

ACAT



Catalogue of Training Materials

Materials to make learning a life long habit

ACAT-ABET Learning Materials

The overall purpose of these materials is to provide vocationally based education and training to learners to enable them to address rural poverty in a sustainable manner. Our primary target group is the previously disadvantaged rural learner who has not had the opportunity to receive an accredited education.

ACAT Adult Basic Education and Training (ABET) Learning Materials (in isiZulu and English)

The ACAT ABET Learning Materials are part of an integrated ABET programme which covers ABET Levels 1 to 4, and are designed to be user-friendly for the adult learner. Features of this ABET series are that they:

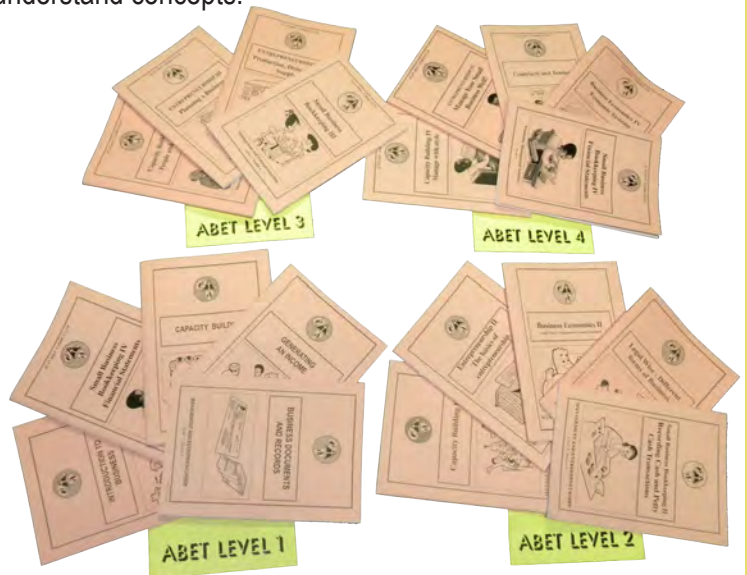
- Are available in isiZulu and English
- Are learner-centred
- Are outcomes based
- Relevant to learners' lives
- Encourage learners to apply the knowledge they have gained in solving problems
- Use simple language to explain activities
- Contain illustrations that assist learners to understand concepts.

The learning areas covered are:

- Language: English and isiZulu literacy
- Numeracy
- Applied Agriculture
- Management and Entrepreneurship
- Ancillary Health Care
- Life Orientation

ACAT has also developed a series of Facilitator Guides for selected learning areas:

- Literacy teaching
- Language
- Numeracy
- English
- Agriculture



A detailed catalogue is available on request.



SKILLS DEVELOPMENT Series

These books are developed along the learning areas required to promote self-sufficiency, generate income and produce food security.

They include topics on:

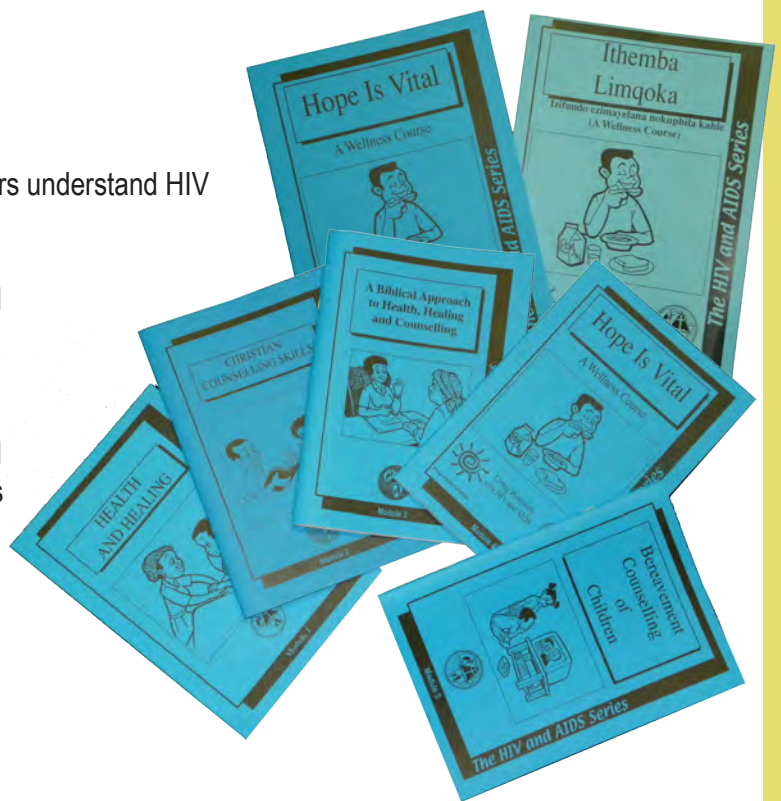
- **Agriculture** – vegetable and crop growing; animal husbandry (Dairy; Poultry; Bees); tree cultivation;
- **Agricultural technology** – building; block making and laying; toilet construction; technical drawing, welding; motor mechanics;
- **Craftwork** – sewing, candles, catering for an income;
- **Literacy teaching.**



