





## Instructions to Trainee

This Assessment Task Workbook has been designed to guide you through providing evidence that demonstrates your competency in the unit:

### TAELLN411 Address adult language, literacy and numeracy skills

#### Application of the unit

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources.

Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

If at any time during the assessment process your assessor considers that any person may be at risk, they will immediately **abort** the assessment session.

## Assessment Task 1

This task requires you to determine LLN skill requirements of a training specification in the context of work performance.

You will first need to download the ACSF and spend time familiarising yourself with the different core skill levels and the structure of the document.

The first training specification that you will use is the Certificate IV in Training and Assessment which you are undertaking. You may therefore perform this task individually or work with others to conduct the research and discuss your conclusions.

- Perform the necessary research. This will involve interpreting the ACSF and the requirements of the qualification.

Note: You will need to download the qualification from [www.training.gov.au](http://www.training.gov.au) in order to analyse and interpret its requirements.

- Complete the table below. You may find that each of the core skills has a different level.

NOTE: You are permitted to copy and paste from the ACSF, rather than type. The objective of this task is for you to perform the research and come to appropriate conclusions. It is not a typing test.

### ACSF Core Skills relevant for Certificate IV Training and Assessment and effective workplace performance as a trainer/assessor

Core Skill Type	Code	Level	Description at this level
Learning	.01		
Learning	.02		
Reading	.03		
Reading	.04		
Writing	.05		
Writing	.06		
Oral Communication	.07		
Oral Communication	.08		
Numeracy	.09		

Core Skill Type	Code	Level	Description at this level
Numeracy	.10		
Numeracy	.11		

Assessor Comments / Feedback
<p><b>Assessment criteria</b>            1.1 Determine LLN skill requirements of the training specification            1.2 Identify and analyse the LLN skill requirements essential to workplace performance  <b>Knowledge</b>            specify the critical LLN skills essential to workplace performance in an identified industry or sector</p> <p>Assessor initials: .....</p> <p>Date: .....</p> <p>Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/></p>

## Assessment Task 2

This task requires you to determine LLN skill requirements of a different training specification in the context of work performance.

The training specification that you will use is a qualification or unit of competency in your own area of expertise and relevant to your industry sector.

- Perform the necessary research. This will involve interpreting the ACSF and the qualification.

Note: You will need to download the qualification from [www.training.gov.au](http://www.training.gov.au) in order to analyse and interpret its requirements.

- Complete the table below. You may find that each of the core skills has a different level.

**ACSF Core Skills relevant to a qualification or unit of competency in my own area of expertise.**

Code and Title of the Qualification or Unit of Competency			
Core Skill Type	Code	Level	Description at this level
Learning	.01		
Learning	.02		
Reading	.03		
Reading	.04		
Writing	.05		
Writing	.06		
Oral Communication	.07		
Oral Communication	.08		
Numeracy	.09		
Numeracy	.10		
Numeracy	.11		

Assessor Comments / Feedback

Assessment criteria

1.1 Determine LLN skill requirements of the training specification

1.2 Identify and analyse the LLN skill requirements essential to workplace performance

Knowledge

- specify the critical LLN skills essential to workplace performance in an identified industry or sector

Assessor initials: .....

Date: .....

Satisfactory  Not Yet Satisfactory

These pages have been deleted from the sample

## Final Assessment Tasks

### Information for the trainee:

The evidence that you need to provide of your competence must include:

- use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery
- use various sources to gather information on the current LLN skills of a learner group
- identify available sources of support to address at least two of the identified LLN skill needs of the learner group
- customise and use at least two learning resources to address LLN requirements
- select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group
- use advice from specialist LLN practitioners to inform practice
- select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group
- determine areas for improvement of own practice.

Assessment Tasks 1-11 have contributed to these evidence requirements.

The Final Assessment tasks require you to demonstrate planning, implementing and reviewing an LLN support strategy to build generic core skills for existing workers in your own workplace or a workplace you are familiar with.

