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PDA: Developing Literacies Learning Programmes for the Workplace

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- ◆ Ascertain need
- ◆ British Cohort Study – New Light on Literacy and Numeracy (Bynner and Parsons)
<http://www.scotland.gov.uk/Resource/Doc/216990/0058169.pdf>
- ◆ Adults with limited literacy and numeracy skills tend to have unstable working lives and therefore may be excluded from Scotland's economic success. They are also at risk of being digitally excluded.

PDA: Developing Literacies Learning Programmes for the Workplace

Composed of 3 Units at Level 7

- Developing Literacies Learning Programmes for the Workplace:
Policy and Practice 4 points
- Developing Literacies Learning Programmes for the Workplace:
Raising Awareness 4 points
- Developing Literacies Learning Programmes for the Workplace:
Planning for the Delivery of Learning Programmes 8 points

PDA: Developing Literacies Learning Programmes for the Workplace

Composed of 3 Units at Level 7

Unit : Policy and Practice

This Unit has a strong focus on research and reflective analysis so it could be undertaken with limited experience of operating as an adult literacies practitioner in a workplace setting. It examines policies and principles related to adult literacies and economic development. The knowledge and understanding gained in this Unit is relevant to the content of the other Units in the award.

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Policy and Practice

Aims

- ◆ To understand the operation of workplace literacies learning within the current Scottish principles and practice of adult literacies learning
- ◆ To develop knowledge and understanding of business structures, the labour market and economic development.
- ◆ To develop knowledge and understanding of the role of literacies learning in a workplace context

Outcomes

- ◆ Explain the effects of Scottish national policy and models of practice on literacies learning in the workplace
- ◆ Explain the impact of labour market and business trends on the role of literacies learning in the workplace
- ◆ Explain the factors which influence participation in and the delivery of literacies learning in the workplace

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Unit : Raising Awareness

This Unit has a particular focus on the practical application of the knowledge and skills required when assessing the need for literacies learning in different workplaces and on devising and implementing strategies to engage all workplace stakeholders, including employers and employees, by raising awareness of the benefits of literacies learning.

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Raising Awareness

Aims

- ◆ To develop competence in communication and negotiation with stakeholder groups in the workplace
- ◆ To understand approaches to identify the need for literacies learning delivery in a workplace
- ◆ To know how to develop effective marketing and promotional strategies to engage all workplace stakeholders in literacies learning

Outcomes

- ◆ Establish and maintain effective communication, and negotiate delivery of literacies learning delivery with stakeholder groups
- ◆ Analyse organisational and employees' literacies learning needs
- ◆ Develop an implementation plan to engage stakeholders and raise awareness of literacies learning in the workplace

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Unit : Planning for the Delivery of Learning Programmes

This Unit has a particular focus on the practical application of the knowledge and skills required when: reviewing models of delivery; selecting and negotiating an appropriate model for a specific workplace; planning

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Planning for the Delivery of Learning Programmes

Aims

- ◆ To know how to plan for the delivery of literacies learning programmes in the workplace to meet the needs of employers and employees
- ◆ To develop competence in areas such as learning programme design, project management and evaluation

Outcomes

- ◆ Explain different models and methods of delivering literacies learning in a workplace context
- ◆ Plan for the delivery of literacies learning programmes in the workplace, and develop resources to meet the needs of employers and employees
- ◆ Evaluate methods of recording, monitoring and reviewing literacies learning programmes in the workplace.

Further Info

http://www.sqa.org.uk/files_ccc/PDA_Developing_Literacies_Learning_Programmes_for_the_Workplace.pdf

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