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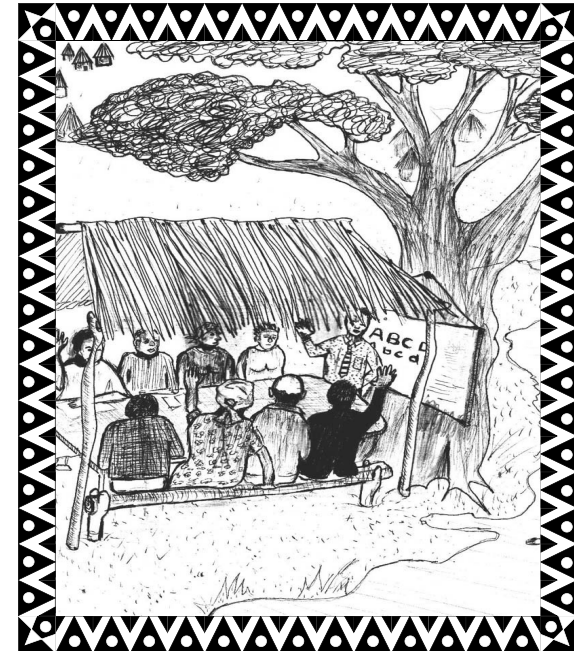
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Community Self-Help Education Series no 3

Let's start our own Community Literacy class



Resources Manual

*'Everyone has the right to education'. (26.1)
From United Nations Declaration of Human Rights*

By Arnfinn Solli

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How to use this manual

This manual is intended to serve as a tool for community leaders that want to organise literacy classes in the community. You do not need to have education or money to make the first steps. A heart for the right of every youth and adult to learn numeracy, reading and writing will be enough qualification to take literacy to the community.

Use your feet and go around to offices that might assist you.

[illegible]

You may ask: Is it possible to start our own literacy class when we have no money? You may therefore reply that it is impossible without money.

Be aware that your reply is based on your personal experience of how you saw education when you grew up. You see education as learning taking place in a permanent building where teachers paid by the Government teach the pupils using textbooks and having chairs and desks.

On the other hand, how was the "school" or rather education organised in your grandparents' days in the village? They also taught children and youth at initiation, about hunting, cultivating the garden, making crafts and transferring traditional culture without any paid teachers, - without any school building, - without books. Their emphasis was on teaching life skills preparing children for adult life similar to your need to teach literacy skills in the community now. This is needed more now than ever before as the modern society is based on literacy skills.

Who were teaching? Their "teachers" were the able knowledgeable men and women or volunteers in the community. Those days when you served the community by teaching the young, you were shown respect, you were trusted and your status was enhanced among your neighbours because of the service you rendered the community.

Learn from your forefathers! Do like them, use what you have available where you live, and build a learning environment from your own resources! They believed in utilising the available resources in their locality. Their resource base was sustainable and will be sustainable for you as well.

The First Steps

A community effort

First of all get your community interested in your idea of starting a literacy class in the community. There are many ways of doing this, call a meeting, go door to door and inform, brief the teachers in the nearby Government school to tell their pupils, make announcement in the Churches or put up posters. A literacy class can never be a "one woman or man show". You need help to identify people with interest whom you can ask to assist. If the community leaders understand your intentions, then the community support will be there from the beginning.

The committee

Conduct elections among the community members to elect a Literacy Community Committee. Then give your new school a name. Register the new literacy class with the District Education Board Secretary as this is the office in the district with responsibility for both educations of the children as well as literacy for

The Declaration of Human Rights was adopted by the United Nations. Zambia has signed the declaration. The following is a selection of some of the articles (shortened) of the human rights:

All human beings are born free and equal in dignity and rights. (1)

Everyone has the right to life, liberty and security as a person. (3)

No one shall be held in slavery or servitude. (4)

No one shall be subjected to torture, or inhumane or degrading treatment or punishment. (5)

No one shall be subject to arbitrary arrest, detention or exile. (9)

Marriage shall be entered into only with the free and full consent of the intending spouses. (16.2)

Everyone has the right to freedom of opinion and expression (19)

Everyone has the right to freedom of peaceful assembly and association. (20.1)

Everyone has the right to equal access to public service in his country (21.2)

Everyone has the right to rest and leisure, including reasonable limitations of working hours and periodic holidays with pay. (24)

