

Reading

What does my step mean?

Step 1

- I can read everyday words
- I need support to read short pieces of writing
- I don't like reading much

Step 2

- I attempt to pronounce words
- I can find information in short simple pieces of writing
- I realise words can have more than one meaning

Step 3

- I can read everyday words fluently
- I can use clues in the layout to find my way around the text

Step 4

- I am a fluent reader and know when I make mistakes
- I can work out meanings of big words by breaking them up
- I can summarise what I read
- I can read and understand more complex pieces of writing

Steps 5 and 6

- I can pronounce unknown words and work out their meaning from the text
- I can identify the characteristics of a number of different pieces of writing
- I can use a number of different ways to understand what I read
- I can critique pieces of writing
- Understand specialized and academic terms

Numeracy

What does my step mean?

Steps 1 and 2

- I am comfortable with numbers
- When I work things out I use my fingers
- I can estimate size and space but have trouble reading measurements

Step 3

- I am comfortable calculating whole numbers as long as they are not too big
- I can estimate distance
- I understand how to use tools to measure, such as a tape measure

Step 4

- I can add and subtract whole numbers
- I find multiplication of large numbers difficult
- I can estimate length or height using a guide, such as length of a rugby field or height of a door
- I understand how to use tools to measure area and volume, such as a measuring jug

Step 5

- I have whole numbers sorted
- I know how to convert fractions, decimals and percentages
- I can calculate area and perimeter
- I can convert measurements

Step 6

- I can solve problems involving proportions, rates and ratios
- I know how to solve problems that include harder fractions, decimals and percentages
- I can calculate surface area and volume

What is the Literacy and Numeracy Tool about?



This online tool measures your literacy and numeracy skills at the beginning and end of your course. This helps your tutor focus on how they can support you. You can also track your progress.

My Personal Literacy and Numeracy Progress Record

Name:

Course:

Initial Assessment date:

My literacy **step** is:

My literacy **scale score** is:

.....

My numeracy **step** is:

My numeracy **scale score** is:

Progress Assessment date:

My literacy **step** is:

My literacy **scale score** is:

.....

My numeracy **step** is:

My numeracy **scale score** is:

Reading Assessment	
1000 -	
900 -	
800 -	
700 -	
600 -	
500 -	
400 -	
300 -	
200 -	
100 -	
	Assessment 1 Assessment 2

Numeracy Assessment	
1000 -	
900 -	
800 -	
700 -	
600 -	
500 -	
400 -	
300 -	
200 -	
100 -	
	Assessment 1 Assessment 2

Where I can go for help

- **Tutors**

Can help you understand the subject better

- **Learning advisors**

Can help you with your course work

- **Pathways Awarua**

Can help you with upskilling your literacy and numeracy

- **Librarians**

Can help you with your study skills

