

LANGUAGE LITERACY & NUMERACY POLICY AND PROCEDURE

Revision 1.0 Jan 2018

PURPOSE

MiTraining is committed to ensuring students fully understand the requirements of enrolling in a course and that they are well equipped to successfully complete the course. In accordance with the Standards for Registered Training Organisations (SRTOs 2015), MiTraining will identify any additional support requirements through the enrolment process.

This policy outlines the MiTraining's practice to identify and assist Vocational Education and Training (VET) students that have language, literacy and numeracy issues. It also sets out the framework for integration of LLN and provides guidance on its implementation and monitoring.

SCOPE

All prospective students enrolling in a VET course of study. Trainers are to ensure that they monitor assessments submitted by students for any LLN issues.

POLICY STATEMENT

The term language, literacy and numeracy refers to five core skills; learning, reading, writing, oral communication and numeracy.

These five core skills have been identified by the Australian Core Skills Framework (ASCF) as the essential skills for individuals to hold to participate effectively in society including the workplace and education sector.

As stated, it is essential that VET students have the language, literacy, and numeracy (LLN) skills sufficient to successfully participate in training and assessment in the Vocational Education and Training (VET) sector.

DEFINITIONS

ASCF – Australian Core Skills Framework

LLN – Language, literacy and numeracy

Student – an individual enrolled or considering enrolment in a MiTraining VET course of study

Provisional enrolment – a student enrolled in a subject/units of competency that is conditional on predetermined criteria

At risk – a student enrolled in a VET course of study whose performance and level of competency will be monitored of a predetermined period

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 ASCF.

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.

LANGUAGE, LITERACY AND NUMERACY ASSESSMENT

If a student is undertaking LLN assessment to meet entry requirements, the following levels must be met for the applicable course of study:

Certificate III level - Achievement of competency in Exit Level 2 score and working at Level 3 within the Australian Core Skills Framework assessment in Literacy and Numeracy.

Certificate IV level - Achievement of competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Literacy and Numeracy.

Diploma level - Achievement of competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Literacy and Numeracy.

LANGUAGE, LITERACY AND NUMERACY STRATEGIES

Depending on previous formal study, prospective students may be asked to undertake an LLN assessment as part of the enrolment process to identify where additional support for the student may be required.

MiTraining will not discriminate against entry for students or clients based upon LLN assessment. Where LLN levels are shown to be unsuitable for the intended VET course of study, MiTraining will provide information and referral to where a student can obtain assistance with their LLN requirements.

A student who does not meet the assessment requirement for their intended VET course of study will not necessarily be excluded from enrolment. The student will be designated "at risk" status in the Student Management System. At risk students may be provisionally enrolled in a single subject (up to two units of competency) and their level of competency will be monitored by the trainer and MiTraining Student Services.

PROCEDURES

There are three key steps to appropriately implementing requirements around gather LLN information for prospective students:

1. Identification of student competency and support requirements through enrolment process
2. Referral of identified students to support resources and testing/assessment as required
3. Monitoring and support for students who are enrolled provisionally under "at risk" status

Procedural steps

- Prospective student self-identifies prior formal education history on Enrolment Form

- Students who indicate they have not completed their secondary school certificate or any other tertiary level qualification are issued an LLN assessment prior to acceptance of enrolment into VET course of study
- Students' results are compared to LLN entry requirements for the applicable course of study (results are appended to the student's file)
- Students who do not meet the applicant LLN entry may be provisionally enrolled in single subject (up to two units of competency) at the discretion of the National Admissions Manager
- Provisionally enrolled students are marked as status "at risk" in the student management system
- The student's assigned trainer is informed of the student's status and LLN results to support them to monitor the student's progress and performance
- If the at risk student achieves competency in the provisionally enrolled units of competency, they will move to full and unconditional enrolment in the VET course of study
- Students who do not achieve competency in the provisionally enrolled units of competency will not progress in the course and will be referred to additional LLN resource. Students in this circumstance may reapply for enrolment and will be asked to undertake an LLN at that time.

REFERRAL LLN RESOURCES

The Reading Writing Hotline

The Reading Writing Hotline (the Hotline) provides a national service for adults seeking English language, literacy and numeracy information, advice and support.

The Hotline provides information on:

- Adult reading, writing and numeracy classes held locally across Australia or via correspondence
- Becoming a literacy volunteer
- Adult LLN teaching and learning resources
- Commonwealth-funded programs for Centrelink clients
- Commonwealth-funded English as an additional language programs for migrants
- Literacy and numeracy in the workplace for employers.

Further information is available at the Reading Writing Hotline website (<http://www.literacyline.edu.au/>) or phone 1300 6 555 06.

Commonwealth

The Australian government provides a wide variety of assistance programs to adults in literacy and numeracy which may include:

- Free English lessons
- Programs to improve basic speaking, reading, writing and math skills

Further information is available at their website (<http://australia.gov.au/topics/education-and-training/literacy-and-numeracy>).

CONTINUOUS IMPROVEMENT AND REVIEW OF POLICY

The LLN Policy and Procedure will be continuously implemented and assessed for areas of improvement and will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students and enrolled students and all relevant organisation staff are made available on request at all times, and form part of the induction and orientation for staff and students and are made available, via the website (where appropriate), student administration/management system and internal electronic systems.

NOTES

<i>Related Policies/Procedures:</i>	<i>Continuous Improvement Policy Enrolment Policy Access and Equity Policy Student Handbook</i>
<i>Related Documents/Forms:</i>	<i>Enrolment Form</i>
<i>Related Legislation:</i>	<i>N/A</i>
<i>Guidelines:</i>	<i>The Australian Core Skills Framework</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Date of Next Review:</i>	