Trainee success in workplace training is a priority for Careerforce and the Tertiary Education Commission. This resource will support you in implementing a new approach to assessment of literacy and numeracy in tertiary education.
Identifying Literacy & Numeracy Needs

Low literacy and/or numeracy levels are potential barriers to achievement. Supporting trainees in these areas contributes to increased engagement with training and achievement at higher levels.

To recognise prior learning, literacy and numeracy assessments are not required for trainees with:
- NZ university qualifications; or
- NZQA qualifications at Level 3 and above; or
- overseas tertiary qualifications which have been achieved in the English language.

If trainees do not meet the above criteria they will be required to compete a literacy and numeracy assessment. This applies to enrolments for qualifications at all levels.
**Literacy & Numeracy Supports**

The table below lists the supports available for workplaces to support trainees with literacy and numeracy learning needs:

<table>
<thead>
<tr>
<th>Supports</th>
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<tbody>
<tr>
<td><strong>Pathways Awarua</strong></td>
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<tr>
<td>• Free online adult literacy and numeracy learning modules.</td>
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<tr>
<td>• Self-paced learning.</td>
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<tr>
<td>• Educators can monitor their trainees’ progress to keep them motivated.</td>
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<td>• Available to all - including employees on temporary work permits.</td>
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<th><strong>Skills Highway</strong></th>
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<tr>
<td>• Information website designed for employers.</td>
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<tr>
<td>• A – Z on everything you need to know about adult literacy and numeracy, how it impacts on your business and how to mitigate this.</td>
</tr>
<tr>
<td>• Case studies on organisations who have improved business outcomes by supporting literacy and numeracy upskilling within their training programmes.</td>
</tr>
<tr>
<td>• Support with applications for the <strong>Employer-led Workplace Literacy and Numeracy Fund</strong> – funding for employers to develop a sustainable, literacy and numeracy upskilling programme, embedded into their business-as-usual workplace training.</td>
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<tr>
<th><strong>Workplace Literacy and Numeracy Providers</strong></th>
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<tr>
<td>• Funded to develop programmes that contextualise literacy and numeracy into workplace training.</td>
</tr>
<tr>
<td>• Free tuition for employees who score below the literacy and numeracy thresholds (Step 3 and below – literacy, Step 4 and below – numeracy).</td>
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<tr>
<td>• Only available to employees with residency or citizenship.</td>
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<tr>
<th><strong>Professional Development for Workplace Educators</strong></th>
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<tbody>
<tr>
<td>• New Zealand Certificate in Adult Literacy and Numeracy Education (for Vocational/Workplace Tutors) Level 5, 40 credits.</td>
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<tr>
<td>• Government grant to cover cost of fees – 12 months to complete.</td>
</tr>
<tr>
<td>• Learn to identify literacy and numeracy needs in trainees and know how to build these skills as you deliver on-job / industry training.</td>
</tr>
</tbody>
</table>

To learn more about these supports for workplaces, please contact:

Cushla Wilson, Literacy and Numeracy Advisor:

DDI: 04 550 2426, Mob: 027 838 9512, Email: Cushla.wilson@careerforce.org.nz
Online Literacy & Numeracy Assessment

As an Industry Training Organisation we are required by the Tertiary Education Commission (TEC) to identify trainees who may need literacy and numeracy support, as they study for tertiary-level qualifications. We do this by using the TEC’s Literacy and Numeracy Adult Assessment Tool. Please see page 1 for details on who should be assessed. There is an initial assessment and a progress assessment for those who score low-levels of literacy and/or numeracy.

Assessments

Initial:
1. Login codes will be sent to you, for each trainee required to do these assessments, after the training agreements are processed. There will be one code for a literacy assessment and one code for a numeracy assessment.
2. Hand out the login codes to your trainees along with the website address: https://assess.literacyandnumeracyforadults.com/Login.aspx and ensure they complete the assessments as soon as possible.
3. The trainee will receive the results instantly once they have completed the assessment.

Progress:
1. Progress assessments are required for all trainees who scored at lower levels.
2. You will be sent an email, with login codes, 8 weeks before the expected end date of their training.
3. Please ensure that trainees complete these assessments as soon as possible.

Results

Literacy scores:
- A literacy score 4 - 6 = good literacy skills - no need for further action.
- A literacy score 1 - 3 = your trainee may have some challenges with literacy. They will need to do a progress literacy assessment towards the end of their training.

Numeracy scores:
- A numeracy score of 5 - 6 = good numeracy skills - no need for further action.
- A numeracy score of 1 - 4 = your trainee may have some challenges with numeracy. They will need to do a progress numeracy assessment towards the end of their training.

Reports

Literacy/Numeracy Report: This is a monthly automated report that is sent to you to highlight trainees who need to complete literacy and/or numeracy assessments. This report will also retain initial assessment results ready for the progress assessment and will provide the codes for you to access the full diagnostic report on the Assessment Tool website.

Literacy Results and Assessment Codes Report: You can access this report on iPortal at any time to obtain confirmation that an assessment has been completed. This report will provide the results and the codes for you to access the full diagnostic report on the Assessment Tool website.

Help for trainees with low-level literacy and/or numeracy
Contact: Cushla Wilson, Literacy and Numeracy Advisor
DDI: 04 550 2426 Mob: 027 838 9512 Email: cushla.wilson@careerforce.org.nz
Paper-based Literacy & Numeracy Assessment

As an Industry Training Organisation we are required by the Tertiary Education Commission (TEC) to identify trainees who may need literacy and numeracy support as they study for tertiary-level qualifications. We do this by using the TEC’s Literacy and Numeracy Adult Assessment Tool. Please see page 1 for details on who should be assessed. There is an initial assessment and a progress assessment for those who score low-levels of literacy and/or numeracy.

