Embedding literacy and numeracy activities into health and safety topics

TEC funded Workbase to develop a series of learning workbooks that would provide industry with examples of how to embed literacy and numeracy (LN) skill development activities into trainee workbooks.

Health and Safety topics were chosen because they are common to different industries and businesses.

We have created four workbooks that support some of the implied LN demands in NQF units such as 497 and 17593, and more explicit literacy requirements in units such as 25060 and 3490.

Each workbook is grouped into like topics and showcases examples of embedded LN skill development activities that you could include in your own training resources. These activities have been designed to be used by trainees who have a minimum of Step 2 reading skills as measured by the ‘Read with Understanding’ strand of the Adult Learning Progressions.

Trainer Guides have been developed for each workbook. These guides help another person (such as a workplace trainer, industry training provider, literacy tutor, learning rep, workplace mentor) to support trainees with lower reading skills (i.e. Step 1), to work through the activities in a facilitated way.

How to use these books:

- These books are not complete training resources and only provide a number of examples of how to support your trainees in developing their literacy and numeracy skills, whilst working through their industry training.

- Your job is to select the activities that would best suit:
  - your trainee needs,
  - your context, and
  - the implied or explicit LN needs in relevant unit standards.

- The activities in these workbooks are free for copying and use in your own training materials. You should replace the pictures and text to suit your workplace or trainees.
  
  No source references are needed for these workbooks and trainer guides.

- These workbooks should only be used once they have been customised to meet your industry and trainee needs. Remember each workbook is not a complete training resource.

- These workbooks were produced in Microsoft Office Word 2007, so you can customise the activities for your workplace.
  
  Some of the workbooks have been broken down into different sections for easier downloading.

If you have any feedback or would like further guidance on how to embed literacy and numeracy skill development activities into your resources, contact Carla White, Senior Consultant at Workbase: cwhite@workbase.org.nz