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Purpose

UCOL is committed to providing a teaching and learning environment that optimises student success. The use of the Literacy and Numeracy for Adults Assessment Tool (LNAAT) is an integral step in identifying student needs. Staff teaching in these areas must complete the National Certificate in Adult Literacy and Numeracy Education (NCALNE) to meet the Adult Teaching Qualification Requirements Policy. UCOL has engaged in a systematic approach to building its capability to strengthen the literacy and numeracy of students enrolled in all level 1 to 2 courses, in qualifications up to level 3, including Youth Guarantee and Trades Academy courses.

The Tertiary Education Commission (TEC) requires tertiary students, who attract Student Achievement Component (SAC) funding, and who are studying on a foundation level programme¹ to undertake assessments to determine their level of literacy and numeracy.² The results of these assessments will be used to inform and help the lecturer to embed specific literacy and numeracy skills into their teaching practice so that students can be more successful.

Scope

This policy applies to all level 1-2 courses, Youth Guarantee and Trades Academy courses that lead to a qualification up to and including level 3.

Responsibility

Executive Deans and Literacy and Numeracy for Adults Assessment (LNAAT) Educators to ensure implementation of this policy.

Literacy and Numeracy Advisor to liaise with the relevant Programme Leader(s).

Policy Statements

1. Compliance with this policy is a requirement for all foundation programmes that include Level 1-2 courses in qualifications up to level 3.
2. Quality embedded literacy and numeracy is 'business as usual' within all foundation programmes.
3. All students enrolled in level 1-2 courses, up to, and including level 3 qualifications; including Youth Guarantee and Trades Academy initiatives will be assessed via the Literacy and Numeracy for Adults Assessment Tool (LNAAT).

¹ A foundation level programme provides a broad base of skills and knowledge for future study or employment.

² Trades Academy courses are also required to be assessed on the Assessment Tool.

Related Documentation or Web Sites

- TEC: Adult Literacy and Numeracy Implementation Strategy (2012)
- TEC: How to use the TEC literacy and numeracy assessment tools (2012)
<http://www.tec.govt.nz/Documents/Forms%20Templates%20and%20Guides/Using-the-literacy-and-numeracy-assessment-tools.pdf>
- TEC: Tertiary Education Strategy 2014-2019
- TEC: Agreement to use the Literacy and Numeracy for Adults Assessment Tool (2014)
- TEC: Methodology for Assessment Tool Usage (October 2014)
- UCOL [Investment Plan](#)
- UCOL [Adult Teaching Qualification Requirements Policy](#)
- UCOL [Adult Literacy and Numeracy Procedure](#)
- Terms of Reference: UCOL Literacy and Numeracy Steering Group