

# LLN Policy

## Purpose

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The LLN policy is implemented by ABC Licence Training to guide relevant staff to develop an appropriate training and assessment strategy for learners who may be experiencing difficulties in language, literacy and/ or numeracy. Language, literacy and numeracy skills are critical to almost all areas of work and hence ABC Licence Training recognises its importance for learners in being able to participate actively and effectively in any course of study. ABC Licence Training will not discriminate against any learner who needs LLN assistance. This policy will also ensure that ABC Licence Training does meet its requirements under clause(s) 1.3 and 1.7 of the Standards for Registered Training Organisations 2015.

This policy supports the learner support policy as well as the access and equity policy of ABC Licence Training.

## Scope

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This policy applied to all trainers and assessors, current and prospective learners as well as the enrolment staff of ABC Licence Training.

## Policy

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ABC Licence Training will take measures to ensure that the individual needs of students enrolling with us are identified and assistance is offered where possible. ABC Licence Training is committed to maintain a learning environment that supports the learning needs and skill development of its learners. ABC Licence Training uses Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill levels.

ABC Licence Training will aim to identify the LLN needs of its learners from the following:

- Enrolment form completed by the learner
- LLN assessment.

Learners will have an opportunity to self- identify any learning needs or barriers at the time of the completing the enrolment form. The enrolment form may give an indication of the



individual's grasp of the English language as well as any disclosed disabilities which may be relevant and have to be considered.

ABC Licence Training also required all prospective learners to complete an LLN assessment as part of the enrolment process. This assessment is then used by trainers/assessors as an aid in determining any LLN assistance that the learner might require. If the need for assistance is identified; the learner is advised of the same and ABC Licence Training will be provided ongoing support to accommodate their needs.

A range of strategies are implemented by ABC Licence Training which may include the following but are not limited to:

- One on one discussions with the learner
- Flexible assessment methods
- Adapting tasks to allow for more practice
- Provision of resources for the development of LLN skills
- An embedded LLN support plan
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available (where applicable)
- Refer students to an external language, literacy and numeracy support services that are beyond the support available within ABC Licence Training and where this level of support is assessed as necessary. Students maybe advised to visit:

<https://www.dese.gov.au/skills-education-and-employment/providers>

In an instance where, the need for LLN assistance is identified during the course of training; ABC Licence Training will provide the learner with study assistance and an individual learning plan.

All records relating the LLN assessments including feedbacks will be kept securely and confidentiality will be maintained at all times.

Students have the right to appeal against a decision made with respect to the LLN assessment outcome in accordance with the Complaints and Appeals process of ABC Licence Training.



# Management Action and Responsibility

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Enrolment staff including third party providers as well as trainers and assessors are responsible for the implementation of this policy. The overall authority for approval of this policy remains with the CEO.

## Definitions

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

**Language:** In its broadest sense, language involves the words, verbal structures and gestures we use to convey meaning. In using language, we generally use a combination of communication forms such as speaking, listening, reading, writing and visual communication.

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

**Numeracy:** Numeracy involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form

**ACSF:** Australian Core Skills Framework is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication, and numeracy.

## Legislative Context

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The legislative base for this policy is as follows:

- Standards for Registered Training Organisations 2015
- Commonwealth Human Rights and Equal Opportunity Commission Act 1986
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005.

