

Language, Literacy and Numeracy Skills Policy

Purpose

To ensure all students, including those experiencing language, literacy and numeracy (LLN) support needs, are provided with appropriate assistance to support successful participation in training and assessment.

RTO 22215 staff will observe and implement the following:

- language, literacy and numeracy assessment utilising the LL&N Robot platform
- staff will observe, identify and provide support to any student that may have language literacy, or numeracy support needs
- staff will make every effort to maintain the confidentiality of student's language, literacy, or numeracy information
- 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 personal attribute
- students identified as requiring additional support will be provided with LLN support recommendations relevant to their course
- Recommendations for support will be discussed with the student to assist them in addressing identified skill gaps

Solutions include, but are not limited to, other courses offered by specialist private and public providers.

Details of access, cost and entry requirements will be provided to students. Any external support services would need to be funded by the student.

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

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