HIV and AIDS Series

This set of 5 manuals is designed to help learners understand HIV and AIDS, and suggests practical ways to live with this pandemic in a more positive way. The series also examines the concepts of health and healing, and offers practical advice to counselling (generally and specifically for bereaved children). Although HIV and AIDS is the subject of much of the material, the content can be applied to other illnesses / trauma which face individuals and communities.

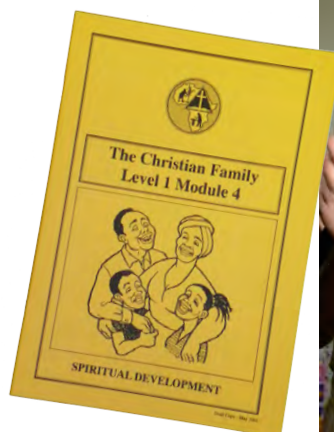
- Hope Is Vital (HIV Information and guideline for wellness);
- Health and healing;
- Christian Counselling;
- A Biblical approach to health;
- Bereavement Counselling for Children.



SPIRITUAL DEVELOPMENT

A series of booklets that tackle issues of faith that can be used for individual study or in groups.

- Relationship with God
- Christian Family
- Evangelism
- Breaking poverty bonds
- Eternal Christ
- Abiding in Christ
- Ephesians
- Fruit of the Spirit
- Prayer as communion with God
- Beatitudes
- Walking with God
- David: Testing of our Faith



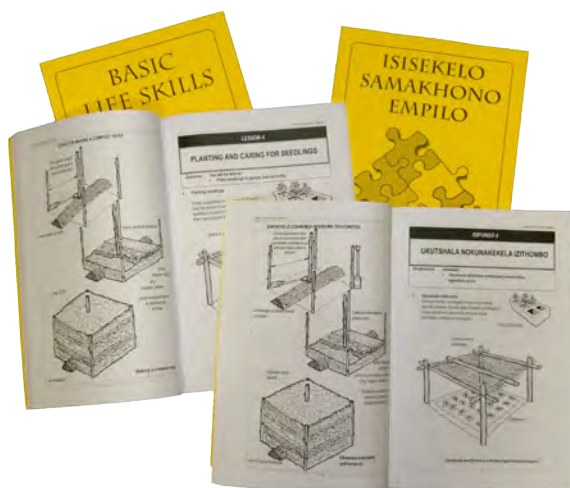
PARTNERSHIP Materials to support ACAT courses

Basic Life Skills

This is the first course attended by programme participants, after forming themselves into groups of 5 (G5's). The aim of the course is to provide an understanding among participants of the role they can play in determining their own future. A number of life skills are introduced in this course, and the module format adopted in this course is adhered to in the subsequent Community

Volunteer courses. These skills include:

- Nutrition;
- Health including HIV;
- How to establish a successful vegetable garden;
- Essential business skills;
- Exploring world view, and how this effects our relationship with others and God



Ikusasa Lami – YOUTH Basic Life Skills

Ikusasa Lami – or My Tomorrow – Is based on the Basic Life Skills material, but designed to be relevant for younger participants. In addition to the topics covered in the adult course, it includes topics such as basic career guidance, teamwork, health and relationships. This course has been very successful, as so many children are helping to provide food and income to their families!

Implementation of the Integrated Livelihoods Programme

This course is a step-by-step guide to the implementation of the Integrated Livelihoods Programme (ILP). Participants in this course will have attended the Leadership Skills Course and the Basic Life Skills Course, and should therefore already have a good understanding of the concept of sustainable development. The course outlines the procedure to be followed when introducing the ILA programme to a new area, including receiving permission from the relevant authority to work in the area.

