



LANGUAGE, LITERACY, AND NUMERACY POLICY

Purpose

Language, Literacy, and Numeracy (LLN) assessments are to be provided to students by the AILC as part of their enrolment process. The LLN assessment will grade the student on a scale from 1-5, according to the standards set by the Australian Core Skills Framework. The LLN assessment enables the AILC to determine the support needs of individual learners and provide access to the educational and support services necessary for the learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

Definitions

Learner Support

Includes any educational and support services that a learner may need to assist them in their training.

This may include the provision of:

- Assistive technology
- Additional tutorials
- Other mechanisms, such as assistance in using technology for online delivery components.

Policy

To maximise the chances of learners successfully completing their training, the AILC must:

- Require students to complete an LLN assessment to determine the support needs of individual learners prior to their enrolment or commencement (whichever is the earliest).
- Provide access to that support throughout their training.

The LLN assessment must be completed by the learner in order to secure their place on course.

Additional Costs

If learner support attracts an additional cost to the learner, the AILC must make this clear in pre-enrolment information.

Limitations on Support

If there are limitations to the support that the AILC is able to provide, these limitations need to be made clear in information provided to potential learners.



Compliance

The AILC must demonstrate through the LLN assessment process, the ability to identify, for each learner, any additional support required and that this support is made available, either directly or via arrangements with a third party.

At minimum, support should include:

- Identifying particular requirements such as literacy, numeracy, English language or physical capabilities learners would need to complete each course.
- Developing strategies to make support available where gaps are identified.

Alternative Assessment Options

Learners are not to be disadvantaged in their completion of the LLN assessment. If individual learners do not have access to a computer or cannot navigate the online LLN assessment, they should contact the AILC for an alternative assessment option (for example, a paper-based LLN assessment).

Review

The LLN Policy will be revised and updated annually. The next review date is 1st December 2017.

Authorisation

The LLN Policy has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.

Version	Created/ reviewed	Reviewed & Changes	By whom
1	2014	Created	Rachelle Towart
2	03/02/2017	Updated and Formatted	Evelyn Lazanas