

LANGUAGE, LITERACY AND NUMERACY (LLN)

1.1 Background

The Entura clean energy and water institute (ECEWI) is committed to ensuring successful student outcomes by enrolling learners who have the capacity to fulfil the requirements to complete the qualification in which they have enrolled.

ECEWI works with a wide range of clients and has trainers capable of identifying where a learner may need assistance or support. Some clients may be more likely to need language, literacy and numeracy (LLN) support than others. These clients may include learners whose first language is not English, with lower educational attainment, whose training/education has been disrupted by disability; and those of Aboriginal and Torres Strait Islander origin.

1.2 Purpose

The purpose of the LLN Policy is to ensure that training and assessment resources developed by ECEWI are in accordance with LLN requirements and learners with special learning needs are adequately supported through the completion of their training and assessment.

1.3 Scope

This policy applies to all ECEWI staff members involved in the development, delivery, assessment and review of training.

The following sources were considered in the development of this policy:

- Standards for Registered Training Organisations (RTOs) 2015; and
- TGA (training.gov.au) website

1.4 Definitions

Language - the tools we used to communicate with one another in many different situations and for many different reasons. Language involves speaking, listening, reading and writing.

Literacy - the ability to read and use written information. It means being able to recognise, read and interpret documents and signs.

Numeracy - involves being able to carry out mathematical operations and includes knowing when to use maths, what maths to use and how to do it.

1.5 Policy

The aim of this policy is to ensure that LLN needs identified in each training package are developed into the learner materials and assessment tools. It also aims to give trainers and assessors information on how to identify learners with special learning needs and the resources to adequately support them through the completion of their training.

This provision of LLN is a requirement under our access and equity principles (see Student Handbook), the Standards for Registered Training Organisations (RTOs) 2015 and state and national government contracts.

ECEWI has the responsibility to ensure that:

- LLN needs are identified and developed within the course materials and assessment tools by qualified trainers/assessors/course developers
- relevant employees are provided with the necessary training to ensure they have the skills required to identify and manage LLN issues as they arise, or refer to specialised practitioners as required
- administration staff endeavour to ascertain learners LLN information prior to course commencement
- in the event that a learner is identified with LLN difficulties, appropriate strategies are implemented to assist them with their learning
- learners are provided with advice and support services in the provision of LLN assistance services
- the confidentiality of learners who require additional support services and appropriate strategies are in accordance with ECEWI's commitments to protect privacy
- those learners/trainees who require or request additional LLN support are referred to professional organisations.