

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
- Training Administration Coordinator
- 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

LLN: Language, Literacy and Numeracy

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
- Standards for Registered Training Organisations 2015

Area of Compliance

- Standards for Registered Training Organisations 2015 Clause 1.7
- Skills First Victorian Funding Contract

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

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Date: October 2021

Operative Date

May 2019

Reviewed October 2021

Review Date

October 2023