

Australian Workplace Training
POLICIES & PROCEDURES

Language Literacy & Numeracy (LLN)

Section	Client Activities					
Authorisation	Chairperson					
Position Responsible for Implementing	Director of Studies					
Effective Date	2012	2012 December				
Revision History	v0.9	V1.0				

The provision of Language, Literacy and Numeracy (LLN) assistance is a requirement under our Access & Equity Policy as well as the 2010 ASQA Standards

Information is provided to students regarding assistance and support for language, literacy and numeracy prior to enrolment in the Student Information Handbook and the Pre-Enrolment Information Brochure, through informal/formal discussions and brochures available from front reception.

Assessment of language, literacy and numeracy skills must be undertaken prior to enrolment occurring in any training program.

Language, literacy and numeracy levels are initially determined at the Pre-Training interview. This is a mandatory requirement and language, literacy and numeracy level outcomes must be recorded.

Should a student demonstrate the need for assistance, further detailed assessments are to be made. These assessments must identify the determining methods, areas in need and suggestions for appropriate support.

There are 2 in-house assessment tools available to document and record this process. They include a Pre-Training Questionnaire (the LLN Indicator) and Assessment Report.

- The LLN Indicator is used first to record the method used to determine the need for support.
- The Assessment Report is used secondly to document and record the process, recommendations and actions. The completed Assessment Report is then submitted to the Director of Studies for appropriate action with copies of same kept on the student's files.

Consultation with all parties is undertaken in the assessment process prior to completion of the Assessment Report. Solutions can be sought through advice and discussions with relevant experienced staff. The Director of Studies will review the recommendations and actions contained in the Assessment Report and will respond appropriately as required.

Adjustment to Assessment Procedure

There are a number of ways reasonable adjustments to the assessment procedure are made to allow for the LLN skills of students without losing the integrity component of the assessment. These include:-

- providing an interpreter
- writing material in plain English
- providing audio-taped material for students who cannot read
- reading written material to students
- providing a writer for students who cannot write
- using signs, pictures and graphics
- interviewing the employer/supervisor about their work
- asking student's to demonstrate their skills on-the-job

SUPPORTING DOCUMENTATION

- Student Handbook
- Pre Enrolment Information
- LLN Indicator
- Assessment Report
- Student Services Folder
- Student Folders (for adjustment to training as a result of LLN outcomes)