



Foundation skills underpin how effective we are in communicating with others and participating in workplace tasks. They include language, literacy and numeracy that is, how we speak, listen, read and write in English and use mathematical concepts.

The term Foundation Skills relates to the Australian Core Skills Framework (ACSF) which list 5 core skills: learning, reading, writing, oral communication and numeracy plus the employability skills.

It is important that your foundation skills are developed to the level required to successfully complete the training and assessment requirements that you may be enrolled. You may be challenged with changes in workplace practices, the introduction of new technology and greater emphasis on work health and safety and quality if your foundation skills don't meet the requirement of your workplace position.

If you would like assistance with your foundation skills, please speak with one of our friendly staff who will help obtain the right assistance for you.

List of resources:

- Australian Council for Adult Literacy <http://www.acal.edu.au/>
- Victorian Adult Literacy and Basic Education council – also deliver programs on YouTube <http://www.valbec.org.au/>
- Skillswise – English and maths for adults
Have fun while upskilling your reading, writing, spelling, word grammar, sentence grammar, speaking and listening and if that is not enough why not play with numbers, calculations, percentages and fractions, measurements and much more. All from BBC. <http://www.bbc.co.uk/skillswise/0/>

The more that you READ

The more things you will KNOW

The more that you LEARN

The more places you'll GO

Dr. SEUSS