Language, Literacy and Numeracy
Policy and Procedure

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Language, Literacy and Numeracy Policy and Procedure

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PURPOSE

In keeping with the Training Aid Australia's (TAA) access and equity policy, students experiencing difficulties with language, literacy or numeracy are offered support.

The purpose of this policy and procedure is to establish guidelines to:

- Identify students in need of language, literacy and numeracy (LLN) support and
- Establish staff guidelines to assist students with LLN needs

SCOPE

This LLN policy and procedure applies to all

- Trainers and managers involved in the development, delivery, assessment and review of training
- Current and future TAA students

RESPONSIBILITY

It is the responsibility of the prospective student to reveal any information about LLN needs, as part of the enrolment process.

TAA is responsible for organising additional internal post enrolment diagnostic assessment, if required, and ensuring use of individual learning plans and reasonable additional learning aids/strategies that might be required by the student during their learning.

DEFINITIONS

Language involves the use of words in a structured and conventional way, in either written or spoken form, to communicate meaning.

Literacy is the ability to use and adjust language effectively, in a social context, to achieve specific purposes. Literacy involves the application of skills such as the ability to explain, debate, retrieve information, explore issues, entertain, create and express opinions.

Numeracy involves the practical application of mathematical skills to use and critically evaluate information in numerical, spatial or graphical form.

Numeracy may also involve literacy, for example, when extracting mathematical information from written text.

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TAA is committed to providing high quality education and training to all students.

TAA is committed to providing any reasonable support necessary to help students with LLN difficulties to complete their course.

TAA will have in place both pre and post enrolment mechanisms to determine whether a student's LLN level meets course requirements. The mechanisms will aim to help prospective students make informed decisions about whether TAA courses are suited to their needs.

PROCEDURE

Needs Identification

Pre-enrolment:

Prior to enrolment, all students must demonstrate that they have the language, literacy and numeracy skills sufficient to meet course requirements. Students will be required to complete an LLN test to ensure the learner has the required LLN required for their chosen course.

Where a student's LLN level is identified as being lower than the specified requirements for the course, TAA will:

- Provide advice and information about alternative program choices or offer the student LLN assistance (refer below for examples of assistance offered). Ultimately, it is the choice of participants as to whether or not to proceed with the enrolment.

- Where support needs go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, TAA directs participants to an LLN specialist.

LLN Support Services

LLN Support Services	Contact Details
The Reading Writing Hotline	1300 6555 06 https://www.readingwritinghotline.edu.au
Skills for Education and Employment (SEE)	https://www.education.gov.au/see-providers

Post-enrolment:

Trainers are to ensure that they monitor student assessment submissions for any LLN issues. Where a trainer identifies LLN issues for a student that significantly impact upon the student's ability to complete the course, the trainer is to notify TAA's Administration Manager to discuss the support that can be given to the student.

The range of support options available include:

- Providing student with additional time to complete assessment tasks
- Meeting with student to discuss strategies that the student could employ to improve their language or numeracy skills
- LLN specialist sitting in on class to assist teacher in helping student with LLN difficulties.

Training in LLN

To support trainers in their understanding and application of LLN support in the classroom, TAA will conduct in-house PDs to inform trainers how to deal with LLN issues and to inform trainers of the literacy and numeracy standards expected within TAA courses.

Recording of LLN issues

All trainers are to ensure that they record LLN concerns, actions taken and conversations with a student on the student's file.

Information

LLN support offered by TAA is communicated to both students and staff via:

- Student orientation sessions
- Student Handbook
- Trainer induction

Confidentiality

The confidentiality of students who require additional support services are in accordance with TAA's Privacy Policy.

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Revision History

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