

# Language, Literacy and Numeracy Policy



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## Language, Literacy & Numeracy (LLN) Policy

### Purpose & Scope

Comtech is obliged to ensure that all students, in advance of commencement, must be fully aware of each aspect of their training course and the basic skills and competencies required to complete the Course.

Comtech must ensure that in advance of enrolment or commencement that each student is appropriately assessed against Australian Core Skills Framework (ACSF) levels, so as to determine a student's abilities. It is the responsibility of Comtech to identify if a student requires additional support so as to ensure their ability to complete their training. Students basic language, literacy and numeracy (LLN) ability must be assessed in advance of enrolment.

### Definitions

**ASQA:** Australian Skills Quality Authority

**VQF:** The VET Quality Framework consists of:

- The standards of NVR Registered Training Organisations.
- The Fit and Proper Person's requirements
- The Financial Viability Risk Assessment requirements
- The Data provision requirements
- The AQF

### *Language*

In its broadest sense, language involves the words, verbal structures and gestures we use to convey meaning. In using language, we generally use a combination of communication forms such as speaking, listening, reading, writing and visual communication.

### *Literacy*

Literacy is the ability to read and use written information as well as to write appropriately, in a range of contexts. Literacy involves the integration of speaking, listening, and critical thinking with reading and writing. Literacy skills enable us to interact with one another to achieve particular purposes: to explain, debate, retrieve and provide information, explore issues, entertain and create.

### *Numeracy*

Numeracy involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form.

Depending on the context this can include basic number skills, spatial and graphical concepts, the use of measurement and problem solving. Numeracy may also involve literacy, for example when extracting mathematical information from written text.

## Legislative policies – Standards for Registered Training Organisations (RTOs) 2015 – 5.1, 5.2 (a), (b) (e)(ii)

### 1. Comtech Guidelines

Comtech 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, Comtech Training will ensure that all participants enrolled in our vocational training courses are given the opportunity to learn based on their individual competencies in LLN identified by an LLN assessment.

We recognise that not all individuals have the same skills-set in reading, writing and performing calculations. Comtech Training trainers and staff will endeavour to help and accommodate participants with difficulties in Language, Literacy or Numeracy.

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.

## **2. Identification of student abilities and requirement for additional support**

### ***Needs Identification***

The process used at Comtech Training is two-fold, comprising of:

- a review of the contents of the pre- enrolment and enrolment form and;
- an LLN assessment:

The purpose of the pre enrolment and enrolment forms is to obtain any information about previous education, disabilities LLN abilities. The information obtained in these two processes is to determine:

- the appropriateness of Comtech Training'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.

Available on our website, is our LLN assessment test which is a required tool prior to enrolment in our vocational courses.

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 additional needs, we can then ensure that we modify our learning and assessment strategies to accommodate their needs and provide necessary ongoing support.

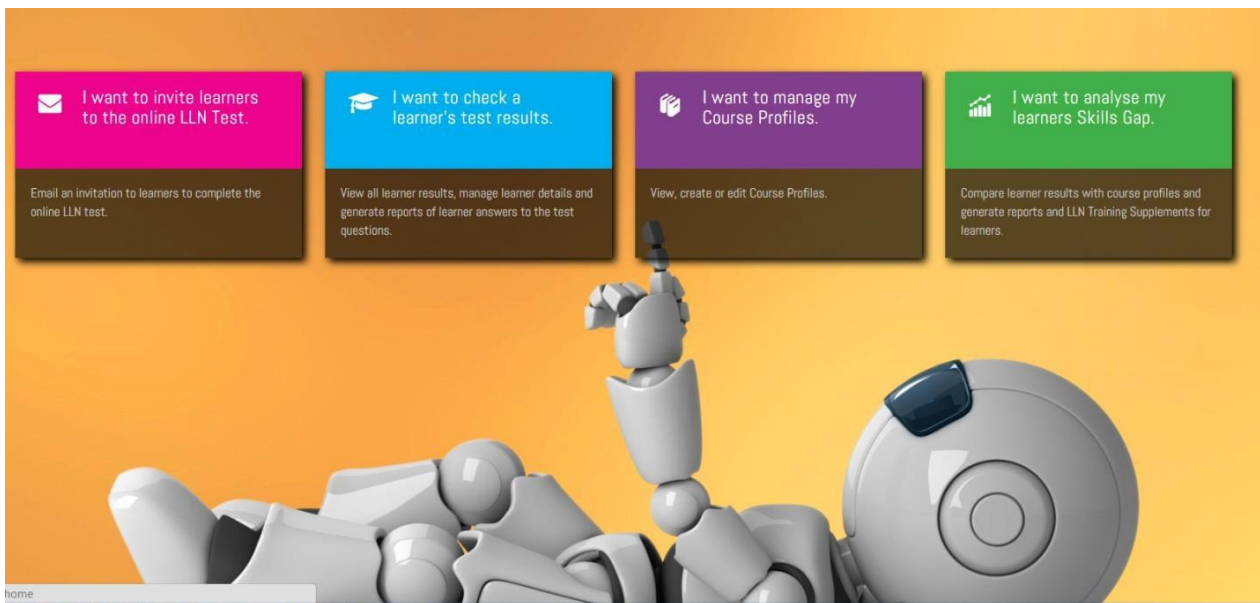
## **3. LLN Procedure**

- 1. Sales Advisors** – So as to ensure that all students are fully informed of all aspects of their training course and the abilities required to complete their course, all students prior to enrolment must complete the online LLN assessment.
- 2. On completion admin staff will save the students LLN result to the student management system**
- 3.** Where a student does reach the required LLN requirements, the student can then continue to complete their Enrolment form
- 4.** If the student does not reach the required LLN requirements, the student will be referred to an LLN Support office to develop a support plan as required.
- 5.** Where a support plan is developed this is to be signed by the head trainer and the student and uploaded onto Axcelerate.

