



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.

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 Update

Organisation name:

Submission date:

Please tick actions your organisation will take over the next 12 months to support 26TEN's three goals.

1. Promote 26TEN and the importance of improving adult literacy and numeracy by:

- Displaying 26TEN posters and brochures in the workplace
- Hosting a (free) [Literacy Awareness Workshop](#) for staff / community (minimum 10 people)
- Displaying a 26TEN decal on your work car/s (in 'other' below, please tell us how many)
- Promoting 26TEN at next industry conference (in 'other' below, please provide detail)
- Liking and sharing 26TEN's [Facebook posts](#)
- Receiving and sharing 26TEN's [News & Numbers](#) newsletter with staff
- Including 26TEN information in staff induction packs

Other:

2. Help people improve their skills by:

- Ensuring staff know how to have a [26TEN Chat](#)
- Referring staff / clients / customers to 26TEN for literacy or numeracy support
- Having a staff member complete the [Tutor Adult Literacy Learners TasTAFE course](#)
- Applying for a [26TEN employer grant](#)

Other:

3. Communicate clearly by:

- Using 26TEN's [Communicate Clearly Guide](#) as a reference when creating / editing documents
- Including plain English tips (from 'Communicate Clearly') in your newsletter
- Encouraging use of plain English at staff meetings
- Hosting a (free) 26TEN [Plain English Workshop](#)

Other: