




TAE40116
Certificate IV in Training and Assessment
LLN Day 2

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What can we do to address adult LLN skills? 

Support services	Strategies
Specialists	Resources

Identify LLN gaps

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Common training and assessment resources 













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Technology skills



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Visual communication skills

Technology skills



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Technology skills



- File management
- Microsoft Word
- Microsoft PowerPoint
- Internet search

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Document standards



1. Use headings and sub-headings
2. Use readable font style and size
3. Use lower case letters
4. Use white space
5. Use tables and bullet points
6. Use photos, images and graphics
7. Include version control information
8. Keep it simple and professional

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Microsoft PowerPoint



- Use a standard template
- Use key points
- Use SmartArt Graphics
- Use images and icons
- Keep it simple

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Copyright



- Comply with copyright law
- Use proper attribution
- Use free icons, for example
 - Insert **Microsoft** icons
 - Download from **Flaticon**
- Use 'free' photos, for example
 - Insert **Microsoft** stock images
 - Download from **Unsplash** (attribution is optional)
- Where can you source information about copyright?
 - Your RTO
 - ASQA
 - smartcopying.edu.au
 - creativecommons.org.au
 - Australian Copyright Council
 - Copyright Agency Limited

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RTO may have a Style Guide



- Layout and margin settings
- Structure
 - Tables of contents
 - Headings and sub-headings
- Font style, size and colour
 - Headings and text
 - Bullet points and numbered lists
- Information in footers and headings
 - Details of RTO
 - Code and title of qualification
 - Code and title of competency standard
 - Page numbers
 - Version control, etc.

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Version control



- Determined by your RTO
- Examples of version control
 - Version 1.0
 - Version April 2018
 - v3.3 Jan 2018

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Resources quality checklist



- Relevant
- Up-to-date
- Readable and usable
- Appealing or interesting
- Version control

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In summary



- Common training and assessment resources
- Document standards
- Copyright
- Version control
- Resources quality checklist


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What can we do to address adult LLN skills?




Support services	Strategies
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What can we do to address adult LLN skills?



Support services	Strategies
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Identify LLN gaps

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Range of LLN specialist and support services



- Help with maths, English language and literacy skills
- Help with study skills
- Support for students with medical conditions, learning difficulties and disabilities
- Youth support
- Help with resumes preparation and job seeking

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Find an LLN specialist



- Ask your RTO
- Search Internet
 - <https://lfnandvetmeetingplace.wordpress.com/>
 - <https://www.ideasthatwork.com.au/what-works-for-lfn/>
 - <https://www.readingwritinghotline.edu.au/information-and-advice/>

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Learning and assessment resources



What is a typical learning resource?

- Handout or activity sheet
- PowerPoint slides

What is a typical assessment resource?

- Quiz or activity sheet
- Observation checklist

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LLN learning and assessment resources



- <https://www.education.gov.au/literacy-net>
- <https://www.acer.org/au/cspa/lln-resources-for-teaching-and-learning>
- http://www.precisionconsultancy.com.au/acs_framework
- The **Workplace English Language, Literacy and Numeracy Training Resource Kit** available from ontargetworkskills.com

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The Workplace English Language, Literacy and Numeracy Training Resource Kit



Australian Government funding was used to create a comprehensive set of resources for the community services and health industry sector



<https://ontargetworkskills.com/training-and-assessment-skills/tae40116-certificate-iv-in-training-and-assessment/taeln411/foundation-skills/australian-core-skills-framework/>

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Final question

What has been the one most important thing you have learnt today?

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