



International Institute of Business and Information Technology (IIBIT) LLN (UAN) Policy

Purpose

This policy outlines IIBIT's practice to identify and assist students that have language, literacy and numeracy issues. IIBIT's trainers, managers and administrative staff are required to identify LLN skill levels and assist students with LLN skill needs.

Policy Statement

The term Language, Literacy and Numeracy (LLN) refers to five core skills:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

These 5 core skills have been identified by the Australian Core Skills Framework (ASCF) as the essential skills for individuals to hold to participate effectively in society, including the workplace and education sector.

It is essential that VET students have LLN skills sufficient to participate in training and assessment in the Vocational Education and Training Sector.

The Framework's specificity makes it possible to identify a person's areas of strength and need with some precision, so that training can be targeted to areas of need and an individual's progress monitored over time.

Responsibility

The CEO is responsible for the control and issuance of this policy.

Definitions

Australian Core Skills Framework (ASCF)	Is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.
Australian Qualifications Framework (AQF)	Is the national policy for regulated qualifications in Australian education and training.
LaNCA	Means Literacy and Numeracy Compressive Assessment under WorkReady
LLN	Means Language, Literacy and Numeracy
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments' (COAG) Industry and Skills

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	Council for endorsing vocational education and training (VET) standards.
UAN	Means Upfront Assessment of Needs
WorkReady	Is funding for RTO's in South Australia to deliver specified courses through the Department of State Development.

Policy Principles

IIBIT's Policy is that all students are provided with appropriate levels of support when undertaking training, ensuring:

- Trainers and assessors can identify students with LLN problems and can implement appropriate strategies to assist them with their learning where permissible.
- That LLN issues are considered during development of training courses and assessment tools
- Relevant staff professional development opportunities and publications are available to ensure continued awareness and competence
- Professional organisations for the referral of students with LLN problems where practicable is identified

All Managers, Trainers and administrative staff have the responsibility to:

- promote the IIBIT LLN Policy to students at initial enquiry and before the training course commences and advise the availability of confidential support services if they have LLN problems.
- identify students LLN skill level.
- provide students with as much opportunity as possible to access courses and effectively learn given their current LLN skill levels
- refer students to professional organisations specialising in LLN skills, where required
- escalate any LLN problems to the principal trainer as required

Identifying LLN needs

To optimise student's ability to meet course requirements, identification of training needs is undertaken using a LLN assessment where applicable.

IIBIT will establish a student's LLN needs at enrolment prior to the course commencement, however should a student's LLN needs not be identified until the course has commenced, the trainer will analyse the student's needs and refer the student to the principal trainer for assistance.

If it is not possible to meet the students LLN needs, IIBIT will refer the participant to a professional organisation specialising in LLN for further assistance and will provide the participants with a refund or a credit towards participating in a IIBIT course later.



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WorkReady

Where students would like to access subsidised training through WorkReady, each student must complete an upfront assessment of needs test (UAN). The UAN is required for all prospective participants seeking to access a subsidised training place in a full qualification under WorkReady. IIBIT currently uses the online UAN test from ACER.

The process requires IIBIT to complete the Learning and Support Plan which details the students LLN levels and any support required. This is compulsory for all students who are undertaking qualifications.

Students who have been identified as not meeting the minimum ACSF level requirements at the UAN stage will be required to complete the Literacy and Numeracy Compressive Assessment (LaNCA).

Where the LaNCA identifies the student will need additional training to get their LLN skills to the required level, IIBIT will refer the student to Adelaide Training Employment Centre (ATEC) to access further Learner Support Services (LSS). After completing this process and attaining a higher exit level of 2, the student will be able to apply for the qualification again.

Fee for Service Students

For students accessing qualifications via Fee for Service (FFS) or Recognised Prior Learning (RPL), there is no set Language, Literacy and Numeracy (LLN) Test.

Each of IIBIT's trainers hold the unit TAELLN401A - Address adult language, literacy and numeracy skills which equips them with the skills and knowledge to be able to identify and assist any student who demonstrated difficulties in learning.

If a trainer identifies a student requiring extra assistance, a personal learning plan will be developed between the student and IIBIT to assist them in successfully completing the qualification. At this stage, IIBIT's LLN policy and procedure will be implemented and the student may be required to seek extra assistance outside of IIBIT.

Related policies and documents

Related documents	<ul style="list-style-type: none">• UAN Test• Assessment Policy
Related Legislation	<ul style="list-style-type: none">• Standards for Registered Training Organization (RTOs) 2015
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.