

Assessment tool competency map (matrix)

Program Name	Address adult language, literacy and numeracy skills		
Unit Covered	TAEELN411 Address adult language, literacy and numeracy skills (TAE40116)		
Version	3.0	Date last reviewed or updated	02 September 2018

Key: **Squares** (■) show which items of evidence cover each requirement of each unit | **Numbers** (1, 2) or **letters** (A, B, etc.) indicate which part of the evidence covers the requirement

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
	Elements and performance criteria							
1	Analyse LLN requirements							
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		■				
2	Select and use resources and strategies to address LLN skill requirements							
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				■			■

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2.4	Determine assessment strategies appropriate to LLN requirements and learner group				■			■
3	Use specialist LLN support where required							
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						■	
4	Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements							
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						■
	Foundation Skills							
•	Reading							
	– Analyses training specifications, training materials, LLN specific resources and validated tools based on the Australian Core Skills Framework (ACSF)	1	■	■		■		
	– Interprets information from enrolment records and pre-training assessments			■				
•	Oral communication							
	– Uses appropriate language with consideration to vocabulary, tone and pace to talk with learners and other vocational education and training (VET) colleagues	2						■
	– Uses language that demonstrates cultural sensitivity and builds and maintains understanding and rapport	2						■
•	Interact with others							
	– Collaborates with colleagues and support specialists to design and implement effective learning strategies	2	■	■	■		■	■

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– Considers how others should be involved, often using consultative or collaborative processes when evaluating practice						■	
● Get the work done Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes	4						■
Performance evidence							
● 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 st		2 nd
● 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						■
Knowledge evidence							
● 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						

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•	Explain techniques for evaluating own training and assessment practice	4						
Conditions for assessment (extract)								
•	Skills must be demonstrated with real vocational learners							■

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