Assessments
Initial Combined Literacy & Numeracy:
1. Have trainees, required to do these assessments, complete them when filling in their training agreements.
2. Send in completed assessments with their completed training agreements.
3. New assessment papers are created and sent to the Literacy Coordinator in your organisation every quarter.

Progress Literacy & Numeracy:
1. Progress assessments are required for all trainees who scored at lower levels.
2. Please ensure that trainees complete these assessments at least 8 weeks before the end of their training.
3. You can download separate literacy and/or numeracy assessments from: https://www.careerforce.org.nz/training/train-my-staff/literacy-numeracy/

Results
Literacy scores:
- A literacy score 4 - 6 = good literacy skills - no need for further action.
- A literacy score 1 - 3 = your trainee may have some challenges with literacy. They will need to do a progress literacy assessment towards the end of their training.

Numeracy scores:
- A numeracy score of 5 - 6 = good numeracy skills - no need for further action.
- A numeracy score of 1 - 4 = your trainee may have some challenges with numeracy. They will need to do a progress numeracy assessment towards the end of their training.

Reports
Literacy/Numeracy Report: This is a monthly automated report that is sent to you to highlight trainees who need to complete literacy and/or numeracy assessments. This report will also retain initial assessment results ready for the progress assessment and will provide the codes for you to access the full diagnostic report on the Assessment Tool website.

Literacy Results and Assessment Codes Report: You can access this report on iPortal at any time to obtain confirmation that an assessment has been completed. This report will provide the results and the codes for you to access the full diagnostic report on the Assessment Tool website.

Where to send the paper-based assessments
Take a copy then post the originals to: Client Services PO Box 25 255 Christchurch or scan and email them to info@careerforce.org.nz

Help for trainees with low-level literacy and/or numeracy
Contact: Cushla Wilson, Literacy and Numeracy Advisor:
DDI 04 550 2426, Mob: 027 838 9512 Email: cushla.wilson@careerforce.org.nz
FAQs

Why do some trainees need to be assessed?
An international survey has found that around 40% of New Zealand adults have low levels of literacy and/or numeracy which can impact on their ability to perform well in a modern workplace and engage successfully in industry training.

The Tertiary Education Commission wants to ensure that trainees’ literacy and numeracy needs are identified so workplace trainers can put in extra supports to help their learning. This increases the chances of successful outcomes for the trainees. It’s about informing teaching practice.

How long does it take to get the assessment results?
Assessment results have a 10 – 14 day turnaround. We need to have entered the training agreement for new trainees into our system before we can issue on-line login codes, or enter the paper-based assessment answers into the Tool.

How do I find out the trainee’s results?
The results are available in the Literacy Results and Assessment Codes Report on iPortal. The Literacy Coordinator in your organisation has access to iPortal. You can also get a full diagnostic report of the trainee’s results from the Assessment Tool website, https://assess.literacyandnumeracyforadults.com/Login.aspx. Once you are logged in (with the trainee’s code) you can open the report and export it as a PDF to save in your training files.

Why do trainees have to do progress assessments?
Trainees with scores of Step 3 and below (literacy) and Step 4 and below (numeracy) will struggle with a Level 2 qualification. However, with extra support and guidance, they can be successful. The Tertiary Education Commission wants to know how much impact a formal training programme can have on the literacy / numeracy skills of adults. This information helps inform their future funding decisions for tertiary education.

Are these results confidential?
Yes. The results of the literacy and numeracy assessments are the property of the trainee who has agreed to share them with their trainer and Careerforce for educational purposes only. Trainees agree to this when they sign the training agreement. Please keep all literacy and numeracy reports confidential and store them in secure filing systems.

What do I do if one of my trainees has low scores for literacy and numeracy?
You may be able to access some of the following supports:
- Free online adult literacy and numeracy learning modules through Pathways Awarua.
- Workplaces can apply for funds to place 20 learners on an embedded literacy programme.
- Access workplace literacy programmes contextualized to your industry.
- Build internal capability via professional development for workplace trainers.

For more details, contact: Cushla Wilson, Literacy and Numeracy Advisor:
DDI 04 550 2426, Mob: 027 838 9512 Email: cushla.wilson@careerforce.org.nz
Online Literacy and Numeracy Process:

Trainee completes the Training Agreement

Send this to Careerforce

Careerforce processes the Training Agreement and generates/verifies a National Student Number (NSN)

https://asses.literacyandnumeracyforadults.com/Login.aspx

Then sends login codes to your Literacy Contact

One login code for literacy
One login code for numeracy

Ensure your trainees complete both assessments

Trainees can see these results instantly at the end of their assessment

You can see the results on the Literacy and Numeracy Assessment Report on iPortal in 10-14 days

For more detail, you can use the login codes from the iPortal report to download the full reports from the Literacy and Numeracy Adult Assessment Tool

This information is confidential to you and your trainee. Store these reports securely.
Paper-based Literacy and Numeracy Process:

1. Trainee completes the Training Agreement.
2. Send these to Careerforce.
3. Careerforce processes the Training Agreement and generates/verifies a National Student Number (NSN).
4. Then enters the trainee’s answers into the Literacy and Numeracy Adult Assessment Tool.
5. You can see the results on the Literacy and Numeracy Assessment Report on iPortal in 10-14 days.

This information is confidential to you and your trainee. Store these reports securely.

For more detail, you can use the login codes from the iPortal report to download the full reports from the Literacy and Numeracy Adult Assessment Tool.

And the combined literacy & numeracy assessment.

Get the latest combined L&N assessment from the Careerforce website.

https://www.careerforce.org.nz/training/train-my-staff/literacy-numeracy/