

APPENDIX 1: CONFERENCE AGENDA

Introduction

A provisional agenda was drawn up by the working party nominated by the Commonwealth Education Liaison Committee which was charged with the responsibility for advising on and reviewing progress of initial preparations for the conference. This agenda, approved and recommended by the Commonwealth Education Liaison Committee was adopted by the conference.

It was agreed that, even though broadcasting would be covered at the specialist conference in Australia planned to follow on immediately, it should not be completely omitted from this one since it was important to see educational broadcasting in the context of all materials that facilitate learning and teaching. It was felt too that by emphasizing the potential of the various media, member countries might see models that could be adapted for their own educational systems.

The agenda was designed to provide an appropriate basis for discussions on educational material relating to all levels and types of education, formal and non-formal.

Theme

The theme of the Conference was The Development, Supply, Use and Management of Educational Materials.

Objectives

- (a) To consider the current and potential use of educational materials and media;
- (b) To consider the methods by which educational materials are most effectively developed to fulfil curriculum objectives;
- (c) To examine the role of teachers, instructors and community workers in the development and use of educational materials;
- (d) To devise strategies for improving the interaction between curriculum innovators and potential users of new curriculum material;
- (e) To consider the implications for teacher education if teachers are to participate meaningfully and effectively in innovative strategies of teaching which are based upon new teaching materials, and
- (f) To determine ways of improving Commonwealth co-operation in the flow and use of educational materials.

Agenda Item I: The Variety and Potential of Educational Materials

- (a) Traditional Media
(mime, drama, folk theatre, masqueraders, puppet shows, itinerant story tellers, balladeers, interviews)

- (b) Teaching aids from real and simulated life
(specimens, artifacts, models, dioramas, exhibits, puzzles, simulation and other instructional games)
- (c) Display Materials
(chalkboard, markerboard, flannelboard, feltboard, plastiboard, magnetic board, pegboard)
- (d) Printed and Graphic Materials
(pictures, posters, charts, diagrams, graphs, maps, flash cards, assignment cards, programmed learning material, pamphlets, books)
- (e) Audio Recordings
(discs, tapes, language laboratories and radio broadcasts)
- (f) Projected Materials
(transparencies, filmstrips, cine films, closed circuit television, broadcast television, and video recordings)
- (g) Multi Media Kits
(films and filmstrips with sound, various media with print)

Agenda Item II: The Design and Production of Educational Materials

- (a) Initiatives for the development of educational materials: the role of curriculum councils, research units and other bodies at local and national level
- (b) Methods for supporting and encouraging teachers in the design, production and evaluation of educational materials from local resources
- (c) Resource materials, design, production and evaluation centres: their function and basic equipment; standards and methods of testing and reporting; recognition of the needs of handicapped learners.

Agenda Item III: The Organization and Management of Educational Materials

- (a) The role of advisory committees for textbooks and other educational materials at institutional and national levels (membership, function and relationship to the administration)
- (b) The development, utilization and management of resource centres at institutional, area, and national levels (staffing, accessibility to users, systems of classification, storage and retrieval)
- (c) Supply, procurement, maintenance and support services (materials, equipment, repair and replacement)
- (d) Designs for estimating cost-effectiveness.

Agenda Item IV: The Use of Educational Materials in Teaching and Learning Situations

Pre-conditions for the effective use of resource-based learning in relation to finance, administration, inspection, teachers and teacher education in such teaching situations as:

- (a) Individualized learning

- (b) Small group learning
- (c) Mass delivery systems
- (d) Formal and non-formal learning

Agenda Item V: Programme of Training and
Supervision for the Efficient Use of Educational
Materials; also the Dissemination of Information relating
to their Use

- (a) National training centres
- (b) In-service training at local level
- (c) Networks for dissemination of information on successful utilization of local materials.

Agenda Item VI: Commonwealth Co-operation
in the Manufacture, Supply and Use of Educational Materials

- (a) Exchange of information
- (b) Regional agencies for training: visits and attachments
- (c) Teaching about the Commonwealth.

APPENDIX 2: CONFERENCE ARRANGEMENTS

Background

The plan to hold a specialist conference on materials for learning and teaching was developed as pressure mounted from successive Commonwealth Education Conferences to give special consideration to the supply, use and management of a wide variety of learning materials. This culminated in a decision in Jamaica in June 1974 by the Sixth Commonwealth Education Conference that a specialist conference on the subject should be held in the latter part of September 1975, and in an offer from New Zealand to host it. The New Zealand conference was timed so as to precede a complementary conference on educational broadcasting in Australia and enable the two together to provide a comprehensive review of the role of the media in education.

