

WORKING LITERACIES

AN ENABLED WORKFORCE is a Productive Workforce

Functional illiteracy – it's a problem that many organisations grapple with. It consists of seemingly educated workers who are supposed to have learned English and maths at school, yet remain incapable of applying it in the workplace.

Does this sound familiar? Do you suspect that many of your workers just don't understand written communication such as reports, safety instructions and procedures and product descriptions? Do they lack the basic business numeracy to understand such everyday concepts as budgets, projections and money management?

There is a solution to the problem. Our Working Literacies programme bridges the gap between textbook literacy and workplace understanding. Developed by Media Works, the leaders in Adult Education and Training (AET), this powerful course is designed to demystify the world of commercial English and mathematics so that your workers can function at the level you expect of them.

At a Glance

Working Literacies is a course targeted at adult learners who wish to improve their fluency, accuracy and confidence in business English and numeracy. It's a holistic approach that combines hard skills with life skills, ensuring a practical foundation of knowledge that learners can apply in their specific industries. It is the foundation for career growth.

Working English focuses on English as 'the language of business'. It introduces learners to the reality of communication in the workplace, with all its complexity, jargon and acronyms. In business, we have to communicate with clarity, power and impact, and a good grasp of working English is at the heart of it.

Working Numeracy turns textbook theory into workplace wisdom. It focuses on topics such as budgets, targets, money management and personal finance. Without these foundations, your workers will be unable to grow into careers in lower and middle management.

Powered by Media Works

Media Works is the expert in Adult Education and Training (AET). Established in South Africa in 1996 we have a **national footprint** specialising in the provision of NQF (National Qualifications Framework) Level 1 training.

Our **outstanding track record** is undeniable and our client list is impressive. However, it is our **passion** for the provision of fundamental human skills that is the driving force behind our business. Media Works does not simply educate; it builds, enlightens and ignites fires in people.



Multiple Delivery Methods

Media Works offers Computer-Assisted and Face-to-Face training methodologies, as well as a combination of the two.

Face-to-Face material

The Learning Literacies material provides the facilitator with everything required to present an interactive, relevant and informative learning sessions. A session plan details the step-by-step process on how to present the session.

Computer-Assisted Learning

This methodology uses a three pronged approach to each session. The learner spends time interacting with the multimedia learning programme. They are then required to complete the workbook exercises where their learning is put into practice. The facilitator then marks the workbook and provided feedback via a face-to-face session.

Curriculum Based on Industry Needs

Based on a subset of the Foundational Learning Competence (FLC) curriculum, Working Literacies is targeted at the workplace. Encompassing approximately two thirds of the FLC curriculum it is ideally suited to those employees who already have certificates of accomplishment and are advancing within the organisation, yet require improved skills in communication in English and mathematics.

Practice Makes Perfect

Linking a programme to the workplace does not mean that it must be narrow in its scope. So while this course will certainly help you in your workplace training and future position, it is not only focused on this context: the emphasis is on "practice makes perfect" and you will be encouraged to use what you learn for multiple purposes and in various contexts. Speaking the language of business not only gives you confidence and authority, but also earns you the respect of your peers.

Media Works. It's never too late to learn.



Call the Media Works Team on 0861 MWORKS / 0861 696 757

