

## LANGUAGE, LITERACY & NUMERACY (LLN) POLICY

### GOALS

Industrylink Training Pty Ltd understands the importance of provision of support services to students with established language, literacy and numeracy issues.

The purpose of this policy and related procedure is to establish guidelines to identify students in need of support for their basic skills in English language, literacy and numeracy (LLN), and also for the provision of these support services to students to enable them to participate effectively in Industrylink's vocational courses.

### RESPONSIBILITIES

It is the responsibility of the Training Coordinator to meet initially with all new apprentices and run them through Industrylink's guidelines, policies and the expectations of them throughout the term of their apprenticeship. This includes a frank conversation with them about any additional needs/learning aids they might require during their apprenticeship. Our expectation is that all prospective students are honest and upfront with us about any blockers to their academic success so that we can assist them to the best of our ability.

### POLICY

Industrylink Training recognises the importance of basic skills in English language, literacy, and numeracy (LLN) for students in being able to participate actively and effectively in any course of study. Improving basic skills will assist in breaking down barriers for students in communicating with their trainers, peers and in the workplace. To achieve this, Industrylink will ensure that all participants enrolled in our VET qualifications are given the opportunity to learn based on their individual competencies in LLN identified by an LLN assessment test. We recognise that not all individuals have the same skills-set in reading, writing and performing calculations. Industrylink trainers/assessors and staff will endeavour to help and accommodate participants with difficulties in LLN. In the event that we are unable to meet the specific needs of the participant, we will refer the participant to an external support provider.

### NEEDS IDENTIFICATION

We are required to ensure that we make every effort to assist our participants in achieving competency and the desired outcomes in our training programs. Part of this obligation is to ensure we confirm or re-affirm the information provided to us about participants and about any special needs that we need to know about. The process used at Industrylink is two-fold, comprising: a review of any issues highlighted on the student's enrolment form,

and an LLN assessment test.

For all new students, an LLN assessment test is conducted by the trainer/assessor during one of their first classes.

The purpose of the enrolment form is to obtain any information about previous education, disabilities and grasp of the English language. The information obtained in these two processes is to determine:

- the appropriateness of Industrylink's course for the individual's own goals and aspirations
- the individual's grasp of English
- any relevant disabilities that need to be considered when the individual participates in the course.

The purpose of the LLN assessment test is to confirm language, literacy and numeracy skills. We set the participants a time allocation of only 45 minutes to complete the test. We observe the participants for any signs of difficulty in completing the test.

The aim of this assessment is to ensure that we confirm the learning needs of our participants prior to commencement of the training. If we can identify any participant with special needs we can then ensure that we modify our learning and assessment strategies to accommodate their needs.

## EQUAL ACCESS

Access to training must be equal for all participants. Industrylink does not discriminate against participants whose needs are identified under the standards of LLN with regards to their enrolment in any current or future training courses. Where LLN levels are identified as being lower than the specified requirements for the qualification or course level, Industrylink will provide advice and information about alternative program choices or on where they can obtain assistance with their LLN issue. Ultimately it is the choice of participants as to whether or not they proceed with the enrolment.

## CONFIDENTIALITY

All information relating to participants gathered during needs identification, training and evaluation will remain confidential. Participants will have access to any information gathered by Industrylink about them.