## Task F1

- ☆ Select a group of workers in a similar role in the workplace who would benefit from opportunities to improve their generic skills in language, literacy and/or numeracy.
- ☆ Use the ACSF to identify the levels required for each of the core skills in order to be effective in the job role.
- ☆ Conduct an investigation in order to identify the core skill levels of the group of workers. (This is likely to involve discussion with the manager as well as the workers.)
- ☆ Research the availability within your organisation or outside of your organisation of LLN specialists and identify an LLN specialist you can consult in planning the LLN support.
- ☆ Consult with the LLN specialist on strategies for providing LLN support within the workplace and outside of the workplace, and the resources required.
- ☆ Plan a strategy to provide appropriate LLN support to build the core skills of the workers to the desired level.
- ☆ Document a detailed LLN support plan.  
**Include the following information:**
  - Identification of the workplace, the target group and their work role.
  - Description of the research you undertook to determine the core skill requirements of the work role.
  - Quoting the ACSF information that identifies the core skill requirements for each of the 5 core skills.
  - Description of the research you undertook to evaluate the core skill levels of the target group.
  - Quoting the ACSF information that identifies the core skill levels.
  - Noting any variances between current core skill levels between the different workers and the reasons you have established for those differences.
  - Description of the research you undertook to identify an appropriate LLN specialist.
  - Identification of the specialist you consulted (personal name may be substituted for privacy purposes).
  - A summary of the advice of the LLN specialist on appropriate strategies for providing LLN support within the workplace and outside of the workplace, and the resources required.
  - Your plan for the learning program including:
    - resources required
    - estimate of time frame
    - methods, techniques, support strategiesNote this learning may be incorporated into the work tasks or may be formal learning.
  - Description of 2 strategies that you will use to assess whether there is an improvement in core skills for the workers.
- ☆ Submit the LLN support plan in your evidence portfolio.

Assessor Comments / Feedback

Assessment criteria

- 1.1 Determine LLN skill requirements of the training specification
- 1.2 Identify and analyse the LLN skill requirements essential to workplace performance
- 1.3 Determine the LLN skills of the learner group from validated tools and other sources
- 2.1 Identify resources to support LLN skill development
- 2.3 Apply learning support strategies in training delivery appropriate to LLN requirements and learner group
- 2.4 Determine assessment strategies appropriate to LLN requirements and learner group
- 3.1 Review course demands and learner profile to determine if specialist LLN support is required
- 3.2 Access specialist LLN support where available
- 3.3 Integrate specialist LLN support into training or assessment practice where required

Knowledge

- specify the critical LLN skills essential to workplace performance in an identified industry or sector
- identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them

Assessor initials: .....

Date: .....

Satisfactory  Not Yet Satisfactory

## Task F2

Note: This task is designed around improving Reading core skill. You may modify the task to focus on Numeracy or any of the other core skills.

- ☆ Select a learning resource from your organisation (examples may be a workplace procedural document, training resource, induction program, manual or handbook).
- ☆ Customise the learning resource so that it is appropriate for a learner at Reading Level 1-2.
- ☆ Document a test that you can use to assess whether the training has achieved the required outcome. (This may be answering questions on the meaning of the text used).
- ☆ Identify at least one worker from the organisation who needs the knowledge for their work but has limited reading skills.
- ☆ Arrange to deliver a training session to the worker/s so as to achieve the required knowledge – using the learning resource that you have customised.
- ☆ Design the training session – which may be a checklist of areas to cover rather than a full session plan.
- ☆ Design an oral questioning form that you can use to seek feedback from the learner/s on their experience of the session and their opinion of the outcome. Ensure that you ask for overall comments from the learner/s as well as specific questions.
- ☆ Deliver the training session.
- ☆ Seek feedback from the learner/s. Document all of their responses on the feedback form and the date that you delivered the training.
- ☆ Submit the following in your evidence portfolio:
  - The original learning resource that you sourced
  - The customised learning resource that you designed
  - The assessment test that you designed – completed and showing results
  - The checklist for the session
  - The feedback from the trainee/s

Assessor Comments / Feedback

Assessment criteria

2.2 Use learning and assessment materials to support identified LLN requirements, customising where necessary

2.3 Apply learning support strategies in training delivery appropriate to LLN requirements and learner group

4.1 Seek feedback on learning support provided and assessment strategies used

Knowledge

- identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them
- explain techniques for evaluating own training and assessment practice.

Assessor initials: .....

Date: .....

Satisfactory  Not Yet Satisfactory

## Task F3

This task follows on from task F2.

- ☆ Consult with the LLN specialist that you contacted in Task F1, showing them the resources and feedback from the training that you conducted in Task F2. Request their opinion on the appropriateness of the session and any suggestions they may have for improvement.
- ☆ Use the feedback from the learner/s and the LLN specialist to evaluate the effectiveness of the session and consider areas for improvement.
- ☆ Document an evaluation, including the following:
  - A summary of the feedback from the LLN specialist
  - A summary of the feedback from the learner/s
  - Your own impressions of the session noting what you observed in the way of body language, heard in the way of comments and questions during the session and your assessment of the improvement in core skill as a result of the session.
  - An explanation of the way you ensured cultural sensitivity and appropriate communication.
  - A minimum of one lesson learned by you, as a result of planning and delivering this training.

