



Alternative Learning Programme (ALP)



ALTERNATIVE LEARNING PROGRAMME (ALP)

Dublin and Dun Laoghaire Education and Training Board (DDLETB) was established on 1st July 2013 under the Education and Training Boards Bill 2012, as an amalgamation of County Dublin VEC and Dun Laoghaire VEC. The services provided include Primary level education, second level education, Further Education (PLC) courses, Adult Education and Youthreach in addition to other community based education programmes and services. All services are delivered at local level.

Our mission is to be the leading provider of integrated services which enable children, young people and adults to fulfil their potential in a positive learning environment. We will promote equality, innovation and partnership in the delivery of our services.

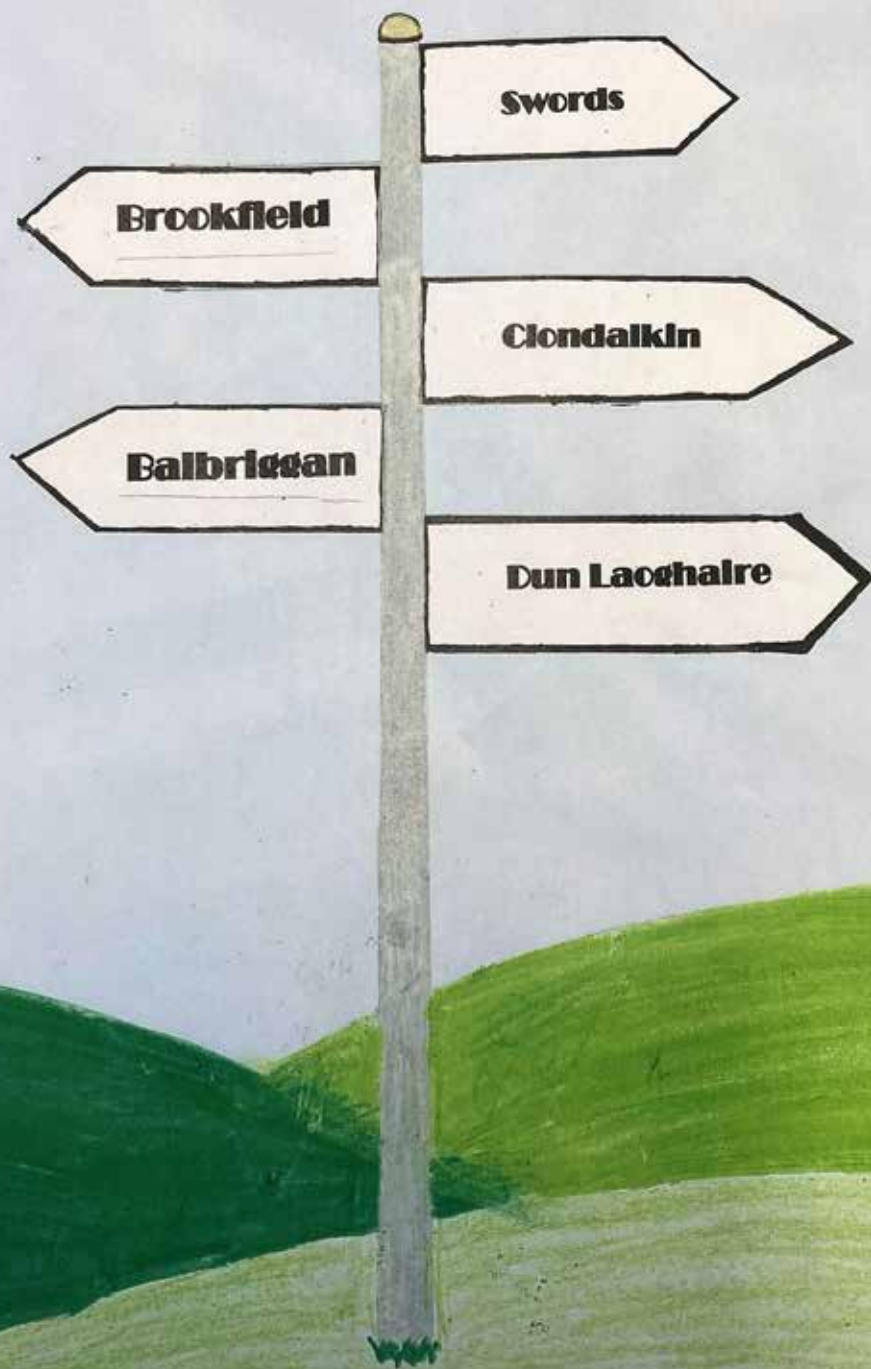
The Alternative Learning Programme (ALP) is an interim educational initiative of the Youth and Sports Development Service. The programme commenced in 2012 and is operating from five sites within the DDLETB area: Balbriggan, Clondalkin, Swords, Tallaght and Dun Laoghaire.

Alternative Learning Programme (ALP) has been developed by DDLETB in response to the recognition of the limited opportunities available to young people who are currently not engaged in formal education and who are below the age of 16 years. There are many and varied reasons which lead to a student leaving school early, often the current system cannot cater for the diverse needs of these young people.

