

Purpose

To ensure that all students' language, literacy & numeracy (LLN) abilities are assessed according to the requirements of the course they are enrolled in, thus allowing the provision of assistance and appropriate assessment where required.

Scope

This procedure applies to All employees of Axial training. This policy should be observed while at work and while attending any activities relating to Axial training including enrolments, LLN completions, training, assessment, student assistance and promotional activities.

Responsible Parties

The Axial management team are responsible for LLN policy and procedures

Policy

Axial training is committed to maintaining a learning environment that supports the learning needs and skill development of students. Axial training does not discriminate against any student or potential student who identifies as having low LLN skills.

Axial training evaluates students LLN skills and abilities through the completion of a language, literacy and numeracy (LLN) form, to the level of qualification to be undertaken as part of the enrolment process.

Axial training may also use other methods of assessments to further evaluate the application, including but not limited to:

- Observations
- Discussions
- Self-evaluations
- Student Submissions

Axial training will deliver training in a manner appropriate to the language, literacy and numeracy (LLN) requirements of the certification level.

All students shall receive guidance regarding their language, literacy and numeracy expectations and how they may seek further assistance in this area, should they choose.

Procedures

The LLN requirements for each qualification will be determined and related to the ACSF levels. The indicators for these levels will be considered when creating training delivery materials and assessment tools.

LLN Assessments have been created for all qualifications, according to their AQF level and the required level of LLN abilities of the student. These assessments will be intended to identify any potential LLN difficulties that the student may encounter during the course of study. All students will complete this assessment upon commencement of the course.

Document Name	Policy and procedure - LLN	Next Review	19/05/2021
Version Date	19/05/2020	Page	1 of 3
Version	1.0	<i>Controlled Document</i>	

Information regarding the required level of LLN ability will be conveyed to the student prior to commencement of a course. Information on where to seek further assistance with LLN difficulties will be provided to all students. Students who exhibit LLN difficulties will be encouraged, but not obligated to seek further assistance.

Assessment process

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.

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 training, 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 L&D 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.

- 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 (see Training and Assessment arrangements).

Document Name	Policy and procedure - LLN	Next Review	19/05/2021
Version Date	19/05/2020	Page	2 of 3
Version	1.0	<i>Controlled Document</i>	

- 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/>

External support for trainees and apprentices

Identification of a need for Disabled Australian Apprentice Wage Support (DAAWS) program can be done at the initial test or by the trainer once they start the qualification. Once this has been identified, Axial Administrator staff will arrange for an external support organisation who will contact the student, employer and parent/guardian if the student is under 18. The external organisation will assess the students need and eligibility for DAAWS assistance and guide all parties through the application process. Once approved, support is usually provided on a weekly basis at the workplace; however, this can be arranged at other locations if required.

The DAAWS assistance is provided for the life of the Traineeship/Apprenticeship, or until all parties agree the support is no longer required.

Document Name	Policy and procedure - LLN	Next Review	19/05/2021
Version Date	19/05/2020	Page	3 of 3
Version	1.0	<i>Controlled Document</i>	