

Language Literacy & Numeracy Policy & Procedures

The provision of **Language, Literacy and Numeracy (LLN)** assistance is a requirement under our [Access & Equity Policy](#) as well as 2007 AQTF Standards and State Government contracts. Information is provided to students regarding assistance and support for language, literacy and numeracy prior to enrolment in the Student Information Handbook supplied, 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 Review**. This is a mandatory requirement and language, literacy and numeracy level outcomes must be recorded on the **Pre-Training Review Report** sheet. This report is to remain on the student's file as evidence of initial LLN assessment.

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. The suggestions should be an action tool for identifying the type and extent of support and assistance required.

There are **3 in-house assessment tools available to document and record this process**. They include a **Pre-Training Questionnaire, WPTA Checklist** and **Assessment Report**.

The **Pre-Training Questionnaire** and **WPTA Checklist** are 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 Program Manager for appropriate action with copies of same kept on the student's files.

Consultation with all parties must be 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 Program Manager 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 you can make reasonable adjustments to the assessment procedure 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

Support & Assistance

The below table includes examples of organisations and programs available for Language, Literacy and Numeracy (LLN) support. The suggested programs have specific selection criteria and funding arrangements. Some of the suggested programs are free and can be followed up by the student direct. Others require the co-ordination of **Applications for Assistance**. Each of the examples provided identifies the organisation or program, the availability of the support as well as who is most appropriate to follow up the suggestions.

Organisation / Plan	Person Most Appropriate to Follow Up Suggestions
<ul style="list-style-type: none"> ▪ Disability Services Organisations <i>Disability Access Funding</i> Example – Western District Employment Access (WDEA) (State / W'Bool) Commonwealth Rehabilitation Service (Commonwealth / Statewide) 	WPTA Program Manager
<ul style="list-style-type: none"> ▪ Employment Access Organisations <i>Employment Access Funding (Commonwealth)</i> Example – Western District Employment Access (WDEA) (State / W'Bool) 	WPTA Program Manager
<ul style="list-style-type: none"> ▪ Job Network 	Student
<ul style="list-style-type: none"> ▪ TAFE Institutes <i>General Education Departments</i> 	Student
<ul style="list-style-type: none"> ▪ Reading / Writing Hotline  1300 655 506 	Student
<ul style="list-style-type: none"> ▪ LLN Programs <i>ACE Providers (Commonwealth)</i> Example – South West Victorian SEAL Inc. (State / W'Bool) NB. Is only available to Centrelink registered clients. 	Student