POLICY	

Ref. to Legislative Frameworks: **SRTO2015:** **Standard 1.3, 1.7, 1.8, 5.1, 5.2** **National Code 2018:** **Standard 1.2, 2.2, 3.3 & 8.9**	**Language, Literacy and Numeracy (VET)**	
Version: 4.0	Policy Owner: Chief Executive Officer	**Issued on: 15/03/2019** **Review by: 15/03/2021**

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
3.0	English Language Support Procedure is described.	Head of Vocational Education and Training (VET) Department, Communications Coordinator	12/11/2018
4.0	Edited for clarity	Chief Executive Officer	18/3/2019

PURPOSE

The purpose of this Language, Literacy and Numeracy (LLN) policy is to provide guidelines by which Trainers and Support staff can identify LLN skill levels and assist students with LLN skill needs, to complete their learning and assessment requirements, when attending AAPoly VET courses.

POLICY STATEMENT

All enrolled students should have the appropriate level of language, literacy and numeracy skills to actively engage in the training and assessments of the course that they have chosen to study. Where language, literacy and numeracy skills may not be adequate, AAPoly has procedures and systems that can support the learners and facilitate active engagement with their training and assessments. Such support will generally be provided for free.

SCOPE

This policy applies to Trainers and Support staff involved in the development, delivery and review of training programs. It also applies to current and future students and is communicated to them at course enquiry, course application or course enrolment stages and at appropriate times during the students' study.

DEFINITION

Language, Literacy and Numeracy (LLN)	Taken collectively, these are the skills to communicate in oral and written form. The term includes reading and use of written information; the ability to write appropriately and in a range of contexts, and the integration of speaking, listening, and critical thinking with reading and writing. LLN includes numeracy, such as the recognition and use of numbers and basic mathematical signs and symbols within text.

POLICY GUIDELINES AND PRINCIPLES

1. The identification of training needs is to be undertaken in the context of English LLN competencies which may be needed to effectively participate in AAPoly VET courses.

2. AAPoly will establish students' LLN needs before course commencement. However, should a student's LLN needs not be identified until after the course has commenced, AAPoly analyses these needs and provides a strategy for assistance as soon as practicable.

3. Any support tailored to the LLN needs of a particular student will generally be provided within AAPoly and be free of charge, unless the support is so specialised that AAPoly cannot provide those needs within its existing resources.

4. Where it is not possible to meet a student's LLN needs within AAPoly's existing resources, AAPoly will refer the student to external organisations specialising in those particular LLN needs for further assistance.

5. All information relating to students' LLN needs will be treated as confidential and in accordance with AAPoly's Information Privacy Policy.

RESPONSIBILITIES

- VET Faculty Head:

    o Promotes the LLN policy and procedure to students before the training course commences and at appropriate points during the course to remind students of the availability of confidential support services if they have LLN concerns.
    o Identifies students' LLN skills level and facilitates the provision of appropriate support to students according to their LLN needs.
    o Approves any reasonable adjustments to assessments, in recognition of students' LLN skills level.
    o Arranges a meeting with students identified through the LLN diagnostic tool as requiring additional LLN support and develops Individual Learning Plans.
    o Refers students to internal support services or professional organisations specialising in LLN skills.

  - Course Coordinators/trainers and assessors:

    o Implement strategies to address LLN issues/concerns identified to assist students with their learning.
    o Considers LLN skills needs during the development of training courses and assessment tools.
    o Provides relevant staff professional development opportunities to facilitate continued awareness of and competency about LLN requirements.
    o Fosters links with internal support services and external professional organisations for the referral of students with LLN issues.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond in writing to the feedback or enquiries within two (2) weeks unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title	Version/Date
Internal	English Language Support Framework	v1.1 01102018
	Language, Literacy and Numeracy (VET) Procedure	V3.0 12112018
	Information Privacy Policy	v2.3 20012018
External	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018