

# Competency map (matrix)

<b>Program Name</b>	Address adult language, literacy and numeracy skills		
<b>Unit Covered</b>	TAELLN411 Address adult language, literacy and numeracy skills (TAE40116)		
<b>Version</b>	1.1	<b>Date last reviewed or updated</b>	24 October 2016

### Assessment tasks

- LLN Knowledge Questions
- 1. Identify LLN skills needed to perform a workplace task
- 2. Identify a learner's LLN needs
- 3. Select instructional and assessment strategies that address identified LLN needs
- 4. Customise learning resources
- 5. Work with LLN specialists
- 6. Select, use and review LLN support strategies

		Questions	ID LLN skills needed	ID a learner's LLN needs	Select strategies	Customise resources	Work with specialists	Select, use & review LLN strats
		0	1	2	3	4	5	6
	<b>Elements and performance criteria</b>							
<b>1</b>	<b>Analyse LLN requirements</b>							
1.1	Determine LLN skill requirements of the training specification		■					
1.2	Identify and analyse the LLN skill requirements essential to workplace performance		■					
1.3	Determine the LLN skills of the learner group from validated tools and other sources	1		■				
<b>2</b>	<b>Select and use resources and strategies to address LLN skill requirements</b>							
2.1	Identify resources to support LLN skill development	3				■		■
2.2	Use learning and assessment materials to support identified LLN requirements, customising where necessary					■		■
2.3	Apply learning support strategies in training delivery appropriate to LLN requirements and the learner group				■			■
2.4	Determine assessment strategies appropriate to LLN requirements and learner group				■			■
<b>3</b>	<b>Use specialist LLN support where required</b>							

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3.1	Review course demands and learner profile to determine if specialist LLN support is required						■	
3.2	Access specialist LLN support where available	3					■	
3.3	Integrate specialist LLN support into training or assessment practice where required						■	
<b>4</b>	<b>Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements</b>							
4.1	Seek feedback on learning support provided and assessment strategies used	4						■
4.2	Evaluate learning support and assessment strategies used	4						■
4.3	Determine areas for improvement based on evaluation	4						■
<b>Foundation Skills</b>								
•	<b>Reading</b> – Analyses training specifications, training materials, LLN specific resources and validated tools based on the Australian Core Skills Framework (ACSF) – Interprets information from enrolment records and pre-training assessments		■	■		■		
•	<b>Oral communication</b> – Uses appropriate language with consideration to vocabulary, tone and pace to talk with learners and other vocational education and training (VET) colleagues – Uses language that demonstrates cultural sensitivity and builds and maintains understanding and rapport	2						■
•	<b>Interact with others</b> – Collaborates with colleagues and support specialists to design and implement effective learning strategies – Considers how others should be involved, often using consultative or collaborative processes when evaluating practice	2			■		■	■
•	<b>Get the work done</b>	4						■

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	Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes						
	<b>Performance evidence</b>						
•	Use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery	1	■				
•	Use various sources to gather information on the current LLN skills of a learner group	1	■				
•	Identify available sources of support to address at least two of the identified LLN skill needs of the learner group	3		■		■	
•	Customise and use at least two learning resources to address LLN requirements				1 <sup>st</sup>		2 <sup>nd</sup>
•	Select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group			■			■
•	Use advice from specialist LLN practitioners to inform practice	3				■	
•	Select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group			■			■
•	Determine areas for improvement of own practice	4					■
	<b>Knowledge evidence</b>						
•	Specify the critical LLN skills essential to workplace performance in an identified industry or sector		■				
•	Identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support	2					
•	Identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them	1 & 3					
•	Explain techniques for evaluating own training and assessment practice	4					
	<b>Conditions for assessment (extract)</b>						
•	Skills must be demonstrated with real vocational learners						■

**SAMPLE - Do not copy or use**