

To Employers with new Trainees

Re: TEC's new requirements for assessing literacy levels of trainees from January 2011

From January 2011, all new ATITO trainees signing on for our Level 1 - 3 qualifications will be required to do a pre-training and post-training literacy assessment using the Tertiary Education Commission (TEC) Assessment Tool. This will involve each trainee completing a reading comprehension assessment when signing up with the ATITO. The results will help inform the trainee's training pathway and ensure they receive the appropriate support to complete their qualification successfully.

The assessment can take up to 40 minutes to complete so companies will need to allow time for this to occur for each new trainee. The ATITO can support and advise companies on how this can best be managed.

When a training agreement is filled in, the Training Advisor will arrange a suitable time for the trainee to do the literacy assessment. Their ATITO Training Advisor will facilitate the assessment either in a paper-based or online format. Training agreements will be entered into our system once the trainees' literacy assessments are completed.

If you have any questions about the literacy assessment or would like to discuss how best to manage it within your company with your trainees, please contact the ATITO's Literacy Coordinator, Joanna Fox, or an ATITO Training Advisor.