

Language, Literacy and Numeracy Policy

Policy number	RTOPO21	Version	1.1
Drafted by	Sally Wynd	Approved by Board on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Purpose

This Policy outlines Eagles RAPS Inc.'s practice to identify and assist students that have language, literacy and numeracy issues.

Policy

The term 'language, literacy and numeracy refers to five core skills: learning, reading, writing, oral communication and numeracy. These five skills have been identified by ACSF (the Australian Core Skills Framework) as the essential skills for individuals to participate effectively in society.

It is essential that students have the LLN skills to sufficient levels to be able to successfully participate in training and assessment and sufficient LLN skills at the end of their training to be able to participate in their chosen vocation.

Staff need to be aware of the LLN skills of a student, the LLN skills of the Training Package and the industry's expectations of LLN skills in the workforce in order to develop appropriate training and assessment materials.


Eagles RAPS Inc. will identify student's LLN skills, provide information to students about their levels and inform students how their levels compare to the levels required for the Training Package/Qualification.

Language, Literacy and Numeracy Levels

LLN levels are reference numbers given to a student's performance and/or a Training Package in each of the 5 core skills; learning, reading, writing, oral communication and numeracy. These levels have been developed by the ACSF. The reference numbers describe the degree of LLN skills performed by a student or what the student needs to demonstrate as per a Training Package's requirements.

Eagles RAPS Inc. will adopt the ACSF levels in its practices, and in particular the FSAT (Foundation Skills Assessment Tool) to determine the LLN levels of the student, and ensure that it is in alignment with nationally recognised LLN matters.

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer 
DATE: 27 March 2018

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Procedure

Responsibilities

It is the responsibility of the prospective student to reveal any information about LLN needs, as part of the enrolment process.

Eagles RAPS Inc. is responsible for organising additional internal post enrolment diagnostic assessment, if required, and ensuring use of individual learning plans and reasonable additional learning aids/strategies that might be required by the student during their learning.

Needs Identification – LLN Assessment

Pre-enrolment: Prior to enrolment, all students must demonstrate that they have the language, literacy and numeracy skills sufficient to meet course requirements. A range of pathways is available to students to demonstrate whether they have the required level of LLN skills. These include internal LLN testing as well as external testing such as FSAT.

The assessment will be used as a tool so students can self-identify their language, literacy and numeracy skills strengths and weakness and compare their results with the Training Package LLN requirement. Self-evaluation aims to increase student engagement and ownership of their learning.

Early assessment will allow students to identify if they meet the LLN levels in their enrolled qualification. As adult learners it will be the responsibility of the student who self-identifies as not meeting the LLN levels in their enrolled qualification to seek assistance.

No fee will be charged for the assessment and it should be noted that assessment of LLN can also be conducted as a formal assessment against a training package competency as a part of a qualification assessment if determined appropriate by the Service Manager.

Where a student's LLN level is identified as being lower than the specified requirements for the course, Eagles RAPS will:

- Identify the student as 'at risk' and offer extra support which could be:
 - provide advice and information about alternative program choices or
 - offer the student LLN assistance (refer below for examples of assistance offered). Ultimately, it is the choice of participants as to whether or not to proceed with the enrolment.

Where support needs to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, Eagles RAPS Inc. directs participants to a literacy specialist.

Post-enrolment: Trainers are to ensure that they monitor student assessment submissions for any LLN issues. Where a trainer identifies LLN issues for a student that significantly impact upon the student's ability to complete the course, the trainer is to notify the Service Manager or the Coordinator to discuss the support that can be given to the student.

The range of support options available include:

- Providing student with additional time to complete assessment tasks;
- Meeting with student to discuss strategies that the student could employ to improve their language or numeracy skills;
- Assistance from a buddy, coach or mentor in class;
- Modifying learning materials where appropriate that do not compromise the integrity of the assessment;
- For students of non-English speaking backgrounds, the option of enrolling in an ESL course;
- One-on-one tutoring if appropriate;
- Providing flexibility in learning and assessments delivery modes, scheduling and access to support services;
- Access to "study skills" workshops;
- Referral to an external LLN expert. Additional support may occur on a fee for service basis.

Training in LLN

Eagles RAPS Inc. will conduct in-house training for all trainers and assessors in the application of LLN assessments and LLN support in the class rooms. Trainers and assessors will be informed of what LLN levels are required for the Training Packages/Courses offered and what types of support are available to those students with low level LLN scores.

Recording of LLN issues

All trainers and assessors are to ensure that they record all LLN concerns, actions taken and discussions with a student on the student's record.

Confidentiality

The confidentiality of students who require additional support services are in accordance with the Privacy Act and Eagles RAPS Inc.'s Privacy Policy.

Information

LLN support offered by Eagles RAPS Inc. is communicated to both students and staff via:

- Orientation and induction sessions;
- Brochures;
- Student handbook

External Agencies and Resources

Eagles RAPS Inc. may also support the student by recommending external agencies and resources that may assist the student such as:

- The Reading Writing Hotline – www.literacyline.edu.au/ - Phone: 1300 655 506.
- The Australian Government – <http://australia.gov.au/topics/education-and-training/literacy-and-numeracy>
- The Australian Federation of SPELD Associations – <http://auspeld.org.au/> - Phone: (08) 92172500

English as a Second Language (ESL)

Eagles RAPS Inc. recognises that LLN and ESL are not identical however they can intertwine and English as a Second Language should be considered in LLN matters. The English Proficiency Policy should therefore be consulted in conjunction with identified LLN issues.

Related Documents

- English Proficiency Policy
- Student at Risk Policy
- Admissions Policy
- Fees Policy
- Confidentiality Policy
- Disability and Special Needs Policy

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SIGNED: Marten Wynd, President/Public Officer
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Revision History

Revision	Date	Description of Modifications
1	30/10/22	Change Education Programs Manager to Coordinator.
2	30/10/22	Correct some formatting.
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