Everyone has the right to a standard of living adequate for the health and well being of himself and his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or lack of livelihood in circumstances beyond his control. (25.1)

Everyone has the right to education. (26.1)

Everyone has duties to the community in which alone the free and full development of his personality is possible. (29.1)

For the full text please go to the Internet: <http://www.un.org/Overview/rights.html>

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frayor@responsenetwork.org

Abbreviations

AIDS	Acquired Immune deficiency syndrome
DANIDA	Denmark International Development Agency
DEBS	District Education Board Secretary
FINNIDA	Finland International Development Agency
GRZ	Government of the Republic of Zambia
HIV	Human Immune Virus
NGO	Non Governmental Organisation
STI	Sexual transmitted infections
SWAAZ	Society for Women and AIDS in Africa Zambia
UNICEF	United Nations Children's Fund
USA	United States of America



the adult. There is an office in every district and the schools under them may also be of help to the literacy class. From now on the Community literacy committee will work on the organising of the literacy class.

Find the teachers

The school leavers in the community, boys and girls from grade 9, 10, 11 or 12 who are currently idle, will be useful for the community and for themselves. They will gain experience when working for the community literacy school and consequently new opportunities will open up for them in the teaching profession, if they so wish. The committee kill two birds with one stone; creating career opportunities for school-leavers and providing literacy education for all the youth and adults that have missed out school when they were growing up. Opportunities are scarce for school-leavers and therefore the volunteering opportunities at the literacy school, offered to them, may become a break through in their lives. Ask the district education office to arrange for teacher at a school in your area to coach the volunteer teacher and may be even teach the literacy class.

Now the committee have unqualified volunteer teachers, which is a good start, - and they need not to be paid money in cash from the beginning! Try

to ask 10 school leavers to assist the literacy school as volunteers, - 8 may insist to be paid from the very start and therefore will refuse, that is ok, forget about them, - work with the two remaining that see benefit for themselves in the long term working with the community literacy school. It is common that the teacher is paid in kind by the participants. They are given chicken, vegetables, maize or people come and help in their gardens. There are so many ways to look after the teacher without spending cash for a start. Then find ways to collect money among the students to give the teacher some money as well.



If there is a government school or a community school in the community, try to recruit the literacy instructor among those teachers.

Find a place to teach

Then the school need a place to teach the youth, women and men. In the beginning teach under the shade of a big leafy tree. Later, before the onset of the rainy season you can construct a mud and pole classroom with grass roof on self-help involving the literacy students. Or there might be a government or community school nearby, a disused shed or building owned by the Council, a private businessman's shed, a Church etc. Look around and you will find something for free.

The literacy lessons

The new school should be aware that adults want to learn what they can apply immediately in their day to day life. Apart from teaching them how to read, write and numeracy the literacy class must also include practical skills and cross cutting issues such as HIV/Aids awareness, gender violence and human rights. The elimination of illiteracy amongst the youth and adults is important to community development since illiteracy is related to poverty and disease. Therefore practical skills related to health, agriculture, nutrition, environment, gender and HIV/AIDS would go a long way in helping literacy students improve their lives. This can also attract other community members to join for literacy classes. Literacy classes together with their teachers/ instructors should focus at helping their learners acquire a reading

Community Self-help Education Series ***Empowering Communities through self-help***

"Community Self Help Education series" published by Response Network have available 16 self-help education manuals for use by community Leaders

1. "Let's start our own community school".
2. "Let's start our own community sports club".
3. "Let's start our own community literacy class".
4. "Let's start our own community skills training".
5. "Let's start our own women's group"
6. "Organic Vegetable Growing"
7. "Let's start our own community HIV/Aids support group"
8. "Let's start our own community health and nutrition club"
9. "Let's start our own community 'Know your rights club"
10. "Let's start our own community alcohol awareness and support group".
11. 'Let's start our own community mental health club'
12. 'Let's start our own community participation (governance) club'
13. 'All included' Let's start our own community support group for children with special needs.
14. 'Let's start our own Community Women's Rights Club – Stop the Violence'
15. "From team to Inclusive Sports Club."
16. 'The Gender Equality in Governance Club'

The manuals supplement each other so you will benefit from combining the resources from two or more manuals to increase the quality of your education project. For instance literacy and skills training are like brother and sister because skills training make literacy lessons more meaningful and relevant to the adult learner.

