

Appendix 1

Introduction to First Edition

The *Community Legal Education (CLE) Made Easy Kit* is an initiative of the Community Legal Education Working (CLEWs) Group of the Federation of Community Legal Centres (Vic) Inc.

The idea came from workers talking about some of the difficulties new CLE workers have finding resources and support when starting a new CLE position. This Kit is an attempt to remedy this situation as well as to promote best practice in CLE provision.

We realise that, although not always named as such, most community legal centres (CLCs) are already doing CLE of some description and this is the basis of the title, *Community Legal Education Made Easy*. These everyday activities range from listening to community members, talking with school groups, explaining what CLCs do to Migrant Resource Centres, doing interviews with local media, developing seminars, web information, brochures and fact sheets.

CLE Made Easy is also recognition that CLC workers have significant knowledge, skills, expertise and connections with communities with which to produce successful and innovative CLE. Most of the information in the Kit was produced by CLC workers.

CLE Made Easy aims to assist and encourage CLCs in the delivery of quality community legal education (CLE) activities. This is done through describing the role of CLE as a integral component of CLC services, examining methods and issues in the design, delivery and evaluation of CLE activities, identifying available resources and exploring ways to strengthen skills and avoid duplication.

The Community Legal Education Made Easy Kit will be a useful resource for all involved in CLE work. However, it is especially directed towards CLC staff, volunteers and management members who are new to this area of CLC work.

We hope that this Kit will raise the profile of CLE as an essential component of CLC work, reinforcing its equal importance with legal advice, casework and law reform and as an important tool for community development. Centres are encouraged to incorporate CLE into their internal planning processes.

The Kit is presented as a series of information sheets. It is a 'living' resource that will be further developed and added to over time. Complementary reading and relevant resources are identified.

We thank all who have been involved in bringing this Kit together. Thank you to the Victoria Law Foundation for funding the project and to Gillian Wilks, the Project Worker. We hope that the Kit proves helpful to your work and the communities you work with. All the best with your CLE projects!

Richard Duffy and Kylie Smith
Community Legal Education Working Group Convenors 2006.

Appendix 2

CALD Committee Project Plan

Task/deadline	Week beginning															
	29/6	6/7	13/7	20/7	27/7	3/8	10/8	17/8	24/8	31/8	7/9	14/9	21/9	28/9	5/10	12/10
Finalise ToR	X															
Finish Member PD	X	X	X													
Finish information package	X	X	X	X												
Advertise/source members					X	X	X	X	X	X						
Information seminar								X								
Appoint members													X			
Orientation meeting															X	
Schedule future meetings															X	
Evaluate/report progress															X	X