

30719QLD Course in Adult Literacy and Numeracy

General Information

The Course in Adult Literacy and Numeracy 30719QLD is available for use in delivering literacy and numeracy training. The course was developed in response to community literacy groups expressing a need for a recognised short course for literacy and or numeracy training. The course is designed to provide the learner with enhanced literacy and or numeracy skills for more effective participation in vocational, educational and community environments.

The course is owned by the Department of Employment, Economic Development and Innovation (DEEDI). DEEDI consulted with community groups throughout Queensland which informed the development of this course. The course was reaccredited in 2008 with accreditation from 7 February 2008 until expiry on 6 February 2013.

Licensing requirements for this course limit use of the course to incorporated not for profit organisations, for use with disadvantaged groups, and requires that fees not be charged to participate for the delivery of this course.

The Course in Adult Literacy and Numeracy meets the regulatory requirements for a national recognised accredited short course. Those requirements include the *Vocational Education, Training and Employment Act 2000*, AQTF 2007 Standards for Accredited Courses and the Privacy Act 1988, the Privacy Amendment Act 2004 and Privacy Regulations 2006.

Organisations using the course should ensure that they comply with the above regulatory requirements.

Delivery Modes

Learning outcomes are optimised when the course is delivered in a community based environment supportive of adult learners' needs.

The curriculum allows for organisations to contextualise the learning outcomes to meet the specific needs of the participants to be assisted, and so program structure and content will often be unique to a particular group of participants.

Clients who access this course would have low language, literacy and numeracy and learning skills and may come from the following groups: long term unemployed, under employed, early school leavers, women returning to the workforce, over 45's, clients from a non English speaking backgrounds, Aboriginals or Torres Strait Islanders, South Sea Islanders, or clients with a physical or mental impairment.

Course Structure

Participants enter the Course in Adult Literacy and Numeracy with the Initial Assessment and Goal Setting module. During this module, the participant's literacy skills, numeracy skills and learning needs are ascertained, to enable selection of other modules of the course.

It is possible for participants to only access the Initial Assessment and Goal Setting module (10 nominal hours) and then exit. Further module selection would be made according to a participant's performance level, learning needs, personal and employment goals. There are eight (8) modules in total and participants may select a combined Literacy/Numeracy pathway, a Literacy only pathway or a Numeracy only pathway.

Participants with a very low literacy and numeracy level may access the module Literacy/Numeracy 1 LITNUM 1A. Because these participants generally have need of a longer module, 100 nominal hours has been apportioned for this module. Extensive support and structure should be made available to assist the participant to interpret or produce these texts. All other modules are of 50 hour nominal duration.

Entry Requirements

There are no entry requirements. Students will be enrolled in the relevant module according to the outcomes of an initial language, literacy and numeracy assessment.

Resources

All organisations delivering the course must have access to facilities, equipment, training and assessment materials required to provide training and assessment services to accommodate an individual participant's learning needs.

All organisations delivering the course must also have vocationally competent trainers and assessors.

Pathways and Articulation

Employability skills are a useful tool to assist learners and candidates for assessment to demonstrate that they are not only technically competent, but also that they have the skills necessary to achieve and maintaining successful employment outcomes. The Employability Skills for the Course in Adult Literacy and Numeracy are communication, teamwork, problem solving, initiative and enterprise, self management, learning and technology.

The Course in Adult Literacy and Numeracy supports the lifelong learning and employability skills relevant to a person's needs and aspirations in participating effectively in vocational, education, and community contexts. Through individualised pathways, participants progress to outcomes of further education, training and/or employment, participation in other employment/labour market programs and are empowered to be active within their community.

Example of use of Course in Adult Literacy and Numeracy

A community organisation has been providing support to people in the community with mental health problems. The organisation has identified that many of these people have low level language, literacy and numeracy skills, as their education was interrupted or incomplete due to their illness.

A program is developed to re-engage these participants in a supportive learning environment, improve levels of confidence and self-esteem, and put them back on a pathway to becoming re-connected with their community through volunteer and paid work.

The organisation does not label the program as a Literacy and Numeracy Course, as this would impact on the participants' willingness to participate. Instead, literacy is delivered by "stealth" and the course is called "Reconnect". The literacy teacher still uses the 30719QLD Course in Adult Literacy and Numeracy, with the focus of the program exploring interpersonal communication, self-esteem, goals, skills etc, on the pathway to reconnecting with the community and world of work.

Who can apply?

The course training product can be delivered by Community Based Organisations (CBOs) who have gained permission to deliver the program as a non-accredited provider.