The manuals can be sourced at no cost from Response Network office on Nkumbi Road, Plot 936, near the ZAWA offices and the Railway museum.
Tel (260) 213 320 491, Fax: (260) 213 323 634, E-mail:
mail@responsenetwork.org or fravor@responsenetwork.org

of developing your community literacy school, or you feel that the assistances we have recommended to you, are disappointing you, – you are welcome to contact the writer of this resource manual: Arnfinn Solli, Email: sarnfinn@gmail.com, and I will reply to your questions as soon as possible. If you have good experience of getting assistance I like to hear from you about that as well to commend them in the next edition.

Help us improve “Let’s start our own community literacy class”

If you experience other opportunities that are not mentioned in this pamphlet, or that I have given you wrong advice, please send me corrections so that the next edition can be better than the this one.



and writing skill as well as a survival skill such as poultry production, gardening or other income generating skills. Therefore literacy classes should be taught in combination with carpentry, organic gardening, know your rights club, women’s rights club etc.’

Congratulations

The community literacy committee have taken the first steps and started



your own community literacy school at almost no cost! If you wish you do not need to read any further as your literacy class is a sustainable activity based on self help.

However, we are aware that most literacy classes have ambitions to grow, cater for all the non-literate adults and improve on the teaching and the

quality of the education. For those that want to improve the community literacy school, we have written the last part of the manual below.

The committee will see the community literacy school will soon be the pride of your community!

Step by step your school will grow

"God helps those that help themselves"

Some people say when seeing half a glass of water: "The glass is half empty", they look at it from a negative point focussing on what is missing, others say "the glass is half full" and focus on the positive that still there is plenty of water! We are aware that starting a literacy class is no easy task, however, we would like you to look at the bright side; the glass is half full, - therefore this pamphlet will guide you to look for a lot of opportunities for assistance that your literacy class is entitled to or be aware of various sources of assistance you can use in your initiative and apply to for help.

One step at a time

Do not look too far ahead! Take on today's challenges and look for assistance and advice from people that know better as problems arise. In this way your community literacy school will grow slowly and your community will understand and support the literacy class under the way as it grows at the pace your community is capable of supporting. Do not despair when problems seem to be lining up. Remember, to any problem there are at least two solutions, - just seek advice to look for the solutions when the community literacy school is in hardship!

For example if nobody comes forward and show interest, - may be you have asked the wrong people or failed to mobilise the community! Or rather than involving politicians, look for the generally respected soft spoken leaders and people that have a sense of community responsibility. Stay away from people that come to the community literacy school for economic gain, the literacy class only needs volunteer teachers that are willing to work and contribute because they want to see education develop to make a better community.

Ask for help

You may request for the following benefit to your school, however you have to be vigilant and ask now and again, as you will not get anything unless you keep pushing! Remember education is a right all citizens have in Zambia; it is among peoples human rights and you are not asking for a favour when seeing the DEBS office for help. It is DEBS obligation to help the literacy class because the community have the right to education. If DEBS is negative when you ask, he is breaking the law.

Make your request to the District Education Board Secretary (BEBS):

α Request the (DEBS) to arrange a free **short course** for your volunteer teachers at the community literacy school.

Used and rehabilitated Tools delivered free

Gered Gereedschap can deliver tools for the following vocational trades: carpentry and joinery, metalwork, Auto-mechanics, building and construction, electrical engineering and sewing.

Considered are applications submitted by locally organised projects that focus on income generation, self-sufficiency and/or employment creation. Individuals or large projects can not apply. Extra preference is given to projects that pay attention to the position of women, marginalized groups, ecological awareness and/or environmental protection.

Gered Gereedschap mainly delivers hand-tools and small electrical equipment. The amount of tools that can be provided depends on available stock and has a minimum of one cubic meter (1m³).

Before you apply, make partnership with an organisation or a church in your community or MYSCD that is non profit and exempt from import taxes as the donor will not be able to pay such expenses on the import.

Make sure that the import papers is issued in the name of the partner organisation or MYSCD (Ministry of Youth, Sport and Child Development) that is tax-exempt.

An application can be submitted by answering the general questionnaire of Stichting Gered Gereedschap. This questionnaire is available on request and has to be answered in as much detail as possible.

STICHTING GERED GEREEDSCHAP, (SAVED TOOLS FOUNDATION), PO Box 3767, 1001 AN Amsterdam, M.van Bouwdijk Bastiaansestraat 58, 1054 SP Amsterdam, Netherlands, Tel. +31 (0) 614 230 518, E-mail: infor@geredgereedschap.nl



We wish you good luck in your very noble task of providing education to the youth and adults in your community. You will succeed by going step by step, - and this journey will surely take you very far.

