

Document: Language, Literacy and Numeracy Policy for International Students		
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1. Overview

The purpose of this policy and related procedure is to establish guidelines to identify students in need of support for their basic skills in English language, literacy and numeracy (LLN), and also for the provision of these support services to students to enable them to participate effectively in WIN College's (WIN) vocational courses.

2. Policy

The minimum LLN standards required to enrol in a course at WIN are stated in the relevant course entry requirements.

An assessment of a prospective student's LLN skill levels will be made during the admissions process to determine whether they meet the threshold for enrolment, and/or the support that is required throughout their study to develop their skills to the appropriate level.

If a student has demonstrated the minimum standard required to apply and enrol in a course and is having difficulty successfully completing their study due to LLN performance, WIN will arrange support services for the student.

A general assessment of student LLN standards for all VET courses is outlined below in the LLN procedures. If the student's performance in the general assessment of LLN raises concern that the student may have LLN difficulties, the student must complete a detailed assessment.

If, at any time, a member of WIN believes that the student is not demonstrating the minimum LLN standards for the course, they may request a detailed assessment of student's LLN abilities, to be completed by the student in person under supervision within five days.

If, because of the detailed assessment, the student's abilities appear to be substantially below the minimum threshold for enrolment, WIN may consider transfer to a pathway course or cancellation of enrolment.

3. Procedures

The general assessment of student LLN standards will follow these 2 processes. Students identified with potential LLN issues will continue past step 2.

1. Enrolment application: Students must personally complete the enrolment application including a 200-word statement of intention (only AL3 countries) and a 50 word short essay response. All international students will follow the international student admissions process which may include a personal interview. The application and statement of intention will be reviewed by the admissions officer. The purpose of the application form is to obtain any information about previous education, disabilities and grasp of the English language. The information obtained is to determine:

- the appropriateness of WIN's course for the individual's own goals and aspirations
- the individual's grasp of English

- any relevant disabilities that need to be considered when the individual participates in the course.

2. LLN assessment test: The purpose of the LLN assessment test is to confirm language, literacy and numeracy skills. We observe the participants for any signs of difficulty in completing the test. The role of an LLN assessor is to objectively assess the test against model answers. The assessor must have knowledge and competency in LLN assessment. It is crucial that assessors understand and practise fair, objective, unbiased and flexible assessment processes.

While assessing the LLN test, assessor MUST ensure:

- Student has answered all questions on the tests
- Student has not plagiarised during the testing process
- Assessor has provided detailed information on the oral communication section of the test

The aim of this assessment is to ensure that we confirm the learning needs of our participants prior to commencement of the training. If we can identify any participant with special needs we can then ensure that we modify our learning and assessment strategies to accommodate their needs.

2. Students identified with LLN issues will be required to attend an LLN interview. Furthermore, if any WIN trainer has concerns with a student's performance post enrolment related to LLN, they can request that the student attends an LLN interview.

3. If required, the student must attend an interview with a WIN staff member with LLN experience.

The interview will cover (but not be limited to):

- purpose of interview;
- ask the student to describe their background and skills;
- ask the student to complete the self-assessment;
- ask the student to complete another reading task.

4. The WIN staff member will complete a summary report and submit it to the Head of

Academics for his evaluation and provision of support strategies. Support strategies may include:

- reasonable adjustments of assessments,
- peer support or one-on-one support,
- referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).
- study support and study skills programs
- language, literacy and numeracy (LLN) programs or referrals to these programs
- information and communications technology (ICT) support
- learning materials in alternative formats, for example, in large print
- learning and assessment programs contextualised to the workplace

- any other services that the RTO considers necessary to support learners to achieve competency.
- peer support or one-on-one support,
- study skills training,
- referral to external agencies for literacy and numeracy courses (such as The Reading Writing Hotline).

The Head of Academics along with relevant trainers, will be responsible for the ongoing monitoring of students receiving additional support to develop their LLN skill levels to the required threshold.

4. Legal and Policy Framework

- *The Education Services for Overseas Students Act 2000 (ESOS Act)*
- *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)*
- *Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Commonwealth Human Rights and Equal Opportunity Commission Act 1986*
- *Commonwealth Disability Discrimination Act 1992*
- *Commonwealth Disability Standards for Education 2005*
- *Equal Opportunity Act 1995*
- *Privacy Act 1988*
- *NSW State Records Act*