Training Guide for the Extension Officer

This course aims to equip the Extension Officer to practically implement the organization's Integrated Livelihoods Programme (ILP). The ILP Extension Officer is the link between the development organization and the members of the target community. It is assumed that the Extension Officer is familiar with the contents of all the training courses included in the ILP, and this course provides information and training on how to be an "excellent" Extension Officer.



Community Volunteer Series

Community Volunteer Course 1

The Community Volunteer Course 1 is largely a repetition of the content of the Basic Life Skills Course, but this time is presented to people who will be training others in the material covered in the Basic Life Skills Course. The module format of the Basic Life Skills is continued through the 5 progressive levels of Community Volunteer Courses. The topics include:

1. Nutrition;
2. Health including HIV;
3. How to establish a successful vegetable gardening;
4. Essential business skills;
5. Exploring world view, and how this effects our relationship with God and others.

Community Volunteer Course 2

The content of this course contains more detail than the Community Volunteer 1 Course, and aims to equip Community Volunteers to begin implementing certain elements of the Integrated Livelihoods Programme in their communities. Knowledge and skills gained in this course will also help the Community Volunteer in his/her own small business and Home Food Security Garden.

Community Volunteer Course 3

This course develops aspects of the Community Volunteer's capacity for problem-solving, and builds upon the foundation of administrative and organizational skills needed as s/he assumes more responsibility in the implementation of the programme.

Community Volunteer Course 4

This course helps the Community Volunteer to master the skills needed for volunteer community work, and provides the knowledge s/he needs to guide and advise others in living a healthy lifestyle. By this stage, the Community Volunteer is growing in capacity, ability and confidence.

Community Volunteer Course 5

This is the final course in the Community Volunteer's training, and presents relatively advanced levels of knowledge in the topics covered. At this stage, the Community Volunteer provides the Extension Officer with valuable assistance in the implementation of the development programme. The Community Volunteer learns about ARV drugs, and how to do counselling.



Advanced Business Practices For Entrepreneurs

This course is developed as a logical progression from the Basic Business Practices module contained in the Basic Life Skills Course. It aims to equip the developing entrepreneur to grow his/her small business, and the completion of this course is a pre-requisite to the granting of a higher level loan. The entrepreneur attending this course will already have experience in running a successful small business. In view of this, the entrepreneur may not be in a position to leave his/her business to attend this course. A Trainer's Guide is therefore provided, described below, for use by a suitably competent Facilitator who has adequate experience in business. The training manual is available in both English and isiZulu.

