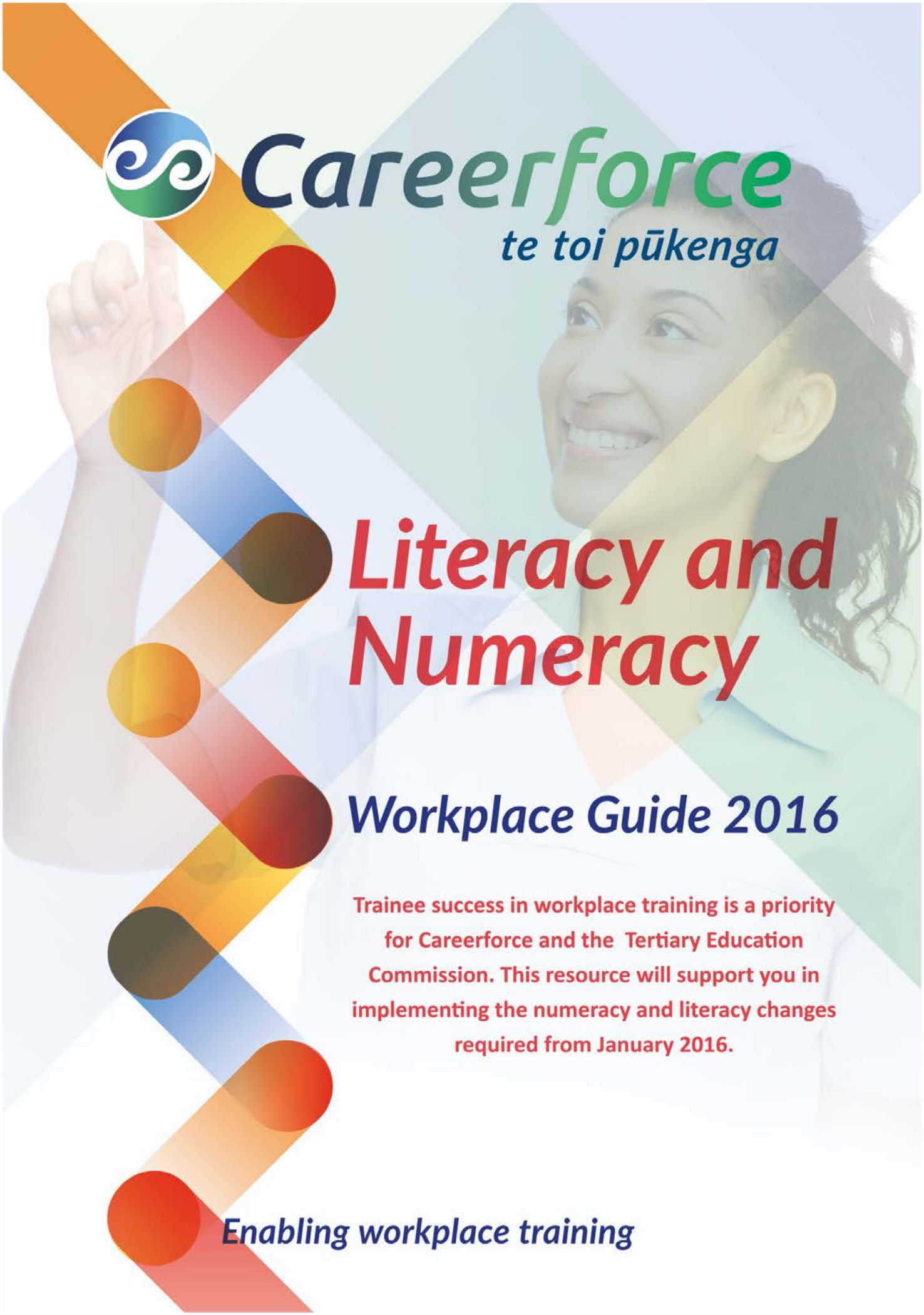
Careerforce
te toi pūkenga



Literacy and Numeracy

Workplace Guide 2016

Trainee success in workplace training is a priority for Careerforce and the Tertiary Education Commission. This resource will support you in implementing the numeracy and literacy changes required from January 2016.