Do you need more coaching?

If you get stuck somewhere in the process



Lion's club, Jaycee's and local businesses

Find out if there is a service clubs, such as Lion's club, Round Tables, Jaycee's etc. in the area where you live. You may apply to them for support to improve your community literacy school.

Explain what you want to buy or pay, such as books and training of your volunteer teacher, and enclose a detailed cost estimate of the expenses you appeal to them to support. Be realistic and apply for the funds needed only and not large amounts.

Make a follow up visit after submitting your application letter, see the club Chairperson to explain your application and invite him/her to come and see the community literacy school. Businesses like hotels and supermarkets have an interest to support community initiatives and the application from the school might be welcome.

Provided you write a proper application letter with a budget, the chances are good to be funded by the service clubs above or the business houses.

Rotary International

The Rotary clubs have literacy as a priority among the projects they support. Furthermore have Rotary International a working group that have developed interesting, involving learning method for literacy teaching called CLE. Contact the Rotary Club in your nearest town with your application for support or advice on literacy teaching programmes.

Health

Register the community literacy school with the Ministry of health, so you get advice and support to teach about hygiene, environmental health, HIV/ Aids awareness, (STI) sexual transmitted infections and condom use. Then you will also benefit from health talks and health checks that they may conduct at your community literacy school. Community literacy schools should make partnership with the nearest health centre.

Follow up your initiatives!

Note that whenever applying for support somewhere, - make follow up enquiries by personal visit or by telephone to find out if your letter was received, - or may be you omitted some important information so your application is not attended to. If you are not used to writing an application, seek advice from partners you trust, look for one among those we have mentioned earlier on.

✧ Request (DEBS) for free copies of teachers guides, learning primers, portable chalk boards, chalk and inputs or materials for demonstrations.

✧ Request also the District Education Board Secretary (DEBS) at the district office of Ministry of Education for literacy material. The text books you may ask for are the following titles "Literacy and Language Education Module 1" and "Literacy and Language Education Module 3" .

✧ Ask the PTA chairman or headmaster at the nearby school for permission to hold your literacy classes at the school for free. The school should consider assisting the literacy school as their obligation to assist literacy since the community have the right to education. If you ask them to provide an instructor/teacher for the literacy class, they may say yes!

Support from other sources

Churches

Community literacy Schools initiated by churches have good chances to get support from sister churches both within the country and from abroad, provided the school committee can prove to be accountable and trustworthy.

Zambian based organisations

Zambian based organisations known be interested in promotion of literacy are Adult Education Association of Zambia, Commonwealth Secretariat and (DAPP) Development Assistance People to People. Look up the addresses in the telephone directory that you can read free and take notes when visiting Zamtel, District Education Office and other Government or private offices.

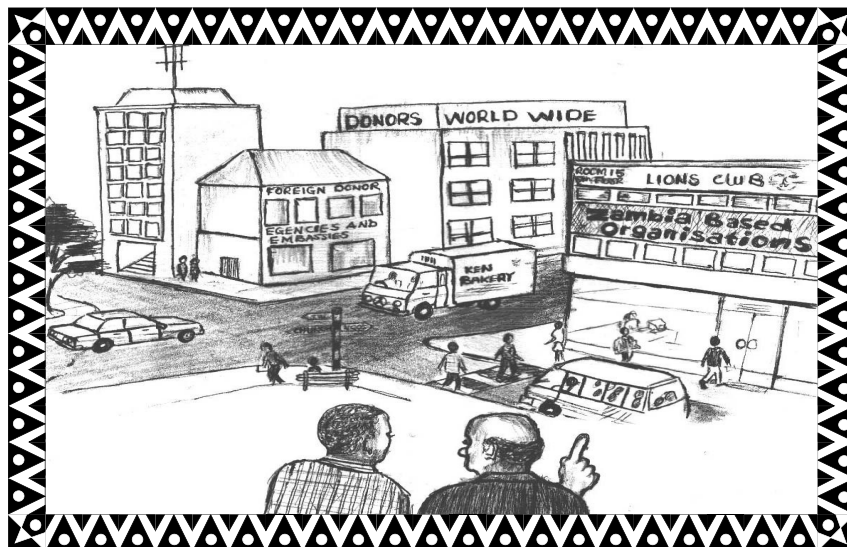


Volunteers from abroad

Some countries provide volunteer services that place volunteers to support local communities without any cost. Only a few samples of the volunteer organisations are listed below with country first and then the name of the organisation: Ireland, Agency for personal service overseas (APSO), UK, Volunteer Service Overseas (VSO), Finland, Finnish Volunteer Service (FVS), Denmark, Danish Association for International Cooperation (MS), Germany, Association for Development Cooperation (AGEH), U.S.A., Catholic Network of Volunteer Service (CNVS), U.S.A.,