### Assessor Comments / Feedback

#### Assessment criteria

3.2 Access specialist LLN support where available

3.3 Integrate specialist LLN support into training or assessment practice where required

4.1 Seek feedback on learning support provided and assessment strategies used

4.2 Evaluate learning support and assessment strategies used

4.3 Determine areas for improvement based on evaluation

#### Knowledge

- identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support
- explain techniques for evaluating own training and assessment practice.

Assessor initials: .....

Date: .....

Satisfactory  Not Yet Satisfactory

## Summary Mapping

The following table maps the assessment tasks with the unit requirements. This is indicated with a tick.

Unit Requirements			1	2	3	4	5	6	7	8	9	10	11	F1	F2	F3
Element	Performance Criteria	Foundation Skills														
1. Analyse LLN requirements	1.1 Determine LLN skill requirements of the training specification	Reading	✓	✓	✓			✓						✓		
	1.2 Identify and analyse the LLN skill requirements essential to workplace performance	Reading	✓	✓	✓			✓						✓		
	1.3 Determine the LLN skills of the learner group from validated tools and other sources	Reading				✓	✓	✓						✓		
2. Select and use resources and strategies to address LLN skill requirements	2.1 Identify resources to support LLN skill development	Reading Get the work done						✓	✓	✓		✓		✓		
	2.2 Use learning and assessment materials to support identified LLN requirements, customising where necessary	Reading								✓		✓	✓		✓	
	2.3 Apply learning support strategies in training delivery appropriate to LLN requirements and learner group	Oral communication						✓	✓	✓	✓	✓		✓	✓	
	2.4 Determine assessment strategies appropriate to LLN requirements and learner group												✓	✓		
3. Use specialist LLN support	3.1 Review course demands and learner profile to determine if specialist LLN support is required	Reading						✓						✓		

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Unit Requirements			1	2	3	4	5	6	7	8	9	10	11	F1	F2	F3
where required	3.2 Access specialist LLN support where available	Oral communication Interact with others Get the work done												✓		✓
	3.3 Integrate specialist LLN support into training or assessment practice where required	Oral communication Get the work done							✓	✓				✓		✓
4. Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements	4.1 Seek feedback on learning support provided and assessment strategies used	Oral communication Interact with others Get the work done													✓	✓
	4.2 Evaluate learning support and assessment strategies used	Get the work done														✓
	4.3 Determine areas for improvement based on evaluation	Get the work done														✓
<b>Performance Evidence –</b>																
Evidence of the ability to:																
use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery			✓	✓	✓			✓	✓					✓		
use various sources to gather information on the current LLN skills of a learner group						✓	✓	✓	✓					✓		
identify available sources of support to address at least two of the identified LLN skill needs of the learner group								✓	✓	✓	✓			✓		
customise and use at least two learning resources to address LLN requirements											✓	✓			✓	
select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group										✓	✓	✓	✓	✓	✓	✓
use advice from specialist LLN practitioners to inform practice									✓	✓	✓			✓		✓
select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group													✓	✓	✓	✓
determine areas for improvement of own practice.																✓

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Unit Requirements	1	2	3	4	5	6	7	8	9	10	11	F1	F2	F3
<b>Knowledge Evidence –</b>														
To complete the unit requirements safely and effectively, the individual must:														
specify the critical LLN skills essential to workplace performance in an identified industry or sector	✓	✓			✓	✓						✓		
identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support									✓					✓
identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them				✓		✓	✓	✓	✓		✓	✓	✓	
explain techniques for evaluating own training and assessment practice.													✓	✓

## Summative Assessment Record

Candidate Name		Student No	
Unit of Competency	<b>TAELLN411 Address adult language, literacy and numeracy skills</b>		

Assessments	Date of assessment	Satisfactory	Assessor Signature
Assessment Task 1		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 2		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 3		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 4		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 5		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 6		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 7		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 8		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 9		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 10		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 11		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task F1		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task F2		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task F3		Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Assessor's Comments</b>

Competent       Not Yet Competent       Re-assessment required

ASSESSOR NAME (PLEASE PRINT)	ASSESSOR SIGNATURE	DATE

I intend to lodge an appeal on the above decision		Yes <input type="checkbox"/> No <input type="checkbox"/>
Candidate signature	Date	