

## Language and Literacy Skills Policy

### Purpose

To ensure all students including those experiencing language and literacy difficulties are given appropriate assistance with Language and Literacy to succeed in their studies, RTO 22215 staff will observe and implement the following:

- Language, Literacy and Numeracy assessment utilising the LL&N Robot platform
- The Executive Officer will observe, identify and act to support and assist any student that may have language, literacy, or numeracy deficiency;
- staff will make every effort to maintain the confidentiality of student's language, literacy, or numeracy problems;
- staff will not make discriminatory or judgmental statements about any student or other staff member based on the level of language, literacy, or numeracy skills or any other issues;
- students with assessed deficiencies will be assisted by the LL&N Training Recommendations related to their course
- recommendations for assistance will be presented to the student to overcome the skill shortfall.

Solutions include, but are not limited to, other courses offered by Specialist Private and Public Providers:

Details of access, cost, entry requirements etc will be given to the students. They would need to be funded by the students themselves.

Six monthly discussions will be held to reinforce organisation policy on Access and Equity, particularly if discriminatory or judgmental behavior has been observed or identified.

Management and staff have the joint responsibility of maintaining a high level of awareness of courses available to students with language, literacy, or numeracy problems.