

## LANGUAGE, LITERACY & NUMERACY (LLN) POLICY

In order to meet client needs, Axiom College has adopted the Language, Literacy and Numeracy Policy. A basic Language, Literacy and Numeracy screen will be offered to all students at enrolment into a qualification or course, for the purpose of identifying special learning needs. The Language, Literacy and Numeracy Policy enables Axiom College to address specific learner needs and tailor the training program and/or assessment process to best meet those needs. Where necessary, adjustments to the methods of learning delivery and/or to the assessment process can be made, so the student is supported and has a reasonable chance of success in their training.

### LANGUAGE LITERACY AND NUMERACY SUPPORT

#### For apprentices and trainees

Persons undertaking a traineeship are encouraged to participate in the Language, Literacy and Numeracy screening process.

The language, literacy and numeracy skills required by an apprentice or trainee should be identified when the initial training plan is developed, and the plan should include:

- the level of language, literacy and numeracy that the trainee or apprentice has at the commencement of training
- the level of language, literacy and numeracy required on the job and during training.

Following this assessment, and as required, employers and Axiom College trainers can work together to ensure that the apprentice or trainee has the opportunity to acquire the necessary language, literacy and numeracy skills.

Support is available to all apprentices and trainees engaged in Certificate I to Diploma vocational training at Axiom College.

Where it is considered that a trainee may require a greater level of support throughout their traineeship they will be referred to an approved training provider for access to a specifically tailored literacy and numeracy access program.

#### For students under specific Government programs

Persons undertaking specific Government training programs are encouraged (or may be required) to participate in the Language, Literacy and Numeracy screening process.

The language, literacy and numeracy skills required by a learner in the workplace context should be identified when the initial training plan is developed, and the plan should include:

- the level of language, literacy and numeracy that the learner has at the commencement of training
- the level of language, literacy and numeracy required in the workplace context during training.

Following this assessment, and as required under the specific program, Axiom College trainers can work together to ensure that the learner has the opportunity to acquire the necessary language, literacy and numeracy skills.

#### For students undertaking other qualifications or short courses

Persons undertaking other training programs are offered to participate in the Language, Literacy and Numeracy screening process at the time of enrolment.

Following this assessment, Axiom College trainers can work together to ensure that the learner has the opportunity to acquire the necessary language, literacy and numeracy skills.

It is the responsibility of the trainer to ensure that they are conscious of individual learning needs of the learner, and will adapt their delivery methods and/or assessment process to suit the needs of their learners. Additional assistance will be provided by the trainer where necessary to assist learners in successfully completing their course.

## **METHODS USED TO IDENTIFY LANGUAGE LITERACY AND NUMERACY NEEDS**

The methods used by Axiom College to Identify Language, Literacy and Numeracy needs of students are as follows:

1. Written Language, Literacy and Numeracy Assessment Screening Tool.
2. Discussion with the student about prior education and experience.
3. Records of previous skills, education and training.
4. Combination of above.

## **Conducting Assessments**

- The initial Language, Literacy and Numeracy screen is to be conducted at the time of enrolment.
- The Axiom College Language, Literacy and Numeracy Screening Tool is to be used in the case of all students undertaking a Nationally Recognised qualification under the VET Quality Framework and in particular, DETE and other Government funded trainees.
- If the initial screen identifies any concerns that the trainer/assessor believes would impact on the student in completing their traineeship/course, and that the trainer/assessor is unable to make reasonable adjustment for, a further assessment of Language, Literacy and Numeracy will be advised to be completed by a qualified Language, Literacy and Numeracy professional.
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## **Modification of Delivery and Assessment Strategies for Students with LL&N Needs**

If it is identified that the student requires additional support that can be carried out by the staff at Axiom College then the following process is to be followed:

- The student will be advised that there may be a concern over an area that may prevent them from effectively completing their course
- The trainer is to consult with the student on a more suitable mode of training delivery and/or assessment process.
- The trainer is to identify the material to be adapted and make the necessary changes.
- Specifically, depending on the vocation training area, methods may include but are not limited to
  - Employing more demonstration activities
  - Offering additional assistance on a individual basis
  - Providing more visual/diagrammatic learning material
  - Using verbal rather than written questioning for assessment.

## **Referring Students with LL&N Needs**

If it is identified that the student requires additional support that cannot be carried out by the staff at Axiom College then the following process is to be followed:

- The student will be advised that there may be a concern over an area that may prevent them from effectively completing their course
- The student is to be offered support through the Axiom College LLN Officer by contacting the language and literacy services at the local TAFE or Department of Education, Training and Employment to discuss procedures and any potential changes to current policy
- The student is to be advised of the process and options that can be followed
- The trainer will be responsible for carrying out this process, including conducting assessments, seeking input, providing support to the student and helping complete relevant paperwork.