

Language, Literacy and Numeracy Policy

Fact box

- **Policy owner:** Chair, Learning and Teaching Committee
- **Policy category:** Academic: Learning and Teaching
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Learning & Teaching Committee
- **Last amended:** 1st March 2023
- **Relevant HESF:** Not applicable.

Purpose

The purpose of this policy is to ensure that students seeking enrolment in a Vocational Education and Training (VET) course at Alphacrucis University College (AC), satisfy the Foundation Skills including English Language, Literacy and Numeracy (LLN), required by the Australian Core Skills Framework (ACSF).

Scope

This policy applies to all students and staff associated with a VET course (training packages, units of competency, and qualifications) delivered by AC or its third-party providers.

Policy

The minimum LLN standards required to enrol in a course at AC are stated in the relevant course entry requirements.

An assessment of a prospective student's LLN skill levels will be made during the admissions process to determine whether they meet the threshold for enrolment, and/or the support that is required throughout their study to develop their skills to the appropriate level.

If a student has demonstrated the minimum standard required to apply and enrol in a course and is having difficulty successfully completing their study due to LLN performance, AC will arrange support services for the student.

A general assessment of student LLN standards for all VET courses is outlined below in the LLN procedures. If the student's performance in the general assessment of LLN raises concern that the student may have LLN difficulties, the student must complete a detailed assessment.

If at any time a member of AC faculty or VETSAC believes that the student is not demonstrating the minimum LLN standards for the course, they may request a detailed assessment of student's LLN abilities, to be completed by the student in person under supervision within five days.

If as a result of the detailed assessment the student's abilities appear to be substantially below the minimum threshold for enrolment, AC may consider transfer to a pathway course or cancellation of enrolment.

Responsible for implementation

Admissions Officer and VET Faculty

Key stakeholders

Registry and all VET students and staff

Related legislation

RTO Standards

Standards – 1, 4, 5

National Code

Standards – 1.2, 2.2, 3.3, 8.9

Procedures

Language, Literacy and Numeracy Procedures

The general assessment of student LLN standards will follow these steps. Students identified with potential LLN issues will continue past step 1.

1. Students must personally complete the course application and enrolment process including a 200 word statement of intention. All international students will follow the international student admissions process which may include a personal interview. The application and statement of intention will be reviewed by the admissions officer.

2. Students identified with LLN issues will be required to attend a LLN interview. Furthermore, if any faculty member has concerns with a student's performance post enrolment related to LLN, they can request that the student attends a LLN interview.

3. If required, the student must attend an interview with an AC staff member with LLN experience. The interview will cover (but not be limited to):

- purpose of interview;
- ask the student to describe their background and skills;
- ask the student to complete the self-assessment;
- ask the student to complete another reading task.

4. The AC staff member will complete a summary report and submit it to the VET Student Affairs Committee for their evaluation and provision of support strategies. Support strategies may include:

- reasonable adjustments of assessments,
- peer support or one-on-one support,
- referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).
- study support and study skills programs
- language, literacy and numeracy (LLN) programs or referrals to these programs
- information and communications technology (ICT) support
- learning materials in alternative formats, for example, in large print

- learning and assessment programs contextualised to the workplace
- any other services that the RTO considers necessary to support learners to achieve competency.
- peer support or one-on-one support,
- study skills training,
- referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).

5. The VET Student Affairs Committee along with relevant trainers, will be responsible for the ongoing monitoring of students receiving additional support to develop their LLN skill levels to the required threshold.
