



Language, Literacy and Numeracy Interview Guide

Student Details

Surname:		Title:	
First Given Name:			
Course title:			
Date of interview:			
Interview with:			
Interview purpose:	<p>To establish the background, motivation and general abilities of the student to inform what support Broadband Connect may provide. The interview is not intended to cause anxiety but to establish training options in which the student can feel supported and self-determining in completing the training. The interview is simply a tool in which Broadband Connect can identify the most appropriate learning and assessment strategies for each individual to complete.</p>		
Confidentiality:	<p>The student should be reassured that all information will be treated in the strictest of confidence. The information will not be disclosed beyond the interviewer unless agreed to by the student.</p>		

<p>Vocational background:</p>	<p>The student should be asked to provide a short description of their vocational background to establish the type of work previously engaged in.</p> <p>Feedback:</p>
<p>Language skills:</p>	<p>The student should be asked if they have any difficulty communicating verbally. Do people often misunderstand them? Do they have difficulty understanding others?</p> <p>Feedback:</p>
<p>Literacy skills:</p>	<p>The student should be asked their specific background in writing. How have they coped when they are required to write at work? Do they use a computer to assist them? What type of reading do they prefer? Do they read the paper?</p> <p>Feedback:</p>

<p>Numeracy skills:</p>	<p>The student should be asked their specific background in using numbers. Can they count adequately? Can they perform basic addition and subtraction? Can they use a calculator? How do they cope at work when they need to calculate something or use numbers?</p> <p>Feedback:</p>
<p>Support preferences:</p>	<p>Ask the student what type of support they consider would be helpful in undertaking the training. Outline the support that is available.</p> <p>Feedback:</p>
<p>Motivation level:</p>	<p>Ask the student how committed they are to accept and use the support services offered. Are they willing to take the course over a longer duration than others to participate in the support services offered?</p> <p>Feedback:</p>

Responsiveness to referral	Ask the student if they are willing to participate in specific language, literacy and numeracy training by another training provider in order to prepare them to undertake the training with Broadband Connect. Are they prepared to meet any financial cost of this training? Feedback:
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Additional Notes: