

Workplace Literacy Training Programme



Make a real difference to your business and invest in literacy training for your staff!

A workplace literacy programme identifies the literacy skills required for day to day work tasks and develops these skills so that employees can perform their jobs better.

Why Literacy Training Can Benefit Your Business?

Workplace Literacy Programmes differ from other training because they are tailored to your company's specific performance needs and pitched at the right level for each employee. We work with your company to identify the critical job tasks and the workplace processes that employees need to complete to meet your company goals. We then look at the literacy, language and maths skills they need to carry out these tasks successfully.

There are a range of programmes to choose from. We can also provide courses for first line managers or team leaders. The format will depend on your business needs and situation. We'll help you explain the programme to your employees.

Brief Programme Outline

First, we will develop an understanding of what is involved in your workplace followed by a Needs Analysis, which looks at literacy tasks and skills of each job role. We'll then design and agree on a timetable with you to ensure it fits around participant workload and then training can begin.

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We'll agree with you the goals for each programme based on your company issues and objectives. Each participant will have a learning plan to cater for their specific needs. Training sessions will focus on particular demands of each employee. For example, sessions may include understanding procedures, team communication or compliance with health and safety requirements.

Getting Started

To get started we will want to have a tour of your workplace to make observations and talk with selected employees about how they carry out their jobs.

* See the information sheet for more detail.

Needs Analysis

The Needs Analysis helps to identify which employees would benefit most from literacy training in the workplace. The Needs Analysis looks at the literacy tasks and skills of job roles, workplace processes and documentation, and assesses the skills of selected employees to identify priority areas and needs. Based on this, we design a training programme using real workplace examples, to deliver what your employees need to perform and meet your company's objectives.

Training

We can work with individuals or small groups, usually for an hour each week at your business premises. Because our programmes are based on work requirements, training is in work time, however participants may be required to do additional study in their own time. Training duration can be tailored to your needs but is usually 48 weeks in length. The format will depend on your business needs and situation.

Reporting

The tutor will liaise closely with managers and other employees as necessary to make sure the programme meets your needs throughout its duration. We'll ensure you are informed of progress, with weekly meetings with the tutor and monthly reports. We'll adapt the programme content if your priorities change to ensure it stays focused on your objectives. We'll also take care of all reporting requirements linked to programme funding.

Funding

The Tertiary Education Commission (TEC) administers a fund to support workplace literacy training. You may be entitled to government funding for your workplace literacy programme. Workforce can manage the subsidy application process on your behalf and ensure the criteria are met.

Need More Information?

This programme is the right choice for your business and team! Call to talk to a Training Advisor at Workforce Development today. Freephone **0800 833 5581** or email: study@workforce.ac.nz. Also check out our Website – go to: **www.workforce.ac.nz**, click on 'Training Programmes'.