This conference was the seventh in the series of Commonwealth specialist conferences on educational topics, previous meetings being devoted to the consideration of Teaching of English as a Foreign Language (Makerere, Uganda, 1961), School Science Teaching (Peradeniya, Sri Lanka, 1963), the Education and Training of Technicians (Huddersfield, England, 1966), Mathematics in Commonwealth Schools (Port of Spain, Trinidad, 1968), Education in Rural Areas (Accra, Ghana, 1970) and Teacher Education in a Changing Society (Nairobi, Kenya, 1973).

The working party which was set up by the Commonwealth Education Liaison Committee to plan the Commonwealth Conference on Materials for Learning and Teaching met in London on four occasions in February and March 1975. Members of the working party were: Mr H. J. Russell (Australia), Mr A. Rouf (Bangladesh), Mr J. M. Scoular (Britain), Mr D. K. Tettey (Ghana), Professor R. N. Dogra (India), Mrs J. Wynter (Jamaica), Mr N. T. Lejaha (Lesotho), Mr L. P. Ramyeed (Mauritius), Mr J. D. Ngonyani (Tanzania). To assist the working party in its task, experts on the subject were co-opted as members. They were: Mr B. E. Gainsford (District Senior Inspector, Otago, New Zealand), Mr P. R. Weiss (Director, Inner London Education Authority Media Resources Centre), and Mr J. R. Bunting of the British Council.

At its meeting on 16 April 1975, the Commonwealth Education Liaison Committee endorsed the working party's proposals, and arrangements were thereupon made to hold the conference at the James Cook Hotel from 22 September to 3 October 1975. The New Zealand Government appointed Mr W. S. Edginton and Mr P. R. Miles of the Department of Education to co-ordinate activities locally.

Keynote Address and Lead Papers

The working party felt that as the keynote address should deal with the philosophy underlying the use of various media in education, and focus attention not only on their potential but also on their limitations, it should be delivered by a person of international repute in the field of teaching and learning materials. Accordingly, Mr L. C. Taylor, Principal Administrator of the Centre for Educational Research and Innovation of the Organization for Economic Co-operation and Development, and author of Resources for Learning (Penguin Books) was invited to undertake the task.

In keeping with the theme of the conference, the first agenda item consisted of an exhibition of educational materials and displays, and, in consequence, the first of the lead papers consisted of a guide to the exhibition. It was prepared by Mr P. R. Miles of New Zealand. Lead papers on the other agenda items were prepared by Mr Peter Weiss (Britain), Professor Rais Ahmed (India), Mr G. Salisbury (Britain), Mr J. W. Storey (Canada), Mr H. L. McVeagh (New Zealand), Mrs M. Gammon (Jamaica), Mr Ian J. Fife and Mr Norman M. Goble (Canada), Mr W. L. Renwick (New Zealand), and the Commonwealth Secretariat. A list of conference documents, including the country papers that were supplied, is given towards the end of this report.

Participation

The conference was attended by 76 delegates and observers representing 30 Commonwealth countries and dependent territories. A list of all who attended appears at the end of this report.

Administration

A steering committee composed of all heads of delegation, the Chairmen of the four groups, and the Chairman, Secretary and Co-Secretary undertook the formal administration of the conference. To oversee most of the day-to-day operations a conference bureau was set up. It consisted of the Chairman, Secretary, Co-Secretary and Administration Secretary of the conference, and the Group Chairmen. Mr W. L. Renwick, Director-General of Education, New Zealand, was appointed Chairman of the conference.

Programme

On the morning of 22 September, after an introductory statement by the Commonwealth Secretary-General, Mr S. S. Ramphal, the conference was opened on behalf of the host country by the Hon. P. A. Amos, Minister of Education. The response to the Minister's speech was given by Dr S. J. Cooke, Director of the Education Division of the Commonwealth Secretariat.

At the first plenary session the Chairman invited Professor Dan Dicko, Secretary-General of L'Agence de Co-operation Culturelle et Technique, to address the conference. This was followed by the keynote address delivered by Mr L. C. Taylor and, later in the day, delegates were welcomed at the Waiwhetu Maori marae. In the second week, observers from UNESCO and WCOTP also addressed the conference.

