



With nearly one in two Tasmanians having difficulty with everyday literacy and numeracy tasks, every action taken by 26TEN Network members makes a difference.

By completing this yearly update of your 26TEN Action Plan, you show your organisation's continued support of 26TEN and commitment to improving adult literacy and numeracy levels in Tasmania.

Please choose actions most suitable for your organisation. You can choose as many or as few as you like. You might also choose to continue with your current actions in the update. To update your plan, simply fill in the Action Plan Update on the following page and return to [email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au).

Please get in touch if you have any questions.

We look forward to continuing to work with your organisation in supporting your updated Action Plan.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Siobhan Gaskell'.

Siobhan Gaskell Convenor  
26TEN Coalition

# 26TEN Action Plan Yearly Update



## 1. Promote literacy and numeracy by:

- Displaying 26TEN posters and stocking 26TEN brochures
- Holding a [Literacy Awareness Workshop](#) for staff / community
- Encouraging other organisations to join 26TEN
- Promoting 26TEN at next industry / professional conference
- Liking and sharing 26TEN's [Facebook posts](#)
- Adding the 26TEN logo to email address blocks
- Sharing 26TEN's News & Numbers newsletter with staff
- Including 26TEN information in staff inductions
- Other:

## 2. Support literacy skills by:

- Training staff in how to have a [26TEN Chat](#)
- Supporting individuals (staff / clients) to improve their literacy and numeracy skills
- Supporting staff to become volunteer literacy tutors
- Having a staff member complete the [Tutor Adult Literacy Learners TasTAFE course](#)
- Explore applying for a [26TEN grant](#)
- Other:

## 3. Communicate clearly by:

- Using 26TEN's [Communicate Clearly Guide](#) as a reference when creating documents
- Asking customers / clients to provide feedback on your documents
- Including plain English tips in your newsletter
- Encouraging use of plain English at staff meetings
- Including information about plain English in staff inductions
- Hosting a [26TEN Plain English Workshop](#)
- Other:

Organisation

Contact phone

Contact name

Contact mobile

Contact email

Submission date