### ***Access & Equity***

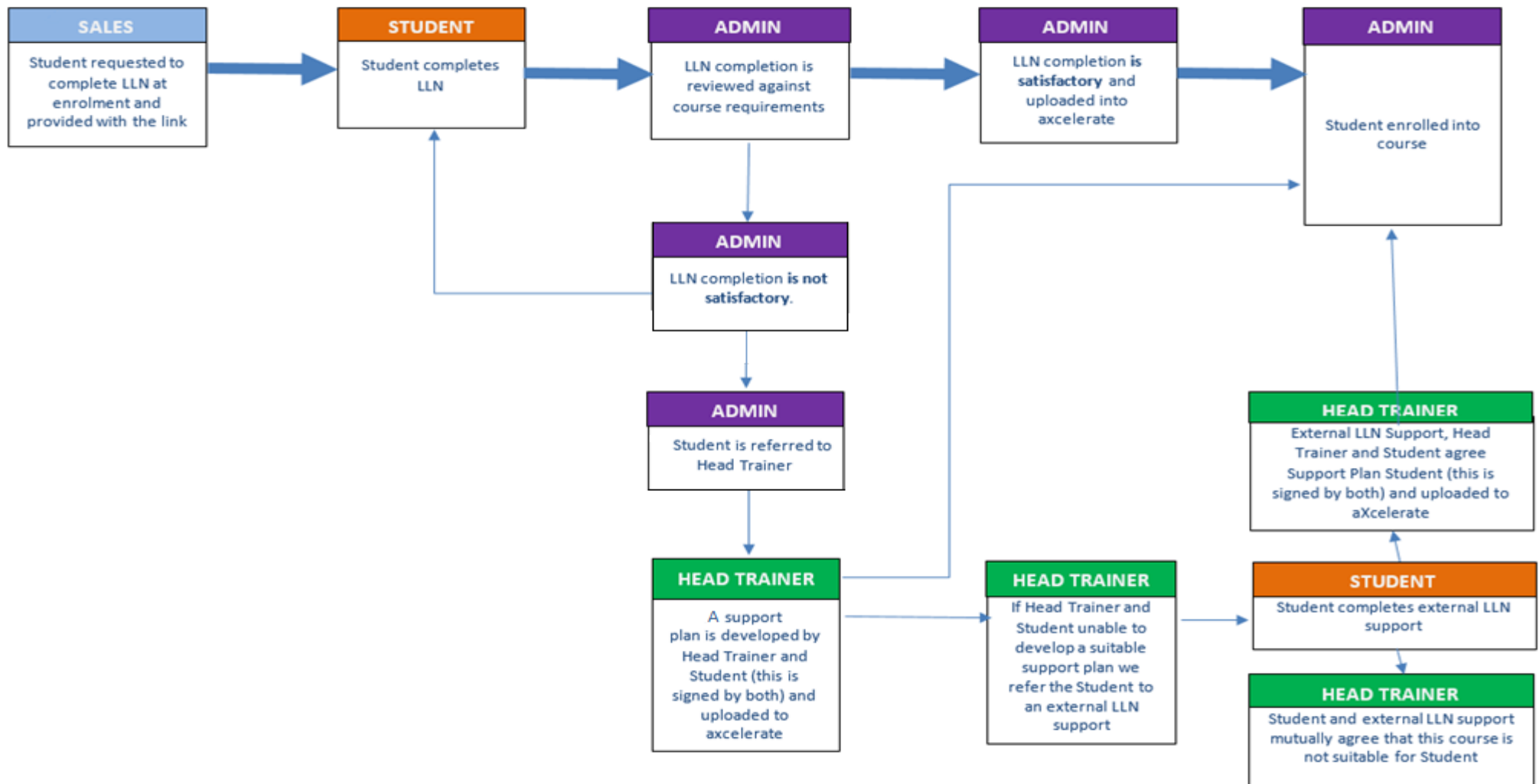
Comtech training must ensure that access to training is equal for all students. Comtech Training does not discriminate against students and/or prospective students whose learning needs are identified under the standards of LLN with regards to their enrolment in any current or future training courses. Where LLN levels are identified as being lower than the specified requirements for the qualification or course level, Comtech Training will provide advice and information on their options. All outcomes of LLN is to be recorded on Axcelerate.

### ***LLN Assessment tool***



The LLN assessment tool is located on the Comtech Training website , [www.comtechtraining.edu.au](http://www.comtechtraining.edu.au)

#### 4. LLN Flow Chart



## 5. Confidentiality

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

**Note** - Under the Data Provision Requirements 2012, Comtech is required to collect personal information about all students and to disclose that personal information to the National Centre for Vocational Education Research (NCVER). All personal information as contained on an enrolment form and your training activity data may be used or disclosed by Comtech for statistical, regulatory and research purposes. Comtech may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operated, for policy, workforce planning and consumer information; and

Administering VET, including program administration, regulation, monitoring and evaluation.

### **This Policy applies to;**

All sales advisors  
All trainers and assessors  
All admin staff  
Compliance  
General manager