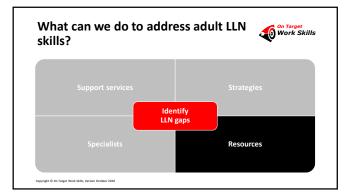


LLN Day 2

and Assessment

Conversable ID On Target Work Skills Varsion Ontober 2021

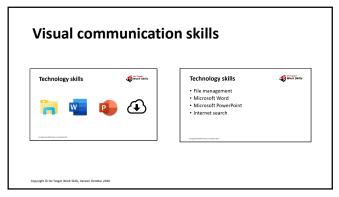
1

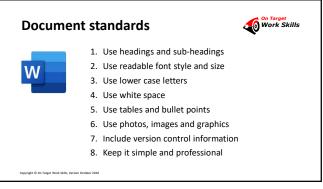


2









Microsoft PowerPoint





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

7





- 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

8

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
- Information in footers and headings
 - Details of RTO
 - Code and title of qualification
 - Code and title of competency standard
 - Page numbers

Copyright © On Target Work Skills, Version October 2020

- Version control, etc.

Version control





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

Copyright © On Target Work Skills, Version October 2020

10

Resources quality checklist





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

Copyright © On Target Work Skills, Version October 2020

11

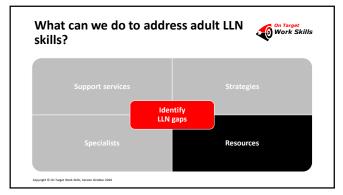
In summary

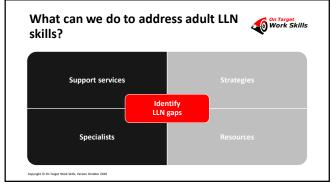


- Common training and assessment resources
- Document standards
- Copyright
- Version control
- Resources quality checklist

Copyright © On Target Work Skills, Version October 2021







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

Copyright © On Target Work Skills, Version October 2020

16

Find an LLN specialist



- Ask your RTO
- Search Internet
 - https://llnandvetmeetingplace.wordpress.com/
 - https://www.ideasthatwork.com.au/what-works-for-lln/
 - https://www.readingwritinghotline.edu.au/informationand-advice/

Copyright © On Target Work Skills, Version October 2020

17

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

Copyright © On Target Work Skills, Version October 2020

LLN learning and assessment resources



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

Copyright © On Target Work Skills, Version October 2021

19

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











ps://ontargetworkskills.com/training-and-assessment-skills/tae40116-certificate-iv-in-training-and as lls/australian-core-skills-framework/

20



Final question

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

Copyright © On Target Work Skills, Version October 2020