Language Literacy and Numeracy Policy and Procedure

**Purpose**

ARC Training endeavours to identify and support prospective students with additional learning needs to successfully complete VET training. This policy and procedure outlines how ARC Training identifies and responds to students that experience difficulties with language literacy and numeracy in order to assist them successfully complete their training.

**Scope**

This policy applies to students, and all prospective students of ARC Training, employees and third parties acting on behalf of ARC Training.

**Definitions**

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| LLN | Language, Literacy and Numeracy.  |

**Aim**

To ensure all students and prospective students with ARC Training have their learning difficulties identified at the earliest opportunity. This is preferably prior to the commencement of training. Where required, these students are given access to appropriate support to enable their training. This policy and procedure meets the Standards for National VET Regulator (NVR) RTOs 2012, other State and Commonwealth Government funding requirements and all relevant legislation.

Policy

ARC Training endeavours to give all students equal opportunity to commence training and be successful in their learning. Where students have been identified as requiring additional learning support an individual plan will be developed and implemented throughout the course of training.

All prospective students are required to undertake Language Literacy and Numeracy assessment prior to commencing training. This assessment allows student difficulties to be identified. Students are encouraged to provide any information regarding disabilities or difficulties they know of which may impact on their learning.

Staff and any third parties involved in the delivery of training are all required to undertake training in Language, Literacy and Numeracy strategies. Students may also be referred to a specialist provider for additional LLN support.

Where significant LLN difficulties are identified, a student may be advised to seek other training options as appropriate where specialist support options are available.

Procedure

Enrolment in training and LLN

1. All prospective students of ARC Training are given a Language, Literacy and Numeracy assessment, prior to the commencement of training.
2. Upon enrolment students are encourage to identify on the enrolment form any disabilities or learning difficulties they are aware of which might impact their learning ability.
3. Using the results from the LLN assessment and the information on the enrolment form, students may be identified as having potential learning disadvantage.
4. The Training Delivery Coordinator will be informed of any students needing additional support. The Training Delivery Coordinator will liaise with the trainer to ensure the appropriate support is developed and implemented with the student.
5. The student may also be referred to a third party for LLN assistance. Any reasonable adjustments to training materials will also be authorised by the Training Delivery Manager and may include:
* Simplifying the words used in written resources
* Using interview style scenario based assessments and transcribing answers
* Documenting students demonstrating skills in the workplace and collecting other examples of workplace evidence.
* Interviewing the employer about the skills the student has demonstrated in the workplace.
1. The Training Delivery Coordinator will review the students’ progress and liaise with the trainer, student and Training Delivery Manager where required.

Identification of LLN or other Learning difficulties during training

1. Where the trainer identifies learning difficulties after commencement of training they will inform the Training Delivery Coordinator.
2. The Training Delivery Coordinator will liaise with the trainer to ensure the appropriate support is developed and implemented with the student.
3. Any reasonable adjustments to training materials will also be authorised by the Training Delivery Manager.
4. The Training Delivery Coordinator will review the students’ progress and liaise with the trainer, student and Training Delivery Manager where required.

Requirements of Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015 and all State and Commonwealth funding requirements and all other applicable legislation.