



EMPLOYEES



Get the benefits of a check-up
of your literacy skills

Literacy, Language and Numeracy for Employees


AOTEAROA
On-Job Qualifications
for Active Careers

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Read through this brochure to find out how Skills Active can help you check on and build up your workplace literacy skills.

What is workplace literacy?

Literacy means the reading, writing, speaking, listening, information technology and math skills you need to do your job well. Every job in the sports, fitness and recreation industries needs these skills.

For example, you may have to do many of these in your day-to-day work:

- ✓ Understand workplace rules and procedures
- ✓ Fill out forms, contracts or time sheets
- ✓ Write reports
- ✓ Read notices, instructions or job sheets
- ✓ Read graphs and charts
- ✓ Understand special words for your job
- ✓ Take orders and handle cash
- ✓ Give instructions
- ✓ Take part in team meetings
- ✓ Work on a computer
- ✓ Find solutions to workplace problems
- ✓ Interpret weights and measurements
- ✓ Calibrate equipment
- ✓ Answer telephone enquiries.





Checking out your literacy levels

Everyone who signs up to a Level 2 or Level 3 qualification through Skills Active gets the opportunity to check their literacy skills before they start their training, through a short computer-based assessment developed by the government for everyone involved in on-job training programmes.

Skills Active will help you work out your literacy skill levels using this assessment, and provide you with any support you need as you work through your qualification and move forward in your career.

It will also help us to develop training materials and resources that really work for employees in our industries.



How does it work?

When you sign up to one of our Level 2 or Level 3 qualifications, your Skills Active Learning Support Advisor will explain how the assessment works. You will receive a letter from our administration team containing a link to the website for the assessment and a special access code.

You can do the assessment at home, or at work if you have computer access there. It should take about **12 minutes** to complete. You **MUST** complete the assessment within **6 weeks** of starting it.

When you have had a go at answering all the questions you will receive a result showing your current literacy levels. Your Learning Support Advisor will help you understand what the results mean and discuss any support you may need as you work through your qualification.

Skills Active has some free help through its website for **all** trainees, on topics such as how to manage your time well, how to ask questions confidently and how to listen effectively. You can access this free information on our 'Getting Qualified' page at www.skillsactive.org.nz



What if I can't answer all the questions?

No-one can 'fail' the assessment. It simply gives you and your Learning Support Advisor a clear picture of your strengths and weaknesses before you start working towards your qualification.

If the results show that you would benefit from some extra help, your Learning Support Advisor will explain how this support can be made available.

We want every Skills Active trainee to have fun, enjoy their learning and face no barriers to achieving their chosen qualification.

What if English isn't my first language?

If English isn't the language you use at home, or if you have only been in an English-speaking workplace for a short time, this assessment will be very useful. It will help identify any difficulties you may be having with your English-language skills, so Skills Active and your employer can work with you to make sure you can complete your qualification in a realistic timeframe.

Who will see my results?

Skills Active and the Tertiary Education Commission (who developed the assessment) will have access to the results. Your employer will NOT see your individual result but they will receive general information about the literacy levels of trainees in your workplace. This information will help them get a picture of any general issues that need to be addressed around reading, writing, numeracy and so on.

Need more information?

Your Skills Active Learning Support Advisor will be happy to tell you more about your literacy check-up and how the assessment works.



On-Job Qualifications
for Active Careers

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You can also find out more about
adult literacy in New Zealand on:
literacyandnumeracyforadults.com



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