



S.T.E.P.

**ANNUAL REPORT 2004/5
& CALENDAR FOR
ACADEMIC YEAR 2005/6**

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Co-ordinator's Report

There are a great many diverse, hardworking, enthusiastic, committed people working in the community and voluntary sector. I consider myself privileged to lead what may well be the finest team in the sector. The Chairman's report highlights our activities over the year. They add up to significant input, output, outcomes and impact.

In common with others in the field, the challenges facing S.T.E.P. staff, volunteers and the community grow daily. Consequently, our workload has doubled over the past year, in volume and range, and the S.T.E.P. team has grown in numbers, strength and skill to meet the demand.

They have continued to provide pro-active and quality service, professional support, advice, guidance, innovative solutions - often in the face of work overload and scarce resources- outreaching, partnership

building, regrouping, researching and assessing need, negotiating solutions, sharing resources... and completing paperwork...and more paperwork...

Sometimes we have been collectively moved by the dignity with which personal and communal adversity is faced; angry at the misery which inhumanity, ignorance and greed have consciously created in our midst; sometimes been inspired by the uncomplicated goodness, generosity of spirit and tenacity of ordinary folk.

There are days when we are incredulous of how simple the answer is, once people have worked together to find it; other days when we have relied on each other to ward off despair that there will ever be sufficient collective will to identify and resource solutions adequate to the problems built into the fabric of our society.

But every day, and all day, to the best of their individual and collective ability, the people who work here, do their best to serve their community; fulfil the aims of this organisation; to contribute to the building of a peaceful, prosperous, fair and sharing community; to be accountable to our stakeholders and our community.

Every day their individual and diverse skills, talents, enthusiasm, experience, effort and commitment, combine to make S.T.E.P. a key organisation in the infrastructure and heart of a learning community, and make somebody's struggle for fair play a little bit easier .

This is my opportunity to record on my own behalf, as their co-ordinator, and on behalf of those who benefit from their labour, our shared appreciation of all their work.

SEPTEMBER 2005

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Chairperson's Report

S.T.E.P. activity has continued to increase to meet the community development needs at local and sub-regional level. The organisation has grown dramatically over the past 18 months as a result.

The total number of PAYE jobs created directly from project activity now numbers 16, with a further compliment of self-employed opportunities directly dependant on the organisation in tutoring, learner support, interpreting, translation and research of approx 100 hrs each week.

The organisation has begun a steady move away from 100% grant-aided activity and has begun the task of restructuring the company accordingly. An Extraordinary General Meeting will be called when the appropriate changes to the articles and memorandum

need to be made to conform with 'charitable status' with the subsidiary trading company now formed being a separate company with share capital wholly owned by the charity.

Our annual turnover is now approx. £500,000 per annum

The total number of individual human beings, from all walks of life, who have interacted with S.T.E.P. since our last AGM exceeds 5,000. We hope that each one of them, in some way, gained and both outcome and the impact was positive.

We were honoured to receive the overall Dungannon & South Tyrone Borough Council Award for contribution to the Community, particularly for our Migrant Worker Support Programme.

S.T.E.P. has continued to work at the cutting edge of equality

and rights based community development both at community action and policy level. It is now acknowledged as a key support organisation in building a participatory and prosperous society which recognises that not all wealth or contribution is measured in terms of money, and places mutual respect for people at the heart of the equation.

The people at the heart of the S.T.E.P. equation are the community, funding bodies, the staff, and volunteers including the volunteer Board Members, all of whom continue to provide commitment, enthusiasm and solid work.

Well done, everyone!
Francis Rafferty, Chairman

OCTOBER 2005

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Overview of S.T.E.P.

S.T.E.P. (South Tyrone Empowerment Programme) is a "not-for-profit" organisation working within (and often beyond) the South Tyrone area to identify areas of marginalisation and provides these areas and the individuals living in them with training and community development opportunities.

S.T.E.P. can be currently described as a "gap-filler" or "sign-poster" for the community, providing services required by

these groups and individuals or pointing them in the direction of an organisation that can provide the resources necessary.

S.T.E.P. provides quality training (both online and tutor-led) across a variety of subjects from I.T to Language to Childcare. It also offers the growing Migrant Community a support system offering advice on housing rights, NINO registration and in Partnership with T&GWU, Union clinics on employment rights and issues.

