



Thank you for your interest in becoming a member of the 26TEN Member Network. The 26TEN Network is all about working together to improve literacy and numeracy levels in Tasmania.

The 26TEN Network brings together business, community and government organisations to raise awareness and help Tasmanians improve their literacy skills. With nearly one in two Tasmanians having difficulty with everyday literacy and numeracy tasks, every contribution makes a difference.

As a member of 26TEN, you can develop a plan of action to promote 26TEN and to address your organisation's literacy needs and those of your clients. We have included a checklist to give you some ideas.

Please complete and return the application for membership and your action plan checklist so that you can join us in our campaign for improving adult literacy in Tasmania.

The 26TEN team is happy to answer any questions you have. Contact us on email@26ten.tas.gov.au or phone 61 65 55 15. For more information, visit our website on www.26ten.tas.gov.au.

Once again, thanks for your interest in joining us. We look forward to working with you.

Yours sincerely,

Malcolm Wells
Chair, 26TEN Coalition

26TEN Network Application for Membership



Organisation Details

| | | |
|-------------------------|----------|--|
| Name of organisation | Date | |
| Address | | |
| Postal address | | |
| Purpose of organisation | | |
| Contact person | Name | |
| | Position | |
| | Phone | |
| | Email | |
| Contact person 2 | Name | |
| | Position | |
| | Phone | |
| | Email | |

| | |
|---|--|
| <p>Organisation signatory to complete:</p> <p>I agree to the actions in our Action Plan (p.2).</p> <p>I agree to the <u>conditions of membership</u>.</p> | |
| Name | |
| Position | |
| Phone | |
| Email | |
| Signature | |

26TEN Action Plan

Date

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



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: