

Language, Literacy & Numeracy Policy

Clause 1.2 of the Standards for RTOs says

The RTO determines the amount of training they provide to each learner with regard to: the existing skills, knowledge and the experience of the learner

Clause 1.7 says

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses.

This means that in order to give our students the greatest possible chance of succeeding, we need to identify any support that individual students may require and initiate a plan to provide them with support on an ongoing basis.

This policy addresses the guidelines and procedures to identify and support any students with Language, Literacy and/ or Numeracy (LLN) needs.

Purpose

Skills Institute Australia (SIA) understands that each student is different. Among the student body there is a great variety of skill sets, learning styles, background knowledge and academic proficiency levels. SIA is determined to maximise the chance of each of our students to succeed and therefore has implemented the following procedure to identify any LLN gaps in any student in order to provide support as required.

The LLN test does not replace course requirements for English language proficiency.

Policy and procedure

1. All SIA courses are mapped according to their ACSF level
 - a. ACSF mapping will be published on each course page on the SIA web site
2. All SIA students will be required to take an approved LLN test.
 - a. Approved test programs are listed in Schedule A
 - b. Students enrolling in a SIA general English course are not required to take an LL test
3. Tests will be taken under supervision to ensure authenticity
 - a. Students who are onshore will take the test on campus under supervision of SIA staff

- b. Offshore applicants will take the test under direct supervision of SIA approved agents
4. Tests will be taken as early as possible
 - a. Upon enrolment, or
 - b. Upon commencement if a supervised test cannot be arranged beforehand
5. LLN gaps are referred to the campus LLN Specialist, who will recommend a course of action
 - a. The course of action may be generated by the Approved test program as a training support program
 - b. The LLN specialist will supervise the implementation of the training support program and will be available for further assistance as required
6. If SIA is not able to provide the specific requirements of the individual training support program,
 - a. Applicants will be recommended to pursue LLN training prior to enrolment
 - b. Students may be referred to external support providers

Schedule A

Item	Details
Approved LLN test program 1	LLN Robot, published by The Learning Resources Group (TLRG)