In 2004, S.T.E.P. developed an Interpreter Services project to co-ordinate the matching of qualified Interpreters with Public (or private) Service Providers. S.T.E.P. also continues its work in local Community Development projects and offering advice and resource for the local community.

In general, S.T.E.P. empowers the people of South Tyrone to participate in the social and economic life in the area.

NOVEMBER 2005

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Migrant Worker Support Project

S.T.E.P.'s Migrant Project is one of the only projects of its kind in Northern Ireland. It is articulated into various areas of work:

1. Community capacity development
2. Individual support for accessing services, advice and information
3. Language support programme
4. Housing project

1. Community capacity development

This project supports both BME/Migrant community in developing specific groups (women, childcare etc.) and local community groups in developing access.

2. Individual support

Individual support to migrant workers is carried out in

Migrant Support Centres (one located in Dungannon and a second one located in Portadown). The service is usually accessed by individuals with little or no knowledge of English, who need information and help to access basic services such as Health, Social Security, Home Office, Education services, NINO etc.

An Amalgamated Transport & General Workers' Union and STEP project is running in both centres and outreach locations and provides advice (through a Migrant Liaison Officer) on employment rights. Language barriers are overcome with qualified interpreters (Polish, Portuguese, Lithuanian, Russian etc.).

Migrant Support Centre outreach work includes Newry,

Crumlin, Ballymena, Cookstown

3. Language support programme

The Language Support programme aims to provide support in overcoming language issues and barriers. The activities carried out include training for non-English speakers, as well as provision of interpreters for activities carried out through the medium of English and encouraging public organisations to make their information available in other languages.

4. Housing project

S.T.E.P. is currently exploring two possible avenues for further development of housing and accommodation available to migrant workers in the Dungannon area. (See Community Development)

DECEMBER 2005

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Community Development

2004 has witnessed many changes in the structure of S.T.E.P's Community Development Team. Two new team members were brought on board to help develop a strategic plan and ensure more concentration on Community Development. This change has involved taking a more active role within the community.

The Community Development team consists of John Collins, Lisa McAlinden and Geraldine McAleer. Working within the Local and Migrant community, the team provide advice, guidance, capacity building, support, funding advice and signposting to groups,

empowering them to become independent. Some activities undertaken in the past year include:

The Women's Project

With the support offered by S.T.E.P. the Ballygawley Road Women's Group were able to form their Ology group and receive training in developing independent skills in Reflexology, Beauty & Colour Therapy, and Hairdressing.

East Timorese Women's Group

S.T.E.P. in partnership with Surestart, was instrumental in the development of this group and continue to lend support. The group are now participating in English classes.

Youth Twinning

In partnership with STAP Youth Management Committee and Carrefour Ulster, a group of local young people were able to participate in a study visit to Portugal.

Housing Project

S.T.E.P., in conjunction with the Housing Executive, are exploring the development of a facility to provide short term emergency accommodation for people in the local community who find themselves homeless. We are also liaising with Habitat for Humanity with regard to bringing an "affordable homes" project to the area.

For more information on Community Development, contact geraldine@stepni.org

JANUARY 2006

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Interpreter Services

The Race Relations (NI) Order 1997 and the Northern Ireland Act 1998 cite that Public bodies have a statutory duty to provide language support where required, and failure to comply would be open to challenge as "indirect discrimination".

Based at the S.T.E.P. offices in Dungannon Business Park, S.T.E.P. Interpreter and Translation Services currently has 78 qualified Interpreters on its database with language skills covering 24+ languages, from Bulgarian to Tetum, Russian to Creole. All Registered Interpreters have undergone accredited training before acceptance onto the project. A further 56 volunteer interpreters are currently being trained. Most are

recruited from the multi-lingual migrant population.

To date, S.T.E.P. has provided interpretation services for statutory providers in healthcare, education and welfare as well as schools, employers etc. All provision is co-ordinated and quality-controlled by Ligia Parizzi, assisted by Clare McElroy.

Through the NIMEITS partnership, S.T.E.P. Interpreter Services along with Chinese Welfare Association and Ballymena Community Forum Ethnic Minority Project, secured a tender in December 2004 to deliver Interpretation and Translation Services for the Department of Employment and Learning and the Social Security Agency.

