Language, Literacy & Numeracy Policy

Contents

1   Purpose

In keeping with Kiama Community College's (KCC's) access and equity policy, students experiencing difficulties with language, literacy or numeracy are offered support. The purpose of this policy and procedure is to establish guidelines to:

• identify students in need of language, literacy and numeracy (LLN) support and

• establish staff guidelines to assist students with LLN needs

This policy also describes the process KCC undertakes to assess prospective students' current competencies including literacy and numeracy skills prior to commencement of training and to ensure that training and assessment strategies are designed to meet individual needs. This policy also ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking with KCC and ensures adequate support services are available to those in need.

2   Scope

This LLN policy and procedure applies to all:

• trainers and managers involved in the development, delivery, assessment and review of training
• current and future students

3   Responsibility

It is the responsibility of the prospective student to reveal any information about LLN needs, as part of the enrolment process. KCC 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

Term	Definition
Pre-Training Review (PTR)	Means the process undertaken between KCC and a prospective student to determine the most suitable and appropriate training for that individual
Personal Information	Means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
Australian Core Skills Framework (ACSF)	Is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.
Training Plan/Timetable	Means the plan for the training and assessment to be delivered to an individual created by KCC.

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

5   Policy

KCC is committed to providing high quality education and training to all students. KCC is committed to providing any reasonable support necessary to help students with LLN difficulties to complete their course. KCC will have in place both pre- and post-enrolment mechanisms to determine whether a student's LLN level meets course requirements. The mechanisms will aim to help prospective students make informed decisions about whether KCC's courses are suited to their needs. This policy and procedure is in place to ensure that all applicants seeking entry into a nationally recognised course with KCC have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational course. This policy also ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking with KCC and ensures adequate support services are available to those in need.

6   Procedure

6.1   Pre-enrolment

Prior to enrolment, all students must demonstrate that they have the language, literacy and numeracy skills sufficient to meet course requirements. Students will be required to complete an LLN test to ensure the learner has the required LLN required for their chosen course. This may be via a paper version of a course specific LLN test or an online LLN test, "LLN Robot".   Where a student's LLN level is identified as being lower than the specified requirements for the course, KCC will:

- Provide advice and information about alternative program choices or offer the student LLN assistance (refer below for examples of assistance offered). Ultimately, it is the choice of participants as to whether or not to proceed with the enrolment.
- Where support needs go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, KCC directs participants to an LLN specialist.

LLN Support Services:

The Reading Writing Hotline   1300 6555 06 https://www.readingwritinghotline.edu.au

Skills for Education and Employment (SEE)   https://www.education.gov.au/see-providers

6.2   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 significantly impact upon the student's ability to complete the course, the trainer is to notify KCC's Course Coordinator to discuss the support that can be given to the student.

If Language, Literacy and Numeracy (LLN) support is required, the Trainer needs to arrange this by completing the following steps:

- Complete a Student Support Record including strategies on how the student will be supported and course progress monitored;
- Discuss the student's LLN Supplement if applicable;
- Scan and upload copy of Student Support Record to Student Management System;
- Add notes in Student Management System detailing the support;
- Schedule dates for monitoring student's progress;
- Schedule dates for follow-up meetings with the student;
- Refer student to an External Provider where applicable

The range of support options available include:

- Providing student with additional time to complete assessment tasks
- Meeting with student to discuss strategies that the student could employ to improve their language or numeracy skills
- LLN specialist sitting in on class to assist teacher in helping student with LLN difficulties.

6.3   Training in LLN

To support trainers in their understanding and application of LLN support in the classroom, KCC will conduct in-house PDs to inform trainers how to deal with LLN issues and to inform trainers of the literacy and numeracy standards expected within KCC's courses.

6.4   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 file.

6.5 Information

LLN support offered by KCC is communicated to both students and staff via:

• Student orientation sessions
• Official Website
• Student Handbook
• Trainer & Student induction

6.6 Confidentiality

All information relating to participants gathered during needs identification, training and evaluation will remain confidential.

Note - Under the Data Provision Requirements 2012, KCC 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 training activity data may be used or disclosed by KCC for statistical, regulatory and research purposes. KCC may disclose personal information for these purposes to third parties, including:

• Employer – if the student is enrolled in training paid by your employer;
• Commonwealth and State or Territory government departments and authorised 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.

Please refer to KCC's Privacy and Confidentiality Policy & Procedure available to download from

www.kcc.nsw.edu.au

6.7 Access & Equity

KCC must ensure that access to training is equal for all students. KCC 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, KCC will provide advice and information on their options. All outcomes of LLN are to be recorded & filed. However, it is important to note that this LLN test is a sole indicator of the student's LLN proficiencies, and any needs identified to be addressed by KCC. It does not provide assessment of

the suitability of the student for their enrolled course, whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

6.8   Adjustments to Assessments

There are a number of ways that KCC may make reasonable adjustments to the assessment procedure to allow for the LLN skills of students without losing the integrity component of the assessment. Any adjustments are made under guidance from the relevant Industry Skills Council.

These include but not limited to:

•   Reading aloud written material to students
•   Allowing the use of a helper for students who cannot type the answers
•   Using signs, pictures and graphics
•   Allowing the use of an interpreter
•   Writing material in plain English
•   Asking parts of questions to be answered orally
•   Asking students to demonstrate their skills
•   enlarging print, printing materials on colour paper
•   providing extra time

Depending on the specific types of assessment, not all above adjustments are possible, appropriate or permissible. For example, allowing the use of an interpreter, where an assessment specifically requires demonstration of English communication skills would invalidate that assessment.

6.9   Appeal

A student may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints Policy or Assessment Appeals Policy. Students have the right to appeal any decision made by KCC's administration under this policy. The affected parties will have access to KCC's complaints and assessment appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

Any complaints or breaches in relation to this policy should be reported to the CEO in person or by email to: info@kcc.nsw.edu.au

7 Responsibilities

Role	Responsibility
CEO	Responsible for this policy
CAR Manager	Responsible for the review and update of this policy
Training Services Manager	Is to ensure all requirements of this Policy & Procedure are met. All staff and students adhere to KCC's Policies & Procedures. The Training Services Manager, with direct access to the CEO, has the responsibility to ensure that KCC complies with all the statements and processes included in this document.
Students	Responsible for information KCC of their LLN needs to ensure this policy is applied
Trainers & Assessors	Abiding by this policy

8 Related Documentation

- Access & Equity Policy
- Assessment Policy
- Reasonable Adjustment Policy
- Assessment Appeals Policy
- Student Complaints Policy

9 Policy Version and Revision Information

Policy Authorised by:	CEO
Effective date of Original Version:	May 2024
Policy Maintained by:	CAR Manager
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