

Application

This policy applies to all staff, trainers and prospective students considering enrolling or who are enrolled with Riverina Community College (RCC).

Purpose

The purpose of this policy is to ensure staff, trainers and students are aware of their obligations and responsibilities in identifying the Language, Literacy and Numeracy (LLN) skills of students and where required provide learning support enabling students to meet the requirements of their course.

To achieve this RCC will:

- identify the recommended LLN level for each course based on the Australian Core Skills Framework (ACSF) – five core skills.
- provide students with access to LLN Robot to undertake Language, Literacy and Numeracy (LLN) assessments and inform prospective students the results of their assessment

LLN assessments are undertaken prior to an enrolment application to identify whether a prospective student:

- possesses the required LLN skills to successfully complete the course or part thereof
- does not have the required LLN skills to successfully complete the course or part thereof and
- requires learner support services to successfully complete the course or part thereof.

RCC will generally accept prospective students whose LLN assessment result in any of the core skills areas is one level lower than the required LLN skill levels of the course.

Prospective students whose LLN assessment result in any of the core skills is two levels below the required LLN skill level of the course may be considered for enrolment however this shall be on a case-by-case basis.

Many prospective or enrolled students may experience difficulties in meeting the required LLN skill levels of a course due to:

- language and or cultural barriers e.g., non-English speaking background
- limited skills in writing or reading
- a hearing, sight or speech impairment
- a learning disability.

Student Responsibilities

It is the responsibility of the prospective or enrolled student to:

- reveal any information about their LLN needs, as part of the enrolment process and
- inform their trainer of any LLN concerns during their progress throughout the course so learning support, if required, may be provided.
- agree to an Individual Learning Support Plan (ILSO) if learning support is required and adhere to the requirements of the ILSP.

RCC Responsibilities as an RTO

In fulfilling its role in providing vocational education and training (VET) programs, RCC has a key responsibility in offering comprehensive LLN support to its students where LLN skill needs have been identified and impacts on their ability to successfully complete their course. Through its commitment to accessibility and inclusivity, RCC ensures its courses cater for students with diverse LLN skill needs by:

- having students complete an LLN assessment by way of LLN Robot prior to the commencement of their course.
- informing students of the results of their LLN assessment and where required provide learning support throughout their course to address the identified LLN skill needs.
- employing qualified trainers who possess the skills in addressing student LLN skill needs by way of LLN learning support strategies.
- having a Learning Support Officer (LSO) provide additional LLN learning support to students with identified LLN skill needs.
- developing Individual Learning Support Plans (ILSP) in consultation with the LSO, Training Coordinator, trainer and student requiring additional LLN learning support.

By fostering a supportive learning environment and promoting inclusivity, RCC aims to empower students to successfully achieve in their studies.

Trainer Responsibilities

All RCC trainers have the responsibility for identifying and supporting the LLN skill needs of their students. Trainers are required to:

- review each student's LLN assessment results prior to commencing delivery of their course.
- identify any student whose LLN assessment result may require learning support strategies.
- identify any student during the delivery of the course who is demonstrating an LLN skill need and may require learning support strategies.

In response to a student's LLN assessment result or if identified by the trainer during delivery of the course a student has a LLN skill need trainers are to:

- discuss with the student their LLN skill needs and what learning support strategies would benefit them or what is available to them.
- discuss any concerns regarding a student's LLN skill needs with the Learning Support Officer (LSO) or Training Coordinators. The student may require the development of an Individual Learning Support Plan (ILSP).
- work with the LSO and Training Coordinator in the development of an ILSP for identified students with LLN skill needs.
- monitor the progress of students to determine if they are improving and progressing with their Individual Learning Support Plan (ILSP) and overall course work.
- maintain currency with the requirements of the TAE Training Package and complete any upgrades and/or professional development in relation to LLN and learning support strategies.

Learning Support Officer Responsibilities

Learning Support Officers (LSOs) play a crucial role in providing comprehensive LLN support to students. Their responsibilities include:

- working with the Training Coordinator and trainers to review LLN assessments before training begins or during the delivery of training to ensure trainers are aware of student LLN skill levels and are able to support the student..
- proactively discussing identified student LLN skill needs with each student and the Training Coordinator to develop an Individual Learning Support Plan (ILSP) prior to the student enrolling, or during their progress in the course.
- work with the student in meeting the requirements of the ILSP.
- monitoring and providing feedback to trainers and Training Coordinator on student progress throughout their LLN support journey.

This policy is to be read in conjunction with **Riverina Community College (RCC) Language, Literacy and Numeracy Support Procedures**, the **Individual Learning Support Plan (ILSP)** and the **LLN Robot – Support and User Guide**.

The **RCC LLN Robot – Support and User Guide** includes instructional techniques for each core skill for use in the classroom where learners may have difficulties with their language, literacy and numeracy.