**Introduction for tutors to sharing resources**

**on Kerry ABE Tutors website www.kerryabetutors.ie**

We would like to encourage Kerry ABE tutors, past and present, to share tried and tested high quality resources that could be of use to other tutors, both for one to one classes and for groups. Our tutor website is a place for you to share the fantastic work you do for Kerry ETB. It is a place for the Adult Literacy and Basic Education Service of Kerry ETB to support you in the following:

* Learning from your colleagues about how they do things in their classrooms and benefitting from their knowledge and experience
* Accessing a range of resources to suit different teaching and learning styles and abilities, all of which have been developed here in Kerry for our learners
* Challenging yourself as a tutor by going beyond your comfort zone and your habitual teaching style to try something new that has worked for someone else
* Saving time – there’s no need to start with a blank page when someone else has delivered what you need to deliver. You can use their work as a starting point for your own.

**Notes on ownership:**

We are delighted to acknowledge the great work our tutors do, so please put your name in the footer of the documents you are sharing (as per our downloadable template). If you are adapting a resource developed by another tutor, please keep their name in the footer and add your own to it. Then please share it again! This way we can all see the multitude of ways a resource can be adapted for varying contexts. All materials developed in the course of your work for Kerry ETB are the property of Kerry ETB, so we sincerely hope that you feel happy to share them with your colleagues and assist us in developing a library of materials that you can feel proud of, a library that will support all tutors in maintaining their high quality delivery to learners – whether it’s their first year or their twenty-first!

Please note that we are not sharing third party resources in this way, only resources developed by Kerry ABE Tutors. If you have a great resource that came from an online source, please send us the link and we will share it our “Great Sites to Visit” section. If you have a textbook or workbook that you would like to recommend, please send us the details for inclusion in a separate section.

**If you are ready to share some resources, please go through the following steps:**

* If you wrote it yourself, put your own name as the source in a footnote – see our sample for how we would like this to look, and include the date it was developed. If you adapted it from someone else’s work, please put the original source in the footer and add your own name too (Adapted by …) and include the date it was adapted. This will help us to keep track of resources needing review, in years to come. If you adapted it from an online (or hard copy) source, please include the details of the original source.
* Please read the NALA guidelines on the design of learning materials, and include the following features:
* Times New Roman (size 12)
* Double spaced
* Wide Margin
* Plain English
* Visually clear & attractive with images and colour used
* Structured
* Time Framed
* Include logos (see our sample shared resource, and copy the logos from there please)
* On the cover page for the resource, please give a clear description of the context you developed the resource for, and how it works best.
* What can I share? Anything you think would be useful in teaching and learning. Some ideas:
* Lesson plans
* Worksheets, games, activities
* Schemes of work for FETAC modules
* Course plans
* Tips/Advice sheets
* Tips on Integrating FETAC modules e.g. Communications + Personal and Interpersonal Skills
* Tips on how you have used authentic materials in classes – please include the material and handouts/teaching notes
* Videos with teaching notes
* Email it to your literacy organiser for submission to the Webmaster Committee. We look through all submissions and choose the best ones for upload. Resources are uploaded approximately once per term.
* Tutors who contribute will be thanked in our tutor newsletter. We are very aware that time is precious and tutors are busy people, so we really appreciate you taking the time to share your work.