

Skills for Life in the Workplace



A Level 4 Course in Workplace Language, Literacy and Numeracy Training.

Skills for Life in the Workplace is regarded as 'the essential toolkit for getting started in workplace language, literacy and numeracy (LLN)' and complements other professional development initiatives. Each of the three days can be attended independently of each other.

Course Overview

Getting Started—Learning outcomes:

- Recognition of the factors that have influenced organisational change in recent decades
- Skills and knowledge to make the business case for workplace LLN programmes
- Ability to investigate company culture and the dynamics of workplace training
- Ability to develop a company profile

Making it Happen—Learning outcomes:

- An understanding of the steps required to set up, implement and evaluate LLN workplace provision
- Practical knowledge to carry out an organisational needs analysis and develop a professional ONA report with appropriate training proposals
- An understanding of perspectives inherent in multi-stakeholder provision and of the negotiation process

Setting it Up—Learning outcomes:

- Ability to develop positive promotional strategies and materials for workplace LLN programmes
- An understanding of how to develop and implement a workplace LLN course relevant to organisational and employee needs
- An appreciation of the advantages and disadvantages of formal accreditation for the different stakeholders
- Ability to analyse the purpose and methods of evaluation of LLN programmes for various stakeholders in a workplace context

Who should attend?

This course is open to anyone with a professional interest in the delivery of workplace language, literacy and numeracy.

Who can go on to work towards the Breaking Down Barriers qualification?

The accreditation option is designed for qualified LLN practitioners who would like to extend their provision into the workplace. It is suitable for practitioners who are just getting started, as well as those with some experience of workplace delivery. Please contact The Network for further details on entry requirements and accreditation fees.

How can I achieve the Breaking Down Barriers qualification?

You will be asked to complete an application form and meet prior knowledge and/or experience criteria. You need to attend all three days of the Skills for Life in the Workplace course, complete on-course assessments and successfully complete all the BDB assignments. BDB is a Level 4 certificate equating to 20 CAT points. An application and assessment fee applies to this option.

To register:

To register your interest in attending this course, please contact:

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Why attend a professional development course?

One of the primary activities of the Professional Development Team is the development and delivery of courses for providers and other professionals involved with workplace language, literacy and numeracy (LLN).

As well as our Level 4 course, Skills for Life in the Workplace, which can lead to the Breaking Down Barrier (BDB) certificate, we also have a portfolio of over 20 specialist half-day, one-day and two-day courses. We pride ourselves in providing quality flexible training solutions and have a team of experienced developers who can devise a course tailored to your needs. But why should you attend?

Attending any of our courses will provide you with specialist LLN knowledge, such as knowledge on workplace materials development and workplace curriculum issues. Participants are not only provided with an opportunity to expand their learning, they are also able to participate in group discussions and network with other people involved in the LLN field.

After each course has taken place, attendees are asked to complete an evaluation form, which is subsequently turned into a report.

Feedback from the courses is positive and examples of some of the comments can be seen below:

'An extremely enjoyable course. Well thought-out and delivered.'

Developing Workplace Materials—May 2005

'A very detailed and informative course'

Organisational Needs Analysis—July 2005

'Thoroughly enjoyed the course. I learnt a great deal, enjoyed the pace and style of delivery and it filled in the gaps I had about workplace delivery.'

ESOL in the Workplace—May 2005

'The networking and listening to the experiences and work examples of other people are very useful'

Using the Employer Toolkit—January 2004

Positive feedback has also been received from attendees of the Skills for Life in the Workplace course:

'An interesting and enjoyable course which gives honest information about the pros and cons of workplace learning'

Skills for Life in the Workplace—December 2004

Further details of all our courses can be found on our website.