



LANGUAGE, LITERACY AND NUMERACY POLICY

PREAMBLE

The purpose of the Language, Literacy and Numeracy Policy is to ensure that educational programs developed by the College are in accordance with language, literacy, and numeracy requirements unit descriptors, that students with special learning needs are adequately supported through the completion of their course and to assist with evaluating a student's academic suitability to undertake the course if they wish to access a VET Student Loan.

DEFINITIONS AND ACRONYMS

“**College**” means Australian Pacific College and APC Design School.

“**Domestic Student**” means a person who is not an Overseas Student. That is a person studying with the College (whether within or outside Australia) who is:

- i) an Australian citizen or resident (that is a person entitled to stay in Australia or enter and stay in Australia without any limitation); or
- ii) a New Zealand citizen resident in Australia who holds a special category visa; or
- iii) a qualifying New Zealand citizen under the VET Student Loans scheme or
- iv) a person that holds a permanent humanitarian visa who is usually resident in Australia and who does not require a student visa to study in Australia.

“**Language**” means 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**” means the ability to read and use written information. It means being able to recognise, read and interpret documents, signs etc.

“**LLN**” means Language, Literacy and Numeracy

“**Numeracy**” means being able to carry out mathematical operations and includes knowing when to use mathematics, what mathematics to use and how to do it.

“**Overseas Student**” means a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act.

“**Policy**” means this Language, Literacy and Numeracy Policy.

“**VET**” means Vocational Education and Training

“**VSL**” means VET Student Loan



1. POLICY

1.1 The College has the responsibility to ensure that:

- a) LLN needs are identified and developed within the course materials and assessment tools by qualified Trainers and Assessors;
- b) relevant employees are provided with the necessary training to ensure they have the skills required to manage with LLN issues as they arise;
- c) administration staff will endeavour to ascertain students' LLN information prior to course commencement and;
- d) in the event that a Trainer and/or Assessor identifies students with LLN difficulties, they implement appropriate strategies to assist them with their learning and;
- e) students are provided with advice and support services in the provision of LLN assistance services;
- f) the confidentiality of students who require additional support services and appropriate strategies are in accordance with our Privacy Policy;
- g) students or potential students who have been identified as requiring support with LLN are not discriminated;
- h) those students that require or request additional LLN support that the College can't provide are referred to professional organisations.

1.2 For entry to VET courses, Overseas Students must be able to demonstrate an English proficiency for their chosen course equivalent to that set out in the College's Minimum Entry Requirements for APC Courses document found on its website for their chosen course.

1.3 For entry to VET courses, Domestic students utilising VSL should provide evidence of:

- a) a short resume to assess study and work skills pathways of the prospective student;
- b) a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of Year 12;
OR
competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using a Literacy Language and Numeracy test through ACER <https://vawe.acer.edu.au/> or an alternate VSL approved LLN tool
OR
- c) a qualification at level 4 or above in the Australian Qualifications Framework that was delivered in English.



- 1.4 The results of an assessment undertaken by a Domestic Student using a VSL approved LLN tool to assess their academic suitability are sent to the student on receipt by the College and stored in the student's file.
- 1.5 The College requests that students notify it of any special assistance they may require in relation to literacy and numeracy. If additional charges apply e.g. for a scribe or for additional equipment, the College undertakes to notify the student prior to the commencement of the course.
- 1.6 The College recognises that assistance with literacy and numeracy and language may be necessary during some courses or programs as on-going language support is critical to the retention and success of all students and, in particular Overseas Students.

2. IMPLEMENTATION

- 2.1 The Registrar/Design Registrar is responsible for acting upon information obtained in the enrolment process where LLN and other individual needs are identified. Where individual needs are identified, action can be taken during the delivery of the training program and the assessment process to assist the participant by way of:
 - a) Discussion between the student and an academic management team member to identify a student's particular needs
 - b) Reasonable adjustment of the training program delivery and assessment methods to suit these needs.
 - c) One-on-one support provided during the training program, delivery and progress monitored by the academic management staff to promote successful learning outcomes.
- 2.2 Identification of training needs is to be based on English language, literacy and numeracy competencies, which are needed to participate effectively in the College's training programs. The College will endeavour to obtain LLN information before the commencement of the course/unit although the participant's individual needs may not be identified until after the course /unit has commenced.
- 2.3 The College will make reasonable endeavours to equip the participant to sufficiently undertake the tasks of the course. The Registrar/Design Registrar will consult with the Assistant Academic Managers to identify the necessary requirements to meet the participant's individual needs. Where these needs cannot be met, a refund for the course will be given to the participant.
- 2.4 Where support needs go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, the College will direct students to an external specialist.
- 2.5 Students are requested to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified, relevant



staff are alerted to the students' requirements and remedial processes can be implemented.

- 2.6 Students are offered specified assistance in the form of study skills and tutorial sessions. These are incorporated into the academic program over each semester. These sessions may have a particular emphasis on essay and report writing, writing skills, referencing and plagiarism. As a follow-up, individual tuition is provided on a one-to-one basis geared to the needs of each student. This may include assistance with oral presentations, editing of assignments and preparation techniques for exams. This support is provided during Plus and Boost classes offered by the College which provide language support for the students. At-risk students are also encouraged to attend additional writing classes/lessons.
- 2.7 All students and relevant College staff are informed of this Policy. Copies of this Policy are in the policy directory and published on the College website.
- 2.8 All information relating to students gathered during needs identification, training and evaluation will remain confidential and is stored in their student file.
- 2.9 Students will have access to any information gathered by the College about them as defined in the College's Privacy Policy.

POLICY REVIEW

This Policy will be reviewed as part of the College's three (3) yearly review cycle or as legislation requires.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	Standards for Registered Training Organisations (SRTO2015)

RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Policies	Privacy Policy

KEYWORDS

Keywords	Language, literacy, numeracy, IELTS, training
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POLICY OWNER



Policy Owner	Learner Innovation Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Language Literacy And Numeracy Policy V2.0r	March 2012	Sharon Luhr and Carolin Long	Merged policies from different providers into 1 policy
Language Literacy And Numeracy Policy V2.1r	May 2015	Sharon Luhr and Carolin Long	Updated to new letterhead
Language Literacy And Numeracy Policy V2.2r	January 2019	Sharon Luhr	Added version history corrected typos
Language, Literacy and Numeracy Policy v2.2R(APC)	June 2019	Sara Gaudry	Update of letterhead and format of Policy. Addition of "Definitions and Acronyms", "Relevant Legislation", "Related Policies and Procedures", "Keywords" and "Policy Owner". No change to the content of the Policy.
Language, Literacy and Numeracy Policy v2.3R(APC/APC Design School)	October 2020	Sara Gaudry	Update of letterhead, addition of APC Design School and removal of APTT. No change to content.
Language, Literacy and Numeracy Policy v2.4R(APC/APC Design School)	February 2021	Sara Gaudry	Minor amendments to policy. No change to the substance of policy.
Language, Literacy and Numeracy Policy v2.5R(APC/APC Design School)	October 2021	Sara Gaudry Ron Newman	Full review of policy and addition to VSL requirements for language, literacy and numeracy.