



Australian Government

TAELLN511 Lead the development of adult literacy skills

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is not equivalent to TAELLN501 Support the development of adult language, literacy and numeracy skills.

Application

This unit describes the skills and knowledge required to provide literacy advice to vocational education and training (VET) teachers, trainers and assessors; and assist them to identify and support learners and candidates in vocational training and assessment with support needs in relation to their digital literacy, learning, reading, writing, and oral communication skills.

This unit includes analysing the literacy skill demands of nationally recognised training products, and workplace, learning and assessment context tasks and texts, and using current authorised Australian foundation skill frameworks.

This unit applies to experienced VET teachers, trainers and assessors who use a range of technical and training competencies to lead other VET teachers, trainers and assessors and support the development of literacy skills in vocational training and assessment.

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

Unit Sector

Foundation skills practice

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Advise on literacy demands	1.1 Access nationally recognised training products and analyse their literacy demands using current authorised Australian foundation skill frameworks 1.2 Analyse literacy demands essential to the workplace context and workplace performance using current authorised Australian

ELEMENTS	PERFORMANCE CRITERIA
	foundation skill frameworks 1.3 Analyse literacy demands of the learning and assessment context using current authorised Australian foundation skill frameworks 1.4 Share information and provide advice on literacy demands
2. Advise on literacy skill support needs of learners	2.1 Collect and analyse information about individual learner and candidate backgrounds to identify strengths and limitations relevant to literacy skill development 2.2 Plan and conduct literacy assessment using validated assessment tasks 2.3 Analyse literacy assessment results using current authorised Australian foundation skill frameworks to determine literacy skill levels 2.4 Analyse and compare literacy demands and learner literacy skill levels to determine the literacy skill support needs 2.5 Share information and provide advice on literacy skill assessment, levels and support needs
3. Advise on literacy skill development	3.1 Use current authorised Australian foundation skill frameworks to review and tailor training strategies to support the development of literacy skills 3.2 Use current authorised Australian foundation skill frameworks to review and tailor assessment strategies to support assessment while maintaining the rigour of the assessment process 3.3 Research, access, review and modify learning resources to support the development of learners with literacy skill support needs 3.4 Research, access, review and modify assessment resources to support the assessment of candidates with literacy skill support needs while maintaining the rigour of the assessment process 3.5 Mentor and provide literacy skill advice to colleagues to support the development of their training and assessment practices
4. Participate in professional development activities	4.1 Review own adult literacy professional practice and identify opportunities for improving practice 4.2 Access and interpret current adult literacy research and incorporate findings into own practice 4.3 Interact with professional adult literacy networks to share practice and maintain currency of practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Digital literacy	• Uses main features and functions of digital tools and electronic applications required in own role in a range of contexts to access and exchange information
Reading	• Interprets and explains written texts to inform literacy skill assessment and strategy development
Writing	• Develops and maintains accurate documentation using language appropriate to audience and context, including learning and assessment materials
Oral communication	• Leads verbal exchanges using techniques that effectively provide and elicit information, and facilitate professional development • Interprets and explains oral texts to inform literacy skill assessment and strategy development
Numeracy	• Interprets, analyses and communicates assessment results
Teamwork	• Collaborates, seeks feedback and shares knowledge and experience with others to confirm understanding and to develop improved practice
Problem solving	• Identifies and responds to problems and opportunities for improvement, and considers options for different approaches

Unit Mapping Information

Supersedes and is not equivalent to TAELLN501 Support the development of adult language, literacy and numeracy skills.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>