

Language Literacy and Numeracy Policy

Policy Overview

The Language, Literacy, and Numeracy (LLN) Support Policy at St George and Sutherland Community College (SGSCC) outlines the institution's commitment to providing adequate support for students who may face challenges in language, literacy, and numeracy. This policy ensures that all students have the opportunity to succeed in their studies and meet the required outcomes, regardless of their initial proficiency levels in these areas.

Purpose and Rationale

The purpose of this policy is to:

- **Enhance Student Success:** To ensure that all students have access to the necessary support to succeed in their courses by overcoming language, literacy, and numeracy challenges.
- **Compliance with Standards:** To align with the Registered Training Organisation (RTO) Standards 2025 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- **Inclusive Education:** To promote an inclusive learning environment that supports the diverse needs of the student population, particularly those with LLN challenges.

Policy Statement

SGSCC is committed to creating an inclusive and supportive learning environment. Recognising the importance of LLN skills in successful training outcomes, SGSCC undertakes pre-enrolment assessments to identify needs and implements reasonable support strategies throughout the student journey, consistent with relevant regulative requirements.

This policy ensures that SGSCC identifies, supports and responds to students' language, literacy and numeracy (LLN) needs in a manner that upholds equity, enhances learning outcomes and ensures successful participation in training and assessment.

Procedures and Implementation

1. Initial Assessment:

- All students will undergo an initial LLN assessment during the enrolment process. This assessment will identify any potential LLN support needs.
- The assessment will be conducted using LLN Robot that aligns with the Australian Core Skills Framework (ACSF).

2. Provision of Support:

- Students identified as needing LLN support will be provided with appropriate interventions. These may include:
 - One-on-one tutoring sessions.
 - Access to language and literacy sessions from ACE Program.
 - Specialized resources such as literacy and numeracy guides.
 - Online learning support tailored to LLN needs.

- Support will be provided at no additional cost to the student.
- 3. **Integration into Course Delivery:**
 - LLN support will be integrated into the course delivery to ensure that students can meet the competency requirements.
 - Trainers and assessors will be equipped with strategies to identify and address LLN needs within the classroom.
- 4. **Monitoring and Evaluation:**
 - Student progress will be monitored regularly to evaluate the effectiveness of the LLN support provided.
 - Adjustments to the support plan will be made as necessary based on ongoing assessments and feedback.
- 5. **Confidentiality:**
 - All assessments and support arrangements will be kept confidential and will only be shared with relevant staff involved in the student's educational journey.

Applicability and Responsibilities

- **Who does this policy apply to?**
 - This policy applies to all students enrolled at SGSCC, particularly those identified as having LLN needs.
 - The policy also applies to all teaching staff, who are responsible for identifying and supporting students with LLN challenges.
- **Who is responsible?**
 - **LLN Coordinator:** Responsible for overseeing the implementation of LLN support services and ensuring that they are aligned with the college's objectives and regulatory requirements.
 - **Trainers and Assessors:** Responsible for integrating LLN support into course delivery and monitoring student progress.
 - **Student Support Services:** Responsible for providing direct LLN support services and resources to students.

References

- **RTO Standards 2025:** Particularly Standards 2.1, 2.3 and 2.4 of the Outcome Standards, which emphasizes the importance of supporting students to achieve competency in their courses, including addressing LLN needs.
- **National Code of Practice for Providers of Education and Training to Overseas Students 2018:** Standards 6 and 7, which highlight the necessity of providing support services and ensuring that students have the necessary language skills to succeed in their studies.
- **Australian Core Skills Framework (ACSF):** Used as the benchmark for LLN assessments.

This policy reflects SGSCC's commitment to ensuring all students have equitable access to education and are supported in their learning journey, aligning with the college's mission to provide dynamic and flexible education opportunities.