



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 not be identified until the course has commenced, Albright Institute will analyse these needs and provide a strategy for assistance.

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- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 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 at Albright Institute.
- 6.2 LLN test is to be administered to EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Albright Institute.
- 6.3 LLN test will be used for determining student's Language, Literacy and Numeracy skills.
- 6.4 The LLN Test has to be fully attempted by each VET student. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.
- 6.5 If the student is enrolling for a packaged program, then the first AQF level qualification LLN Test should be administered to the student.
- 6.6 This requirement enables AIBL to identify if the student needs any LLN support to successfully complete the selected VET course at Albright.
- 6.7 The LLN Test can be taken prior to the Orientation Day or will have to be taken on Orientation Day.

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6.8 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.

6.9 If the student is offshore, then the student will be administered the LLN Test on the Orientation Day.

6.10 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.

6.11 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.

8. RELATED DOCUMENTS

Related Documents

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

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9. GUIDE FOR INTERNAL OPERATIONS STAFF

Owner:

VET Academic Team



Users:

Student Services Team, Enrollment Team, VET Students.

Key Points:

- LLN test is a **MANDATORY** requirement at Albright Institute.
- LLN test is to be administered to **EVERY VET STUDENTS who is enrolling for a Vocational Qualification at Albright Institute.**
- LLN test will be used for determining student's Language, Literacy and Numeracy skills.
- The LLN Test has to be fully attempted by each VET student. If the student misses any part/skills assessment, then he/she will be asked to undertake this again.
- If the student is enrolling for a packaged program the first AQF level qualification LLN Test should be administered.

Administering LLN Test:

- Onshore Students: All onshore VET Students will be provided with the LLN test at the time of issuing LOO by Enrolment team members.
- Offshore Students: All offshore VET Students will be provided with the LLN test at the time of orientation by Student Services team members.
 - **Exception:** If Offshore student requests for unconditional CoE (no English condition), LLN test will be provided with the conditional LOO by Enrolment team.
-  If student lacks any of the skills of Language, Literacy or Numeracy, additional LLN support classes will be provided. Student Services will provide the class details upon commencement of the course.
-  Student Services and Enrolment Team will send the three available tests to the students applying in different AQF level courses:
 - LLN Assessment Cert II for: Certificate II in Workplace Skills (for AQF Level 2 courses).
 - LLN Assessment Cert III and Cert IV for: Certificate III in Business and Certificate IV in Marketing and Communications (for AQF Level 3 and 4 courses).
 - LLN Assessment Diploma, Advanced Diploma and Graduate Diploma for: all other VET courses relevant to AQF Level 5, 6 and 8.

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- ✚ Student Services to include LLN in the orientation process. LLN will be mandatory and considered as a pre-requisite to meet the conditions for commencement, Student can't be commenced if not completed the LLN test.
- ✚ All LLN tests currently will be assessed by VET Academic Coordinator/s.

Below are some scenarios as examples for suggested actions:

Scenario	Applicant	Action to be taken	Reasoning
Scenario No.1	If a student has successfully completed a VET qualification at Albright Institute before.	The student will be required to take the LLN Test for the level of qualification that he/she is enrolling now for at Albright Institute. LLN Test will be sent to the student.	This is because – previously we did not have LLN test mapped to the AQF level of qualification. Hence the student will be asked to undertake the LLN test after assessment of LLN test.
Scenario No.2	If student meets the English Language entry requirement as mentioned respectively in the qualification OR has submitted English document (IELTS/PTE etc.) which is expired for more than two years old.	2. LOO and COE need not have any conditions.	<ol style="list-style-type: none"> 1. If the student “Requires LLN Support”, then the student will commence the course and will be provided LLN support. 2. If the student “Requires LLN Support”, then the student will commence the course and will be provided LLN support.
Scenario No.3	In case where there is No proof of English (IELTS/PTE/GE etc.) submitted or the result in the English Document is lower than the minimum English language requirement for the qualification	AIBL ELICOS Placement Test will be sent to the student.	<ol style="list-style-type: none"> 1. If the AIBL ELICOS Placement test result is Advanced and above, students will get direct entry to Albright VET course and will be sent the LLN test. 2. If the AIBL ELICOS Placement test result is Upper-Intermediate, the student must study 12 weeks of ELICOS and attain a successful Certificate of Completion with exit level of Upper-Intermediate or above to enter VET course. 3. This is because VET course has requirement of English Language proficiency as per the qualification.
Scenario No.4	If student applies for a packaged Program of ELICOS + VET courses,	AIBL ELICOS Placement Test will be sent.	If the AIBL ELICOS Placement test result is Upper-Intermediate, the student must study 12 weeks of ELICOS and attain a successful Certificate of Completion with exit level of Upper-Intermediate or above to enter VET course.

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