

INSTRUCTIONAL RECOMMENDATIONS – NUMERACY LEVEL 1

The purpose of this document is to provide recommendations for instructors who are using TOWES™ Focus results to develop learning plans for clients. These recommendations relate to planning instruction for clients who achieved Level 1 in Numeracy on a TOWES™ Focus assessment. The first two rows of information are provided to clients as part of their score reports. The two rows that follow are instructional recommendations, from general to specific.

CLIENT REPORT STATEMENTS	
INTERPRETATION	<p>A score at Level 1 in Numeracy indicates that your skills are below where they need to be to help ensure your success at work and in daily life.</p> <ul style="list-style-type: none"> • You will have difficulty completing tasks requiring Numeracy skills. • You will also have difficulty using, in new situations, knowledge you already have. • You may have some weaknesses in your language skills, if English is not your first language. <p>At Numeracy Level 1, your numeracy skills include the ability to:</p> <ul style="list-style-type: none"> • complete simple calculations when it is clear which basic operation is required. Basic operations are add, subtract, multiply, or divide. • total simple bills, make change, and make basic financial entries.
LEARNER RECOMMENDATIONS	<p>Here are some ways you can improve your skills:</p> <ul style="list-style-type: none"> • practice basic mathematical operations - add, subtract, multiply and divide. • learn to do basic calculations of discounts and tax. • learn to calculate averages. • learn to calculate rates and proportions. • learn to complete simple financial summaries, such as, a short daily sales summary for a store.

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<p>GENERAL RECOMMENDATIONS NUMERACY LEVEL 1</p>	<ul style="list-style-type: none"> • Assist clients in defining clear and measurable goals, before starting any training. • As much as possible, use content or topics that are of high interest or are of high value to them and their literacy goal. • Monitor clients' progress so you know when they have achieved their set goal or when you need to shift them to a different strategy. • Individualized learning plans are very useful as is regular and frequent review of progress. • Instruction should be mainly paper-based and utilize individual or small group instruction. • If computer-based materials are to be used, they must be used in a setting that includes a facilitator and close support. • The ultimate goal is for the learners to improve their skills to the point where they can function more easily and independently in a variety of familiar situations - social, educational and work-related.
<p>SPECIFIC RECOMMENDATIONS NUMERACY LEVEL 1</p>	<p>Clients at Numeracy Level 1 need to:</p> <ul style="list-style-type: none"> • practice and confirm basic mathematical operations - add, subtract, multiply and divide. • expand on basic mathematical skills by learning to do basic calculations of discounts and tax. • learn to calculate averages. • learn to calculate rates and proportions. • learn to complete simple financial summaries such as a short daily sales summary for a store.