



Language, Literacy and Numeracy (LLN)

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 11th August 2015.

Review date

This procedure will be reviewed every three years sooner if required.

Scope

This policy is for all staff who are authorised to enrol a student in a course, and for staff members who will conduct or assess an applicant's language, literacy and numeracy (LLN) skills.

This policy also applies to course applicants and students at Park Orchards Community House & Learning Centre Incorporated. (POCH&LCI)

Objective

POCH&LCI recognises the importance of basic skills in English language, literacy and numeracy (LLN). Improving basic skills will assist in breaking down barriers presently facing some participants.

This document sets out the policy of POCH&LCI on English LLN activities for the information of POCH&LCI staff and Trainers.

Policy

POCH&LCI will ensure that the individual learning needs of students enrolling in courses at POCH&LCI will be identified and where possible assistance offered. In order to do this, applicants will be given the opportunity to self-identify any learning needs or barriers of which they are aware during the enrolment interview.

POCH&LCI requires prospective students to complete an LLN assessment as part of the enrolment process. This document is then to be used by trainers / assessors as an aid in determining any LLN issues that may be a barrier to learning.

If while participating in a POCH&LCI course a student identifies that they require extra LLN support, study assistance is available. Students may also be referred to Language, Literacy and Numeracy support through our pre-accredited training.

Where POCH&LCI finds that the resources are not available to provide the necessary support to a student to address their needs, or that the LLN level of the student is too far below the LLN level of the course according to



the ASCF, POCH&LCI will recommend pathway courses that will help to build the student's skills to the necessary level. These may be offered at POCH&LCI or another RTO.

Definitions

ASCF - Australian Core Skills Framework
LLN – Language, Literacy and Numeracy
RTO – Registered Training Organisation

Related Documents

Language, Literacy and Numeracy Task Form
Language, Literacy and Numeracy Student Assessment Form
Language, Literacy and Numeracy Marking Guide
Student Enrolment Policy & Procedure
Student Enrolment Form
Student Enrolment Checklist
Access, Equity & Cultural Diversity Policy
Recognition of Prior Learning
Recognition of Australian Quality Framework Qualifications Policy & Application Form
Prospective Student Information
Student Feedback Policy & Procedure
Student Complaints & Appeals Policy
Privacy Policy
Assessment Policy

Document Locations

Website
Policies and Procedures Folder

Related Legislation

Australian Quality Standards Framework (AQTF) 2010

Area of Compliance

AQTF Standard 2.1, 2.5
Higher Education and Skills Group (HESG) Service Agreement



Date reviewed	Version	Details of changes (if any)	Date of next review
11/08/2015	1.0	Original document	11/08/2018

Master document is the Electronic File.

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