEP FIVE Please tell us how you will pay:

You will normally be invoiced for the whole course shortly after your arrival here. The invoice must be paid within four weeks or before the end of the course, if sooner. Please let us know now how you expect to pay this invoice.

We offer the following payment methods; please indicate your choice:

Pound sterling cash

Cheques, drawn on a UK bank account only, payable to "European Training Programme".

WBT or SIL members/employees may charge their account. Please give us details of the account to be charged: _____ and the person responsible for this account: _____

Credit or debit cards may also be charged but do not give us card details on this form.

We regret we are not able to offer payment by bank transfer.

We reserve the right to charge a £50 administration fee if you withdraw from the programme less than 7 days before the advertised start date.

Please state your organisational affiliation, if any, so we can judge whether you qualify for subsidised rates:

STEP SIX Please read and sign the declaration below. E-mail signature is acceptable.

DECLARATION

- i) I understand that I am expected to arrive just prior to the dates given in this prospectus, and remain until the last day of the taught module, and to share in any domestic duties as may be necessary.
- ii) I note the Christian ethos of the ETP, as given on the ABOUT US page of the ETP website and the other terms and conditions listed there.
- iii) I understand that the programme is intensive, and I should not therefore undertake significant outside commitments during the taught modules, including the weekends.

SIGNED: _____ DATE: _____

YOUR INFORMATION. The European Training Programme wishes to safeguard the personal information you have provided in this form. This may include sensitive information. The information provided to ETP by yourself (or others) in connection with your interest in training, together with details of the training itself and its outcomes, will be held on file by ETP. We may share this information with those directly involved in the training and associated personnel processes, in or outside the UK. We will not share your information with any other organisation for marketing purposes. Application forms are destroyed after two years and training outcomes are kept for your lifetime. For more information, see wycliffe.org.uk/privacy. ETP (UK Campus) is operated by Wycliffe UK, a company registered in England and Wales, number 819788, a charity registered in England and Wales, number 251233, a charity registered in Scotland, number SC039140.

Please note that the advertised fees include accommodation in shared bedrooms. If you would like single use of a room, please let us know. A daily supplement will be charged. If you require the use of a flat because you expect to be accompanied by children, please request price details from the Registrar.

STEP SEVEN

Now send this application form either by e-mail to etp_registrar_uk@sil.org or by post to:
The Registrar, ETP UK Campus, Horsleys Green, HIGH WYCOMBE, HP14 3XL, England

Please note that applications should be sent in at least one month prior to the start of the module



SIL Training in Europe

UK Campus website:
www.eurotp.org/uk

Horsleys Green
High Wycombe, HP14 3XL
United Kingdom

Tel: +44 (0) 1494 682 209
Fax: +44 (0) 1494 682 300
e-mail: etp_uk@sil.org



**Middlesex
University**

www.mdx.ac.uk

Middlesex University in London,
The Burroughs,
London, NW4 4BT,
United Kingdom