

Literacy and Numeracy Requirements for Students Policy

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: July 2015
Responsibility: Director Academic Development	Date Last Modified: August 2018
Approval: Academic Board	Version: 18.1

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 Certificate in Literacy and Numeracy Education New Zealand (NZCALNE) 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, 2 and 3 programmes, including 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 1-3 programmes 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 Leader to liaise with the relevant Programme Leader(s).

Policy Statements

1. Compliance with this policy is a requirement for all level 1 to 3 programmes.
2. Quality embedded literacy and numeracy is 'business as usual' within all level 1 to 3 programmes.

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.

3. All students enrolled in level 1-3 programmes, including Trades Academy initiatives will be assessed via the Literacy and Numeracy for Adults Assessment Tool (LNAAT).

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 2017-2018](#)
- [Teaching Qualifications Policy](#)
- [Literacy and Numeracy for Students Procedure](#)
- Terms of Reference: UCOL Literacy and Numeracy Steering Group