

Language, Literacy and Numeracy Policy



Purpose

The policy provides a platform upon which decisions can be made, by responsible staff engaging with potential and current students wanting to enrol in a course ensure that educational programs developed by I.G. Institute are in accordance with language, literacy, and numeracy requirements unit descriptors and that students with special learning needs are adequately supported through the completion of their course.

LLN is an important component of education and a requirement of ASQA. To comply with legislation and in relation to Access and Equity Policy. This policy sets out the framework for integration of LLN within I.G. Institute and provides guidance to TTC on its implementation and monitoring undertakes to provide language, literacy and numeracy support for students who may require such support.

I.G Institute is committed to supporting the LLN needs of students with a range of support mechanisms, and to assisting students to identify any LLN support needs they may have prior to enrolment. VET staff need to be aware of the LLN skills of a student; the LLN requirements of a Training Package; and the industry's expectation of LLN skills of its workforce in order to develop appropriate delivery and assessment materials.

Policy

1. I.G. Institute requires and request all student wishing to enrol into a course declare any learning disabilities/ language requirements as a part of the enrolment process.
 - 1.1. Once such requirement is identified, relevant staff are alerted to students' requirement and immediate processes can be implemented.
2. I.G. Institute has the responsibility and to ensure that students;
 - 2.1. LLN skills are Identified by undertaking a Language, Literacy and Numeracy Test which will be provided to the student at day of enrolment
3. Will ensure that student services will endeavour to ascertain student with LLN information prior to course commencement
4. Will ensure that all student that have undertaken an LLN test with the college will receive an assessment outcome within 2 days of LLN test receipt.
5. I.G. Institute ensure that potential student who have been identified as requiring support will not be discriminated.
6. Will ensure in the event that the student outcome is unsatisfactory to the level the student requires for their course will be contact immediately, student will be giving various options;
 - 6.1. Student can undertake a course to the level of LLN achieved
 - 6.2. Student can undertake LLN test again and/or
 - 6.3. Student can withdraw their current enrolment from college
 - 6.4. those students that require or request additional LLN support are
 - 6.5. referred to professional organisations
 - 6.6. support needs to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, TTC will direct participants to an external literacy specialist.
7. I.G. Institute will ensure that it will appoint the most relevant and appropriate employee who will be able to manage any LLN issues that may arise.
8. I.G. Institute will ensure to maintain confidentiality of student who require additional support services and appropriate strategies are in accordance with our Privacy Policy.

Policy History

Current Version	Current Version Release Date	Author	Description of Changes
V1.0	July 2020	Sofia Soumboulidis	Created