Enabling workplace training

Literacy & Numeracy Support 2016

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.

The Tertiary Education Commission wants to ensure that adult trainees experience success in industry training. As a result they now require both literacy and numeracy assessment at foundation level. From the first of January 2016 we will be including a short numeracy assessment with the usual literacy (reading) assessment, for all new Level 2 trainees.

You are also welcome to use these free assessments for any trainees working at higher level qualifications should you be concerned about their learning needs.

The table below has a list of supports and associated costs available to workplaces in 2016.

Pathways Awarua • Free online adult literacy and numeracy learning modules • Self-paced learning • Educators can monitor their learners' progress to keep them motivated	**$0.00**
Workplace Literacy Fund • TEC funding to develop a workplace literacy & numeracy strategy	**$0.00**
Access a workplace literacy provider • TEC funded workplace literacy programmes contextualized to your industry	**$POA**
NCALNE (Voc) • National Certificate in Adult Literacy & Numeracy level 5 • Builds internal capability of educators • Partial TEC study grant available for this qualification	**$POA**
Literacy resources • A sample of literacy learning resources connected to Level 2 unit standards is available.	**$0.00**

To discuss or access the supports available to workplaces and their staff please contact Cushla Wilson, Learning Engagement Advisor:
DDI: 04 550 2426, Mob: 027 838 9512, Email: cushla.wilson@careerforce.org.nz

Online Literacy & Numeracy Assessment – 2016

As an Industry Training Organisation we are required by the Tertiary Education Commission to assess trainees for literacy and numeracy, for all our Level 2 qualifications. There is an initial assessment for all trainees and also 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 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, Learning Engagement Advisor
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Email: cushla.wilson@careerforce.org.nz

Paper-based Literacy & Numeracy Assessment – 2016

As an Industry Training Organisation we are required by the Tertiary Education Commission to assess trainees for literacy and numeracy, for all our Level 2 qualifications. There is an initial assessment for all trainees and also a progress assessment for those who score low levels of literacy and/or numeracy.

Assessments

Initial Combined Literacy & Numeracy:

1. Have trainees complete this assessment when completing their training agreements.
2. Send in completed assessments with their completed training agreements.
3. A new assessment is sent to the Literacy Coordinator in your organisation every quarter.

Progress Combined 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: http://www.careerforce.org.nz/employers/literacy-learning-support/

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.
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Reports

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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, Learning Engagement Advisor:
DDI 04 550 2426, Mob: 027 838 9512
Email: cushla.wilson@careerforce.org.nz

FAQs

Why do all of our level 2 trainees need to be assessed?

Levels 1 and 2 on the qualifications framework are considered "foundation" levels. The Tertiary Education Commission wants to ensure that trainees' literacy and numeracy needs are identified so workplace trainers can put in extra supports around these trainees. 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?

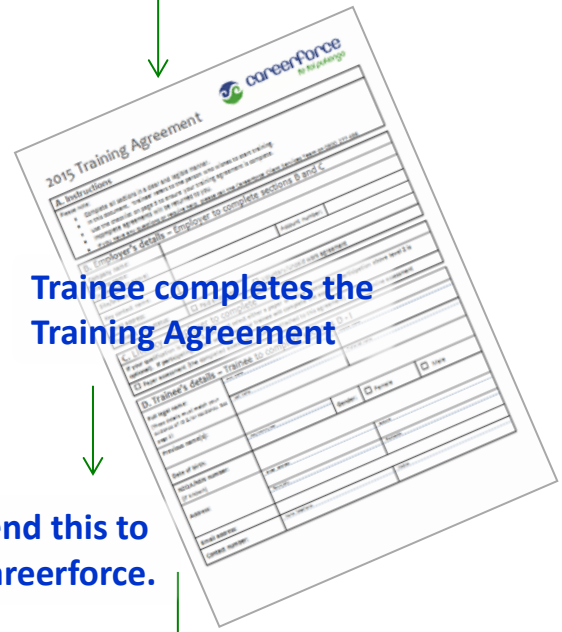
Yes. The results of the literacy and numeracy assessments are the property of the trainee who has agreed to share them with their trainer and Careerforce for educational purposes only. Trainees agree to this when they sign the training agreement. Please keep all literacy and numeracy reports confidential 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
- Workplaces can apply for funds to place 20 learners on an embedded literacy programme
- Access learner workplace literacy programmes contextualized to your industry

Online Literacy & Numeracy Assessment



Trainee completes the Training Agreement

Send this to Careerforce.

