



Workplace Literacy

Please circulate to:

- Learning Support
- Vocational Ed Teachers
- Teacher-Librarian
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RESOURCE KIT

For Teachers and Trainers

Activities link to national Training Package competencies

THE KIT INCLUDES:

Teacher's Handbook with

- OHT masters and strategies for teaching workplace literacy skills
- Sample assessment items and detailed answers/ models
- Answers for the student Resource Books

Over 200 pages of practical advice and stimulus material linking pedagogy to real world contexts.

Student Workbooks for

- Vocational Communication
- Jobs
- Communities

These booklets support student learning and act as an evidence guide for tasks completed.

Student Resource Books for

- Workplace Literacy – Vocational Communication
- Workplace Literacy – Jobs
- Workplace Literacy – Communities

Over 100 tasks in each Resource Book. Students are provided with models and guidance to complete workplace tasks. Industry input has been received for design of tasks. 'Communities' tasks include Hospitality and Tourism contexts.

Posters

- 1. Giving and receiving instructions
- 2. Letter-Job application
- 3. Business letters
- 4. Paragraphs

CD-ROM

- Additional activities completed electronically

ORDER FORM OVER

EDServe Education and Business Consultants

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Workplace Literacy

ORDER FORM

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Organisation _____

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Order No _____

Qty	Details	Prices (including GST)	Cost
	Teacher's Handbook	\$66 each	
	Resource Book Vocational Communication	\$19.80 each or \$13.20 each for 10 or more	
	Resource Book Jobs	\$19.80 each or \$13.20 each for 10 or more	
	Resource Book Communities	\$19.80 each or \$13.20 each for 10 or more	
	Student Workbook Vocational Communication	\$8.80 each	
	Student Workbook Jobs	\$8.80 each	
	Student Workbook Communities	\$8.80 each	
	CD-ROM	\$143 each	
	Posters: 1. Giving and receiving instructions (A2)	\$11 each	
	2. Letter-Job application (A2)	\$11 each	
	3. Business letters (A2)	\$11 each	
	4. Paragraphs (A2)	\$11 each	
	Starter Pack SPECIAL	\$1150 (includes postage and handling)	
	Orders over \$250.00 receive <i>Four FREE Posters</i>	Plus Postage and Handling	
		TOTAL INCLUDING GST	

PLUS POSTAGE AND HANDLING (includes GST)

Queensland: 1-10 items \$9.90; 11-20 items \$16.50; 21-40 items \$24.00; other by weight.

Other states: 1-10 items \$13.20; 11-20 items \$19.80; 21-40 items \$29.50; other by weight.

Starter Pack Contains

- 1 Teacher's Handbook
- 20 Resource Books Vocational Communications
- 20 Resource Books Jobs
- 20 Resource Books Communities
- 20 Student Workbooks Vocational Communications
- 20 Student Workbooks Jobs
- 20 Student Workbooks Communities
- 4 Posters



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