



1. Purpose and Scope

This policy is to ensure that students' language, literacy, and numeracy (LLN) skills are assessed according to the requirements of their course, enabling the provision of appropriate assistance and assessment where necessary. This process ensures that all students have the support they need to succeed in their studies and complete their qualifications.

This policy applies to all employees of Axial and must be followed during all activities related to the organisation, including enrolment, LLN assessments, training, student support, and promotional activities.

2. Policy

Axial Training is committed to maintaining a supportive learning environment that addresses the LLN needs of students. The organisation does not discriminate against students with low LLN skills and aims to provide the necessary resources and adjustments to help them succeed.

LLN skills are assessed during the enrolment process through an LLN form tailored to the qualification level. In addition to this formal assessment, other evaluation methods such as observations, discussions, self-assessments, and student submissions may be used.

Training will be delivered in a way that considers the LLN requirements for each qualification level. Students will be informed of the LLN expectations for their course and will be provided with information on where to seek further assistance if needed.



Axial Learning Enhancement Hub

The Axial Learning Enhancement Hub provides additional resources for both staff and students. This includes tools to support learning, such as:

➤ **Dyscalculator**



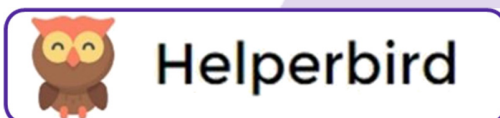
➤ **Equatio**



➤ **Grammarly**



➤ **Helperbird**



➤ **ModMath**



➤ **OpenDyslexic**





➤ **Scribe**



➤ **Socratic**



3. Procedure

At enrolment students' must undertake a formal assessment for their language, literacy and numeracy skills and informally through consultations with the trainer and or employer throughout their studies. Students who have been assessed to have LLN levels that would affect their ability to succeed in the qualification will be advised of options available to them to improve their levels before beginning the qualification.

According to the student's LLN abilities, reasonable adjustment may be made to delivery methods and assessment tools, where it is both required and appropriate, considering the qualification being studied.

LLN Requirements: Each qualification will have specific LLN requirements, assessed using the Australian Core Skills Framework (ACSF). Training materials and assessment tools will be designed with these requirements in mind.

LLN Assessments: These are created for all qualifications, according to their AQF level and the required level of LLN abilities of the student. Students will complete an LLN assessment at the start of their course to identify any potential difficulties. Information on LLN requirements and where to seek support will be shared with students.



Reasonable Adjustments: If a student's LLN skills are found to be below the required level, reasonable adjustments to the delivery methods and assessment tools will be made to support their learning. Adjustments may include additional demonstrations, one-on-one assistance, visual aids, or oral assessments.

Additionally, staff who identify a student may benefit from use of tools available in the Learning Enhancement Hub can access a Cognitive Skills test to assist in guiding students to the relevant tools. This test is options for students to undertake and is to be used as a guiding tool only in supporting students to identify tools that may assist their learning.

Strategies to Assist Students: If students are facing LLN challenges, they can approach the Trainer/Assessor for assistance if they wish there is no obligation to seek further assistance. Trainers may also adjust timeframes and assessments to help students build their LLN skills throughout the course.

External Resources: A variety of external resources are available to support students in improving their LLN skills, including websites and online activities from organisations like the Reading Writing Hotline and Adult Learning Australia.

Modification of Delivery and Assessment Strategies for Students with LLN Needs

If it is identified that the student requires additional support that can be carried out by the staff at Axial, 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 in consultation with the Learning & Development Department.
- Specifically, depending on the vocation training area, methods may include but are not limited to:
 - Employing more demonstration activities.
 - Offering additional assistance on an individual basis.



- Providing more visual/diagrammatic learning material.
- Using verbal rather than written questioning for assessment.

Required level

To complete the qualification students are required to be able to complete workplace documents that meets the organisational format and read workplace related documentation. Communication skills are required to participate in formal and informal discussions and give and receive instructions. Reading skills are required to accurately interpret information. Numeracy skills are required to perform such tasks as entering data into computer systems, handling cash, and using measuring aids (Refer to ACSF requirements).

Strategies to assist students

Axial is committed to providing its students with the support they need to achieve the required skills and knowledge. It is expected that LLN levels will improve with practice during the course of their studies. Every student will have support for Axial all the way through their studies as we empower lifelong learning.

- Students facing any difficulties which may affect their learning can approach the student support officer (see Axial Student handbook).
- Trainers may make reasonable adjustment to timeframes and assessments to assist students in building their skills and knowledge.
- Several companies have developed the following websites, videos, documents and online activities which contain a range of information and resources aimed at helping trainers, assessors and learners address LLN issues.
 - **Reading writing hotline** - <https://www.readingwritinghotline.edu.au/for-learners/>
 - **Building strength with numeracy** - <http://www.valbec.org.au/building-strength-with-numeracy/index.htm>
 - **Adult learning Australia** - <https://ala.asn.au/lln-resources/>
 - **INTAR** - https://www.intar.com.au/resources/training_and_assessing/section_4/chapter4_language_literacy_and_numeracy/lesson13_accessing_specialist_lln_support.htm