The aim of ALP is to engage participants in an informal learning environment, to establish beneficial routines and positive social interactions. ALP fosters an environment of mutual respect, encouragement, inclusiveness and personal responsibility. Participants in the ALP are given an opportunity to research and access information on issues such as returning to school, educational progression, training and future career options and to develop the skills to sustain involvement in these areas. The programme relies heavily on the support of the EWS, school principals and parents/guardians.

The ALP uses a combination of local Youth Workers and Education Training Board Tutors to deliver the programme. Currently run over 3 days per week and coinciding with the academic term, ALP is designed to be as easy as possible for young people to attend. A variety of activities and lessons are provided by the tutor and youth worker and sessions typically include all participants. Through group work the programme places huge emphasis on building supportive, trusting relationships between participants and staff.

Alternative Learning Programme



PROGRAMME

Individual participants attend an interview with the tutor and youth worker every 2 weeks where they are asked to evaluate their own record based on the 6 Key Areas. This is usually achieved by a simple 1-10 marking system. The interview process allows time to reflect and discuss progress, achievements and any difficulties that may exist. Goals can then be established and recorded for the next interview date and participants are challenged to improve their record over that time. If the situation arises that a participant has declining marks with no effort to improve, a meeting may be arranged with their parents or guardians to discuss their participation on the programme. In certain cases, a young person may be asked to re- apply for a place on the programme.

The 6 Key Areas and the interview process are integral to the success of the Alternative Learning Programme. Participants are empowered to take responsibility for their own actions and are credited with self- directed achievement and positive outcomes.

ATTENDANCE

PUNCTUALITY

MESSAGING

PARTICIPATION

CONTRIBUTION

CHECKING AND FOLLOWING INSTRUCTIONS

THE 6 KEY AREAS

The structure of The Alternative Learning Programme is based on **6 Key Areas:**

1

Attendance:

Regular and sustained Attendance is vital to the personal development of the individual and a good record of attendance is important for successful progression.

2

Punctuality:

Developing awareness of the importance and routine of punctuality while attending the programme and for future life.

3

Messaging:

Communication with staff regarding attendance, lateness, upcoming appointments etc. Messaging is typically the responsibility of the participant i.e. text message to youth worker.

4

Participation:

The young people are asked to participate in all activities provided.

5

Contribution:

The attitude and effort made while participating in activities.

6

Checking and following instructions:

Participants are asked to ensure they understand instructions clearly and to seek further clarification as required.

REFERRAL AND INDUCTION



When a person is referred to the ALP the application must be completed by the school principal or the Education Welfare Officer (where no school place exists) and signed by a parent or guardian. All referrals must be supported by the Education and Welfare Officer.

The young person, with their parents/guardians, is then invited to attend an interview with the tutor and youth worker to discuss the programme and possible participation.

A participant attends ALP initially for an eight-week period. After this time a review is carried out with the ALP staff, Parents/Guardians, EWO and School or other relevant supports. The review is used to discuss the progress of the young person on the programme and the possible transition back to school or other appropriate educational setting. If a transition is not possible at that time the young person may be offered another eight-week cycle after which another review meeting will be held.

INDIVIDUAL PLAN

Upon entry individual participants meet with the tutor and youth worker to discuss their interests, needs, ideas and possible progression options.

The staff can then help the individual to create a goal and plan, while supporting them in achieving this.

Individual plans will vary greatly depending on the age, ability and interest of the participant and should be reviewed as necessary.

SESSIONS

The working environment in the Alternative Learning Programme is flexible and provides for mixed ability groups and different learning outcomes.

The activities and lessons delivered by the ALP will depend on the tutor, youth worker and participants needs. The programme may cover a diverse range of subjects and topics but would typically fall within the following headings:

- Literacy
- Numeracy
- Information and Communication Technology
- Craft
- Art
- Physical Activity/Sport

On completion of each activity or session individual participants are asked to complete an **Evaluation** under the following headings:

- What I did
- What I learned
- What I liked
- What I didn't like
- Suggestions

The evaluation provides an opportunity to reflect on work done and to engage in critical analysis for both the tutor and participant. Evaluations are important to promote the realisation of value in a specific achievement and learning outcome.

PROGRESSION



While attending ALP participants will be offered information about local youth services, training and other opportunities and events that may be available to them.

The ALP gives the young person an opportunity to build a record of participation. The programme facilitates the acquisition of new skills, knowledge and attitudes that will be beneficial when re-engaging in mainstream education, progression to Youth Reach, training centres, further education or employment. Participants may attend the Alternative Learning Programme until it becomes possible for them to return to main stream education or until they turn 16 years of age when other appropriate opportunities become available to them. The youth worker will follow up on the progression of the young person once they finish on the programme.

The Alternative Learning Programme utilises the resources of youth worker, local youth service and ETB tutors. This joint approach creates a holistic programme to meet the needs of diverse individuals in a specific target group. While the roles of both the tutor and youth worker are defined, regular meetings and clear communication between staff is essential. It is vital to the success of the programme that a strong working relationship exists and that the programme is delivered by a cohesive team.

