Language Literacy and Numeracy Policy

Learning Sphere
RTO Code 91718

Compliance Focus
ASQA Standards, Clauses: 1.7

Policy
This policy is designed to ensure and recognise LLN needs. It aims to enable learners with learning challenges to participate in education and training. It is not to give a learner an advantage over other learners, or change a course standards or outcomes, or to guarantee success. The LLN assessments are mapped to the correct ACSF level and then reviewed to the entry requirements for each qualification level.

Learning Sphere is committed to providing any reasonable support necessary to help learners with Language Literacy and Numeracy (LLN) difficulties to complete their course and to determining whether a prospective learner has a level of LLN that:

- May indicate that they require further LLN training before enrolling into their chosen course
- Will require additional assistance while completing their chosen course
- Meets the ACSF requirements for enrolling in their chosen course

Learning Sphere will provide training and guidance to all trainers/assessors to understand their requirements when assisting learners who may require additional LLN assistance.

All learners are required to undertake an assessment of their LLN skills prior to formally accepting their enrolment. These evaluations indicate:

- Has the LLN skills to be able to successfully complete the course
- Needs additional coaching or support to successfully complete the course
- Does not have the sufficient LLN skills to successfully complete the course

The LLN level for each course delivered has an expected level which is based on the Australian Course Skills Framework and learners must either meet or at least be close to the expected level.

LLN adjustments to teaching, learning and assessment activities needs to be justified to uphold the integrity of the qualification and tailored to the learner.

Tools to assess LLN
Learning Sphere uses two LLN tools to evaluate learners:
- Paper based tool (as applicable)
- Online LLN tool

Digital Literacy Skills
Digital literacy is evaluated as part of an LLN for learners who are enrol in a course requiring use of a computer and internet. This evaluation includes, but is not limited to:
- The ability to logon to a computer
- Access emails and click a link within an email
- Login into an online database (LLN Robot)
- Use a mouse and keyboard
- Read and respond to online text

Learners who pass the online LLN test will be considered to meet digital literacy requirements.

Learners who are not able to complete the online LLN tool and require online technology as part of their course will will be evaluated individually to see whether they meet digital literacy requirements.

Responsible Staff

Responsible Staff include trainers and assessors and student services for:

- Marking paper based LLNs
- Evaluating results for learners that do not meet minimum requirements
- Ensuring that all learners complete their LLN requirements prior to enrolment
- Ensure an LLN Support Plan exists for each learner who requires additional support
- Provide a LLN Support Plan or updated plan based on Trainer identified or further identified LLN issues
- Work with learner to create an LLN Support Plan that supports their needs

Responsible Officer

The responsible officer for the implementation of this Policy is the General Manager.

Publishing details

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Summary of content (new) or amendments (revised)	Updated to reflect new LLN online test and new ownership
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