Advanced Business Practices for Trainers

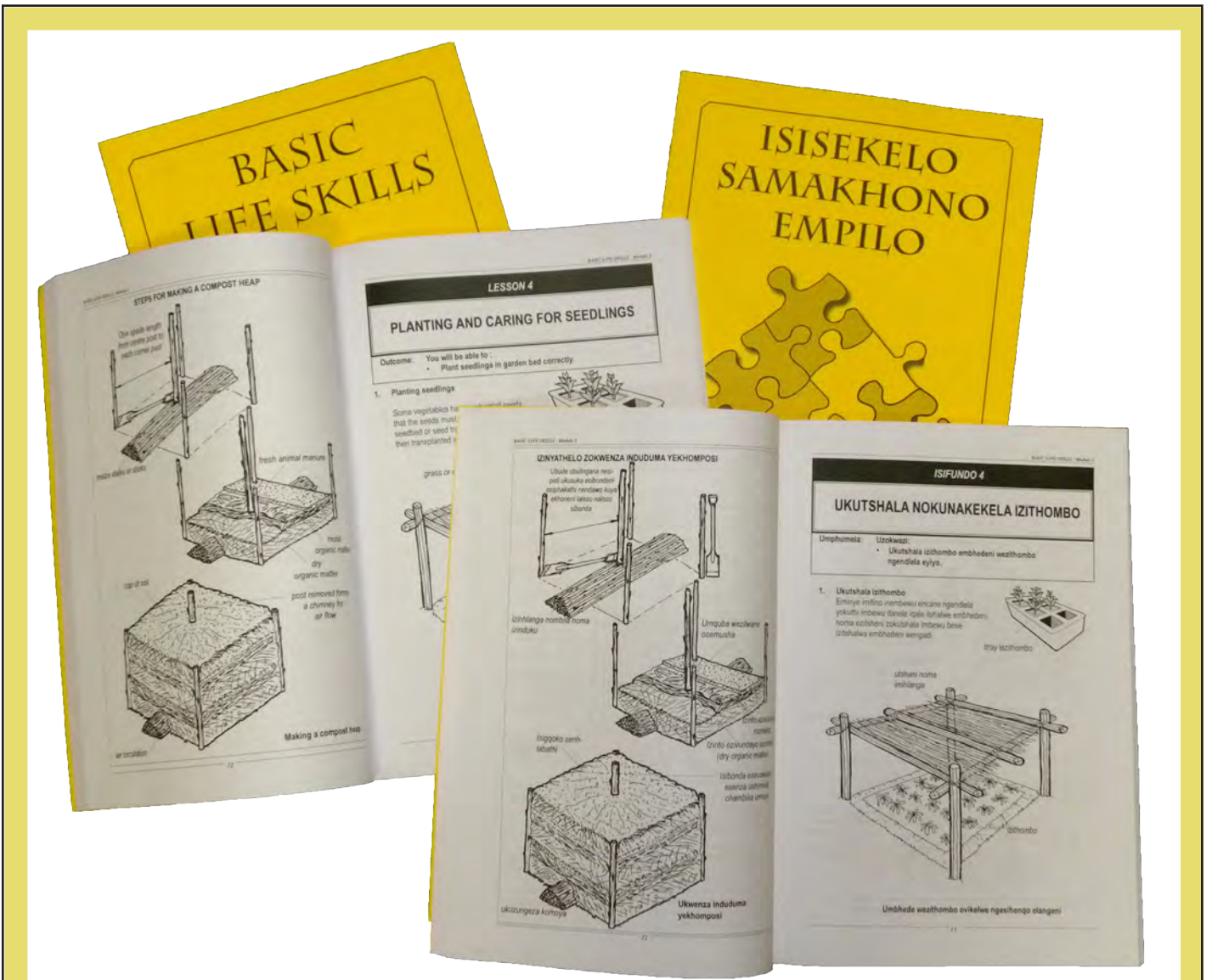
This course is designed for use by Trainers presenting to entrepreneurs the Advanced Business Practices for Entrepreneurs Course. The manual is therefore not intended to be presented 'as is' to trainees. Rather, the Trainer is expected to make an assessment of the trainees' level of understanding of business principles, and to deliver appropriate sessions best suited to learning needs. The Trainer is encouraged to be creative, and adapt/develop case studies relevant to the trainees' situation. Feedback from the trainees after the course is an important means of improving training delivery for subsequent courses. The course manual is available in both English and isiZulu.

Christian Leadership Skills to Address Poverty

This course is the preferred entry point for individuals or organizations looking to partner with ACAT in the implementation of their sustainable development programmes. The material is based firmly on biblical values, and recognizes that the fundamental cause of poverty is of a spiritual nature. This course has been translated into isiZulu, and is used to equip members of the Community Governing Boards (CGB's) to oversee the development programme in their communities. The topics include:

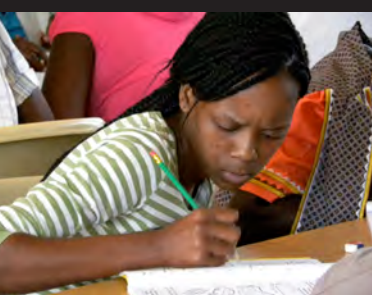
- Overview of ACAT's approach to Sustainable Development
- Sustainable transformation and Development
- World view: A Passion for God's Perspective
- Achieving Sustainable Development
- Godly Leadership
- Strategic Planning
- Management principles
- Team Building
- Godly governance
- Fundraising and Reporting
- Administration.

The Implementation of the Integrated Livelihoods Programme is the natural follow up to this course.



Most of ACAT's materials are published in English and isiZulu, making it easy for learners to follow in the language of their choice.





A full product and price list is available from ACAT at: acat@pixie.co.za.
 The material can be viewed at the ACAT Centre in Lidgetton.
 ACAT's address is: P O Box 943, Howick 3290. Telephone: 033 2344223
 Web: www.acatkzn.co.za