CBOs with permission to deliver this training product cannot grant formal qualifications, however can provide the student with a statement of completion or attendance.

TAFE Institutes and private, for-profit Registered Training Organisations (RTOs) are not granted permission to deliver the Course in Adult Literacy and Numeracy 30719QLD. TAFE and private for-profit RTOs have access to adult literacy programs that are specific to client/s that are comfortable with an institutional learning environment. 30719QLD is designed for clients that do not readily feel comfortable or able to undertake studies in an institutional learning environment. The community-based, not for profit, working with disadvantaged client organisations provide the environment that is considered to support the client with their language, literacy and numeracy needs under 30719QLD more so than traditional learning environments. This approach ensures successful outcomes for the disadvantaged and/or disengaged client.

How to apply

Organisations seeking to use this training product need to apply to DEEDI for permission to use the course. An application fee of \$165 applies (\$150 course fee plus \$15 GST). An application form and Suitability Survey can be obtained from your local DEEDI regional office, by telephoning 1300 369 925.

Suitability to Deliver the Course in Adult Literacy and Numeracy

The suitability survey has been designed to collect information to enable DEEDI to assess the capability of an organisation to deliver the Course in Adult Literacy and Numeracy 30719QLD. The questions in the survey seek information about the areas of interest to the department in assessing the standard of service delivery required when using its training product.

The survey will need to be completed and attached to a permission request form seeking permission to use the training product and to an application for funding under the Community Literacy Program when the Course in Adult Literacy and Numeracy is to be delivered. The survey and permission request form are available from the DEEDI's web site www.employment.qld.gov.au/

Significantly all organisations using the Course in Adult Literacy and Numeracy will need to have one staff member that possesses the new and up-graded qualification TAA40104 Certificate IV in Training and Assessment or equivalent, as well as current vocational competencies and knowledge in Adult Literacy and Numeracy.

The survey is also a tool for continuous improvement. If an organisation is unable to demonstrate the ability to satisfactorily meet one or more of the areas listed, discussions should occur between DEEDI and the organisation, in order to assist the organisation to meet a satisfactory level of capability.

Volunteer Tutors

One strategy used by community based organisations for the delivery of language, literacy and numeracy training to individuals is through volunteer tutors, as opposed to small group or class delivery by a teacher. Volunteer tutors are often the first link in a chain of learning stages for people seeking to enhance their language, literacy and numeracy skills, and can offer a supportive relationship in the early stages of learning. Volunteer tutors may also provide additional support within the teacher facilitated classroom environment.

Volunteer tutors working with the Community Literacy Program must have an appropriate qualification. Any nationally recognised short course in volunteer tutor training may be funded and must result in a nationally recognised qualification or Statement of Attainment for volunteer tutors.

39213QLD Course in Volunteer Tutoring has been developed by TAFE Queensland, and replaces the Certificate II in Volunteer Tutoring and the associated suite of courses 39059QLD – 39063QLD. All enquiries relating to purchasing, licensing and franchising of this course should be referred to The Centre for Training Materials, Department of Education, Training and the Arts, Ph: (07) 324 84672

30592QLD Course in Community Volunteer Adult Literacy Tutoring has been developed specifically to support delivery in a community setting. The course is available from the owners through the Caboolture Community Learning Centre. All enquiries can be referred to the President, Merv Gardner, on (07) 5495 1711 or via email: president@aapt.net.au

Please refer to the National Training Information Service (NTIS) www.NTIS.gov.au. NTIS provides details of private registered training organisations that have other available Volunteer Tutor courses.

Ongoing Monitoring and Evaluation

DEEDI will monitor the training product through active consultation with community literacy providers and regional offices. The purpose of this monitoring is to ensure the training product remains current and continues to meet the community needs for which it has been designed.

All community organisations with licensing arrangements for the delivery of the course will formally be advised of any amendments made to the course by the course owner, DEEDI.

Training Products Resources

A Provider Kit, available via the web, has been developed by Employment and Indigenous Initiatives, DEEDI. Notification of the Provider Kit has gone to all CBOs with permission to deliver 30719QLD. The Provider Kit documents can be accessed via www.employment.qld.gov.au

The Provider Kit is a useful resource for CBOs utilising 30719QLD. It provides a range of information including course structure, competencies to be held by trainers and assessors, physical resources, employability skills “Student Centred Assessment”, Statement of Attendance/Attainment, templates for assessment etc, useful contacts.

Further Information

If you require further information, please contact your local DEEDI regional office on 1300 369 925 or visit the web site, at www.employment.qld.gov.au