



LANGUAGE LITERACY AND NUMERACY POLICY

1. PURPOSE/SCOPE:

This policy sets out details of AIM WA's Language Literacy and Numeracy (LLN) for participants enrolling into vocational education and training. Where difficulties are identified, this policy outlines the guidelines of how AIM WA will offer support or provide details of external support services where participants needs goes beyond reasonable adjustment during the training and assessment process.

2. PRINCIPLES:

AIM WA complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to informing and protecting students and student support and progression – clauses 1.7, 5.1-5.3, 5.4 and 6.1 to 6.6.

3. DEFINITIONS:

Language involves the use of words in a structured and conventional way, in either written or spoken form, to communicate meaning.

Literacy is the ability to use and adjust language effectively, in a social context, to achieve specific purposes. Literacy involves the application of skills such as the ability to explain, debate, retrieve information, explore issues, entertain, create and express opinions.

Numeracy involves the practical application of mathematical skills to use and critically evaluate information in numerical, spatial or graphical form. Numeracy may also involve literacy, for example, when extracting mathematical information from written text.

4. REFERENCES:

Organisation	Contact Details
The Reading Writing Hotline	1300 655 506
Read Write Now	www.read-write-now.org
Western Australian Adult Literacy Council	www.waalc.org.au
Australian Council for Adult Literacy	(03) 9546 6892

Standards for Registered Training Organisations (RTOs) 2015

5. POLICY:

AIM WA is responsible for obtaining enrolment details, in full, as outlined on the Enrolment Form and ensuring that information pertaining to individual learning requirements is provided to students prior to enrolment for vocational education and training. Participants are required to complete both a self-assessment and LLN questionnaire prior to enrolment.

Language, Literacy and Numeracy

Participants require language, literacy and numeracy capacity equivalent to the descriptions below:

Qualification Level	Reading	Writing	Maths	Oral communication
Certificate III and Certificate IV	<p>Read and interpret texts that have several ideas, which are non-routine, but simple.</p> <p>For example read workplace newsletters or read an agenda for a meeting.</p>	<p>Produce and sequence several paragraphs to make meaning.</p> <p>For example, fill in an accident report form or write a set of procedures for a new work task for personal reference.</p>	<p>Use operations and % and fractions to solve problems.</p> <p>For example calculate and compare costs of similar items/services from two sources or measure items for work tasks using formal units.</p>	<p>Participate in oral exchanges where listener/speaker is required to vary and/or understand concepts that are simple, but non-routine.</p> <p>For example provide instructions for a new worker on how to perform a simple workplace task. Or listen to, and respond to a routine customer complaint.</p>
Diploma, Advanced Diploma	<p>Read and understand texts with some complex ideas and non-routine vocabulary.</p> <p>For example, read a workplace report recommending a change, or read a memo providing new instructions on workplace health and safety.</p>	<p>Write texts that convey ideas beyond everyday concepts.</p> <p>For example, write the minutes for a workplace meeting or write a memo to colleagues to inform them of a temporary change to the workplace routine.</p>	<p>Use a range of algebraic formulae and calculating tools to solve work-based problems.</p> <p>For example, apply formulae to measure heights, 2 and 3 dimensional spaces or use memory/square root functions on a calculator to solve multi-step problems.</p>	<p>Participate in oral exchanges that require control of non-routine language and structures.</p> <p>For example, deliver a presentation about a new workplace practice to a group of colleagues or listen to a complicated customer complaint and be able to summarise the customer's concerns.</p>

6. PROCEDURE:

Needs Identification

Where possible, AIM WA will make every attempt to identify any specific training needs based on the English language literacy and numeracy competencies, which are needed to participate effectively in AIM WA's training programs prior to attending any training program/s.

Where AIM WA will endeavour to obtain LLN information before commencement of the course/unit although the student's individual needs may not be identified until after the course/unit has commenced. In this case the L&D Specialist and consultant will meet to analyse necessary requirements to meet the students' individual needs.

Where a participant's LLN levels are identified as being lower than the specified requirements for the program, AIM WA will make any reasonable adjustment during the training and assessment process or will provide participants with details of external LLN assistance. However the participant has the choice as to whether or not they wish to withdraw from any enrolment.

Confidentiality

All information relating to participants gathered during needs identification, training and evaluation will remain confidential in accordance with AIM WA's Privacy Policy.