

Generic literacy and numeracy learning outcomes

Writing

Write for a specific audience using specialised words and terms for the **(name of industry)** and complete workplace documentation and writing tasks using the appropriate vocabulary and format.

Reading

Locate relevant information for specific purposes, use comprehension strategies, knowledge of language and text features and understanding of technical terms to complete workplace reading demands.

Listening and Speaking

Understand and use specialised words and terms for the **(name)** industry. Participate appropriately in workplace discussions.

Numeracy

Use mathematical and numerical knowledge and strategies to meet the demands of the workplace, and understand and apply basic mathematical calculations appropriate to the **(name of profession/industry)**.