

# Language, Literacy and Numeracy Policy

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The aim of this policy is to ensure Anglicare College provides a positive and rewarding learning experience for all participants, and supports students with language, literacy and numeracy (LLN) needs.

## Scope

This document is relevant to people who access courses from Anglicare College.

## Policy

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The Anglicare College enrolment process includes assessment of LLN abilities and enquiries about learning needs.

In the event that LLN ability is less than adequate in the context of a chosen course, the College will contact the applicant to discuss their requirements.

Every effort is made by the College to tailor teaching and assessment methods to cater for the identified LLN needs of participants. Following pre-enrolment assessment of course applicants and identification of participants at risk, Anglicare College may utilise the Foundation Skills Assessment Tool (Australian Government Department of Education and Training) to more accurately gauge the level of LLN competency.

The results of LLN assessment determine the support needed. Currently, students who would benefit from formal LLN support in order to succeed in their learning endeavours are, depending on their needs, either supported by skilled College staff, referred to various resources or referred to the Canberra Institute of Technology with a view to undertaking a relevant LLN course.

## Responsibilities

Anglicare RTO policy documents must be ratified by the CEO Anglicare College. The CEO Anglicare College is responsible for reviewing this policy every two years.

Anglicare College employees are responsible for adhering to authorised policy and for communicating any gaps or feedback regarding existing policy.

## Related documents

- Student Handbook
- Trainer Handbook

## Relevant Legislation / Guidelines

- ASQA Standards for VET accredited Courses - 2012
- *The National Vocational Education and Training Regulator Act - 2011*

## Feedback

Feedback on this policy can be submitted to [policy@anglicare.com.au](mailto:policy@anglicare.com.au).

## Compliance

Non-compliance with this policy may result in disciplinary action up to and including dismissal exclusion from further participation in the training or course.