

Practices checklist and interview tool

Learner reading practices check sheet

	Daily	Weekly	Monthly	Never
<p>When I am at home, taking care of the family or out in the community, I read:</p> <ul style="list-style-type: none"> · short messages, such as texts or Facebook comments · most mail, including notices and brochures · notices from different places, like school, the council, or church <p>When I am at work I read:</p> <ul style="list-style-type: none"> · signs · short forms · diagrams 				
<p>In general, how would you rate your confidence doing the tasks above?</p>	Very high	High	Low	Very low
<p>When I am at home, in the community or taking care of family, I read:</p> <ul style="list-style-type: none"> · Bank, government, or doctor's forms · longer articles online, newspaper or magazine articles · short children's stories aloud to my children/tamariki · instructions on medicine <p>When I am at work I read:</p> <ul style="list-style-type: none"> · rosters, signs, and forms · messages, emails · written instructions (with pictures) · job sheets, appointments · health and safety signs · pay slips 				
<p>In general, how would you rate your confidence doing the tasks above?</p>	Very high	High	Low	Very low
<p>When I am at home, in the community or taking care of family, I read:</p> <ul style="list-style-type: none"> · full-page articles on websites, in magazines or newspapers · long emails or blog articles · short books · chapter books for my own purposes · children's books with chapters to my children · letter from banks, government departments <p>When I am at work I read:</p> <ul style="list-style-type: none"> · instructional manuals · memos, reports, forms, minutes from meetings · instructions for doing things · policy information, such as health and safety, legal rights and responsibilities · reports 				

[Redacted Title]				
In general, how would you rate your confidence doing the tasks above?	Very high	High	Low	Very low
When I am at home, in the community or taking care of family, I read: <ul style="list-style-type: none"> · multiple page articles in newspapers, magazines, websites, journals, blogs, reports · long chapter books (novels or information books) · financial information such as contracts, insurance, superannuation, and mortgages When I am at work I read: <ul style="list-style-type: none"> · legislation or regulations · technical specifications · technical reports 	Daily	Weekly	Monthly	Never
In general, how would you rate your confidence doing these things?	Very high	High	Low	Very low

Learner numeracy practices check sheet

	Daily	Weekly	Monthly	Never
When I am at home, taking care of the family or out in the community, I: <ul style="list-style-type: none"> · find the lowest priced item for value when shopping · estimate the combined cost of things I'm buying · use the time to organise my schedule · keep score on sports games 				
When I am at work I: <ul style="list-style-type: none"> · allocate time to book or complete jobs · record mileage for travel · schedule appointments · count stock 				
In general, how would you rate your confidence doing these things?	Very high	High	Low	Very low
When I am at home, in the community or taking care of family, I: <ul style="list-style-type: none"> · compare prices when shopping to find the best deal · estimate how long it will take to travel · estimate the cost to travel somewhere · measure out the right amount of medicine · work out how much money is available until the next pay 				
When I am at work I: <ul style="list-style-type: none"> · record quantities in spreadsheets or digital devices · measure quantities · calculate weekly or fortnightly earnings · calculate costs for customers 				
In general, how would you rate your confidence doing these things?	Very high	High	Low	Very low
When I am at home, in the community or taking care of family, I: <ul style="list-style-type: none"> · compare the costs of different services (phone, internet, etc.) · create a budget on paper or computer · work out the price of discounted items 				

	Daily	Weekly	Monthly	Never
When I am at work I: <ul style="list-style-type: none"> · collect and record data · read and understand graphs · make decisions based on the information in graphs (bar graphs, pie charts) · calculate area, perimeter or volume · compare the costs of travel options · measure the weight or size of items 				
In general, how would you rate your confidence doing these things?	Very high	High	Low	Very low
When I am at home, in the community or taking care of family, I: <ul style="list-style-type: none"> · develop budgets for others (community groups, etc.) · calculate interest or mortgage repayments · estimate odds · work out discounts, percentages or fractions of costs 				
When I am at work I: <ul style="list-style-type: none"> · collect and record data · use graphs to display information · measure out quantities using ratios · convert measurements from plans 				
In general, how would you rate your confidence doing these things?	Very high	High	Low	Very low

Open Questions

Identify areas the learner wants to improve	Context, description and frequency: Work, whānau, home, church, marae etc.	Purpose: i.e., Completing a job/learning/ enjoyment/being informed/ checking/socialising	Complexity Rank on LPs 1-6
What are the things that you do daily or weekly that you feel you might be able to do better if your reading, writing or numeracy skills were stronger?			
Drilling into the task	Describe a single practice, its context, frequency, and a brief description	Describe purpose here	
Which of these is most important to you right now? [Can you explain this in more detail? What specifically does it involve? How often do you do this?]			
Identify complexity of the task	Identify the highest part of the practice with the highest complexity		Complexity Rank on LPs 1-6
Which parts of the task that involve reading do you find the most difficult to do?			
Which parts of the task that involve numeracy do you find the most difficult to do?			
Which parts of the task that involve writing do you find the most difficult to do?			
Notes:			
Summary			
The learner shows strong engagement with practices at step			
The learner shows reduced engagement and confidence with tasks at step			
Key areas to develop are:			