# Activity 12 – Promoting core skills

**To be used as an activity in a staff meeting**

## Staff Meeting Agenda

This activity is designed for a staff meeting with your colleagues. It includes a suggested agenda for the meeting with key discussion questions and strategies to use for promoting core skills in your organisation.

## Agenda

1. Discussion on Core Skills in our organisation

* Oral communication
* Reading
* Writing
* Numeracy
* Learning.

1. Discussion on the following strategies and their general applicability in our organisation

* Undertake pre-training assessments to help with identifying skill gaps to guide program planning – these assessments can be in the relevant vocational context; simple and should not feel like a test otherwise people with poor core skills will feel further alienated or stigmatised.
* Make the language, literacy, numeracy and learning demands of courses clear to potential participants before they enrol. In this way people can elect to undertake gap training first, rather than finding themselves out of depth during the course.
* Improve staff ability to recognise and manage language, literacy and numeracy needs by undertaking the TAE Certificate IV unit TAELLN401A - Address adult language, literacy and numeracy skills.
* Consulting with an LLN specialist – Team teaching approaches have been shown to be effective for enhancing LLN skills within a vocational context. Some RTOs employ their own LLN specialists. There are also multiple approved LLN providers across the State which are contracted by the Department to provide LLN services to eligible User Choice-funded apprentices and trainees (see http://training.qld.gov.au/training-organisations/user-choice/what-is-funded.html).
* Making opportunities for teachers, trainers and assessors to share expertise and strategies by including core skills as a topic at regular staff meetings.
* Nominating a member of staff or faculty to be an internal resource for core skills matters.
* Seminars and events. The Queensland Council of Adult Literacy (QCAL) is a voluntary non-profit organisation representing Adult Literacy in Queensland. It promotes literacy as the key to effective life-long learning for all. QCAL has a number of useful links via their website, as well as suggestions of available resources, including seminars and events.

1. Questions and activities

* How has our organisation undertaken the above strategies and which strategies could we incorporate in the future?
* What other strategies could we use to improve our knowledge and management of core skills needs?
* Write a plan of action for improving our response to students’ gaps in core skills.
* Consider how we can use this plan as part of your future performance development.