

## TC (VSL) Language, Literacy and Numeracy (LLN) Policy

### 1. Purpose

The purpose of this policy is to ensure staff and especially trainers are aware of their obligations and requirements of providing the appropriate TC VSL Language, Literacy and Numeracy when identifying the learning needs of learners.

### 2. Policy

TrEd College provides all learners with appropriate level of support when undertaking training programs with our RTO, as outlined in the Standards for Registered Training Organisations (RTOs) 2015.

Basic Definitions of Language, Literacy and Numeracy:

**Language:** the ability to communicate verbally

**Literacy:** the ability to read printed materials and write effectively. Literacy also relates to speaking and listening

**Numeracy:** the ability to understand numbers, graphs, tables, charts, diagrams, measurements and shapes

An individual may experience difficulties for a number of reasons. The learner may have:

- come from a non-English speaking background
- limited skills in writing or reading
- a hearing, sight or speech impairment
- a learning disability

As some of the learning materials and all assessments are delivered primarily online, learners will be required to have the skills to navigate this environment. This means that there is more emphasis on reading and writing than in some learning environments. TrEd College endeavour to make reasonable adjustments to learning and assessment strategies for individual learning styles wherever reasonable and equitable. We recognize that this may not suit every learner.

Depending on the reason for difficulties in Language, Literacy and Numeracy, it is the policy of TrEd College to ensure the appropriate support is provided. These include:

- TrEd College enrolment form allows the learner the opportunity to advise of any language, literacy or numeracy difficulties, including non-English speaking background or disability which may affect learning
- Should a disability, difficulty, medical condition or language barrier be identified on the enrolment form, TrEd College ensures a relative support network is in place. The TrEd College trainer monitors the learner's progress and provides additional assistance as required
- Learners experiencing difficulty will also be provided with the opportunity of course extension, as required. The time frame will be determined by the trainer, depending on individual circumstances.

- Where TrEd College is not able to support the learner's needs, a suggested referral will be made to an organisation with the capacity to support the learner.
- TrEd College acknowledges that this policy was referenced from Move Academy and benchmarked in the development of this policy.

### **3. LLN Requirements**

It is a requirement for access to VSL that the learner possesses adequate LLN capacity to undertake eligible courses. Unless the learner can provide TrEd College with a copy of their Senior Secondary Certificate of Education proving completion of year 12 (VCE) or a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to them, they must demonstrate competence at or above Exit Level 3 ACSF by completing the Core Skills Profile for Adults (CSPA) Reading and Numeracy test as part of their PTR.

The LLN Robot is a Government-approved testing tool for these purposes (VSL Rules Clause 82 (1)(b)). LLN Robot test will be facilitated by a qualified Student Support officer under test environment conditions.

### **4. Access & Equity**

TrEd College does not discriminate against students or potential students who have been identified as having low LLN skills. However, the individual will be referred to a LLN specialist Student Support Officer specialising in LLN for further assistance.

Ultimately it is the choice of the participant as to whether or not they proceed with the enrolment. In a situation where it is not possible to meet the students LLN needs, TrEd College will offer the student to change the relevant course as per their capabilities or will provide the participant with a refund or a credit toward participating in an TC course at a later date.

All information relating to Students regarding LLN will be treated as confidential and in accordance with TrEd College's Privacy Policy.

### **5. LLN Process**

1. When the need for a LLN Quiz is identified prior to enrolment, the qualified career advisor will generate a LLN quiz link to be sent to the student through the LLN robot portal. Instructions for completion of the quiz will be outlined to the user within the email.
2. The LLN Robot Test must be completed in one sitting. Test results will be forwarded to the intake officer by the LLN robot system and will be analysed by a qualified Intake assessor responsible for undertaking the relevant enrolment process.
3. The results of the testing will then be reported to the student as soon as practicable after the assessment (VSL Rules clause 81). Where the results from the LLN Robot Reading and Numeracy test confirm that the learner has achieved competence at Exit Level 3 ACSF and where, with the benefit of the written/verbal responses conveyed via the PTR and per-enrolment discussions, the qualified intake assessor reasonably believes that the student displays that competence then TC can deem the learner academically suited and proceed with the request for VSL. Enrolment will proceed as per the provisions of the TC Enrolment Procedure. Student must achieve 13/15 in each test to gain a pass status.
4. Where the results from the LLN Robot Reading and Numeracy test confirm that the learner has not achieved competence at Exit Level 3 ACSF then VSL cannot be offered to the learner until such competence is achieved. In such circumstances, the learner will be offered supplement questions - further LLN testing to address the identified gaps. There is a recommendation that the student re-sit the test 3 months after initially failing the test. Provider to help student in the meantime to increase their LNN capabilities. Re-sit of

test does not mean the student sits the same questions. The system will chose another set of questions.

## **6. Confidentiality**

Participants will have access to any information gathered by the Institute about them as defined in the College's Privacy Policy and Procedure.

All information relating to participants gathered during needs identification, training and evaluation will remain confidential. Note - Under the Data Provision Requirements 2012, TC is required to collect personal information about all students and to disclose that personal information to the National Centre for Vocational Education Research (NCVER). All personal information as contained on an enrolment form and your training activity data may be used or disclosed by TC for statistical, regulatory and research purposes.

TC may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
  - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
  - Facilitating statistics and research relating to education, including surveys;
  - Understanding how the VET market operated, for policy, workforce planning and consumer information; and Administering VET, including program administration, regulation, monitoring and evaluation.

## **7. Record Retention**

All test results must be retained by TrEd College for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training upon request (Division 4— Retaining information and documents VSL Rules clause 81). This Student Entry Procedure will be made available to students or applicants intending to enrol with TrEd College through publication on the website and in written form.