



Literacy support in the workplace

Literacy support is available for both employers and employees to help with literacy, language and numeracy at work. The ATITO is currently developing learning resources for trainees and on job trainers which will have literacy embedded into them. In addition, the ATITO can offer literacy help and advice.

The following assistance is also available to employers:

Workplace literacy programmes

If your company wants literacy training for your employees there may be funding available from the **Workplace Literacy Fund**. You can contact a literacy provider to deliver a programme or apply for funding directly from the Tertiary Education Commission (TEC).

A list of workplace literacy providers is available on the TEC website

<http://www.tec.govt.nz/Resource-Centre/Directories/Workplace-Literacy-Fund---approved-providers/>

Workplace Literacy funding guidelines are available at:

<http://www.tec.govt.nz/templates/standard.aspx?id=917>

Individual tuition

English Language Partners New Zealand and Literacy Aotearoa are nationwide organisations who offer literacy, language and numeracy tuition to people in paid employment. The programmes provided by these organisations are funded through the TEC's **Workplace Targeted Fund**.

For information contact:

English Language Partners New Zealand

www.englishlanguage.org.nz

Ph: 0800 367 3765

Literacy Aotearoa

www.literacy.org.nz

Ph: 0800 678 910

For further information about workplace literacy please contact the ATITO's Literacy Coordinator, Joanna Fox, on ph: (03) 377 8443, or e-mail: joanna@atito.org.nz