ALTERNATIVE LEARNING PROGRAMME

-TUTOR ROLE

- The day to day planning of sessions.
- To keep file management systems which includes – attendance records, individual learning plans/session plans, evaluation sessions, keeping records of attendance and correct storage of information
- Devising individual plans for each participant in conjunction with Youth Workers and ETB staff member
- To carry out assessments to gauge where participants are at
- Conducting fortnightly review meetings with participants
- Monitoring the progression of participants
- To attend weekly progress meetings
- Links with schools, EWO and Youth Service with regard to re- integration and additional supports needed
- Monitoring and evaluation of programmes
- Comply with all relevant legislation e.g. Health & Safety, Children First, GDPR

ALTERNATIVE LEARNING PROGRAMME –YOUTH WORKER ROLE

- The youth worker is the main link with schools, EWO and Youth Service with regard to reintegration and additional supports needed.
 - Day to day running of the programme
 - To build capacity and confidence of young early school leavers
 - To combat educational and other forms of disadvantage
 - To engage with young people in a developmental process on the basis of their voluntary participation
 - To enable young people, take responsibility and become active in their own development and that of their community
 - Follow up on absenteeism, keeping records of attendance and correct storage of information
 - To attend weekly progress meetings
 - Planning, developing and delivering programmes and activities in response to the issues for young people, their needs and/or their interests
 - Developing and implementing developmental/educational programmes to meet the needs of early school leavers
 - To follow up with parent/ guardian with any relevant assessment reports
 - To collect data, evaluate programmes and compile reports as deemed necessary
 - To ensure a youth work approach and youth work methodologies are adhered to
 - To link with appropriate initiatives that will enhance participants learning
 - Complete a 3 month Follow up with the young person and/or agencies on status of the young person
- Comply with all relevant legislation e.g. Health & Safety, Children First, GDPR

ALTERNATIVE LEARNING PROGRAMME – REFERRAL FORM

ALP Location: _____

Section 1:

Date of Referral: _____

Name: _____

Address: _____

County: _____

Gender: Male: Female: Other:

Date of Birth: _____

Parent/guardian details:

Name of Parent/Guardian: _____

Relationship to Young Person: _____

Contact Number: _____

Mobile Number: _____

By applying for the Alternative Learning Programme you acknowledge that your personal data (including special category personal data) shall be processed by DDLETB. For more information on personal data we collect about you, why we collect it, who we share it with, how long we keep it for and your rights please see our DDLETB Data Protection Policy available at www.ddletb.ie (copy on request).

SECTION 2: SCHOOL HISTORY

Current Enrolment (To be completed by School Principal)

*This section should be completed in full with most recent information available:
(Where no school place exists, this section must be completed by the referrer or EWO)*

School Name: _____
Contact Name: _____
Position: _____
Contact Number: _____
Email Address: _____

Is this DEIS School: Yes No

Attendance History:

Absences this term: Number of Days school open
Number of Days absent

Total absence over last academic year: _____

Has this young person a school place: Yes No

Previous Schools Attended:

School Name: _____
Contact Name: _____
Position: _____
Contact Number: _____
Email Address: _____

SECTION 3: DESCRIBE INTERVENTIONS ATTEMPTED (MUST BE COMPLETED BY SCHOOL PRINCIPAL)

(Where no school place exists, this section must be completed by the EWO)

Education Welfare Service: _____

School Completion Programme: _____

Home School Community Liaison: _____

What resources have been allocated to meet pupils needs:

Have parents engaged with any support/resources:

Does this young person have a diagnosed Special Educational Need? (This information is needed to provide suitable support for the participant):

Has this young person been assessed (or assessment is pending) by the National Educational Psychological Service? _____

Reports Yes No

Section 4: Reason for Referral Please indicate:

1. Reason for Referral?

2. Length of time EWS is involved with child/family:

3. Efforts made to support school attendance:

SECTION 5: OTHER INTERVENTIONS

List agencies involved:

Has Home Tuition been applied for? Yes No

Was it granted: Yes No

Was it availed of: Yes No

Was/Is Home Tuition: Successful

Continuing

Broken Down

Section 6: Other Agencies

Do you have any knowledge of other agencies involved with the family/child?

Are you aware of any Child Protection or Welfare concerns? Yes No

Reports Included: Yes No

SECTION 7: MEDICAL INFORMATION

Please provide any relevant medical information about the candidate below

Section 8: Declaration

In my opinion _____ would be a suitable candidate for the Alternative Learning Programme

Signature (Parent): _____
Print Name: _____
Contact Number: _____
Email: _____
Date: _____
Signature (Principal): _____
If no school place exits must be signed by EWO
Print Name Contact Number: _____
Email: _____
Date: _____

Application reviewed by:

Education Welfare Officer
Signature: _____
Region: _____

Currently involved with the EWO: Yes No

Contact Number: _____
Email: _____
Date: _____

NOTES



NOTES







Bord Oideachais agus Oiliúna Dublín and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

FOR FURTHER INFORMATION ON THE ALTERNATIVE
LEARNING PROGRAMME PLEASE CONTACT

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