



Workplace English Language and Literacy (WELL)

What is WELL?

The Workplace English Language and Literacy (WELL) program is a Commonwealth funded program designed to assist organisations and employees improve a wide range of skills including:

- workplace reading, writing, listening and speaking skills
- writing reports and other workplace documents such as emails and letters
- writing in Plain English (especially important for OH&S)
- computer skills
- working in a team and participating effectively in meetings
- workplace numeracy skills
- cost effective use of resources
- customer service skills

With WELL, workers are better able to meet the demands of their current employment and training, and are more confident to complete tasks that require literacy and numeracy skills.

What are the key features of WELL training?

- WELL training is funded by the Department of Education, Employment and Workplace Relations (DEEWR). Funding covers 75% of the cost in the first year and 50% of the cost in the next two years.
- Training can be at your workplace or off-the-job, and tailored to suit the specific needs of your organisation.
- Our specialist WELL Coordinator can assist you to complete the application, access funding and meet DEEWR reporting requirements.
- All WELL trainers are experienced, flexible and understand your organisation's training needs.
- Assistance is available for workers in most Australian apprenticeship courses.

What are the benefits to my organisation?

- Improved verbal and written communication
- Better understanding of health and safety in the workplace
- More effective worker participation in teams and meetings
- Increased workforce flexibility
- Better use of technology
- Decreased documentation error rates and miscalculations
- Improved productivity

Our experience

Our experienced WELL trainers have been developing, implementing and delivering WELL programs to a wide range of organisations across many industries for over 10 years.

Industries involved have included local government, manufacturing, warehousing, community services and the health industry.

Past clients have commented:

"The trainers were well prepared and flexible in their approach and delivery to staff. The staff felt comfortable in the learning situation with basic computer literacy and numeracy."

"Any investment in our employees like this is a benefit to the company and the wider community. We want to retain our employees."

For more information contact:

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