Careerforce processes TA and generates a National Student Number (NSN)

Then sends login numbers to your Literacy Coordinator

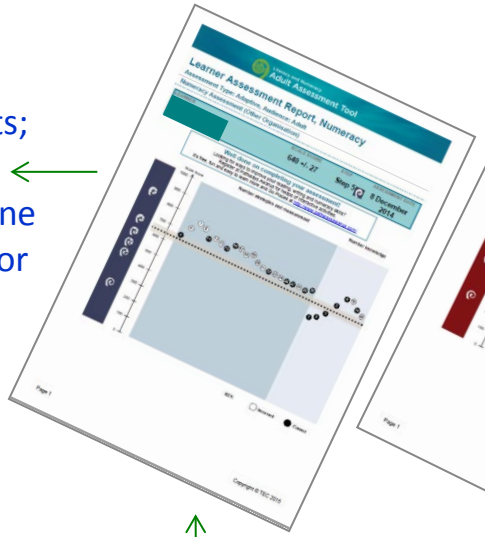
One login for literacy
One login for numeracy

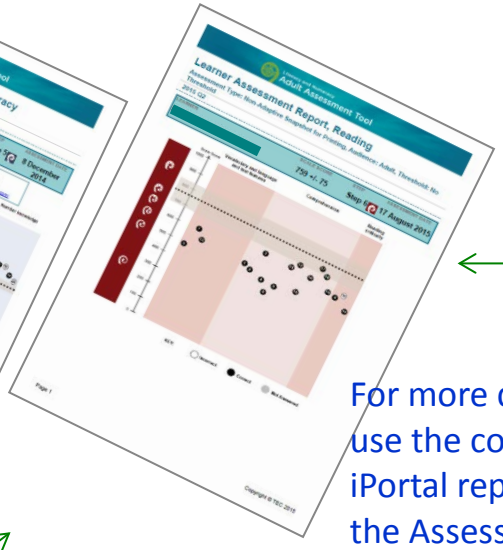
Ensure your trainees complete both assessments.

Trainees see their results instantly

Store these securely in your training files

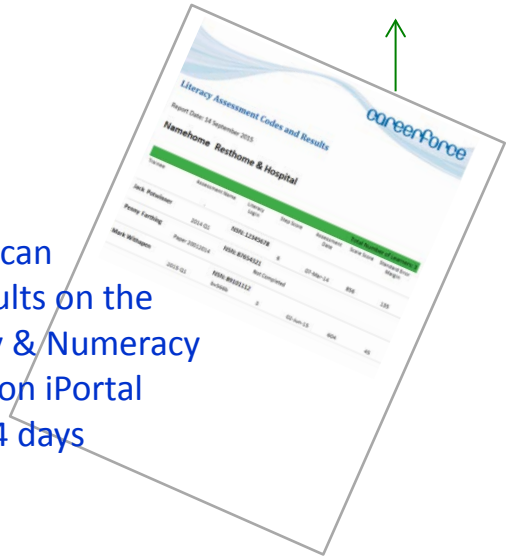
There will be separate reports; one for literacy (reading) and one for numeracy, for each trainee



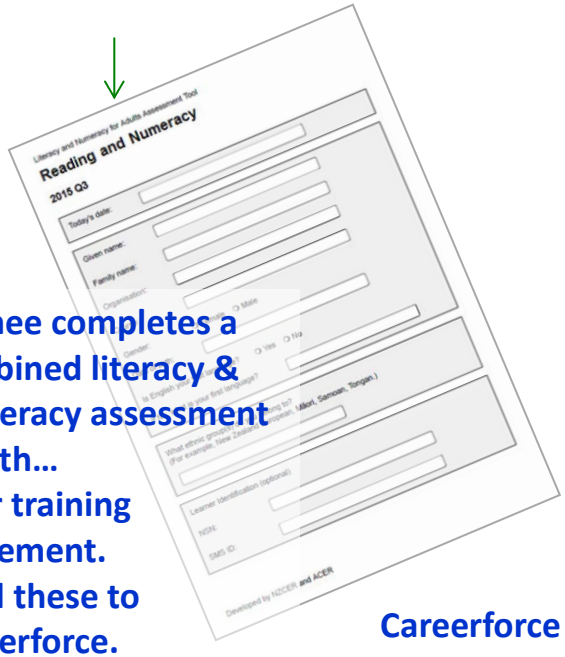


For more detail, you can use the codes from the iPortal report to go into the Assessment Tool and download the full reports

Trainer can see results on the Literacy & Numeracy Report on iPortal in 10-14 days



Paper-based Literacy & Numeracy Assessment

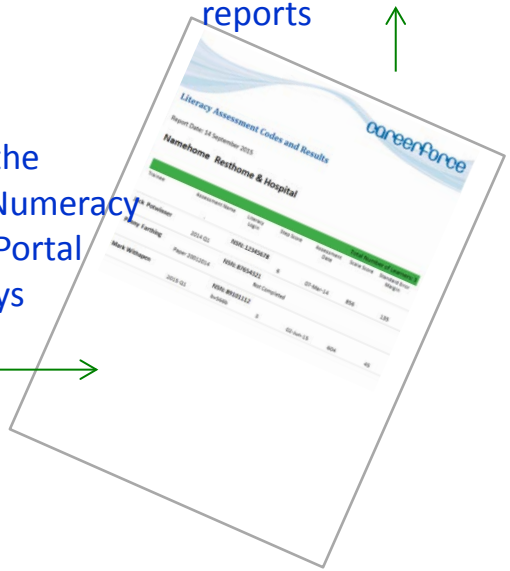


Trainee completes a combined literacy & numeracy assessment with… their training agreement. Send these to Careerforce.

Careerforce processes training agreement and generates a National Student Number (NSN)

Then enters the trainee's answers into the Literacy and Numeracy Assessment Tool

Results on the Literacy & Numeracy Report on iPortal in 10-14 days



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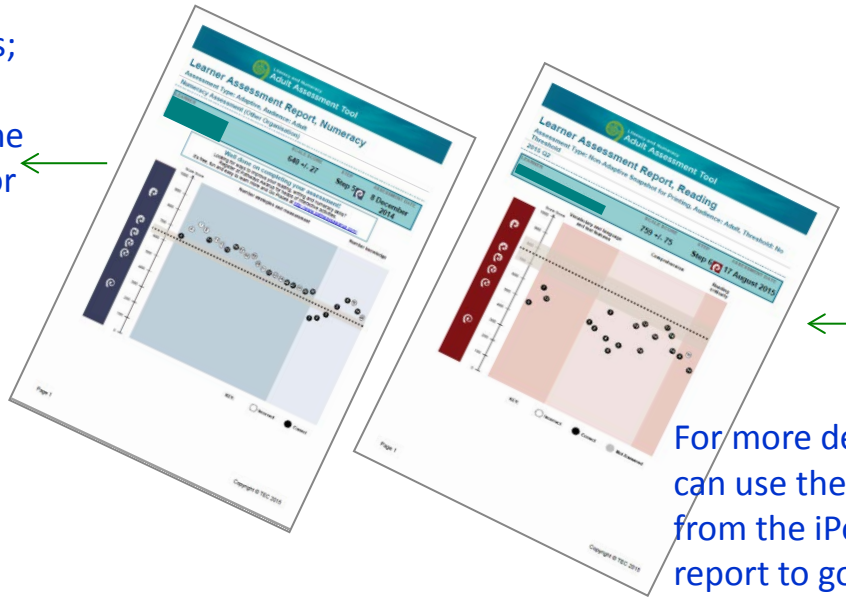
Store these securely in your training files