During the conference visits were arranged to a choice of 20 educational institutions and government departments, and delegates were able to visit four other government departments on request. On some evenings extra informal sessions were held on various subjects.

The agenda consisted of six items. These were:

- (i) The variety and potential of educational materials
- (ii) The design and production of educational materials
- (iii) The organization and management of educational materials
- (iv) The use of educational materials in teaching and learning situations

(v) Educational materials; disseminating information and organizing programmes of training and supervision

(vi) Commonwealth co-operation in the manufacture, supply and use of educational materials.

Each of these agenda items was introduced in a plenary session, and discussed by four groups which reported their findings to a plenary session. For all but one of the agenda items the groups were chaired by Mr R. P. Martin (Britain), Mr J. Storey (Canada), Mr G. J. Roberts (The Gambia) and Mrs M. Kirlew (Jamaica). However, for the special interest groups that were constituted to discuss agenda item 4 the Chairmen were Mr G. W. E. Archer (The Bahamas), Mr T. A. Short (Cook Islands), Mr G. S. Hall (Britain), and Mr D. Francis (New Zealand).

APPENDIX 3: CONFERENCE DOCUMENTS

<u>REFERENCE NUMBER</u>	<u>TITLE</u>	<u>SOURCE</u>
CCMLT/GEN/1	Agenda	Commonwealth Secretariat
CCMLT/GEN/2	Timetable	Commonwealth Secretariat
CCMLT/GEN/3	Directory of Delegates and Secretariat	Commonwealth Secretariat
CCMLT/GEN/4	Conference Documents	Commonwealth Secretariat
CCMLT/GEN/5	List of Participants	Commonwealth Secretariat
CCMLT/Keynote	Educational materials, their development, supply, use and management	L. C. Taylor
LEAD PAPERS		
CCMLT/Lead 1	Guide to exhibition	P. R. Miles
CCMLT/Lead 2	Producing learning materials for an education service	P. Weiss
CCMLT/Lead 3	The organization and management of educational materials	Professor R. Ahmed
CCMLT/Lead 4A	Individual learning and teaching experience with teaching the physically handicapped	G. E. Salisbury M.B.E.
CCMLT/Lead 4B	Learning and teaching in groups: Canada's experience with team teaching	J. W. Storey
CCMLT/Lead 4C	Mass delivery systems. New Zealand's experience with correspondence education	H. E. McVeagh
CCMLT/Lead 4D	Non-formal learning - Jamaica's experience in mass literacy	M. Gammon/M. Kirlew
CCMLT/Lead 5A	Training and supervision for the efficient use of educational materials and the dissemination of information relating to their use	W. L. Renwick

<u>REFERENCE NUMBER</u>	<u>TITLE</u>	<u>SOURCE</u>
CCMLT/Lead 5B	Training and supervision for the efficient use of educational materials and the dissemination of information relating to their use	I. J. Fife and N. M. Goble
CCMLT/Lead 6	Commonwealth co-operation in the manufacture, supply and use of materials for learning and teaching	Commonwealth Secretariat
COUNTRY PAPERS		
CCMLT/CP/1	In-school in-service support materials project of the Department of Education, South Australia	Australia
CCMLT/CP/4	Country Paper	Barbados
CCMLT/CP/6	Microteaching - two significant developments	Britain
CCMLT/CP/8	Materials for learning and teaching in Cyprus	Cyprus
CCMLT/CP/14	A. - Innovative methods and media. B. - Correspondence courses - an educational innovation in Delhi.	India
CCMLT/CP/15	Curriculum development and instructional materials	Jamaica
CCMLT/CP/16	The Kenya Institute of Education	Kenya
CCMLT/CP/20	Malta resource centre	Malta
CCMLT/CP/21	The Audio Visual Centre	Mauritius
CCMLT/CP/22	Background material. New Zealand (slide-tape presentations, VCR edit programmes)	New Zealand
CCMLT/CP/22A	New Zealand Social Studies Resource Kits (Forms 1-4)	New Zealand
CCMLT/CP/22B	ERIC (Early Reading In-service Course)	New Zealand
CCMLT/CP/23	Universal primary education	Nigeria
CCMLT/CP/25	Country Paper	Sierra Leone
CCMLT/CP/26	Education for living (EFL)	Singapore
CCMLT/CP/32	The Namutamba project	Uganda

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