



# Policy & Procedure

## Language, Literacy and Numeracy

### Purpose

In keeping with the Institute'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

### 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 IIA students

### Responsibility

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

IIA 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.

### 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.

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.

### Policy

IIA is committed to providing high quality education and training to all students.

IIA is committed to providing any reasonable support necessary to help students with LLN difficulties to complete their course.

The institute 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 IIA courses are suited to their needs.

### Procedure

#### 1.1 Needs Identification

**Pre-enrolment:** Prior to enrolment, all students must demonstrate that they have the language, literacy and numeracy skills sufficient to meet course requirements. Pathways is available to student to demonstrate whether they have the required level of LLN skills. This includes LLN testing to be done by using LLN Robot platform.

Where a student's LLN level is identified as being lower than the specified requirements for the course, IIA 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 to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, IIA Australia directs participants to a literacy specialist. A Commonwealth Government support service is:



Organisation	Contact Number
The Reading Writing Hotline	1300 655 506

**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 IIA's LLN specialist to discuss the support that can be given to the student.

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
- For students of non-English speaking backgrounds, the option of enrolling in ELICOS courses. (Please note with other providers as IIA does not offer ELICOS courses).
- Referral to an external LLN expert. Additional support may occur on a fee for service basis.

### 1.2 Training in LLN

To support trainers in their understanding and application of LLN support in the classroom, IIA 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 IIA courses.

Trainers will also have access to qualified LLN and English language specialists employed by IIA.

### 1.3 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 LMS portal.

### 1.4 Information

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

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

### 1.5 Confidentiality

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

## Tools & Templates

LLN Robot

## Output

LLN conducted and completed.

## Responsibility

Administrator

Trainers and assessors

## Version history

Version	Date	Description of modifications
1.0	January 2024	Initial Draft
2.0	August 2024	Final