LLN Trigger Words

The list below is a resource that will help you to pull language, literacy and numeracy (LLN) skills out of a unit of competency. It consists of trigger words that will help you decide if there are reading, writing, numeracy or speaking and listening in a unit that you will be delivering. The list is not exhaustive and you might like to add your own words to it. Sometimes the words in this list might represent more than one LLN skill. For example, ‘follow procedures’ might be reading or speaking and listening.

<table>
<thead>
<tr>
<th>Reading</th>
<th>Writing</th>
<th>Numeracy</th>
<th>Speaking and listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>according to signs, codes and labels</td>
<td>chart</td>
<td>according to signs, codes and labels</td>
<td>access relevant information</td>
</tr>
<tr>
<td>appropriate documentation</td>
<td>complete reports</td>
<td>adjust</td>
<td>allocate</td>
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<tr>
<td>check</td>
<td>document</td>
<td>allowance</td>
<td>clarify meaning or advice</td>
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<tr>
<td>comply with directions</td>
<td>identify</td>
<td>calculate</td>
<td>contribute</td>
</tr>
<tr>
<td>follow written procedures</td>
<td>inventory</td>
<td>collect data</td>
<td>delegate</td>
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<tr>
<td>identify</td>
<td>label</td>
<td>computations</td>
<td>explain</td>
</tr>
<tr>
<td>interpret and monitor</td>
<td>maintain records</td>
<td>convert</td>
<td>feedback</td>
</tr>
<tr>
<td>legislative requirements</td>
<td>marked</td>
<td>determine value</td>
<td>follow verbal instructions or procedures</td>
</tr>
<tr>
<td>marked out</td>
<td>monitor</td>
<td>estimate</td>
<td>identify</td>
</tr>
<tr>
<td>obtain information from written instructions</td>
<td>notes</td>
<td>formula</td>
<td>inform</td>
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<tr>
<td>understanding</td>
<td>outline</td>
<td>interpret charts and graphs</td>
<td>liaise</td>
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<tr>
<td>written reporting</td>
<td>record data</td>
<td>levels</td>
<td>monitor</td>
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<td></td>
<td>report</td>
<td>measuring techniques</td>
<td>refer to</td>
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<tr>
<td></td>
<td>tagged</td>
<td>perform</td>
<td>supervise</td>
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<tr>
<td></td>
<td>written reporting</td>
<td>size and proportion</td>
<td>team discussions</td>
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<td>time</td>
<td>use questions</td>
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<tr>
<td></td>
<td></td>
<td>tolerance</td>
<td>verbal reporting</td>
</tr>
</tbody>
</table>

- according to signs, codes and labels
- appropriate documentation
- check
- comply with directions
- follow written procedures
- identify
- interpret and monitor
- legislative requirements
- marked out
- obtain information from written instructions
- understanding
- written reporting

- chart
- complete reports
- document
- identify
- inventory
- label
- maintain records
- marked
- monitor
- notes
- outline
- record data
- report
- tagged
- written reporting

- according to signs, codes and labels
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- allowance
- calculate
- collect data
- computations
- convert
- determine value
- estimate
- formula
- interpret charts and graphs
- levels
- measuring techniques
- perform
- size and proportion
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- access relevant information
- allocate
- clarify meaning or advice
- contribute
- delegate
- explain
- feedback
- follow verbal instructions or procedures
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- liaise
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