

P52 Pre-Training Review and Language, Literacy, Numeracy Policy

1.0 Purpose

The purpose of the Language, Literacy and Numeracy (LL&N) Policy is to ensure that educational programs developed by Central Melbourne Institute (CMI) are in accordance with language, literacy and numeracy requirements, unit descriptors and those students with special learning needs are adequately supported through the completion of their course.

2.0 Definitions

- **Language:** the tools we used to communicate with one another in many different situations and for many different reasons. Language involves speaking, listening, reading and writing.
- **Literacy:** the ability to read and use written information. It means being able to recognise, read and interpret documents, signs etc.
- **Numeracy:** involves being able to carry out mathematical operations and includes knowing when to use mathematics, what mathematics to use and how to do it.

3.0 Pre-Training Review Assessment Overview

- An assessor conducts a Pre-Training Review of the current competencies including literacy and numeracy skills prior to commencement in training. This may include Pre-requisites, English Language Placement Tests (using “CMI Recruitment KIT”).
- Any competencies previously acquired are identified and the most appropriate qualification for that student to enrol in is ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer).

During the Assessment

- Speak clearly and calmly to relax client, making them feel welcome.
- Commence with general conversation questions to establish educational background, work history, length of time in Australia, residency status, etc. and determine oral and listening proficiency level.
- Assess speaking, writing, listening and reading comprehension using the LLN Robot (online at CMI premises in the presence of CMI’s Trainer/Assessor).
- Assist client to complete *Student Enrolment Form* and confirm relevant fee information, class times and duration and teacher name.
- Give client *Student Handbook* (refer them to the website for download where a hard copy may not be available) explaining requirements regarding what to bring to class and attendance.

After the Assessment

Attach the assessment tasks used to the completed *Initial Assessment Report Form* which is then attached to the *Student Enrolment Form*. Return these documents to the administration office for further processing and filing.

Determining class placement

The purpose of the Pre-Training Review (Initial Assessment) is to recommend the placement of the student into the course or qualification appropriate to their needs and that they can be anticipated to achieve success in. The placement is based on:

- the student’s performance across all four macro-skills (speaking, listening, reading & writing) and/or numeracy

- the student's needs and goals
- the student's predicted learning pace

Pre-Training Review Decision Making

- Administration team at the RTO will use the outcome of Pre-Training Review to finalise the enrolment for a student.
- In case, where, student's LLN level has been identified to be inappropriate, enrolment officer must consult with the trainer to organise relevant support for the student.
- In case, where, Pre-Training Review, identifies the course chosen by the student to be inappropriate for their level, they must advise the student of another course that may be relevant and appropriate for their personal needs.
- If RTO is not able to provide the student with a relevant and appropriate course as per their learning needs, they must notify student of the same and may refer them to other providers upon student's request.

Pre-Training Review Decision Making

- Administration Team must download and attached the Result record from LLN Robot signed by the trainer/Assessor and the Pre-Training Review Outcome as part of the enrolment documentation in the admin file for a student.

4.0 Responsibility

CMI has the responsibility to ensure the following;

- LL&N needs are identified and development within the course materials and assessment tools by qualified Trainers and Assessors
- relevant employees are provided with the necessary training to ensure they have to skills required to manage with LL&N issues as they arise
- in the event that a Trainer and Assessor identifies students with LL&N difficulties, they implement appropriate strategies to assist them with their learning
- students are provided with advice and support services in the provision of LL&N assistance services
- the confidentiality of students who require additional support services and appropriate strategies are in accordance with our Privacy Policy
- students or potential students who have been identified as requiring support with LL&N are not discriminated
- those students that require or request additional LL&N support are referred to professional organisations

5.0 Language Literacy and Numeracy Screening

All students seeking an enrolment in the any courses for the first time are required to complete a Pre-Training Review and online LLN test prior to enrolment.

- Students seeking enrolments at CMI will undergo a pre-training review to ensure students are enrolled into the most appropriate qualification for their academic level and career choice.
- This test is conducted by the admission staff. Marking of the test is performed by a qualified trainer and assessor.
- Students must achieve a satisfactory level on LLN to gain successful entry into any of the training programs offered at CMI.
- Where it is determined that an participant may not have sufficient English language skills to complete the qualification, they will be provided with a referral to improve their skills before starting this qualification;
- The Victorian AMES for formal assessment, placement and if necessary, specific English Language training. <http://www.ames.net.au/contact>

- Where it is determined that an participant may not have sufficient Literacy and or numeracy skills to complete the qualification, they will be provided with a referral to improve their skills before starting this qualification;
 - The Victorian Adult Literacy and Basic Education Council (VALBEC) for assistance. VALBEC is the peak body for the adult literacy and numeracy practitioners in Victoria and have a detailed list of neighbourhood houses, neighbourhood learning centres, TAFE institutes and other providers who offer literacy and numeracy programs and support throughout Victoria
http://www.valbec.org.au/05/contacts/contacts.htm#Yarra_Junction
 - CMI requests that students notify the Institute of any special assistance they may require in relation to literacy and numeracy. CMI will absorb all additional costs.
 - In developing training and learning materials, CMI will ensure that respective LL&N requirements of specific units of competency or training packages are integrated into learning and assessment materials. Accordingly, CMI will embed LL&N principles within its delivery and learning and assessment tasks based on the specific Employability Skills and training package requirements.
 - CMI will ensure that the training staff members implement appropriate strategies to assist the students who need LL&N assistance with their learning and maintain fairness, confidentiality, and equality in dealing with them.

6.0 Implementation

- Students are requested to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified, relevant staff is alerted to the students' requirements and remedial processes can be implemented.
- The Training Manager and relevant course coordinator is responsible for acting upon information obtained in the Enrolment Form where LL&N and other individual needs are identified. Where individual needs are identified, action can be taken during the delivery of the training program and the assessment process to assist the participant by way of:
 - Discussion between participant, Training Manager and Trainer/Assessor staff to identify participants' particular needs
 - Reasonable adjustment of the training program delivery and assessment methods to suit these needs.
 - One-on-one support provided during the training program, delivery and progress monitored by the academic management staff to promote successful learning outcomes.
- Where support needs to go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, the Institute will direct students to an external literacy specialist. Any additional costs will be at the student's expense.
- Students with insufficient English proficiency are required to undertake additional English studies prior to commencing in VET programs. Students that undertake additional English studies will be monitored and assessed for their suitability to continue in the nominated VET program