# To do list

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|  | Improve your 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.  Where can I do this? (Also refer to the earlier planning document to organise your staff)  Name of RTO…………………………………………………………………………..  Date for actioning……………………………………………………………………… |
|  | * Consult 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>).   Who is my LLN contact?  Name and contact details ……………………………………………………….……  Date for auctioning……………………………………………………………………. |
|  | * Make opportunities for your staff to share expertise and strategies by including core skills as a topic at regular staff meetings.   Date of staff meeting………………………………………………………………….  Who should attend…………………………………………………………………….  ………………………………………………………………………………………….. |
|  | Nominate a member of staff or faculty to be an internal resource for core skills matters.  Name of member…………….……………………………………………………….. |
|  | * Contact the Queensland Council of Adult Literacy (QCAL) for more information. * 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. * Visit web site [www.qcal.org.au](http://www.qcal.org.au)   Date for actioning…….………………….…………………………………………… |
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