



Policy Title	Language, Literacy, and Numeracy (LLN) Policy and Procedure				
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Owner	Admission Department	Approved By		CEO	



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## 1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will ensure that students are supported in their Language, Literacy, and Numeracy (LLN) needs through the completion of their training.

## 2. PURPOSE

This policy enables the academic staff members to identify any gaps in skills and to offer additional support with language, literacy or numeracy to assist students to better manage the requirements of their course of training.

## 3. SCOPE

This policy applies to all the prospective international students of Albright Institute.

## 4. DEFINITIONS

**LLN:** Language, Literacy, and Numeracy

**Language:** Means the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way, including any nonverbal method of expression or communication such as a language of gesture and facial expression.

**Literacy:** Mean the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, story-telling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing.

**Numeracy:** Numeracy involves using some mathematics and to achieve some purpose using the numbers in a context.

## 5. IMPLEMENTATION

- 5.1 Albright Institute recognises that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training.
- 5.2 With this view, Albright Institute will ensure that students are supported throughout the completion of their training in all aspects of Language, Literacy, and Numeracy. Albright Institute will not discriminate against students who are identified to need LLN assistance.
- 5.3 At Albright Institute, LLN needs will be identified in pre-enrolment assessment of the student during student orientation. Albright Institute will endeavor to establish Students LLN information prior to course commencement. However, should a Student's LLN needs are not identified until the course has commenced, Albright Institute will analyse these needs and provide a strategy for assistance. During the course study, the LLN needs can also be recommended by Trainer/Assessors. These needs will be addressed through classroom learning and assessment activities over the duration of the program.

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- 5.4 While assessing the requirement of the student, if the need be, Albright Institute may refer students to appropriate levels of English language programs at Albright Institute of English depending on the specific needs/requirements of the student.
- 5.5 In developing training and learning materials, Albright Institute will ensure that respective LLN requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, Albright Institute will embed LLN principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.
- 5.6 Albright Institute will ensure that the training staff members have the required knowledge and skills to manage with LLN issues as they arise; and engage in professional development activities within LLN domain.
- 5.7 Albright Institute will ensure that the training staff members implement appropriate strategies to assist the students who need LLN assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.
- 5.8 Albright Institute will use a range of LLN assessment tools to determine the required LLN assistance prior to and after enrolment, including the Australian Core Skills Framework (ACSF) as a reference to assess current LLN skill levels.

## 6. CONDITIONS

- 6.1 LLN Test is a mandatory requirement for every VET student at Albright Institute.
- 6.2 The onshore student will be advised to take the test prior to issuing a letter of offer. In case this is not possible then the LLN test will be administered on the day of the orientation.
- 6.3 If the student is offshore then the student will be administered the LLN Test on the Orientation day.
- 6.4 If the student still does not satisfy the required level in Learning and Numeracy skills, then the student will be provided additional support in the skills gap.
- 6.5 The student will be required to attend the scheduled sessions for identified gaps of Language, Learning and Numeracy respectively. These sessions will be organized by Albright ELICOS Centre weekly for 4 hours.

## 7. RESPONSIBILITY

The admission staff members must ensure that LLN assessment, relevant to the courses/qualifications being undertaken and is offered to all new students prior to their commencement.

The training staff members (e.g. trainers/assessors) are responsible for identifying and reporting LLN needs of the students during their training and providing support in implementing LLN strategies where needed.

The Training Coordinator is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy. The CEO has overall responsibility for the implementation and review of this policy.

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## 8. RELATED DOCUMENTS

### Related Documents

- PP Enrolment Policy and Procedure
- PP Admissions and Enrolment Policy and Procedure
- LLN Test (online)

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