Professional Development

Foundation Skills

Building a strong foundation for the future

- **OECD** 2013 OECD Skills Outlook 2013: First Results from the Survey of Adult Skills
- **Australian Industry Group, National Workforce Literacy Project, Final Project Report, January 2012**

**FOUNDATION SKILLS**

- 40% of employed Australians do not have the foundation skills needed to meet the complex demands of work and community life.*

**NUMERACY SKILLS**

- 55% of Australians aged 15 – 74 have numeracy skills at Level 1 or 2*

**LITERACY SKILLS**

- 44% of Australians aged 15 – 74 had literacy skills at Level 1 or 2*

**COMPUTER SKILLS**

- 10% of adults lack the most basic computer skills**

**INADEQUATE LEVEL**

- 75% of survey respondents reported that their business was affected by inadequate levels of literacy and numeracy.**

**LOW PROFICIENCY**

- 50% of adults who have low literacy skills are unemployed.**

Can your staff complete incident reports and other documentation with ease?

Certifi cate III qualifi cations usually require skills level 3 – 4 across the core skills of learning, reading, writing, oral communication, numeracy and digital literacy to ensure successful completion.

Could your workplace benefi t from upgrading digital literacy and computer skills?

Do you notice team members struggling with measurements and calculations?

Our suite of Foundation Skills programs can help you.

Drive Results

Let us help you get the results you need:

- align training to meet the current and emerging needs of your business
- coach your employees to ensure learning is applied
- set targets to measure improvement in employee duties
- track performance and make comparisons to previous data.

Call 02 9942 3563

Visit nsi.edu.au/foundation

Speak to one of our Business Capability Specialists about how we can assist you in achieving your business goals by tailoring a training package to meet your needs.

RTO Provider Number 90011 / CRICOS Provider Code 00591E / 160164 MAY 2016

Courses and their availabilities are subject to change based on sufficient demand and resources. Call us on 131 674 to make sure your chosen course is running at the location desired. Information correct as of May 2016.
SKILLS CHECK SCREENING TOOLS

Screening tools are designed to be administered by Language, Literacy and Numeracy (LLN) specialists with a sound working knowledge of the Australian Core Skills Framework (ACSF). They can provide an initial and diagnostic assessment which helps determine learner's current levels and skill gaps.

FOUNDATION SKILLS

Whether you want to take your employees to the next level or develop their current skills to increase productivity, our foundation and language programs will help you with the strategies and skills to succeed in the workplace.

The Northern Sydney Institute, part of TAFE NSW, is one of Australia’s leading providers of foundation skills training and tertiary education, we know that there is a learning solution for every workplace.

We inspire learning.
We unlock potential.
It starts here.
**Foundation Skills**

**Digital Literacy**

Our digital technology programs cater to those who use digital technology for basic work tasks, through to those who need to be up to speed with emerging technology for their day to day routine work.

**Numeracy**

Numeracy skills are critical. Low level skills affect employability, productivity at work and day to day life. The ability to do simple maths, create budgets and forecast expenses is a given to some people – but not to everybody.

Our numeracy programs cover basic principles of calculation, measurement, data, graphs and probability through to more advanced content such as algebra, calculus and trigonometry.

**Reading and Writing**

Filling in and understanding workplace documents correctly is crucial in the workplace, yet it is a skill not everyone has learnt.

Our reading and writing programs teach tasks such as filling in WHS reports, writing complex documents, and responding to workplace information. We use your processes and documentation to ensure that your staff are learning with material relevant to their day to day work. This significantly improves their work quality confidence and productivity.

**Workplace Learning**

Learning and absorbing information is a skill in itself. Our Workplace Learning program, we train people who may have not had any formal education, or finished school early to start work, through to people who are employed in executive level positions.

There are new and improved ways of doing things and with advances in technology, systems and processes, some employees may feel left behind. This program will challenge the ideology of undertaking tasks the way they have always been done!

By teaching employees to “learn to learn”, we can create motivated and flexible people who look forward to continuous improvement for themselves and for your company.

**Professional Development**

At the Northern Sydney Institute, we know that adding value through improved knowledge, new ideas and behaviours, and increased capabilities is good for your business and for your employees. It’s a win win.

Our courses are developed with the needs of your company in mind. From research and referencing, academic writing, communicating effectively, writing complex texts, recognising workplace signs and signals through to the Microsoft Office suite (beginner to advanced), we have the solution for you.

**Impacting Levels**

93% of employers identify an impact on their business due to low levels of literacy and numeracy.

"You hear stories of businesses now who don’t put safety manuals in words, they do it in pictures, because the literacy skills among their workforce are such that they can’t pick up basic written safety needs, it’s becoming the norm."

Australian Industry Group, Chief Executive, Innes Willox

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**Writing**

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**Workplace**

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The Northern Sydney Institute, part of

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language programs will help you with

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employees to the next level or

Whether you want to take your

FOUNDATION SKILLS

EXCEPTIONAL ADVANCED

INTERMEDIATE

ENGLISH FOR ACADEMIC PURPOSES

Aimed at people from language backgrounds other than English, who have intermediate English language

ENGLISH FOR FURTHER STUDY

WEBSITETESTING

with recording and also Skype conversation practice with a native English speaker.

ADVANCED ENGLISH

For those people who have an advanced level of English language but would like to improve and practice

WORKPLACE COMMUNICATION

Understanding effective workplace communication skills specifically for the Australian workforce. It covers effective negotiation skills in the

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**Language Skills**

**WORKPLACE COMMUNICATION**

The Northern Sydney Institute have a course designed for professional migrants who wish to enhance their communication skills specifically for the Australian workforce. It covers effective negotiation skills in the workplace, understanding Australian customs and everyday language, addressing pronunciation issues, strategies for improving writing, grammar and advanced listening skills. This course can help your employees understand the expectations in your workplace and we can tailor this course to your business needs.

**ADVANCED ENGLISH**

For those people who have an advanced level of English language but would like to improve and practice their speaking and listening we have created our English conversation class. This course helps to develop a deeper level of confidence in communicating at all levels. We cover job interview preparation, audio/video recording and also Skype conversation practice with a native English speaker.

**ENGLISH FOR FURTHER STUDY**

Aimed at people from language backgrounds other than English, who have intermediate English language skills.

Your employees will develop skills in speaking, listening, reading and writing that will help participation in further training and vocational areas.

**ENGLISH FOR ACADEMIC PURPOSES**

This course provides people from a non-English speaking background with the English language skills and the socio-cultural knowledge needed to enhance their employment and possibility for further training and study. Employees will be able:

» apply their knowledge of English and western traditions to a wide variety of academic contexts and scenarios

» take responsibility for their own progress with minimal support.

**IELTS (INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM) COURSES**

IELTS is an internationally recognised test and is used as an indicator of English language proficiency. Let us guide you through our IELTS preparation courses, we ensure that you are successful and confident not only in your exam, but in your abilities. Our IELTS courses cover listening, written, speaking and reading skills. These courses prepare you for the IELTS test of English language proficiency and you will practice your developing skills in all areas.

“Studying at the Northern Sydney Institute was one of the best experiences of my life, at the same time it was challenging! We were so lucky to have great trainers.”

Nishimura Tomohiro, Advanced English
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