

Language, literacy and numeracy (LLN) policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Language, literacy and numeracy policy	July 2023/V1.0	CEO and/or nominee/ Adult Literacy and Numeracy Tutor	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Policy scope

The LLN Policy applies to all organisational trainers and assessors who conduct assessment for national qualifications, VET accredited courses, skill sets and units of competency to ensure that the organisation's students with special learning needs are adequately supported through to the completion of their training.

It also includes external personnel conducting assessments on the organisation's behalf as part of partnership agreements.

Policy purpose

The LLN Policy provides part of the framework for quality VET training and assessment practices that meet ASQA Standards and the Disability Discrimination Act 1992.

Policy statement

The organisation has the responsibility to:

- endeavour to obtain LLN information before commencement of the course/unit although the students individual needs may not be identified until after the course /unit has commenced
- support needs that go beyond what can be met with reasonable adjustment during the training and assessment process, and where additional support is required, to direct students to an external literacy specialist
- provide training programs that must be equal for all students. We do not discriminate against the student whose needs are identified under the standards of LLN with regard to enrolment in any current or future training programs
- maintain confidentiality for all information relating to students that has been gathered during needs identification, training and evaluation

	<ul style="list-style-type: none"> ensure that those students that request additional LLN support are referred to professional organisations. <p>All other learning support requirements will be organised in consultation with the CEO and or nominee.</p>
Legislative/statutory requirements	<ul style="list-style-type: none"> Standards for Registered Training Organisations, 2015 Disability Discrimination Act 1992. Freedom of Information Act 1982
Associated documents	<p>The organisation has access to the following resources to assist trainers and assessors in providing appropriate support to individuals in conjunction with an Adult Literacy and Numeracy Tutor that might be arranged for individual students.</p> <ul style="list-style-type: none"> Crux of the Matter – www.training.qld.gov.au/resources/information/pdf/crux-matter-june-2011.pdf National Foundation Skills Strategy for Adults - https://www.dewr.gov.au/skills-information-training-providers/national-foundation-skills-strategy-adults Workplace literacy - https://www.nds.org.au/images/resources/NDS_workplace_literacy_flyer.pdf 5 Good Reasons - the case for core skills development - https://www.velgtraining.com/library/files/Members%20Lounge%20Resources/Resources/LLN/5%20Good%20Reasons%20-%20the%20case%20for%20core%20skills%20development.pdf Teaching, training and assessment resources > Foundation skills - https://www.voced.edu.au/vet-practitioner-resource-foundation-skills 26 TEN improving adult literacy and numeracy : - https://26ten.tas.gov.au/Pages/default.aspx
Measure of policy effectiveness	<p>The effectiveness of this Policy will be determined by:</p> <ul style="list-style-type: none"> Number of effective outcomes from assistance given Number of complaints about inadequate reasonable adjustment Feedback from Learner Questionnaire quality measurement Outcomes from internal and external audits

Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this policy.

Definitions/acronyms

ASQA - The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector.

Reasonable Adjustment: "Reasonable adjustment refers to adjustments that can be made to the way in which evidence of applicant performance can be collected. Adjustments can be made to meet the needs and characteristics of the applicant/s being assessed and taking into account any equity requirements."
