

## 1.03.812 LANGUAGE LITERACY & NUMERACY

### What You Need to Know

The purpose of this policy is to ensure that all students are provided with learning pathways that meet their individual language, literacy and numeracy skills.

**Always read this Policy in conjunction with the Related Procedures identified below.**

<b>Policy Statement</b>	IRT Academy will establish a system to identify each learner's Language, Literacy and Numeracy needs within the resources of IRT Academy and facilitate systems of support to maximise individual learner outcomes.
<b>Purpose</b>	To meet the requirements of: <ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011; and</li> <li>Standards for Registered Training Organisations 2015</li> </ul>
<b>Risk Statement</b>	IRT has a low appetite for risk of failing to comply with legislation.
<b>Scope</b>	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
<b>Related Procedure</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>RTO Procedure Manual</li> <li>Student Handbook</li> <li>Course Brochures/Flyers</li> <li>Language Literacy and Numeracy Screen</li> <li>Enrolment Form</li> <li>Training Plan (for approved Trainees) Student Contract Diary Note</li> <li>Assessment Agreement and Progress Report</li> <li>1.03.038 Student Progress</li> <li>1.03.806 Student Enrolment and Selection</li> <li>1.03.853 Student Welfare</li> <li>1.03.805 Skills and Qualification Recognition</li> </ul>
<b>Compliance Requirements</b>	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>Standards for RTOs 2015; <ul style="list-style-type: none"> <li>Standard 1</li> <li>Standard 5</li> </ul> </li> </ul>
<b>Policy Owner</b>	EGM - People & Culture
<b>Effective Date</b>	January 2020
<b>Review Date</b>	January 2023
<b>Content Manager Reference Number</b>	EDOC2020/04845

## 1 POLICY PRINCIPLES

IRT Academy will:

- Assess a student's language, literacy and numeracy skills prior to their enrolment to ensure they have adequate skills to complete the training;
- Assessment will be facilitated by the Trainer/Assessor using an online assessment tool provided by LLN Robot.
- For short courses, the assessment will be based on the student's ability to complete the RTO enrolment documentation and interaction with the learner (as appropriate).
- Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to students about the detail of the language, literacy and numeracy assistance available;
- Refer students to external language, literacy and numeracy support services that are beyond the support available within IRT Academy resources and where this level of support is assessed as necessary.
- Negotiate an extension of time to complete training programs if necessary.

## 2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – General Manager IRT Academy	<ul style="list-style-type: none"> <li>• Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.</li> </ul>
Policy Monitor – Operations and Compliance Manager	<ul style="list-style-type: none"> <li>• Ensure day to day implementation and compliance with policy.</li> </ul>
Policy Implementation- Trainer/Assessor	<ul style="list-style-type: none"> <li>• Implement procedure as per IRT Academy Procedure Manual</li> </ul>

## 3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
LL&N	Language Literacy and Numeracy