



## 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 17<sup>th</sup> February 2022.

### 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 or if the enrolling officer has doubts about a potential student's LLN levels then prospective students must complete a LLN as part of the pre-training review process.

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

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

Policies and Procedures Folder

Website

## Related Legislation

Standards for Registered Training organisations (RTOs) 2015

## Area of Compliance

ASQA Standards Clause 1.7



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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	17/02/2022

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