



Australian Government

TAELLN501 Support the development of adult language, literacy and numeracy skills

Release: 1

TAE LLN501 Support the development of adult language, literacy and numeracy skills

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Application

This unit describes the skills and knowledge required to support adult learners to extend their language, literacy and numeracy skills within a workplace or community context. It requires a sound knowledge of the Australian Core Skills Framework (ACSF) and skills to extend own practice, and the practice of others.

This unit applies to experienced trainers who provide leadership or guidance to others, and who deal with the language, literacy and numeracy (LLN) needs of learners for a Registered Training Organisation (RTO).

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Language, literacy and numeracy practice

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse the purpose and context for LLN development	1.1 Analyse the LLN requirements of the training specification or learning situation, using the ACSF 1.2 Analyse the LLN requirements of the training context
2. Determine learners' LLN skill level	2.1 Identify each learner's LLN background 2.2 Identify factors or potential barriers that may affect the learner's development of LLN skills 2.3 Determine the learner's existing LLN skill level, using relevant tools and other approaches, including validated ACSF assessment tasks
3. Design and apply strategies to develop LLN skills	3.1 Analyse the learner's strengths and needs, using the ACSF 3.2 Examine a range of strategies to develop reading, writing, speaking, listening and numeracy skills 3.3 Design training and assessment to build LLN skills, utilising the ACSF to describe the approach 3.4 Access relevant LLN resources 3.5 Modify resources to meet LLN needs, and in relation to context 3.6 Implement the program
4. Review strategies	4.1 Monitor learner progress 4.2 Seek support and feedback from colleagues, and LLN specialists, whenever required 4.3 Review strategies in terms of their effectiveness and the feedback received
5. Develop and extend own and others' LLN practice	5.1 Access, read and analyse current research on adult LLN practice and incorporate knowledge into practice 5.2 Source and access opportunities, to extend own and others' practice 5.3 Propose and implement improvements to LLN practice 5.4 Provide assistance and advice to less experienced trainers, and assessors in relation to LLN practice

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.1, 3.2, 3.5, 3.6, 4.1, 4.3	<ul style="list-style-type: none"> Sources, analyses and interprets, written and numerical information to identify relevance
Writing	2.3, 3.3, 3.6, 4.1, 4.3	<ul style="list-style-type: none"> Develops and maintains accurate documentation using language appropriate to the audience and context, including learning and assessment materials
Oral Communication	2.1, 2.2, 2.3, 4.1	<ul style="list-style-type: none"> Leads verbal exchanges using appropriate techniques to effectively provide and elicit information, and to facilitate learning
Numeracy	1.1, 1.2, 2.1, 2.3, 3.6, 4.1	<ul style="list-style-type: none"> Interprets and explains numerical information to inform numeracy skill assessment, and strategy development
Interact with others	3.3, 4.2	<ul style="list-style-type: none"> Collaborates, seeks feedback and shares knowledge, and experience, with others to confirm understanding and to develop improved practice
Get the work done	1.1, 1.2, 2.1-2.3, 3.1-3.6, 4.1-4.3	<ul style="list-style-type: none"> Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes Identifies and responds to problems and opportunities for improvement, and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAELLN501 Support the development of adult language, literacy and numeracy skills	TAELLN501 B Support the development of adult language, literacy and numeracy skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes are available from the VETNet website - <http://vetnet.education.gov.au>