

# Language Literacy, Numeracy and Digital (LLND) Policy

## Compliance Focus

**ASQA Standards**, Clauses: 1.7

## Policy

This policy is designed to ensure and recognise LLND 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 LLND 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 LLND difficulties to complete their course and to determining whether a prospective learner has a level of LLND that:

- May indicate that they require further LLND 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 LLND assistance.

At all times, transparency and support will be provided to the potential learner ensuring that they have a clear understanding of the situation and that they do not feel “singled out” or minimised in any way. Learning Sphere will not enrol a learner who is not at the level required to complete their potential program.

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

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

The LLND 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.

LLND 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 LLND

Learning Sphere uses two LLND tools to evaluate learners:

- Paper based tool (as applicable)
- Online LLN tool

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## Digital Literacy Skills

Digital literacy is evaluated as part of an LLND 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 the online LLND
- Use a mouse and keyboard
- Read and respond to online text

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

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

## Learner does not meet the required level

If a potential learner is unable to meet the required level for enrolment, they will be contacted by a trainer to discuss and assess whether additional support mechanisms such as extra time, learning assistance, oral assessment etc will assist in completing the program successfully.

If after this, if Learning Sphere decided that enrolling the potential learner would be unfair to the learner, the following actions may occur:

- an alternative course may be offered at a lower level
- the learner will be advised that the enrolment will not proceed
- information about tools/programs to improve LLND abilities will be provided.

This information will be provided both verbally to the learner and followed up with email confirmation.

## Responsible Staff

Responsible Staff include trainers and assessors and student services for:

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



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## Responsible Officer

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

## Publishing details

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