

## Language, Literacy and Numeracy Policy

### Purpose

The purpose of this policy is to ensure that students are supported in their Language, Literacy, and Numeracy needs through the completion of their training. This policy enables the academic staff members to identify any gaps in skills and to offer additional support with literacy or numeracy to assist students to better manage the requirements of their course of training.

In some cases a student will need to attend Foundation Skills Training Program if there is a gap of 1 ACSF level between their existing performance and the level required to successfully complete a qualification or a course. In other cases if the ACSF level discrepancy is not too great or spiked KIA may deem it unnecessary to provide additional foundation skills training and will devise ways to support the student to acquire those skills through the learning in the program in which the student is enrolled. In the former case, there may be deferment to the current enrolment until the student achieves the required level of ACSF skills. In the latter case, an individual learning plan will be prepared and followed which will allow the student achieve the levels through the course itself.

### Scope

This policy applies to all the current and prospective students of the institute for all learners, LLN are key underpinning skills that will support their vocational learning, the development of their employability skills and their workplace communication skills whatever level of course or training they are doing.

### Definitions

**LLN:** Language, Literacy, and Numeracy

**Language:** Means the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way, including any nonverbal method of expression or communication such as a language of gesture and facial expression

**Literacy:** Mean the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, story-telling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing

**Numeracy:** Numeracy involves using some mathematics and to achieve some purpose using the numbers in a particular context

**Student:** Means a learner, enterprise or organisation that uses or purchases the services provided by an RTO

### Policy

- KIA recognises that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training. With this view, KIA will ensure that students are supported through completion of their training in all aspects of Language, Literacy, and Numeracy. KIA will not discriminate against students who are identified to need LLN assistance.
- LLN needs may be identified through student's self-assessment (pre-enrolment), during student orientation, and/or trainer/assessors' recommendations. KIA will endeavor to establish Students LLN information prior to course commencement. However should a Student's LLN needs not be identified until the course has commenced, KIA will analyse these needs and provide a strategy for assistance. These needs will be addressed through classroom learning and assessment activities over the duration of the program.
- In certain circumstances where specific levels or degree of LLN requirements or pre-requisites are essential for a course or qualification, or for maintaining a safe work environment, KIA may not commence enrolment until the required LLN skills are achieved. Where possible, KIA may refer students to appropriate levels of English language programs within the college or external providers depending on the specific needs/requirements of the student.
- In developing training and learning materials, KIA will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, KIA will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package

requirements.

- KIA will ensure that the training staff members have the required knowledge and skills to manage with LLN issues as they arise; and engage in professional development activities within LLN domain.
- KIA will ensure that the training staff members implement appropriate strategies to assist the students who need LLN assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.
- KIA will use a range of LLN assessment tools to determine the required LLN assistance prior to and after enrolment, including the Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill levels.
- Trainers are to refer to the instruction sheet provided for delivering LLN Tests to ensure they carry out the tests accordingly.

### Responsibility

The admission and enrolment staff members must ensure that pre-training LLN assessment, relevant to the courses/qualifications being undertaken, are offered to all new students prior to their commencement.

The training staff members (e.g. trainers and assessors) are responsible for identifying and reporting LLN needs of the students during their training and providing support in implementing LLN strategies where needed.

The Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

#### *References:*

*RTOs Std. 1, ESOS Std 1,2,3,4.*