

## What is Workplace Literacy?

Workplace literacy provides a means by which an individual develops the education and skills needed to secure, maintain, and advance one's career, while fully participating in the economy, at home, and in the community. Workplace literacy skills include English language proficiency, reading, writing, problem solving, math, and use of information technologies.

Good communication skills, the ability to understand the specialized vocabulary of a trade, and interpersonal skills are also an important part of workplace literacy instruction.

Literacy, education, English instruction, and vocational training allow workers who improve their skills to anticipate higher wages. This benefits workers' families and the economy through increased purchasing power, greater productivity for businesses, and higher tax revenues for local governments.

Two major approaches to adult literacy are designed to address a variety of needs. Basic literacy programs provide training to develop skills for managing personal and family needs, while workplace literacy programs aim to enhance workers' employability and productivity by strengthening reading, writing, communication, and math skills needed on the job.

### **BASIC ADULT LITERACY**

#### **Reading and Writing**

- Classroom instruction for groups, individual computer instruction or one-to-one tutoring
- English as a Second Language (ESL)
- Reading, speaking and writing in English
- Native language basic literacy

#### **Basic Math**

- Basic arithmetic and problem-solving taught in class, one-to-one or via computer instruction

#### **Computer Literacy**

- Computer skill-building for personal and family needs

#### **Family Literacy**

- Typically parent/child reading programs that help families learn together

#### **Health Literacy**

- The ability to access, understand, and use information that promotes and maintains health

#### **Financial Literacy**

- Basic skills in managing personal finances

### **WORKPLACE LITERACY**

#### **Workplace Literacy**

- Basic literacy training in reading, writing, and basic math, offered at a business for employees
- Workplace literacy may include training on topics specific to a company, trade, or industry

#### **Vocational Literacy**

- Reading or math skills specific to an employer, industry, or trade, such as vocabulary of a trade
- Literacy training using content directly relevant to employment and occupational goals.
- Vocational English as a Second Language (VESL) teaches English through a focus on learning language needed for a trade or job.

#### **Workplace Computer Literacy**

- Computer skill-building for use on the job

#### **Employability Skills**

- Preparing documents for job search, how to locate jobs, interview skills
- Basic on-the-job conduct: being on time, attendance, and relations with peers and supervisors
- Understanding wages, benefits, and worker protections