

Language, Literacy and Numeracy (LLN)

Objective

Cire Training recognises the importance of basic skills in English language, literacy and numeracy (LLN). Improving basic skills will assist in breaking down barriers presently facing some students.

This document sets out the policy of Cire Training on English LLN training and associated activities for the information of Cire Training employees, education and training contractors and students.

Scope

- RTO Trainers and Assessors
- RTO Enrolment Officers
- Cire Training Students

Policy

Cire Training will ensure that the individual learning needs of students enrolling in courses at Cire Training will be identified and where possible assistance offered. In order to do this, students will be given the opportunity to self-identify any learning needs or barriers of which they are aware during the enrolment interview.

Cire Training requires prospective students to complete an LLN assessment as part of the enrolment process. This document is then to be used by trainers / assessors as an aid in determining any LLN issues that may be a barrier to learning.

If while participating in a Cire Training course a student identifies that they require extra LLN support, study assistance is available. Students may also be offered the opportunity to access Literacy and Numeracy support through our pre-accredited programs.

Where Cire Training finds that the resources are not available to provide the necessary support to a student to address their needs, or that the LLN level of the student is too far below the LLN level of the course according to the ACSF, Cire Training will recommend pathway courses that will help to build the student's skills to the necessary level.

Definitions

ACSF

Australian Core Skills Framework

Related Documents

- Access and Equity Policy
- LLN Support Indicator Tools
- LLN Support Indicator Instructions
- LLN Support Indicator Benchmarking
- Reasonable Adjustment Procedure

Related Legislation

Australian Quality Standards Framework (AQTF) 2010

Area of Compliance

- AQTF Element 2.1
- Skills First Victorian Funding Contract

Organisational Area

Cire Education and Training

Approved by:

The Board

Sign:.....



Date:

May 2019

Operative Date:

May 2019

Review date:

May 2021