

Policy 22

Language, Literacy and Numeracy Policy



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RELEVANT STANDARDS:	1.7, 5.1
POSITION DESCRIPTION(S):	Chief Executive Officer (CEO) Principal Compliance Officer Accounts and Administration Officer
REFERENCE MATERIAL:	Standards for Registered Training Organisations (RTOs) 2015

Purpose

Paraskevi International is committed to providing a high quality education and training service for all learners. Development of language, literacy and numeracy (LLN) in learners is an important component of education. Paraskevi International is committed to supporting the LLN needs of learners with a range of support mechanisms, and to assisting learners to identify any LLN support needs they may have prior to enrolment. This enables prospective learners to make an informed decision about enrolment and Paraskevi International along with the learner, to make decisions about addressing LLN needs.

Scope

This policy is specifically focussed on LLN and applies to all learners including potential learners enrolled or seeking to enrol in a VET course of study with Paraskevi International. However, where a specific learning disability is disclosed, and requests for reasonable adjustment are made by a potential learner, LLN support will be handled in accordance with this policy.

Policy Statement

The term “language, literacy and numeracy” refers to five core skills; learning, reading, writing, oral communication and numeracy. These five core skills have been identified by the Australian Core Skills Framework (ACSF) as the essential skills for individuals to hold to participate effectively including the workplace and education sector.

LLN Assessment

LLN assessment will be implemented by Paraskevi International on qualifications and learners. Assessment of qualifications will identify the learning, reading, writing, oral communication and numeracy skills required by the VET sector for successful completion of the course of study. Learner

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assessment will determine a learner's performance levels in the five core skills and is to be used to help identify learners at risk.

Prior to enrolment into a course of study delivered by Paraskevi International, potential learners:

- Must have successfully completed a minimum of Year 10 education
- Must complete the Paraskevi International Pre Training Review and demonstrate proficiency in the five core skills at least to levels 2 or 3 depending upon the qualification in which they are enrolled.
- If the learner lists that English is not their first language, they must be able to demonstrate proficiency in at least spoken English.

Where a specific level of LLN is required as a pre-requisite for a course, Paraskevi International will not allow the learner enrolment into that course until the required level LLN level is achieved.

LLN Support

There are three main elements to LLN support:

- Analysis and specification of course LLN and core skills requirements
- Individual learner support needs diagnosis pre enrolment
- Individual learner support needs post enrolment

Based on the degree of support required by a learner, Paraskevi International will apply reasonable adjustment strategies to the assessment instruments. Should the learner require more specialised support, this will be sought from an LLN specialist and the support will occur on a contractual basis. If an external LLN specialist is employed, this cost may have to be borne by the learner. This will be decided by Paraskevi International management and discussed with the learner prior to proceeding.