

New requirements for literacy and numeracy assessments when enrolling in a tertiary qualification

The Tertiary Education Commission acknowledges that their blanket rule of assessing only Level 2 trainees does not identify people enrolled at higher levels who may have learning support needs. It also does not take into account people entering our industry at Level 2, having already experienced higher tertiary qualifications with previous careers.

Therefore, we are changing the way we assess for literacy and numeracy to include all trainees who have not previously experienced tertiary-level education. All trainees (enrolling at all levels) who:

- do not have a New Zealand tertiary qualification at Level 3 or above, or
- do not have a New Zealand university qualification, or
- have an overseas tertiary qualification that was delivered in a language other than English,

need to complete a literacy and numeracy assessment.

Important information to include on the Training Agreement:

Please make sure you complete Section **G. Literacy and Numeracy** – Employer **must** complete

G. Literacy and Numeracy – Employer <u>must</u> complete
<p>All trainees who do not hold a tertiary qualification at Level 3 or above must complete a literacy and numeracy assessment at enrolment.</p> <p>All trainees who have achieved tertiary qualifications in a language other than English, must complete a literacy and numeracy assessment at enrolment.</p>
<p>Please select your preference for how the trainee will complete these assessments:</p> <p><input checked="" type="checkbox"/> Paper assessment (the completed combined assessment must be attached to this agreement)</p> <p><input type="checkbox"/> Online assessment (online codes will be sent to the employer key contact for distribution to trainees)</p>

If you prefer paper assessments for your trainees, tick the top box. Then go to: <https://www.careerforce.org.nz/training/train-my-staff/literacy-numeracy/> to download the latest paper combined literacy and numeracy assessment.

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If you prefer online assessments for you trainees, tick the lower box. Our Client Services Team will generate online login codes when they process the training agreement. These codes will be emailed to you to give to your trainees.

Make sure the trainee has completed Section L. **Previous education** – Trainee to complete.

L. Previous education – Trainee to complete			
State the name and country of the last secondary (high) school you attended:		Country:	
		Name of School:	
What is the highest qualification you achieved at secondary (high) school?			
<input type="checkbox"/>	No qualification	<input type="checkbox"/>	University entrance
<input type="checkbox"/>	14 or more credits at any level	<input type="checkbox"/>	Other
<input type="checkbox"/>	NCEA Level 1 or School Certificate	<input type="checkbox"/>	Not known
<input type="checkbox"/>	NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/>	Overseas qualification (includes International Baccalaureate and Cambridge exams)
<input type="checkbox"/>	NCEA Level 3 or Bursary or Scholarship		
What is the highest qualification you achieved after secondary (high) school?			
<input type="checkbox"/>	No qualification	<input type="checkbox"/>	Level 6 Graduate Certificate, Diploma or Certificate
<input type="checkbox"/>	Level 1 Certificate	<input type="checkbox"/>	Bachelor Degree, Level 7 Graduate Diploma, Certificate or Diploma
<input type="checkbox"/>	Level 2 Certificate		
<input type="checkbox"/>	Level 3 Certificate	<input type="checkbox"/>	Postgraduate Diploma/Certificate, Bachelor Honours
<input type="checkbox"/>	Level 4 Certificate	<input type="checkbox"/>	Masters
<input type="checkbox"/>	Level 5 Diploma/Certificate	<input type="checkbox"/>	Doctorate
What is the highest qualification (from the above lists, including secondary school), where your learning was delivered in English?			
<i>(This question is new. Please make sure the trainee completes it.)</i>			

Please note that what the trainee writes in Section L will determine if a literacy and numeracy assessment is required. If it is left blank it will be assumed they have no qualifications at tertiary-level.

If a trainee was previously assessed for Literacy and Numeracy at Level 2, they will not be required to repeat it when enrolling in any higher-level programme.

If you have any questions about the literacy and numeracy assessment, or want help interpreting the results of the assessments, please contact:

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