

# Address Adult Language, Literacy and Numeracy (LLN) Skills



**Course duration:** 1-day

**Course cost:** \$300 per person (public workshops)

*Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel*

**Workshop aim:** To equip participants with the skills, knowledge and attitude to:

- Analyse LLN requirements
- Select and use resources and strategies to address LLN skill requirements
- Use specialist LLN support where required
- Evaluate the effectiveness of learning support and assessment strategies in addressing LLN requirements

**Unit covered:** TAE LLN411 – Address adult language, literacy and numeracy skills

**Delivery method** Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

**Who should attend?** This workshop has been developed to provide workplace trainers with the skills and knowledge to support learners with language, literacy and numeracy (LLN) needs.

**Qualification:** This course forms part of the Certificate IV in Training and Assessment (TAE40116)

**Pre-requisites:** Those attending this workshop should:

- a. already hold the TAE40110 Certificate IV in Training and Assessment; or
- b. have completed TSA's *Introduction to VET Course*, TSA's *Design and Deliver Training Course* and TSA's *TAE Assessor Skill Set*.

**Language, literacy and numeracy (LLN) requirements:** To successfully complete the course, participants will need to have sufficient language, literacy and numeracy (LLN) to:

- Read and analyse training specifications, training materials, LLN specific resources and validated tools based on the Australian Core Skills Framework
- Use the internet to source information and advice about how to support learners with LLN needs
- Collaborate with others to design and implement effective learning strategies for those with LLN needs
- Use language that demonstrates cultural sensitivity and builds and maintains understanding and support

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

**Access to a practice environment:** To satisfy the assessment requirements for this course, participants need to be working in, or have access to, an environment in which they can deliver training and conduct assessment activities with vocational learners.



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## Pre-course work:

Before attending the workshop, participants are encouraged to:

- Access and bring a copy of a unit of competency or other specification that they train against
- Access and bring a copy of training and assessment resources which they use in the workplace

## Topics:

The topics addressed in this course include:

- Language, Literacy and Numeracy in Vocational Education and Training
- The Australian Core Skills Framework (ACSF)
- A step-by-step process for addressing adult LLN skills
  1. Identify and analyse the LLN skill requirements of the workplace and the training
  2. Undertake an indicative assessment of learners' LLN skills
  3. Identify and select strategies and resources to address LLN skill requirements
  4. Use the LLN support strategies and resources
  5. Evaluate the effectiveness of the LLN support
- Getting help from LLN specialists

## Assessment:

The assessment for this course consists of:

- Short answer questions
- Workplace project which incorporates:
  - Identifying and analysing the LLN skill requirements of training
  - Identifying the LLN skills held by learners
  - Seeking advice from an LLN specialist
  - Preparing an LLN support strategy
  - Modifying learning or assessment materials to address LLN skill needs
  - Delivering training and assessment using appropriate LLN support strategies
  - Written self-reflection

In some cases there may be opportunities for participants to commence some of their workplace project activities during the course.

## Assessment timeframe:

Participants have 3 months to complete their assessment after attendance at the course.

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 20 – 30 hours to complete the assessment for this course.

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## Resource requirements:

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- a group of at least 3 – 4 people who they can train for at least 40 minutes plus assess (ideally some of these learners will have suspected LLN skill development needs)
- training and assessment materials / resources to support their delivery

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.