

SC35-I Language, Literacy and Numeracy (LLN) Policy and Procedures

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1. Purpose

The purpose of this LLN policy and procedures is to establish guidelines for:

- assessing whether the English language proficiency, education qualifications or work experience of an international student is sufficient to enable them to enter their selected course
- identifying students in need of additional language, literacy and numeracy (LLN) support during their training; and
- staff assisting students with LLN needs

2. Scope

This policy and procedures applies to all

- prospective and current students
- trainers involved in the development, delivery, assessment and review of training

3. Responsibility

It is the responsibility of Bayside International College to assess all prospective students prior to enrolment. It is also a student's responsibility to reveal any information about their LLN needs as much as possible.

Bayside International College is responsible for organising additional internal post enrolment diagnostic assessment, if required, and ensuring use of individual learning plans and reasonable additional learning aids/strategies that might be required by the student during their learning.

4. Definitions

Language involves the use of words in a structured and conventional way, in either written or spoken form, to communicate meaning.

Literacy is the ability to use and adjust language effectively, in a social context, to achieve specific purposes. Literacy involves the application of skills such as the ability to explain, debate, retrieve information, explore issues, entertain, create and express opinions.

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

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Numeracy may also involve literacy, for example, when extracting mathematical information from written text.

Core Skills Profile for Adults (CSPA) is a set of secure online assessments matched to the latest Australian Core Skills Framework (ACSF) that provides an efficient, valid and reliable method to assess literacy and numeracy skills of all learners.

5. Policy

Bayside International College is committed to providing high quality education and training to all of its students. Bayside International College is also committed to providing any reasonable support necessary to help students with LLN difficulties to complete their course.

Bayside International College will have in place both pre- and post-enrolment mechanisms to determine whether a student's LLN level meets course requirements. These mechanisms help prospective students make informed decisions about whether Bayside International College courses are suited to their needs.

6. Procedures

6.1 Needs Identification

Pre-enrolment: Prior to enrolment, all students must demonstrate that they have the English language proficiency, literacy and numeracy skills, educational qualifications or work experience sufficient to enable them to enter the course.

A range of options is available to students to demonstrate whether they have the required level of LLN skills. These include internal LLN testing as well as external testing such as CSPA.

Where a student's LLN level is identified as being lower than the specified requirements for the course, Bayside International College will:

- provide advice and information about alternative program choices or
- offer the student LLN assistance prior to enrolment such as admission into a suitable English language course

Where support needs to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, Bayside International College directs participants to a literacy specialist. A Commonwealth Government support service is:

The Reading Writing Hotline

Phone: 1300 6555 06

Website: <https://www.readingwritinghotline.edu.au/>

Post-enrolment: Trainers are to ensure that they monitor student assessment submissions for any LLN issues. Where a trainer identifies LLN issues for a student that have a significantly impact on the student's ability to complete the course, the trainer is to notify Bayside International College's LLN specialist (Head Trainer and Assessor) to discuss the support / intervention strategies that can be provided to the student.

The range of support options available include:

- Providing the student with additional time to complete assessment tasks
- Meeting with the student to discuss strategies that the student could employ to improve their language or numeracy skills
- The LLN specialist sitting in on class to assist the trainer in helping the student with LLN difficulties
- For students of non-English speaking backgrounds, the option of enrolling in one of Bayside International College's ELICOS courses. This may incur a fee.

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- Referral to an external LLN expert. Additional support may occur on a fee-for-service basis.

6.2 Training in LLN

To support trainers in their understanding and application of LLN support in the classroom, Bayside International College will conduct in-house Professional Development to guide trainers how to deal with LLN issues and to inform trainers of the literacy and numeracy standards expected within Bayside International College courses.

Trainers will also have access to qualified LLN and English language specialists employed by Bayside International College.

6.3 Recording of LLN issues

All trainers are to ensure that they record LLN concerns, actions taken and conversations with a student on the student's SMS portal.

6.4 Information

LLN support offered by Bayside International College is communicated to both students and staff via:

- Student orientation
- Classroom posters
- Student Handbook
- Trainer induction

6.5 Confidentiality

The confidentiality of students who require additional support services are in accordance with Bayside International College's Privacy Policy.

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