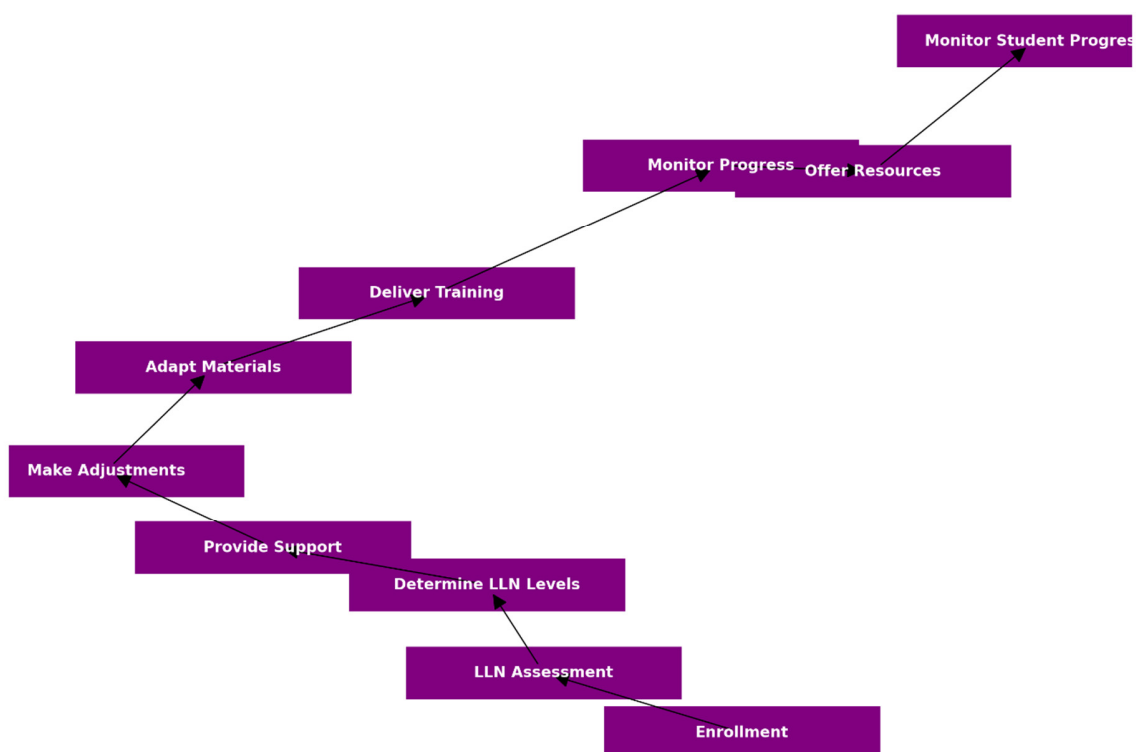


- **Australian Government** - <https://info.australia.gov.au/information-and-services/education-and-training/literacy-and-numeracy>
- **ivet** - <http://www.ivet.com.au/a/297.html>
- **DEBST** - https://desbt.qld.gov.au/_data/assets/pdf_file/0011/8201/crux-matter-june-2011.pdf
- **Ideas that work** - <http://www.ideasthatwork.com.au/what-works-for-lln/>

Flowchart for Language, Literacy and Numeracy

The below flowchart shows Axial's commitment to maintain a learning environment that supports the individual learning needs and skill development of students. Axial's support is continuous and as we identify learning barriers we provide solutions to students with supportive tools to ensure they remain engaged and feel enabled to complete their course.

LLN Policy and Procedure Flowchart





Glossary

ACSF (Australian Core Skills Framework): A tool used to describe and benchmark core skill levels in areas such as reading, writing, oral communication, and numeracy, essential for vocational education and training.

ASQA (Australian Skills Quality Authority): The national regulator for Australia's vocational education and training sector, responsible for maintaining standards and overseeing compliance in RTOs.

Axial Learning Enhancement Hub: A support hub within Axial that provides additional resources and tools, like Grammarly and ModMath, to assist students and staff in addressing LLN needs and enhancing learning experiences.

DTET (Department of Trade, Employment and Training): A Queensland government body responsible for overseeing employment and training standards, including support for LLN resources.

Language, Literacy, and Numeracy (LLN): Core skills related to communication, understanding, and using language and numbers, which are crucial for students to succeed in vocational education.

Learning Enhancement Hub Tools: Resources offered by Axial to assist students with learning difficulties, including applications like Dyscalculator, Helperbird, OpenDyslexic, and Scribble, designed to support diverse learning needs.

LLN Assessment: An evaluation conducted during enrolment to assess a student's skills in language, literacy, and numeracy, determining if additional support or adjustments are required for successful course completion.

Modification of Delivery and Assessment Strategies: Adjustments made to teaching and assessment methods to accommodate students' LLN needs, which may include using more visual materials, providing oral assessments, or extending timeframes.

Reasonable Adjustments: Adaptations to delivery and assessment tools to support students with identified LLN challenges, ensuring they have equitable access to learning and assessment.



RTO (Registered Training Organisation): An institution authorized to provide vocational education and training services in Australia, adhering to ASQA standards and guidelines.

2025 Standards for Registered Training Organisations (RTOs): Regulatory standards that outline requirements for RTOs to ensure quality and compliance in training delivery and assessment, including LLN support.

Student Support Officer: A designated individual in Axial who provides guidance and support to students experiencing LLN challenges, helping them access necessary resources and adjustments.

Training Plan: A structured document detailing a student's learning and assessment activities, including any specific LLN requirements or support needs.

VETtrak: Axial's student management system, where student information and LLN assessment results are stored and managed for compliance and support purposes.

Workplace Documents: Materials, such as forms, instructions, or reports, that students may be required to read, understand, and complete as part of their vocational training, often used as a measure of LLN competency.