

Literacy and Numeracy Skills

English language, literacy and numeracy skills are essential for people to participate in society.

The Gordon assesses each applicant's literacy and numeracy skills, in line with the requirements of the training program. Core skills associated with a qualification are based on the requirements of a job the qualification relates to, or prepares you for.

The guide below will assist you in choosing the most appropriate level of study.

Literacy

Level 1	This level means you should be able to identify personally relevant information and ideas from texts on highly familiar topics, as well as convey simple ideas, opinions and factual information in writing with limited vocabulary. This is usually the level of non-English speakers or those that may have had problems at school and didn't complete Year 10 in Australia. At this level you will need focussed language, literacy and numeracy courses to prepare you before enrolling in a qualification.
Level 2	This level means you should be able to identify and interpret relevant information and ideas from texts on highly familiar topics, as well as write on familiar topics for a limited range of purposes using simple vocabulary and basic punctuation.
Level 3	You should be able to use a range of reading strategies to evaluate and integrate information and ideas to construct meaning from a range of text types, as well as communicate ideas and information in writing, using appropriate vocabulary, grammar, punctuation and reasonably accurate spelling. This level is the Australian adult average for reading. You will have no problem completing most Certificate IV qualifications.
Level 4	This level means you should be able to interpret and critically analyse complex texts, as well as communicate complex ideas and information in writing, displaying a broad vocabulary and accurate spelling and punctuation. This level is generally required for most Diploma qualifications.
Level 5	This level means you should be able to organise, evaluate and critique ideas from a range of complex texts, as well as generate complex written text, demonstrating sophisticated writing skills.

Numeracy

Level 1	This level means you should be able to use everyday language or simple written symbols to communicate maths information. At this level you will usually need focussed language, literacy and numeracy courses to prepare you before enrolling in a qualification.
Level 2	This is the Australian adult average for numeracy. At this level you should be able to identify, understand and communicate relevant maths information and use strategies to solve familiar problems.
Level 3	This level means you should be able to understand and interpret maths information and apply problem solving strategies in a range of familiar and some less familiar contexts. You will have no problem completing most Certificate IV qualifications.
Level 4	This level means you should be able to interpret, extract and evaluate mathematical information embedded in a range of tasks and texts and apply appropriate problem solving methods. This level is generally required for most Diploma qualifications.
Level 5	This level means you should be able to understand tasks that include formal mathematical symbols and language and apply highly developed problem solving strategies in a broad range of contexts.

Literacy and numeracy levels are based on the Australian Core Skills Framework (ACSF).