Church World Service, Switzerland, E-CHANGER, Netherlands, Cordaid, England, UNAIS, Italy, Centro Laici Italiani per le missioni – Milano, Australia, Australian volunteers International, Austria, Horizont 3000, Belgium, Oxfam-Solidarity, Canada, CUSO. These volunteer services are sometimes operating under their embassy and sometimes they are non-governmental and independent of the embassy. Any way, the embassy of the home country of the organisation will give you the addresses you need to find the volunteer service's office in Zambia. Chances are good to get support from a volunteer if the literacy school apply and explain convincingly why there is need of a volunteer to assist the literacy school develop. Merging literacy and skills training might be a cooperation project that volunteer agencies find interesting. The books referred to below have the addresses to most of the organisations above.

Literacy support in South Africa



Project Literacy is a South African organisation that provides books from it's bookshop on the internet. They have English language textbooks in literacy, mathematics for adult beginners as well as books for a number of useful skills that naturally connects to literacy training. Get help from the staff at the internet café and look at their website: www.projectliteracy.co.za

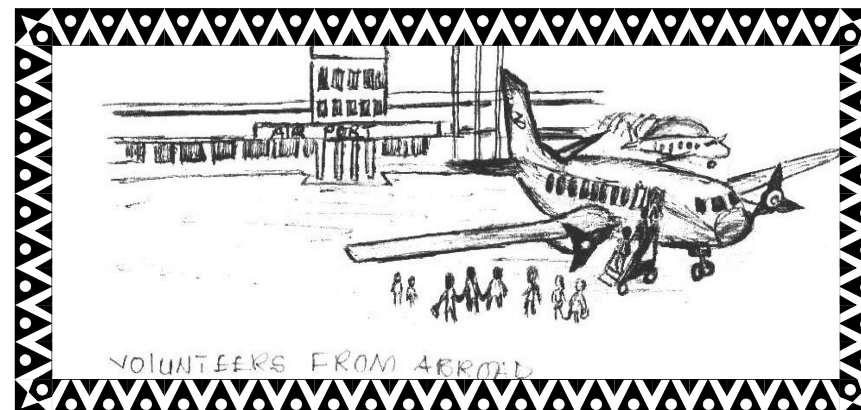
If you wish to buy books from this supplier and need funds, look for donors in the entries below where you can send your application. However some of the donors below might be able to assist the literacy school with books and other learning materials.

Foreign donor agencies and embassies

Many foreign donor agencies and embassies have self- help funds or small-

scale funds aiming to support educational efforts in the communities. Sometimes their funding is distributed by Government agencies on their behalf. Sometimes they also administer such funds directly from the embassies. For instance the American Embassy, apply to "The American Ambassador's self help fund".

Look up the addresses in the telephone directory that you can read free and take notes when visiting Zamtel, District Education Board Secretary and other Government or private offices. The donors known to have an interest in literacy are DANIDA (Denmark), SIDA (Sweden), European Union, Netherlands embassy, UNESCO and UNICEF.



Donors Worldwide

Donors are looking for partnership with community projects. The book "**MPS Funding Guide**" has more than 300 entries with description of donor organizations that are looking for community projects for co-operation. The price is \$59 and you can buy from Mission Project Service, Web site: info@missionprojectservice.org. If a few community projects co-operate and share the cost of purchasing the book, all will benefit when making partnership with foreign donors. The book also explains how to present an application for support in a winning manner.

Foundation Center

Probably the largest donor database in the world is Foundation Center; www.foundationcenter.org in the USA. This is a large database you may access on the Internet; some access is free and other use of the database you have to pay to access. If you can work with people that have project writing skills, this website will give you access to the big donors in the world that may fund you community effort. Keno institute in Lusaka offers grant writer courses at K3900. Such training can greatly improve in writing successful applications.