

Cheshire West & Chester Council

Module Seven:

Assess Your Skills



Cheshire West
and Chester

Introduction to Assess Your Skills

If you're looking for a job with no formal English and Maths qualifications or evidence of your skill level it can really set you back, particularly if you have been in employment for a long time and not recently assessed your skill level.



Assess Your Skills content:

1. Why are numeracy and literacy skills so important in the workplace?
2. What basic math skills do employers require?
3. What basic English skills do employers require?
4. How can I improve my English and math skills?

What is workplace literacy?

Workplace literacy is reading, writing, speaking, listening, information technology, problem-solving and numeracy skills that a person needs to do their job effectively.



Every job needs these skills

Think about these tasks that staff have to do every day:

- Understand workplace rules and procedures
- Fill out forms, reports, contracts or time sheets
- Read notices, instructions, timetables or job sheets
- Take orders and handle cash
- Count and record stock
- Work on a computer
- Interpret weights and measurements

Every job needs these skills

All of those tasks rely on good workplace literacy skills.

They affect how well people can do their job, how they work with other people and how quickly they learn new skills.



Every job needs these skills

As a Care Worker you may not be expected to write a short story, but you will be expected to write an end of shift report, read hand over reports and use and record weights and measurements when administering medication.

As a Retail Worker, you will certainly need a good level of numeracy skills when dealing with cash but you will also be expected to have good spoken English skills too.

So you can see...

Staff who don't have adequate literacy skills may:

- Not understand written or verbal instructions
- Be slower at doing their job
- Make more mistakes in their work
- Not be able to communicate effectively
- Be afraid of taking on new tasks

Why does it matter to you?

Staff with gaps in core literacy and numeracy skills may well be hardworking, loyal and valued employees but low levels of literacy will limit YOUR opportunities of promotion and will slow your growth.

Literacy tests at interview

As part of the interview process some employers may ask you to complete a short English/math test.

While aptitude tests gauge your ability to learn and perform the tasks of the job, the literacy tests measure your general reading and math levels.

The employer wants to know if you can read and comprehend English, and perform basic math as part of your normal job duties.

Literacy tests at interview

You can expect basic problems in multiplication, addition, subtraction and division.

A spelling section may include multiple-choice questions. Word usage questions often include fill-in-the-blank options.

Comprehension questions require you to read paragraphs and select a statement that best describes the meaning.

What basic workplace numeracy skills do employers look for?

Basic numeracy skills consist of comprehending fundamental arithmetical operations like addition, subtraction, multiplication, and division.



What basic workplace literacy skills do employers look for?

Literacy skills are all the skills needed for reading and writing, which include: vocabulary, spelling, grammar, punctuation and speaking and listening skills.



How can YOU improve your English and math skills?

If you don't have any formal qualifications then completing a maths or English assessment is a great start.

Recording your results will highlight to an employer that you do have the ability to use language and maths in everyday situations.



Where do I start?

First, try an online skills assessment and test your English and math skills:

www.learnmyway.co.uk

Register using centre number 4083 and scroll to the bottom to access FREE literacy and numeracy assessments

Where do I start?

Or, go to your local Work Zone; they can offer you a FREE English and/or math assessment that can either be completed in the centre or at home online.

What levels are employers looking for?

Employers are looking for a 'functional level' and that is essentially **Level One**

Level 1 is equivalent to a GCSE Grade E-D (2-3)

Level 2 is equivalent to a GCSE Grade C – A*(4-9)

Entry Level 3 is equivalent to GCSE below G (in old grading system)

Where can I go to brush up my English and math skills?

Contact your local Work Zone and they will be able to assess your skills and offer you a short accredited '**Brush up your Math/English Skills**' course.

They are short 5 day courses usually 9.30 - 2.30

Is there a cost to these courses?

The government have provided funding for people to improve their English and Math skills so these courses are FREE to anyone – working or not 😊

For up to and including Level 2

What are you waiting for?

Contact your local Work Zone and brush up your skills today!

Chester WZ: **07775 717 122**

Ellesmere Port WZ: **07990 532 869**

Northwich WZ: **07833 236 675**

Winsford WZ: **07766 205 389**



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Thank you
and
Good Luck



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