



Australian Government

TAELLN811 Analyse policy and formulate strategic language, literacy and numeracy response

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>TAE Training and Education Training Package Version 1.0</i> .

Application

This unit describes the skills and knowledge required to identify and analyse policy that has adult language, literacy and numeracy implications; and to formulate, implement and evaluate strategic responses within a training organisation. Knowledge of adult language, literacy and numeracy (LLN) theory and teaching approaches is also important in the development of the strategic response to policy. The unit applies to those in a training organisation with a leadership role in accessing, analysing and responding to policy.

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

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. Analyse policy and its relationship to adult language, literacy and numeracy provision	1.1 Identify new opportunities in policy environments in response to internal and external factors and government priorities 1.2 Access policy that may impact on adult language, literacy and numeracy provision 1.3 Analyse policy to establish changes that may impact on current adult language, literacy and numeracy provision 1.4 Identify potential impact of policy 1.5 Propose actions to be taken in response

2. Lead the implementation of adult language, literacy and numeracy strategic response	2.1 Provide information and advice on the relevant policy and its impacts to key stakeholders 2.2 Formulate a strategic adult language, literacy and numeracy response to the policy 2.3 Identify the resourcing implications and feasibility of the strategic response 2.4 Develop a plan for implementation of the strategic response 2.5 Implement the strategic response in collaboration with stakeholders
3. Review the response to policy	3.1 Develop a plan for evaluation and review of strategic response in consultation with stakeholders 3.2 Gather, collate and analyse feedback on implementation process and related issues according to organisational requirements 3.3 Evaluate implementation of strategic response against criteria in implementation plan 3.4 Document and report on outcomes of review according to organisational requirements 3.5 Provide feedback to policy body on implementation issues or consequences of policy shift, if relevant

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, 1.3, 3.2, 3.3	Sources, analyses and interprets information presented in a variety of formats in order to identify policy response options
Writing	1.1, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5	Structures material in a logical and concise manner, incorporating analysis of information and formulation of planning and strategy, using specialised language in a format and style appropriate to a specific audience and context
Oral	2.1, 3.2	Leads complex verbal exchanges of

Communication		information, opinions and concepts, articulating ideas and conclusions with individuals and groups using suitable style and language to communicate effectively and with influence
Navigate the world of work	1.1, 1.2, 1.4, 2.1, 3.5	Applies explicit or implicit protocols knowing when and how to challenge some protocols to better align with goals and values and achieve outcomes more efficiently and effectively
Interact with others	2.1, 3.1, 3.2, 3.5	- Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a range of communication practices to achieve goals - Selects and uses appropriate conventions and protocols when communicating with a range of stakeholders
Get the work done	1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 3.4	- Applies systematic and analytical problem solving processes in complex and non-routine situations - Reflects on potential outcomes of particular solutions - Identifies opportunities for new or enhanced work practices and outcomes

Unit Mapping Information

Code and Title (Current Version)	Code and Title (Previous Version)	Comments	E/N
TAELLN811 Analyse policy and formulate strategic language, literacy and numeracy response	TAELLN801A Analyse policy and formulate strategic language, literacy and numeracy response	Updated to meet Standards for Training Packages	E

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for TAELLN811 Analyse policy and formulate strategic language, literacy and numeracy response

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Performance Evidence

Evidence of the ability to:

- access and analyse a broad range of policies that may impact on adult language, literacy and numeracy provision
- identify potential impacts and opportunities that a policy may have for adult language, literacy and numeracy provision
- develop a strategic response to the policy and an implementation plan that includes:
 - actions to be taken
 - approach to stakeholder management
 - roles and responsibilities
 - resources
 - feasibility
 - expected outcomes
 - timelines and milestones
 - evaluation criteria
 - process for review
- lead the implementation of a strategic response to a policy in collaboration with relevant stakeholders
- gather, collate and analyse feedback to evaluate the implementation of the policy response against criteria established in the implementation plan
- document review outcomes according to organisational requirements and provide feedback to policy body as appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify policy areas likely to impact on adult language, literacy and numeracy provision, including consideration of the relationships between international, federal, state and local policy
- describe the impact of a particular policy change on the organisations' operations
- explain how theories of adult language, literacy and numeracy skill development and related program planning approaches are taken into account in the development of policy responses
- explain how organisational procedures inform the way in which information and advice about policies and strategic responses is communicated to stakeholders.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the language, literacy and numeracy practice field of work and include access to:

- opportunities to participate in a range of practical exercises and projects
- relevant policies
- special purpose tools, equipment, materials and industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

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