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 March 2025

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 (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 that students who do not hold qualifications to the level that they are enrolling in, if they are enrolling in the Diploma of Early Childhood Education and Care and have not completed their Certificate III in ECEC with Park Orchards Community House*, or if the enrolling officer has doubts about a potential students LLN levels then prospective students must complete a LLN test as part of the pre-training review process.

*The Certificate III level LLN test and the Diploma of Early Childhood Education and Care DIP LLN test are the same ACSF levels and therefore, if a student has completed the Certificate III in ECEC with Park Orchards Community House, they will also ready have had their levels assessed as appropriate.

Certificate III, Certificate IV and Diploma tests have been mapped to the 5 core skills from the ACSF and this mapping can be used to determine entry core skill levels of students.

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

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

Document Locations

Policies and Procedures Folder
Website

Related Legislation

Standards for Registered Training organisations (RTOs) 2025

Area of Compliance

ASQA Standards Clause 2.2 (a), 2.3 (a)

Date reviewed	Version	Details of changes (if any)	Date of next review
11/08/2015	1	Original document	11/08/2018
28/06/2017	2	Update to include ACSF mapping guide	28/06/2020
24/06/2020	3	General review	24/06/2023
17/02/2022	4	Updated to ASQA	17/02/2025
11/03/2025	5	Updated to new ASQA standards 2025. Added Diploma LLN test explanation	11/03/2028

Master document is the Electronic File.

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