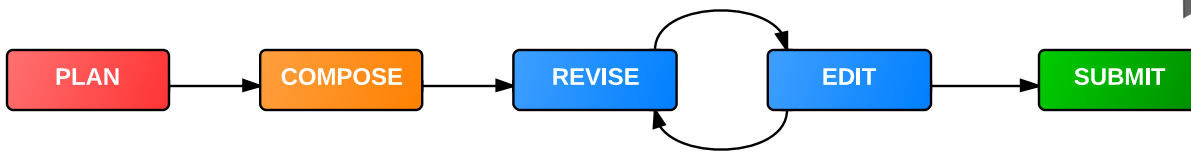


# NCALNE (Voc): Assessment 1 Report



Introduction	<p><b>State your purpose, audience &amp; scope</b></p> <p>The purpose should reflect the assessment task</p> <p>Your audience is your tutor and your peers</p> <p>The scope should give the reader a preview of your report structure</p>
Definitions	<p><b>Provide 4 established definitions for LN</b></p> <p>Maori    Literacy    Numeracy    Embedded</p> <p>Compare similarities &amp; differences</p>
Initiatives	<p><b>Describe 2 initiatives that relate to your learners</b></p> <p>Identify &amp; describe a relevant initiative</p> <p>Say how it relates to your training context</p> <p>Identify &amp; describe another relevant initiative</p> <p>Say how it relates to your training context</p>
Reasons	<p><b>Describe 2 reasons for low adult LN</b></p> <p>Identify &amp; describe one relevant reason</p> <p>Discuss how this relates to your learners</p> <p>Identify &amp; describe another relevant reason</p> <p>Discuss how this relates to your learners</p>
Impact	<p><b>Describe 2 impacts of low adult LN</b></p> <p>Identify &amp; describe one relevant impact</p> <p>Discuss the effect on your learners or industry</p> <p>Identify &amp; describe another relevant impact</p> <p>Discuss the effect on your learners or industry</p>
Resources	<p><b>Describe 2 LN resources</b></p> <p>Identify &amp; describe one relevant physical or online LN resource</p> <p>Identify &amp; describe one specialist LN organisation &amp; their services</p> <p>Say how you use or intend to use this resource</p> <p>Say how you use or intend to use this organisation's services</p>
Recommendations	<p><b>State any recommendations you have</b></p> <p>including</p> <p>For your own professional development</p> <p>For your organisation</p> <p>For others</p>
Summary	<p><b>Revisit your purpose, audience, and scope</b></p> <p>Keep it brief</p> <p>Don't introduce anything new</p>
References	<p><b>Provide a list of references</b></p> <p>Use APA or another recognised style</p> <p>Only list what you actually refer to</p>

**1. Introduction**  
 The purpose of this report is to describe the context of adult literacy and numeracy in Aotearoa New Zealand in relation to my role as a ..... at ..... This report is intended for ..... The scope of this report covers.....

**2. Definitions**  
 There are several established definitions for literacy and numeracy in use. I list four of these below and then discuss the similarities and differences:  
 2.a Maori literacy.....  
 2.b Literacy.....  
 2.c Numeracy.....  
 2.d Embedded literacy and numeracy.....  
 In terms of similarities.....  
 The key differences are that.....

**3. Relevant initiatives**  
 One literacy and numeracy initiative that is relevant to my training context is the .....  
 This relates to my training because.....  
 Another initiative is the .....  
 This is relevant to my situation because.....

**4. Reasons for low adult literacy and numeracy**  
 There are a number of possible reasons for low adult literacy and numeracy. One of these is possibly .....  
 Many of my learners come from this kind of background. For example, .....  
 Another reason for low levels of adult literacy and numeracy is perhaps the .....  
 This also describes a large portion of my learners. For example, .....

**5. Impact of low adult literacy and numeracy**  
 The impact of low adult literacy and numeracy is significant. One key impact on my learners is .....  
 The effect of this is .....  
 Another big impact relates to .....  
 We also see examples of this in our industry. For example, .....

**6. Literacy and numeracy resources**  
 One online literacy and numeracy resource that we use with our learners is .....  
 This resource helps us .....  
 We also work with specialist literacy and numeracy organisations from time to time. Currently, we are hoping to improve learners' literacy and numeracy skills by working with .....

**7. Recommendations**  
 From my brief outline of the national context for adult literacy and numeracy I would like to make several recommendations. One is that to improve learner outcomes, as tutors we may need to.....  
 Also, in terms of our organisation, .....

**8. Summary**  
 To sum up, this report has covered .....

**9. List of References**  
 Benseman, J. (2008). Foundation Learning in New Zealand: An Overview. In J. Benseman & A. Sutton (Eds.), *Facing the Challenge: Foundation Learning for Adults in Aotearoa New Zealand*. Palmerston North: Dunmore Publishing Ltd.

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## The Writing Process

