

Language, Literacy and Numeracy (LLN) Policy

PURPOSE

The purpose of this policy is to ensure staff and especially trainers are aware of their obligations and requirements of providing the appropriate Language, Literacy and Numeracy when identifying the learning needs of learners.

POLICY

Transforming Training provides all learners with appropriate level of support when undertaking training programs with our RTO, as outlined in the Standards for Registered Training Organisations (RTOs) 2015.

Basic Definitions of Language, Literacy and Numeracy:

Language: the ability to communicate verbally

Literacy: the ability to read printed materials and write effectively. Literacy also relates to speaking and listening

Numeracy: the ability to understand numbers, graphs, tables, charts, diagrams, measurement and shapes

An individual may experience difficulties for a number of reasons. The learner may have:

- come from a non-English speaking background
- limited skills in writing or reading
- a hearing, sight or speech impairment
- a learning disability

As some of the learning materials and all assessments are delivered primarily online, learners will be required to have the skills to navigate this environment. This means that there is more emphasis on reading and writing than in some learning environments. *Transforming Training* endeavours to make reasonable adjustments to learning and assessment strategies for individual learning styles wherever reasonable and equitable. We recognise that this may not suit every learner.

Depending on the reason for difficulties in Language, Literacy and Numeracy, it is the policy of *Transforming Training* to ensure the appropriate support is provided. These include:

- Learners participating in VET Delivered to Secondary Students (VETDSS) courses, are tested in LLN prior to enrolment /commencement
- *Transforming Training* enrolment form allows the learner the opportunity to advise of any language, literacy or numeracy difficulties, including non-English speaking background or disability which may affect learning
- Should a disability, difficulty, medical condition or language barrier be identified on the enrolment form, *Transforming Training* ensures a relative support network is in place. If the Learner is enrolled into a VETDSS course, support is provided initially through the current School arrangements. The *Transforming Training* trainer monitors the learner's progress and provides additional assistance as required

- Learners experiencing difficulty will also be provided with the opportunity of course extension, as required. Timeframe will be determined by the trainer, depending on individual circumstances
- Where Transforming Training is not able to support the learner's needs, a suggested referral will be made to an organisation with the capacity to support the learner.

Purpose of an Assessment

A Language, Literacy and Numeracy assessment is conducted to assess a candidate's capabilities to comprehend the content and undertake the tasks of a course with Transforming Training. As an RTO, we always attempt to deliver the highest standard of service, and to do this, we need to know the candidate's LLN skills before training is commenced. This will assist *Transforming Training* to support the learner to complete their course or to refer the candidate elsewhere.

LLN levels

There are 5 core areas: Learning, Reading, Writing, Oral Communication and Numeracy, of the Australian Core Skills Framework [ACSF] with a score required for each course. All *Transforming Training* units and qualifications have the requisite LLN levels identified that learners must be able to demonstrate by the end of the course.

It is important to realise that it takes about 100 hours of work for a learner to move up one level in Numeracy and about 300 hours in Reading/Writing. Enrolling candidates with very low LLN levels will cause significant stress and anguish to both the learner and trainer. As individuals elect to choose VET as their pathway to work, play and life, *Transforming Training* must exercise 'effective due diligence' with them. *Transforming Training* sees this as a partnership journey.

Where the gaps between the ACSF levels required to undertake the course, and that scored by the candidate are too great, *Transforming Training* will advise on possible alternative pathways for further training or bridging courses that may be undertaken by the individual.

Transforming Training cannot enrol candidates who have ACSF levels of 0.

Satisfactory completion of the assessment is an entry requirement for admission into any course, and is a condition of enrolment. If applicants do not satisfactorily complete the assessment they may, in some cases, not be permitted to participate in the chosen course. However, where the LLN gap identified is significant, we will suggest enrolment in other VET qualifications that prepare learners for training at a higher qualification level. This could include undertaking the Cert II level course or, one or more, of the Foundation Skills courses, or referral to another support service. (Foundation Skills courses focus on workplace language, literacy and numeracy knowledge and skills identified by employers as essential to those starting a job.)

LLN Assessment procedure

The Registrar will send an email to the prospective candidates who have requested to enrol providing them with:

- the link to the enrolment form,
- the "Quick Canvas Pictorial Guide" (stored on NovaCore) and
- a link to Canvas with a personal username, and password.

Candidates will need to **follow** the written **instructions** emailed to them to navigate Canvas to find the assessment tasks consisting of:

- uploading a video of themselves **speaking**,
- a **written** document,
- a completed **numeracy** quiz and
- the completed online enrolment form.

Once candidate submissions have been made, the RTO will receive these and the Registrar will be in contact as to how Transforming Training will proceed with the enrolment.