Ligia Parizzi continues, "I am delighted to have secured this contract. The NIMEITS partnership, in which STEP will be the lead partner, will be responsible for the delivery of this particular service. It will provide a quality service while contributing significantly to the economic sustainability of three vital community organisations, as well as providing appropriate employment opportunity for highly skilled persons, coming to N. Ireland to live and work."

To book an Interpreter contact Ligia or Clare on 028 87750213 or e-mail ligia@stepni.org or clare@stepni.org

FEBRUARY 2006

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learnirect

learnirect is a national learning initiative designed to assist lifelong learning. All learning is carried out online (i.e. via Internet) or through CD-rom. S.T.E.P. learnirect offers online learning to all individuals (over-16) in the South Tyrone Community.

Courses are completed via the Internet/CD-rom at an individual time, pace and level in the S.T.E.P. learnirect centre or in the comfort of the learner's own home. Over 500 courses are available in the categories of Business & Management, I.T. and Skills for Life.

In 2004, S.T.E.P. learnirect continued its high level of quality service, as showcased in the results of November 2003's ETI Report.

As well as its main centre in Dungannon, over the past year it has offered outreach points for learning across South Tyrone as part of an ongoing RDC project. Participating areas include: Coalisland, Clogher and Donaghmore.

S.T.E.P. learnirect continues major work in the area of ESOL (English for Speakers of Other Languages) training. The nature of learnirect allows Migrant learners to work around factory shift patterns. A number of learners have progressed from basic level English to the advanced level ELLIS course, illustrating successful learner progression through learnirect.

Unfortunately, the Department of Employment and Learning

have taken the decision to reduce and subsequently cease funding of the learnirect programme. Reductions in funding commence in March 2005 and from September 2005, no new learner can be enrolled on the system.

STATISTICS (April '04 - April '05)

- 498 learners have been enrolled

Breakdown by Gender

- 271 (54%) Female

- 281 (46%) Male

Breakdown by course type

- 281 (56%) Skills for life (including ESOL)

- 23 (5%) Business & Management

- 194 (39%) I.T.

Contact fintan@stepni.org
or paul@stepni.org

MARCH 2006

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Tutor-led Training

STEP is committed to the provision of top quality training tailored to the needs of individual learners with a premise of encouraging marginalized community members to seek personal development through training. In order to deliver this quality training we have a partnership with NWIFHE in Derry, with TWN another key funder for this project. We offer the following courses to all members of the community:

- I.T. (From basic to advanced)
- Childcare/Playwork
- ESOL
- Essential Skills
- Sage
- Interpreting Training
- Photography
- Marketing/Management Skills
- Personal Development
- ASDAN courses

Training for People with Disabilities

S.T.E.P. has a contract with Equality 2000 to deliver ICT courses to groups with disabilities.

Within this contract S.T.E.P. has delivered various of courses ranging from O.C.N. Level 1 to Higher levels of I.C.T. One group within this group started at O.C.N. Level 1 and has progressed to completing New CLAIT. This group is currently completing their E.C.D.L. qualification. With this contract S.T.E.P. has introduced 2 new courses, ASDAN - Using IT and ASDAN - Towards Independence.

E.S.O.L. (English for Speakers of Other Languages)

S.T.E.P. offers a range of free ESOL classes for members of the Migrant Worker community. Classes are currently being delivered for speakers of Lithuanian, Polish, Portuguese and Slovakian.

These are held throughout Northern Ireland, including Portadown, Dungannon, Coleraine, Lurgan and Ballymena. From September 2004 until June 2005 290 ESOL trainees have passed through S.T.E.P.'s doors.

Business Start Programme

S.T.E.P. partnered with Dungannon Enterprise Centre to deliver training for 50 participants of the East Tyrone Rural grant scheme. Within this partnership we offered the following courses: Sage Accounts (Basic and Advanced), Introduction to Spreadsheets and Introduction to Microsoft Packages

General Tutor-led Statistics

ICT	295
ESOL	290
Vocational	85
Essential Skills	36
Total no of trainees	706

For more information on Training, contact emma@stepni.org

APRIL 2006

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Other Services

S.T.E.P. also offers the following services to community groups and individuals at fair and competitive prices.

Mentoring & advice

Provision of experienced advice on Community Development and Training matters to groups and/or individuals.

Room hire

S.T.E.P. can provide individuals and groups the opportunity to hire I.T. and Non-I.T. rooms for the purposes of training, consultations, meetings, interviews etc.

Equipment hire

S.T.E.P. offers realistic rates for the hire/use of office equipment e.g. scanner, colour printer, photocopier, fax machine, data projector, display boards, flipcharts etc.

Translation

S.T.E.P. operates an Interpreters Services department and hires a Cyflais translation system.

Staff hire

Fully qualified staff are available for facilitation, mentoring, consultations and training. Programmes can be tailor-made to suit the groups' needs.

Other services

- Project/group development for new and existing community groups
- Assistance in completion of funding applications
- Financial advice and Payroll services
- Marketing services-poster design, CV building, annual reports, events, training & consultation

For more information on Resources, contact margaret@stepni.org

MAY 2006

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S.T.E.P. resources
- lending a helping hand

Directors' Report

Directors' Report for the period ended 31 May 2004

The directors present their report and the audited financial statements for the period ended 31 May 2004.

Principal activities

The principal activity of the organisation is to facilitate social community development.

Review of business and future development

The directors are pleased with the level of activity within the organisation and are hopeful of securing new funding in the incoming financial period.

Results

The surplus for the period is £29,645 (2002: £27,297) and has been transferred to the accumulated reserves.

Directors and their interests

The directors of the company at 31 May 2004, all of whom have been directors for the whole of the period ended on that date, are shown on page 1.

In accordance with the articles of association, the directors retire by

rotation and, being eligible, offer themselves for re-election.

Company status

The company is a company limited by guarantee and does not have share capital.

Charitable and political contributions

The company made no political or charitable donations during the period.

Statement of directors' responsibilities

Company law requires the directors to prepare financial statements for each financial period that give a true and fair view of the state of affairs and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to: select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the

financial statements; prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies (Northern Ireland) Order 1986. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

The auditors, PricewaterhouseCoopers LLP, have indicated their willingness to continue in office, and a resolution concerning their reappointment will be proposed at the Annual General Meeting.

By order of the board
Anne McGlone
Secretary
24 March 2005

JUNE 2006

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Financial Report: Revenue Account

Revenue Account

for the period ended 31 May 2004

	2004 (17 months)	2002 (12 months)
	£	£
Income received	492,026	273,067
Operating expenses	(461,030)	(245,294)
Operating surplus	30,996	27,773
Interest payable and similar charges	(1,351)	(476)
Retained surplus for the period	29,645	27,297

All amounts above relate to continuing operations of the company.

The company has no recognised gains and losses other than those included in the results above and therefore, no separate statement of total recognised gains and losses has been presented.

There is no difference between the retained surplus and the surplus for the period stated above and their historical cost equivalents.

Full copies of S.T.E.P.'s accounts are available on request.

JULY 2006

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Our Funders

In 2002-2005, S.T.E.P. projects have been funded by:

- Office of First and Deputy First Minister (OFMDFM).
- South Tyrone Area Partnership (STAP)
- Department of Social Development (DSD - BSP)
- Department of Employment and Learning (DEL/learnirect)
- Community Foundation for N. Ireland
- Training for Women Network (TWN)
- Big Lottery Fund
- North West Institute of Further and Higher Education
- Amalgamated Transport and General Workers' Union
- Educational Guidance Service for Adults (EGSA)
- Learning, Skills Development Agency (LSDA)
- Gulbenkian Foundation
- Dungannon and South Tyrone Borough Council

We are grateful for the financial and organisational support offered by these funders, without which, we would be unable to offer the projects and services we deliver to the people of South Tyrone and further afield.

AUGUST 2006

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ACADEMIC YEAR 2005/6



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OCT '05

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NOV '05

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DEC '05

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JAN '06

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FEB '06

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MAR '06

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APR '06

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MAY '05

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JUNE '06

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JULY '06

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AUG '06

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CONTACT S.T.E.P.

Unit T7, Dungannon Business Park
2 Coalisland Road
Dungannon
Co Tyrone
BT71 6JT

Telephone: 028 877 29002
Fax: 028 877 29008
e-mail: info@stepni.org
Website: www.stepni.org

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